



SHIRE OF CARNARVON

AGENDA

ORDINARY COUNCIL MEETING
TUESDAY 22 SEPTEMBER 2026

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

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

NOTICE OF MEETING

Notice is hereby given

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

Amanda Dexter
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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- The member of the public must first state their name and residential address, prior to asking their question.
- Each member of the public may ask up to two questions initially, after which other members of the public will be invited to ask their questions. Each member of the public has up to two minutes to ask their question(s).
- Questions must be clear, concise and asked as a question. The Presiding Member may refuse to accept questions that are:
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- Conditional on time being availability, and an equal and fair opportunity being provided to others to ask their question(s) and receive their response(s), then Meeting Procedures Local Law 2021, 6.7(5) is interpreted as allowing the Presiding Member to permit a member of the public to ask additional questions beyond their initial two.
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 - diverts from the substance or direction of its deputation application.
- Where a matter is the subject of a deputation, the Council will not determine the matter until the deputation has completed its presentation.

SPECIAL MEETINGS OF COUNCIL

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

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1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

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

2 DECLARATION OF INTEREST

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

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

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

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

Mr David Gooch of Manberry Station.

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

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

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

Response Provided at the Ordinary Meeting of Council

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

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

Response to Question taken on Notice

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

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

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

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

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

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

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

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

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

Response Provided at the Ordinary Meeting of Council

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

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

Response to Question taken on Notice

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

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

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

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

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

3.2 PUBLIC QUESTION TIME

3.3 PUBLIC DEPUTATION TIME

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 25 August 2026

4.2 Minutes of the Special Council Meeting - 28 August 2026

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

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

File No: ADM0080
 Location/Address: N/A
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Jacque Birch, Executive Assistant, Lifestyle & Community
 Authoriser: Stephanie Leca, Executive Manager, Lifestyle & Community
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 24/02/2026
 Schedules: 1. Unconfirmed Minutes - Community Growth Fund Committee - 11 September 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 presents the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026 for Council to receive and seeks Council endorsement of the Committee's recommendations for Round Two of the 2026 Community Growth Fund and Outgoing Sponsorship funding programs.

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

Background

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

The Committee considered the following applications:

Community Growth Fund

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

Outgoing Sponsorship

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

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

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

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

Stakeholder and Public Consultation

EXTERNAL

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

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

INTERNAL

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

Statutory Environment

Local Government Act 1995

5.20. Decisions of councils and committees

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

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

(3) This section does not apply to elections —

- (a) by a council of the local government's mayor or president under section 2.11;*
- (b) by a council of the local government's deputy mayor or president under section 2.15; or*
- (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.*

5.22. Minutes of council and committee meetings

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Relevant Plans and Policy

Shire of Carnarvon's Strategic Community Plan
CD004 - Carnarvon Growth Fund Policy
CD0014 - Outgoing Sponsorship Policy

Financial Implications

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

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

- *Carnarvon Bowling Club Incorporated - \$5,000.00*
- *Carnarvon Horse and Pony Club Incorporated - \$5,000.00*
- *Gascoyne Community Services Aboriginal Corporation - \$3,000.00*
- *The Vietnamese Community in Carnarvon Incorporated - \$3,000.00*
- *Carnarvon Fishing Club Incorporated - \$5,000.00*
- *Carnarvon Windfest Incorporated - \$5,000.00*
- *Gascoyne Food Council Incorporated - \$10,000.00*
- *Gascoyne Off Road Racing Club Incorporated - \$10,000.00*
- *Carnarvon Chamber of Commerce and Industry Incorporated - \$5,000.00*
- *Events Carnarvon Incorporated - \$10,000.00*

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

Following the allocation of Round Two funding, a balance of \$49,000.00 will remain available for future funding rounds scheduled to open on 1 October 2026 and 1 January 2027.

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report separates the two Council actions required:

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

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

OFFICER'S RECOMMENDATION

That Council by Absolute Majority:

- 1. Receives the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026; and***
- 2. Endorses the recommendations of the Community Growth Fund Committee relating to Round Two of the 2026 Community Growth Fund and Outgoing Sponsorship funding programs, as detailed in the Committee Resolution 'CGFC 04/09/2026' as contained within the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026 in Schedule One.***



SHIRE OF CARNARVON

COMMUNITY GROWTH FUND COMMITTEE

MINUTES

FRIDAY 11 SEPTEMBER 2026

CONFIRMATION OF MINUTES

These minutes were confirmed by the Committee on
[Type date here](#)
as a true and accurate record

Chairman

Shire Council Chambers
Stuart Street Carnarvon,
West Australia
Phone: (08) 9941 0000
Fax: (08) 9941 1099
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- Where a matter is the subject of a deputation, the Council will not determine the matter until the deputation has completed its presentation.

SPECIAL MEETINGS OF COUNCIL

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

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1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 11:02am

MEMBERS

Comm Martin AldridgeCommissioner

EXECUTIVE ADMINISTRATION

Miss Stephanie Leca Executive Manager, Lifestyle & Community

STAFF IN ATTENDANCE

Mrs Jacquie Birch..... Executive Assistant Lifestyle & Community

Mr Jasper Benthien.....Executive Services Coordinator

Apologies

Nil

Leave of Absence

Nil

Press Nil

Public Nil

2 PUBLIC TIME

Note to the minutes: No public were in attendance.

3 DECLARATIONS OF INTEREST

Stephanie Leca, Executive Manager Lifestyle & Community - Item 5.1 (Impartiality Interest) – Committee member of: Carnarvon Fishing Club; Carnarvon Chamber of Commerce.

Jacquie Birch, Executive Assistant Lifestyle & Community - Item 5.1 (Impartiality Interest) – Committee member of: Events Carnarvon

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Community Growth Fund Committee Meeting - 17 February 2026

COMMITTEE RESOLUTION CGFC 01/09/26

Moved: Cmm Martin Aldridge

That the minutes of Community Growth Fund Committee Meeting held on 17 February 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED 1/0

Community Growth Fund Committee Meeting Minutes

11 September 2026

SUSPENSION OF MEETING PROCEDURES**COMMITTEE RESOLUTION CGFC 02/09/26****Moved:** Cmm Martin Aldridge

A motion was moved that Council suspend meeting procedures at 11.04am to discuss applications under item 5.1.

FOR: Cmm Martin Aldridge**AGAINST:** Nil**CARRIED BY ABSOLUTE MAJORITY 1/0****COMMITTEE RESOLUTION CGFC 03/09/26****Moved:** Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 12.02pm following discussion and decisions regarding applications under item 5.1.

FOR: Cmm Martin Aldridge**AGAINST:** Nil**CARRIED BY ABSOLUTE MAJORITY 1/0**

5 REPORTS

5.1 COMMUNITY GROWTH FUND & OUTGOING SPONSORSHIP APPLICATIONS - ROUND 2, 2026

File No:	ADM0080
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Jacquie Birch, Executive Assistant, Lifestyle & Community
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Impartiality
Voting Requirement:	Nil
Previous Report:	February 2026
Schedules:	1. Community Growth Fund Applications 2. Outgoing Sponsorship Applications 3. Community Growth Fund and Outgoing Sponsorship Fund - Historical Grant Information Report

Authority/Discretion:

Nil

Summary of Report

This report presents the applications from Round Two of the Community Growth Fund and Outgoing Sponsorship and seeks the Community Growth Fund committee to assess applications and recommend recipients to Council.

Background

The Shire of Carnarvon's Community Growth Fund and Outgoing Sponsorship Round Two opened for applications on 1 July and closed on 12 August 2026, allowing six weeks for community groups and organisations to submit funding applications.

Round Two received a total of twelve (12) applications across both funding categories, as listed below. Of the twelve applications received, one (1) has been assessed by Officers as ineligible, as the applicant is a business applying through the Outgoing Sponsorship Fund and therefore does not meet the eligibility requirements of the funding guidelines. The application has been included in the documentation and presented to the Community Growth Fund Committee for transparency.

Applications across both categories as listed below:

COMMUNITY GROWTH FUND

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

OUTGOING SPONSORSHIP

1. Alhasnawi Boxing Academy (Not Eligible)
2. Carnarvon Fishing Club Incorporated
3. Carnarvon Windfest Incorporated
4. Gascoyne Food Council Incorporated
5. Gascoyne Off Road Racing Club Incorporated

Community Growth Fund Committee Meeting Minutes

11 September 2026

6. Carnarvon Chamber of Commerce and Industry Incorporated
7. Events Carnarvon Incorporated

It is recommended that the committee reviews the submitted applications and makes recommendations using the provided Grant Assessment Matrix for the Community Growth Fund. Additionally, the committee should assess the applications for the Outgoing Sponsorship and recommend approvals based on the available budget.

As the Community Growth Fund does not have delegated authority, the Committee's Assessment Report and recommendations will be presented to Council for formal consideration at the Ordinary Council Meeting on Tuesday, 22 September 2026.

Stakeholder and Public Consultation

The Shire was proactive in promoting the Community Growth Fund and the Outgoing Sponsorship opportunity and application process through social media, email outreach, and updates on the Shire's website. The Shire invited community groups to meet with Shire officers to discuss applications before submissions as per the guidelines.

Shire officers offer support, advice and guidance to applicants, ensuring they have the necessary information to navigate the process; noting that officers do not complete applications for applicants.

Statutory Environment

Nil. The Community Growth Fund committee has no delegated authority.

Relevant Plans and Policy

Shire of Carnarvon's Strategic Community Plan
 CD004 - Carnarvon Growth Fund Policy
 CD0014 - Outgoing Sponsorship Policy

Financial Implications

Council allocates funding to the Community Growth Fund through its annual budget process. The current available balance is \$110,000.00.

For this funding round, applications totalling \$23,000.00 have been received through the Community Growth Fund, with a further \$50,000.00 requested through Outgoing Sponsorship applications. This represents a combined funding request of \$73,000.00 for the current round.

Following consideration of this round, two further funding rounds are scheduled to open on the 1 October 2026 and 1 January 2027.

A list of applications received, and the amount requested by each organisation is provided below.

COMMUNITY GROWTH FUND

Organisation	Requested Amount
Carnarvon Bowling Club Incorporated	\$5,000.00
Carnarvon Horse and Pony Club Incorporated	\$5,000.00
Gascoyne Community Services Aboriginal Corporation	\$3,000.00
Gascoyne Growers Markets Incorporated	\$5,000.00
The Vietnamese Community in Carnarvon Incorporated	\$5,000.00
TOTAL – COMMUNITY GROWTH FUND	\$23,000.00

OUTGOING SPONSORSHIP

Community Growth Fund Committee Meeting Minutes

11 September 2026

Organisation	Requested Amount
Alhasnawi Boxing Academy	Not Eligible
Carnarvon Fishing Club Incorporated	\$5,000.00
Carnarvon Windfest Incorporated	\$10,000.00
Gascoyne Food Council Incorporated	\$10,000.00
Gascoyne Off Road Racing Club Incorporated	\$10,000.00
Carnarvon Chamber of Commerce and Industry Incorporated	\$5,000.00
Events Carnarvon Incorporated	\$10,000.00
TOTAL – OUTGOING SPONSORSHIP	\$50,000.00

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Funding commitments cannot be met within budget.	Moderate	Ensure allocations are within budget provisions.
Health & Safety	N/A		
Reputation	Decision-making on approvals and rejections is subject to community criticism.	Moderate	Provision of clear policy and guidelines and timely communication will assist in mitigating this risk.
Service disruption	N/A		
Compliance	Applications funded are non-compliant with the Community Growth Fund and Outgoing Sponsorship policy.	High	Community Growth Fund committee reviews all applications to ensure they meet the requirements set out in the Community Growth Fund and the Outgoing Sponsorship policy.
Property	N/A		
Environment	N/A		
Fraud	Allocated grants may need to be used appropriately as indicated in the application.	Moderate	Appropriate and substantial acquittal processes are in place that makes each organisation accountable for funds according to their funding application.

Community Growth Fund Committee Meeting Minutes

11 September 2026

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Each application has undergone a comprehensive evaluation by the Shire and has been entered into a matrix. This matrix provides a summary for the Community Growth Fund committee, for review at the meeting on Friday, 11 September 2026.

OFFICER'S RECOMMENDATION

That the Community Growth Fund Committee, considers the applications received and recommends the following recipients and amounts to Council:

Note to the minutes - the committee considered all applications received and recommended the following:

Carnarvon Bowling Club Incorporated - \$5,000.00
Carnarvon Horse and Pony Club Incorporated - \$5,000.00
Gascoyne Community Services Aboriginal Corporation - \$3,000.00
The Vietnamese Community in Carnarvon Incorporated - \$3,000.00
Carnarvon Fishing Club Incorporated - \$5,000.00
Carnarvon Windfest Incorporated - \$5,000.00
Gascoyne Food Council Incorporated - \$10,000.00
Gascoyne Off Road Racing Club Incorporated - \$10,000.00
Carnarvon Chamber of Commerce and Industry Incorporated - \$5,000.00
Events Carnarvon Incorporated - \$10,000.00

COMMITTEE RESOLUTION CGFC 04/09/26

Moved: Cmm Martin Aldridge

That the Community Growth Fund Committee, considers the applications received and recommends the following recipients and amounts to Council:

- 1. Carnarvon Bowling Club Incorporated - \$5,000.00***
- 2. Carnarvon Horse and Pony Club Incorporated - \$5,000.00***
- 3. Gascoyne Community Services Aboriginal Corporation - \$3,000.00***
- 4. The Vietnamese Community in Carnarvon Incorporated - \$3,000.00***
- 5. Carnarvon Fishing Club Incorporated - \$5,000.00***
- 6. Carnarvon Windfest Incorporated - \$5,000.00***
- 7. Gascoyne Food Council Incorporated - \$10,000.00***
- 8. Gascoyne Off Road Racing Club Incorporated - \$10,000.00***
- 9. Carnarvon Chamber of Commerce and Industry Incorporated - \$5,000.00***
- 10. Events Carnarvon Incorporated - \$10,000.00***

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED 1/0

6 DATE OF NEXT MEETING

The date, time and venue of the next meeting is yet to be confirmed.

7 CLOSE

The Presiding Member thanked staff in attendance and declared the meeting closed at 12.02pm.

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

File No: ADM0281
 Location/Address: Shire of Carnarvon
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Keely Roberston, Place & Cultural Development Coordinator
 Authoriser: Stephanie Leca, Executive Manager, Lifestyle & Community
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: Nil
 Schedules: 1. Unconfirmed Minutes - Reconciliation Action Plan Reference Group Meeting - Friday, 11 September 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 presents the unconfirmed minutes of the Reconciliation Action Plan Reference Group meeting held on Friday, 11 September 2026 for Council to receive.

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

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

Background

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

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

The Reference Group met on Friday, 11 September 2026.

Key matters discussed included:

- broader reconciliation themes and priorities, with a presentation from Reconciliation Australia;
- the RAP Impact Survey and action tracker; and
- membership of the Reference Group.

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

Stakeholder and Public Consultation

External

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

Internal

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

Statutory Environment

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

Relevant Plans and Policy

Innovate Reconciliation Action Plan 2025 – 2027

Strategic Community Plan 2022 – 2032

Financial Implications

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

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

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The Reconciliation Action Plan Reference Group met on 11 September 2026, with the meeting providing an opportunity to review the Shire's progress under the Innovate Reconciliation Action Plan 2025–2027 and discuss emerging priorities for reconciliation.

The Reference Group received a presentation from Reconciliation Australia on the national reconciliation landscape and the evolving RAP framework. Key themes included a stronger future focus on impact, truth-telling and anti-racism, together with opportunities for local governments to participate in Reconciliation Industry Network Groups and share approaches across the sector.

A significant discussion focused on increasing First Nations representation on Council. The Reference Group discussed the importance of cultural safety, transparency and providing prospective candidates with clear information about the role and expectations of an elected member. An action was identified to continue discussions regarding culturally safe locations for future information sessions and workshops with community members.

The Reference Group also reviewed the Shire's RAP Impact Survey at a high-level, which is ready for submission to Reconciliation Australia and noted it will be presented to the Shire's Audit, Risk and Improvement Committee in October 2026. The results highlighted that 20 of the Shire's 62 Australian-based employees identify as Aboriginal and/or Torres Strait Islander, and that the Shire recorded \$655,068 in procurement across 32 Aboriginal and Torres Strait Islander businesses. Improvements to the Shire's procurement systems are also being introduced to strengthen future reporting of First Nations economic participation.

Following the resignation of community representative Carleen Ryder, the Reference Group supported undertaking an Expression of Interest for new community representatives, with discussion identifying the importance of representation from Gwoonwardu Mia, broader community representation and increased youth participation.

Overall, the meeting demonstrated continued progress in implementing the Shire's RAP while identifying opportunities to strengthen cultural safety, First Nations participation, economic engagement and community representation.

OFFICER'S RECOMMENDATION

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



RECONCILIATION ACTION PLAN REFERENCE GROUP

Meeting Minutes

Friday 11 September, 12-1pm at Shire of Carnarvon Council Chambers

Attendees:

Mandy Dexter (CEO), Stephanie Leca (Executive Manager Lifestyle & Community), Keely Robertson (Place and Cultural Development Coordinator), Rennee Turner (community representative), Commission Martin Aldridge (Shire of Carnarvon Council representative)

Apologies: Amanda Leighton (Executive Manager Corporate Strategy & Performance), Karla Tittums (Nganhurra Thanardi Garrbu Aboriginal Corporation representative), Denice Cotterill (Yinggarda Aboriginal Corporation representative),

Chairperson: Commission Martin Aldridge

Minutes: Keely Robertson (Place and Cultural Development Coordinator)

Agenda Items

Item	Description	Time
1	Meeting open and lunch served (Kestrel Café) Commission Aldridge welcomed everyone, and shared Acknowledgement of Country.	12pm
2	GUEST SPEAKER: Liam Stuart-Davis, Senior RAP Officer, Outreach – Reconciliation Australia <u>TOPIC: “The big themes of Reconciliation across Australia”</u> Liam Stuart-Davis, Senior RAP Officer, Outreach at Reconciliation Australia, provided an overview of current national reconciliation priorities and the RAP journey. RAP Journey Liam outlined the four stages of the RAP framework: • Reflect • Innovate • Stretch • Elevate He emphasised that the RAP journey is not linear and that reconciliation is an ongoing process. He noted that many organisations undertake several Innovate RAPs before progressing to a Stretch RAP. There is a minimum of 2 and	12:05pm

	often up to 4. Organisations often reach Stretch around the 10-year mark. Reconciliation Australia – New Strategy coming Consultation is currently underway for Reconciliation Australia's new 10-year strategy, scheduled to launch in November 2026. This will be the first major refresh of the strategy since 2018. Liam advised that RAPs are expected to move away from a primary focus on goals and deliverables, with impact becoming a greater focus. Formal consultation will continue over the coming months, incorporating feedback regarding the evolving RAP framework and findings from national Impact Surveys. Some key elements including: 1. Truth-telling 2. Anti-racism 3. Reconciliation Industry Network Groups (RINGS), including networks focused on industries such as tourism, business and local government Discussion – Racism and Cultural Change Mandy Dexter acknowledged the significant progress made by the Shire of Carnarvon, while noting that racism remains evident within the community and that there is a long journey ahead. She emphasised the importance of addressing racism and making meaningful progress in this area. Mandy also noted that, through recent community surveying and conversations relating to encouraging First Nations candidates to nominate for Council, stories of racism had been shared. Renee Turner acknowledged the significant cultural change within the Shire of Carnarvon in recent years. She noted that, historically, the Shire had been more passive in its approach to racism, whereas there is now a more proactive approach to inclusion that is both visible and felt embedded. And gave special mention to the work Mandy has been doing. First Nations Representation on Council Commissioner Aldridge asked Liam and the group: <i>“What can we do to encourage First Nations community members to nominate for Council?”</i>	
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	Renee Turner emphasised the importance of creating a safe space, sharing information about the process and being transparent. She also suggested that the Shire could share more about its own processes and people to help build trust. Stephanie Leca asked Liam whether Reconciliation Australia had examples of local governments that had successfully engaged First Nations community members in Council. Liam Stuart-Davis advised that the upcoming Local Government Reconciliation Industry Network Groups would provide a useful opportunity to share experiences and approaches. Liam also suggested that local governments consider holding workshops for community members about the role of Council and the process of running for election, as well as actively supporting and preparing community members who may be interested in standing. And gave examples of creative expressions of interest for art projects. Community Truth-Telling Pathway Team Liam advised that Reconciliation Australia is progressing a Community Truth-Telling Pathway Team. Liam will provide further information to Keely Robertson and welcomed Carnarvon First Nations organisations, groups and individuals to engage with the new project. Funding opportunities are expected to be available for truth-telling initiatives, with an emphasis on locally relevant and community-led practice. Gari Yala Report Liam recommended the group read the Gari Yala (speak the truth) “Centreing the experiences of Aboriginal and/or Torres Strait Islander Australians at work research”, which was developed <i>by mob for mob</i> and explores workplace experiences and racism. The report highlights lower levels of racism within organisations that have an active RAP and provides significant statistics regarding the prevalence of racism in Australian workplaces. Reconciliation Australia hopes that the renewed focus on RAP impact will contribute to meaningful change. Gari Yala (Speak the Truth)	
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3	First nations representation on Council – Mandy Dexter Mandy raised the current focus for the Shire of Carnarvon is actively supporting and encouraging First Nations community members to consider nominating for Council at upcoming elections. Renee Turner advised the importance of being transparent about the role, expectations and commitment involved. Information discussed included: • Approximately two full days per month (11 Council meetings per year and 11 Council workshops per year) • Approximately 50% of meetings must be attended in person, while others could be attended remotely via Teams • A minimum of three hours per month representing the community, such as attending existing community events • Approximately \$17,000 payment plus additional imbursement for travel, phone and iPad expenses • Formal training and support will be provided to elected members Renee Turner noted that there has been discussion within Aboriginal community groups regarding potential candidates. Action: Mandy Dexter and Renee Turner to continue discussions regarding safe spaces to hold information sessions and workshops for community members. Keely Robertson noted that a key theme emerging from the discussions was cultural safety. Renee Turner confirmed that cultural safety is vital and shared examples relating to the importance of going on Country. Keely Robertson also noted cultural advisor fees which are being added into Shire of Carnarvon Aboriginal engagement plans at standard rates of \$180/hour.	12:45pm
4	RAP Impact Survey submission – Keely Robertson RAP Impact Survey Keely advised that the RAP Impact Survey has been compiled and is ready for submission to Reconciliation Australia.	1:10pm

	Stephanie Leca confirmed these results will also be included in the Shire's ARIC report. Some interesting statistics noted: Aboriginal and Torres Strait Islander Staff 20 Aboriginal and Torres Strait Islander staff members: • 7 permanent full-time • 12 casual • 1 school-based trainee This represents 20 of the Shire's 62 Australian-based staff. Procurement from Aboriginal and Torres Strait Islander Businesses • \$655,068 total procurement • 32 Aboriginal and Torres Strait Islander businesses Keely also advised that future reporting will be made easier through the inclusion of "First Nations" as a category within the New Creditor Request Form and Shire procurement systems – allowing all staff to actively connect with this part of the reconciliation efforts for economic engagement.	
5	Vacant Community Representative Positions - Stephanie Leca Carleen Ryder has resigned from the RAP Reference Group. The group acknowledged and thanked Carleen for her participation and contribution. The group agreed that representation from Gwoonwardu Mia is important, alongside broader community representation. There was also interest in bringing another young person onto the group. Action: An Expression of Interest will be developed and promoted for new RAP community representatives. Cultural Awareness Training Mandy Dexter emphasised the importance of ensuring on-Country cultural awareness training is programmed for the current financial year. Action: Keely Robertson and Stephanie Leca to discuss options with Denice Cotterill.	1:20pm
5	Meeting close: 1:30pm	1pm

7.1.3 COMPLIANCE AUDIT RETURN 2025

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

Authority/Discretion:

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

Summary of Report

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

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

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

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

Background

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

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

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

The CAR should then be:

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

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

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

Stakeholder and Public Consultation

External Consultation

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

Internal Consultation

Audit, Risk and Improvement Committee
Chief Executive Officer
Corporate Strategy and performance directorate
Governance and Information Coordinator

Statutory Environment

Local Government Act 1995

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

Local Government (Audit) Regulations 1996

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

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

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

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

Relevant Plans and Policy

Nil

Financial Implications

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

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Compliance Audit 2025 findings

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

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

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

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

Local Government Act 1995

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

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

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

Corrective Actions

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

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

OFFICER'S RECOMMENDATION

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

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

**Local Government
Inspector**

2025 Compliance Audit Return

Local Government Authority: The Shire of Carnarvon

Local Government Act 1995

s. 2.29

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

Response: Yes

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

s. 3.16

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

Response: Yes

Comments: Local Laws were last reviewed in 2021/22

s.3.57

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

Response: Yes

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

s. 3.58(3)

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

Response: Yes

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

s. 3.58(4)

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

Response: Yes

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

s. 3.59(2)(a)

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

Response: N/A

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

s. 3.59(2)(b)

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

Response: N/A

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

s. 3.59(2)(c)

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

Response: N/A

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

s. 3.59(4)

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

Response: N/A

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

s. 3.59(5)

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

Response: N/A

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

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

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

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.17

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

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.18

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

Response: Yes

Comments: Delegations recorded in ATTAIN software

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

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

Response: Yes

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

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

s. 5.37(2)

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

Response: No

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

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

Response: N/A

Comments: Senior Employee Recruitment recommendation was not taken to Council

s. 5.39B

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

Response: Yes

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

s. 5.42

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

Response: Yes

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

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

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

Response: Yes

s. 5.44(2)

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

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.45(1)(b)

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

Response: N/A

Comments: There were no revocations for the reporting period

s. 5.46

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

Response: Yes

Comments: Delegations Register is maintained in ATTAIN software

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

Response: Yes

Comments: Delegations Register was reviewed at OCM 21 July 2025

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

Response: No

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

s. 5.50

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

Response: N/A

Comments: There was no instance in 2025 that this occurred

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

Response: N/A

s. 5.51A

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

Response: Yes

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

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

Response: Yes

s. 5.67

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

Response: Yes

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

s. 5.68(2)

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

Response: Yes

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

s. 5.69(5)

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

Response: Yes

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

s. 5.70

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

Response: Yes

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

s. 5.71B(5) and (7)

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

Response: N/A

Comments: There were no instances in the reporting period

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

Response: N/A

s. 5.73

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

Response: Yes

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

s. 5.75

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

Response: Yes

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

s. 5.76

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

Response: No

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

s. 5.77

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

Response: Yes

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

s. 5.88

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

Response: No

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

s. 5.89A

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

Response: Yes

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

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

Response: Yes

Comments: Gift Register Maintained on Shire website

s. 5.90A

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

Response: Yes

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

s. 5.94

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

Response: Yes

s. 5.96

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

Response: Yes

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

s. 5.96A

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

Response: Yes

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

s. 5.104

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

Response: Yes

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

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

Response: N/A

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

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

Response: Yes

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

s. 5.128

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

Response: Yes

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

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

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

Response: Yes

Comments: Actions added to compliance calendar for monthly checks

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

Response: N/A

Comments: No items were marked as "Significant"

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

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

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

Response: Yes

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

r. 19AB

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

Response: Yes

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

r. 19AC

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

Response: Yes

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

r. 19AE

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

Response: Yes

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

r. 19B

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

Response: Yes

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

r. 19C

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

Response: Yes

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

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

r. 19DA

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

Response: No

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

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

Response: Yes

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

r. 22

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

r. 23

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

r. 28

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

r. 28A

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

r. 29

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

r. 29C

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

Response: No

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

r. 35

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

Response: No

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

r. 36

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

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

Response: Yes

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

Local Government (Audit) Regulations 1996

r. 10

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

Response: Yes

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

r. 17

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

Response: Yes

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

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

Local Government (Constitution) Regulations 1998

r. 11FA

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

Response: Yes

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

r. 13

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

Response: N/A

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

Local Government (Elections) Regulations 1997

r. 30G

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

Response: Yes

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

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

Response: N/A

Comments: There were no disclosures made by candidates

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

Response: Yes

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

Local Government (Financial Management) Regulations 1996

r. 5

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

Response: Yes

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

r. 6

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

Response: Yes

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

r. 7

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

Response: Yes

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

r. 8

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

Response: Yes

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

r. 9

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

Response: N/A

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

r. 11

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

Response: Yes

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

r. 12

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

Response: Yes

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

r. 13

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

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

Response: Yes

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

r. 13A

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

Response: Yes

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

r. 19

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

Response: Yes

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

r. 19C

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

Response: Yes

Comments: All investments and deposits are made with authorised institutions

Local Government (Functions and General) Regulations 1996

r. 7

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

r. 9

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

r. 10

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

r. 11A

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

Response: Yes

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

r. 11

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

r. 12

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

Response: N/A

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

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

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

Response: Yes

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

r. 15

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

Response: Yes

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

r. 16

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

r. 17

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

Response: Yes

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

r. 18(1) and (4)

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

Response: N/A

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

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

Response: N/A

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

r. 19

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

Response: Yes

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

r. 21

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

Response: N/A

Comments: No Expressions of Interest were called

r. 22

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

r. 23

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

Response: N/A

Comments: No Expressions of Interest were called

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

Response: N/A

Comments: No Expressions of Interest were called

r. 24

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

Response: N/A

Comments: No Expressions of Interest were called

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

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

Response: N/A

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

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

Response: N/A

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

r. 24AE

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

r. 24AF

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

r. 24AG

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

Response: N/A

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

r. 24AH(1) and (3)

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

Response: N/A

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

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

Response: N/A

r. 24AI

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

Response: N/A

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

r. 24E

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

Response: N/A

r. 24F

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

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

CEO

Date

Mayor or President

Date

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

File No: ADM0043
 Location/Address: N/A
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Neil Hartley, Strategic Advisor
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Absolute Majority
 Previous Report: OCM 22/07/2025 – Item 7.1.3
 OCM 28/04/2026 – Item 7.1.3
 Schedules: 1. Register of Council Delegations & Authorisations
 2026/2027

Authority/Discretion:

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

Summary of Report

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

The Local Government Act 1995 requires the Chief Executive Officer to keep a register of delegations and for those delegations to be reviewed by the delegator at least once every financial year (s.5.46(1) and (2)).

Following the registers most recent whole of document review in July 2025, this report presents the outcome of a subsequent detailed, clause by clause review of the Register undertaken to test its currency and internal consistency, benchmarked against relevant industry direction and examples.

The amendments proposed are limited to correcting drafting, organisational references citation and numbering matters within the existing, previously adopted delegation framework and do not majorly alter the scope of delegated powers.

The review also brings forward the following matters for Council's express consideration:

- confirmation of the delegation for the issue and revocation of Building Orders under the *Building Act 2011*

- amendment of Delegation 1.2.17 (Tenders and Variations) to correct an internal inconsistency in the tender evaluation and contract variation provisions; and
- amendment of the heading to Delegation 1.2.33 to remove reference to the common seal.

Background

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

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

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

The Shire's Register of Delegations, Authorisations and Appointments was last reviewed and adopted by Council in July 2025. At its meeting on 28 April 2026, Council also resolved to delegate to the Chief Executive Officer the authority to issue and revoke Building Orders under the *Building Act 2011*. That delegation has been incorporated into the Shire's Governance system and is now included in the reviewed Register presented with this report.

The 2026 review has been undertaken by the Office of the CEO, and has included a clause-by-clause assessment of each delegation against its head of power, function, conditions, sub-delegation provisions, record keeping requirements and current position titles.

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

Stakeholder and Public Consultation

External Consultation

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

No further external consultation was required, as the amendments proposed are limited to correcting drafting, citation and numbering matters within the existing, previously adopted delegation framework.

Internal Consultation

Chief Executive Officer

Strategic Advisor;

Executive Management Team

Executive Services Coordinator

Governance, Risk and Compliance Manager

Coordinator Governance & Information

Relevant officers responsible for the exercise or oversight of delegated functions.

Statutory Environment

Local Government Act 1995

Section 5.16 – Delegation of some powers and duties to certain committees. Provides that a local government may delegate to a committee the exercise of certain powers or the discharge of certain duties.

Section 5.42 – Delegation of some powers and duties to CEO. Provides that a local government may, by absolute majority, delegate certain powers and duties to the Chief Executive Officer. A delegation must be in writing, may be general or limited, and may be revoked or varied at any time. This is the head of power for the delegations contained in the Register and determines the voting requirement for this report.

Section 5.43 – Limitations on delegations to the CEO. Sets out the matters that cannot be delegated to the Chief Executive Officer.

Section 5.44 – CEO may delegate powers and duties to other employees. Provides that the Chief Executive Officer may, in writing, delegate certain powers and duties to other employees. Sub-delegations recorded in the Register are made under this section by the Chief Executive Officer and are not the subject of Council's decision.

Section 5.45 – Other matters relevant to delegations under this Division. Provides for the effect of delegations, including the ability to act through another person.

Section 5.46 – Register of, and records relevant to, delegations to CEO and employees. Requires the Chief Executive Officer to keep a register of delegations and requires delegations to be reviewed at least once every financial year by the delegator. This is the provision under which the annual review the subject of this report is undertaken.

Building Act 2011

Section 127 – Delegation: special permit authorities and local governments. Provides the express power for a local government to delegate its functions under the Act, including the issue and revocation of Building Orders, and limits sub-delegation to the Chief Executive Officer.

The Register also includes delegations, authorisations and appointments made under other legislation relevant to local government functions, including the *Bush Fires Act 1954*, *Cat Act 2011*, *Dog Act 1976*, *Food Act 2008*, *Graffiti Vandalism Act 2016*, *Local Government (Miscellaneous Provisions) Act 1960*, *Planning and Development Act 2005* and *Public Health Act 2016*, together with subsidiary regulations, local laws and other written laws referenced within individual delegations.

This is not an exhaustive list.

Relevant Plans and Policy

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

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

Financial Implications

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

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Failure to maintain and review the Delegations Register may impact confidence in the Shire's governance, transparency and decision-making framework.	D1 – Low	The annual review ensures the Register remains current, supports transparent decision-making and demonstrates the Shire's commitment to good governance.
Service disruption	Outdated, unclear or inadequate delegations may delay operational decisions and service delivery by requiring matters to be referred to Council unnecessarily.	C2 – Moderate	Maintaining appropriate delegations allows the Chief Executive Officer and administration to perform day-to-day functions efficiently, while preserving Council's role in strategic and policy decisions.
Compliance	Failure to review delegations at least once every financial year may result in non-compliance with section 5.46 of the <i>Local Government Act 1995</i> and may be captured through the annual Compliance Audit Return process.	C3 - High	Council's consideration and adoption of the reviewed Register satisfies the annual review requirement and supports ongoing legislative compliance.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Unclear or outdated delegations may create uncertainty around who is authorised to make decisions, increasing the risk of decisions being made outside approved authority.	D2 – Low	The Register identifies the relevant head of power, delegate, conditions, limitations and record keeping requirements for the exercise of delegated authority.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Schedule One is the reviewed Register presented to Council for adoption for the 2026/2027 financial year. The Register provides the framework for how specific Council powers and duties are delegated to the Chief Executive Officer, Committees (*where applicable*), and other authorised positions or persons.

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

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

Key changes and updates

- Position titles and organisational references updated throughout the Register to reflect the Shire's current structure;
- Delegation 1.2.17 (Tenders and Variations) — the tender evaluation provisions amended to include the requirement to determine which tender would be the most advantageous to the Shire to accept, and the contract variation and extension conditions amended to remove an internal inconsistency in the applicable threshold;
- Delegation 1.2.19 (Disposing of Property) — valuation and advertising conditions simplified, and a local public notice period specified;
- Delegation 1.2.22 (Power to Invest) — amended to require written confirmation of the Chief Executive Officer not just noting for investments exceeding \$1 million;
- Delegation 1.2.33 — heading amended from "Application of Common Seal" to "Authority to Sign Documents on Behalf of the Shire", the delegation containing no reference to the use of the common seal;
- Delegations 1.3.1 and 1.3.2 — heading corrected and permit refusal and cancellation conditions clarified;
- Delegations 2.1.2, 2.1.4 and 2.1.6 — statutory references corrected, a redundant condition removed, and qualification requirements clarified for referred building surveyors;

- Delegation 2.1.10 (Issue and Revocation of Building Orders) — incorporated as a distinct delegation following Council's resolution of 28 April 2026;
- Delegations 6.1.4 and 12.4.1 — Function and Conditions restructured to clarify the prohibition under section 126 of the *Food Act 2008* on an officer both issuing and withdrawing an infringement notice; and
- Delegations 8.1.1, 10.1, 11.2, 12.1.1, 12.7.1 and 12.9.1 — legislative titles, years and section references corrected.

Section 5.42 of the *Local Government Act 1995* requires delegations to the Chief Executive Officer to be made by absolute majority. Recommendation 2 below confirms the Building Orders delegation on that basis.

Chief Executive Officer sub-delegations

The Register records Chief Executive Officer sub-delegations alongside Council delegations. Council's adoption of the Register does not of itself make or formalise a sub-delegation. Sub-delegations are made by the Chief Executive Officer under section 5.44 of the *Local Government Act 1995* and are recorded in the Register for Councillor reference, governance accountability and organisational efficiency, rather than for Council's consideration or approval.

The Chief Executive Officer will confirm each sub-delegation by separate written approval for every employee or position listed as a sub-delegate, so that the requirements of section 5.44 are satisfied.

Matters proposed for the 2027/2028 review

- Delegation 1.2.21 — the donations provision currently sits within a delegation otherwise dealing with the deferral, discounting, waiver and write-off of debts. It is proposed to be separated into a standalone delegation. The current placement does not affect the validity or operation of the delegation;
- Position titles and legislative references — a program of work will be undertaken to verify position titles, Act years and section references throughout the Register. While these matters do not affect the validity of the delegations, verification provides an important control against reliance on superseded legislation; and
- Delegations 14.1 to 14.4 — State delegations and authorisations require input from the Western Australian Local Government Association before amendment.
- The delegations contained in Part 9 – Planning and Part 6 – Food Act have been reviewed administratively and are proposed for referral to the Executive Manager Community Planning and Sustainability and the Senior Environmental Health Officer respectively for technical confirmation, including verification of the applicable Town Planning Scheme references. No deficiencies affecting the operation of those delegations have been identified through the review.

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

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

OFFICER'S RECOMMENDATION

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

- 1. Notes 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.***



Shire of Carnarvon Register of Council Delegations and Authorisations 2026/2027

as adopted by Council on

REVIEW

Reviewed by	Date reviewed	References
Shire of Carnarvon Council	22 July 2025	Council Resolution [OCM 04/07/2025] endorsed the 2025/2026 Register at the 22 July 2025 Ordinary Meeting of Council
Jasper Benthien, Executive Services Coordinator	16 Jul 2026	Preparation of register for 2026/2027 review
Neil Hartley, Strategic Advisor	16 September 2026	Final review of 2026/2027 register
Jasper Benthien, Executive Services Coordinator	16 September 2026	Final review of 2026/2027 register
Amanda Dexter, Chief Executive Officer	17 September 2026	Final review of 2026/2027 register
Shire of Carnarvon Council	22 September 2026	Council Resolution [OCM XX/09/2026] endorsed the 2026/2027 Register at the 22 September 2026 Ordinary Meeting of Council

Register of Delegations and Authorisations 2026/27

Shire of Carnarvon

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Endorsed by Council on

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government, Industry Regulations & Safety *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of the CEO's functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

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Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

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DELEGATIONS

Delegation	1.1.0 Council to Committees of Council
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995, s5.16, 5.17</i>
Express power or duty delegated	<i>Local Government Act 1995, Section 7.12A(2)</i> <i>Local Government Act 1995, Section 7.12A(3)</i> <i>Local Government (Administration) Regulation 18G</i>
Function	Council delegates its authority and power to the Audit, Risk and 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, Risk and 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
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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> 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 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
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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 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 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
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 <i>Local Government Act 1995</i>
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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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 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)

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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 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 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 <i>Local Government Act 1995</i>
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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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> 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
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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> 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 <i>Local Government (Elections) Regulations 1995:</i> 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

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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
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Delegation	1.1.7 Destruction of Electoral Papers
Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Elections) Regulations 1996:</i> 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
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
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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Administration) Regulations 1996:</i> 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) <i>Local Government Act 1995:</i> 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 [s.5.94(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 [s.9.95(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
Delegates	Coordinator Governance & Information Executive Services Officer (Corporate Strategy & Performance)
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
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Delegation	1.1.9 Financial Management Systems and Procedures
Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> 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
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', and subsequently considered by the Audit, Risk and Improvement Committee within the period prescribed by regulation 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

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Delegation	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	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Audit) Regulations 1996:</i> 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, Risk & Compliance Manager
Conditions	a. Each matter is to be reviewed within the period prescribed by regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> , with a report on each matter to be provided to the Audit, Risk and Improvement Committee 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
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Delegation	1.1.11 Infringement Notices
Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> 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 <i>Building Regulations 2012:</i> 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 officers only: i. Chief Executive Officer ii. Executive Manager Community Planning & Sustainability iii. Community Safety Officer – Team Lead iv. Community Safety Officers c. The following positions are approved delegated functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: i. Chief Executive Officer ii. Executive Manager Community Planning & Sustainability iii. Community Safety Officer – Team Lead iv. Community Safety Officers v. Building Services 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.

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Express power to subdelegate	Nil
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Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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Delegation	1.2.1 Performing Functions Outside the District
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s3.20. 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	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy CEO
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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
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	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	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.3 Powers of Entry
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
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	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Emergency Services Manager Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Facility and Services Operations Manager 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. <i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons – also refer s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	1.2.4 Declare Vehicle is Abandoned Vehicle Wreck
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	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	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.5 Confiscated or Uncollected Goods
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
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	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	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.6 Disposal of Sick or Injured Animals
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47A 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
Delegates	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability 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
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Delegation	1.2.7 Close Thoroughfares to Vehicles
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
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 [s.3.51]. 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 i. 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 <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services Facility and Services Operations Manager Urban Operations Manager (Works)

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Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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Delegation	1.2.8 Control Reserves and Certain Unvested Facilities
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
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 <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Delegates	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
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.9 Obstruction of Footpaths and Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	- 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: - prevent damage to the footpath; or - prevent inconvenience to the public or danger from falling materials [ULP r.5(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)]. - 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)] - 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]. - Authority to require an owner occupier of land to remove any part of a structure, tree
Delegates	Chief Executive Officer
Conditions	- Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. - Permission may only be granted where, the proponent has: - Where appropriate, obtain written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. - 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. - Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. - Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services

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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 <i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	1.2.10 Gates Across Public Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government Act 1995</i>
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	1.2.11 Public Thoroughfare – Dangerous Excavations
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government Act 1995</i>
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Delegation	1.2.12 Crossing – Construction, Repair and Removal
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government Act 1995</i>
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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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government Act 1995</i>
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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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
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	Chief Executive Officer
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 <i>Local Government Act 1995</i>
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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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
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	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 budget contains a provision for this item to be considered.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
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	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 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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
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 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 20% or \$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	Chief Executive Officer

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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 <i>Local Government (Functions and General) Regulations 1996</i> can only be made if: • prior budget provision has been made, • 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 the effect on the total contract being: ○ a reduction; or ○ a cumulative value that remains below the tender threshold; or ○ a likely increase in cost to a cumulative total of 20% or \$250,000 (excluding GST), whichever is the lesser, where the adjusted total contract payment remains within budget provision; or ○ a reasonable and unforeseen increase in the duration of the contract. g. Contract extensions under r20 and 21A of <i>Local Government (Functions and General) Regulations 1996</i> are subject to: ○ prior budget provision having been made, or ○ being to give effect to a Council decision to extend a contract entered into, or ○ the intentions and purposes of the contract are not substantially altered, and ○ the original contract including provisions which permit an extension ○ an assessment, in writing, of the merits of extending the contract, as determined by the CEO, either generally or specifically in relation to a contract ○ any extension taking effect prior to the expiration of the original contract ○ written evidence that the terms of the contract extension have been mutually agreed by the Shire and the contractor.
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Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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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

Amendments			
Date	Type	Amendment	References
23 May 2023	Amended delegation	The current delegation allows for tendered contracts to be varied, where necessary, up to a maximum of 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.	The delegation was reviewed at OCM 23/05/2023

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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (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	Chief Executive Officer

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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: <table> <tr> <th>Category</th><th>Maximum</th></tr> <tr> <td>Value for individual contracts</td><td></td></tr> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td>\$250,000</td></tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA 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)</td><td><\$250,000*</td></tr> <tr> <td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td><td>\$250,000</td></tr> </table> 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.	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 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)	<\$250,000*	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
Category	Maximum																
Value for individual contracts																	
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000																
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000																
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000																
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000																
Goods or services supplied by a person registered on the Aboriginal Business Directory WA 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)	<\$250,000*																
Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000																
Express power to subdelegate	<i>Local Government Act 1995:</i> 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																
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Delegation	1.2.19 Disposing of Property
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
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	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. The maximum property transaction value for a property acquisition or disposal is \$20,000. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: ○ The Reserve price is to be set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: ○ Negotiate the sale of the property up to a -10% variance on the independent valuation; and ○ 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.

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Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 conditions	1. Delegates must comply with the Procedures approved by the CEO in accordance with 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 approved 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
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Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
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	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	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Strategy & Performance Executive Manager Lifestyle & Communities
Subdelegate conditions	1. Write-off a rates or service charge debt up to \$200.00 in accordance with the Financial 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

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Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Amendments			
Date	Type	Amendment	References
23 May 2023	Amended delegation	The current delegation for the writing off of debt is limited to individual debts of \$100 maximum value, 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.	The Delegation was amended at OCM 23/05/2023

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Delegation	1.2.22 Power to Invest and Manage Investments
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
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	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', and subsequently considered by the Audit, Risk and Improvement Committee within the period prescribed by regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 conditions	1. A decision to invest must be jointly confirmed by two Delegates. 2. Investment decisions are limited to a maximum of \$500,000 per transaction on the short -term money market 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 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))

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Policy	Council Policy C011- Investments
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	1.2.23 Rate Record Amendment
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
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	Chief Executive Officer
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
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	Chief Executive Officer
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.26 Recovery of Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
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
Delegates	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
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
Delegates	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	- 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: - lease the land, or - sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: - cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or - cause the land to be transferred to the Shire of Carnarvon [s.6.71]. - 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	Chief Executive Officer
Conditions	- Decisions under this delegation must comply with Council Policy Recovery of Rates Debts - In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / 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. - Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. - CEO must report to Council the intention to commence action to take possession of land. - Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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

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Delegation	1.2.29 Rate Record – Objections
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
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	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (ja)
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	Chief Executive Officer
Conditions	- 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; - 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. - 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). - The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy C002. - The CEO cannot sub-delegate this authority.
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (aa) Associated definition under subregulation 11(3)
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
Delegates	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 Corporate Strategy & Performance Executive Manager Infrastructure Services
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i> WALGA Subscription Service – Procurement Toolkit
Policy	Council Policy C002 -Purchasing Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	1.2.32 Appointment of Acting CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> 5.36 Local Government Employees 5.39 Contracts for CEO and senior employees
Function	Appointment of an Acting Chief Executive Officer.
Delegates	Chief Executive Officer
Conditions	Appointments must be in accordance with Council Policy for appointment of an Acting Chief Executive Officer.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	1.2.33 Authority to Sign Documents on Behalf of the Shire
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> Section 9.49A(4) authorisation to sign documents on behalf of the Town (Shire)
Express power or duty delegated	<i>Local Government Act 1995:</i> Section 9.49A(4) Execution of documents
Function	Authority to sign documents on behalf of the Shire.
Delegates	Chief Executive Officer
Conditions	- The CEO may exercise this delegation where the document is – - a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal; - 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. - 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 – - Notifications, covenants, and easements under the <i>Transfer of Land Act 1893</i>, - reciprocal access and/or parking agreements, - rights of carriageway agreements, - caveats under the <i>Transfer of Land Act 1893</i>; and - easements or deeds under the <i>Land Administration Act 1997</i> or <i>Strata Titles Act 1985</i>. - Documents executed on behalf of the Shire under section 9.49A(3) are to be signed by the Chief Executive Officer and countersigned by the President.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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
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Delegation	1.3.1 Infrastructure Control – 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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – “acceptable material” cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.7 Designation of special environmental areas cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
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 vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1); i. dig or otherwise create a trench through or under a kerb or footpath; ii. throw, place or deposit anything on a verge; iii. cause any obstruction to a vehicle or person using a thoroughfare; iv. cause any obstruction to a water channel; v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare; vi. damage a thoroughfare:

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	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
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	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 <i>Activities in Thoroughfares and Public Places and Trading Local Law</i>. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer CEO Delegations 1.3.3 and 1.3.4. Crossing permits are approved under Regulations 12 and 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit
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	Chief Executive Officer

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Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Subdelegate conditions	1. All applications for Coral Bay are to be presented to Council for consideration of Coral Bay Settlement Structure Plan 2014-2028 2. Only Council can refuse a valid application or 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.3.3. Bush Fire Brigades Local Law
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Emergency Services Manager Executive Manager Infrastructure Services
Statutory framework	Shire of Carnarvon Bush Fire Brigades Local Law
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.3.4 Cats Local Law
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	Shire of Carnarvon Cats Local Law
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.3.6 Dogs Local Law
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	Shire of Carnarvon Dogs Local Law
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.3.7 Parking Local Law
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	Shire of Carnarvon Parking Local Law
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.3.9 Waste Local Law
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	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	Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	2.1.1 Grant a Building Permit
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> 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 <i>Building Services (Registration Act) 2011</i> – Section 7 <i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	2.1.2 Demolition Permits
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
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 a demolition permit on the basis that all s.21(1) requirements have been satisfied [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	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability
Subdelegate conditions	Only Council can refuse a valid application for a permit.
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 <i>Building Services (Complaint Resolution and Administration) Act 2011</i> – Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>

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Delegation	2.1.3 Occupancy Permits or Building Approval Certificates
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> 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	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> 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	<i>Building Act 2011</i> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011</i> – Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	2.1.4 Designate Employees as Authorised Persons
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
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	Chief Executive Officer
Conditions	N/A
Express power to subdelegate	<i>Building Act 2011:</i> 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.4A Authorised persons (s.3) – definition
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	2.1.5 Inspection and Copies of Building Records
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Services Officer Executive Manager Community Planning & Sustainability
Statutory framework	Building Act 2011 - s.146 Confidentiality
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	2.1.6 Referrals and Issuing Certificates
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.145A Local Government functions
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	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> 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 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	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	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
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
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Services Officer Executive Manager Community Planning & Sustainability
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	2.1.8 Smoke Alarms – Alternative Solutions
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the <i>Building Code</i> 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	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> 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 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
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Delegation	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	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
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). <i>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".</i> 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). <i>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).</i>
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record keeping	In accordance with s130 <i>Building Act 2011</i> and r 12 <i>Building Regulations 2012</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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 Chief Executive Officer to- 1.0 Make a building order in respect of one or more of 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 by serving written notice to each person to whom the order is directed.
Delegates	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.

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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	28 April 2026

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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
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	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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
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Delegation	3.1.2 Prohibited Burning Times - Vary
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.3 Prohibited Burning Times – Control Activities
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
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	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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times

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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	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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	- Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from, but not limited to: - a person operating a bee smoker device during a prescribed period [r.39CA(5)]. - a person operating welding apparatus, a poweroperated abrasive cutting disc [r.39C(3)]. - a person using explosives [r.39D(2)]. - a person using fireworks [r.39E(3)] - Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
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	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.7 Firebreaks
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
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)].
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
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
Delegates	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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
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
Delegates	Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
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	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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.11 Prosecution of Offences
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
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	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	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	4.1.1 Cat Registrations
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
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	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 <i>Cat Act 2011</i>.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability
Statutory framework	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
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Delegation	4.1.2 Cat Control Notices
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
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	Chief Executive Officer
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	4.1.3 Approval to Breed Cats
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
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	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 <i>Cat Act 2011</i>.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	<i>Cat Regulations 2012:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	4.1.4 Recovery of Costs – Destruction of Cats
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	4.1.5 Applications to Keep Additional Cats
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
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	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	4.1.6 Reduce or Waiver Registration Fee
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
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 <i>Local Government Act 1995</i> .
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	5.1.1 Refuse or Cancel Registration
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
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 <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; 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 been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability
Statutory framework	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>

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Delegation	5.1.2 Kennel Establishments
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.26 Keeping more than 2 dogs
Function	Whereas the Shire of Carnarvon <i>Dogs Local Law</i> , 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 <i>Dog Act</i> , up to threshold for a kennel establishment.
Delegates	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
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	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> 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	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	5.1.6 Declare Dangerous Dog
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
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	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
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	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
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	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	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.1 Determine Compensation
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	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	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 – <i>Food Regulations 2009</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.2 Prohibition Orders
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [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	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 – <i>Food Regulations 2009</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.3 Food Business Registrations
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
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	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 – <i>Food Regulations 2009</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.4 Appoint Authorised Officers and Designated Officers
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer 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)].
Delegates	Chief Executive Officer
Conditions	a. Section 126 of the <i>Food Act 2008</i> 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
Express power to subdelegate	NIL – <i>Food Regulations 2009</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.5 Debt Recovery and Prosecutions
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
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 <i>Food Act 2008</i> [s.125].
Delegates	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 – <i>Food Regulations 2009</i> do not provide for sub-delegation
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.6 Food Businesses List – Public Access
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted[s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Function	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	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 – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
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	Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
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	Chief Executive Officer
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	7.1.3 Obliterate Graffiti on Private Property
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
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	Chief Executive Officer
Conditions	a. Subject to exercising Powers of Entry.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	7.1.4 Powers of Entry
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
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	Chief Executive Officer
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)] to issue infringement
Delegates	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 <i>Health (Asbestos) Regulations 1992</i> do not provide a power to subdelegate.
Statutory framework	<i>Criminal Procedure Act 2004</i> – Part 2
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
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	Chief Executive Officer
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	8.1.3 Designate Authorised Officers
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
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 <i>Public Health Act 2016</i> 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. Is.24(1) and (3)].
Delegates	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	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <i>Criminal Investigation Act 2006</i> , Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i> , Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	8.1.4 Determine Compensation for Seized Items
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.264 Compensation
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	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 <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	8.1.5 Commence Proceedings
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.280 Commence proceedings
Function	1. The Chief Executive Officer is delegated authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Delegates	Chief Executive Officer
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	9.1.1 Illegal Development
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
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 the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective
Delegates	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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214, 218
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	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005: Section 214(2), (3) and (5)</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Shire of Carnarvon District Zoning Scheme No. 13.</i> <i>Land Administration Act 1997, Section 15(6)</i>
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 2015 and/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
Delegates	Chief Executive Officer

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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 brought 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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Clause 5.15 - Shire of Carnarvon Town Planning Scheme No 13</i>
Function	Authority to remove conditions Restrictive Covenant pursuant to Clause 35 of the Shire of Carnarvon Town Planning Scheme No 13.
Delegates	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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Shire of Carnarvon Town Planning Scheme No 13</i>
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	9.2.4 Bonds for uncompleted works
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Shire of Carnarvon Town Planning Scheme No 13</i>
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	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	<i>Local Government Act 1995:</i> 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
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Shire of Carnarvon Town Planning Scheme No 10</i> <i>All Planning Policies</i> <i>Shire of Carnarvon Town Planning Scheme No. 11</i>
Function	Authority to determine acceptability of Planning Applications adjacent to Shire of Carnarvon property (freehold or reserved).
Delegates	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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.14 <i>Land Administration Act 1997</i>
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	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	<i>Local Government Act 1995:</i> 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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	10.1 Australian Citizenship Act 2007
Head of power	11 Authorisations and Appointments – As of Right
Delegator	(Authorisation) Australian Citizenship Act 2007
Express power to delegate	Australian Citizenship Act 2007 s27(5)
Function	Pursuant to s27(5) of the Australian Citizenship Act 2007 the Shire President, Deputy President, CEO are authorised persons, as of right, to receive a Pledge of Commitment under the Act.
Delegates	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
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Delegation	11.2 Litter Act 1979
Head of power	11 Authorisations and Appointments – As of Right
Delegator	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	<i>Litter Act 1979 – s.26(1)(c)(i), (ii), s.30(4a)</i>
Function	S26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.
Delegates	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

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Delegation	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	<i>Criminal Code Act Compilation Act 1913 – s.70A (Trespass)</i>
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	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
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Delegation	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	<i>Environmental Protection Act 1986 – s87, 114(3)</i>
Function	The Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.
Delegates	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
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Delegation	12.2.2 Authorisation
Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	<i>Environmental Protection Act 1986 – s87, 114(3)</i>
Function	<u>IE</u> , pursuant to s87 of the Environmental Protection Act 1986 the Chief Executive Officer of the relevant State Government Department requests nominations to be appointed as an Authorised Person for enforcement, the CEO is to be nominated. The CEO, <u>acting with the consent</u> of the CEO of the relevant State Government Department is authorised to initiate prosecutions.
Delegates	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
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Delegation	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	<i>Equal Employment Opportunity Act 1984 – S145</i>
Function	Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 Equal Employment Opportunity Act 1984
Delegates	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
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Delegation	12.4.1 Authorised Persons
Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
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 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)].
Delegates	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
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Delegation	12.5.1 Authorised Persons
Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	<i>Gaming and Wagering Commission Act 1987 s21(2), 55(3)</i>
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	Chief Executive Officer
Conditions	Only activated if the Commission requests
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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Delegation	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	<i>Litter Act 1979 – s.26(1)(c)(i), (ii), s.30(4a)</i>
Function	Pursuant to s.30(4a) <i>Litter Act 1979</i> the Chief Executive Officer, Executive Manager Community Planning & Sustainability, Community Safety Officer – Team Lead and Community Safety Officers are authorised to withdraw infringement notices.
Delegates	Chief Executive Officer Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
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
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Delegation	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, <u>on all matters of an operational nature</u> and, where the Shire President agrees: • on a specific occasion; or • on a specific subject matter; or • on a specified category of occasions or a specified category of subjects when they
Delegates	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
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Delegation	12.9.1 Review Officer and Determination Officer – Rates and Charges (Rebates and Deferments) 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) Act 1992
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	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
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Delegation	13.1.1 Authorised Persons
Category	13.01 Building Act 2011
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	<i>Building Act 2011:</i> s.93(2)(d) authorised persons
Function	Authority as Authorised Persons
Delegates	Building 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 <i>Building Regulations 2012</i>
Record keeping	In accordance with r19 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995 s9.10</i> <i>Caravan Parks and Camping Grounds Act 1995 – s17(1)</i>
Function	Delegates appointed Authorised Persons, under delegation 13.3.1 will have powers of entry and inspection pursuant to s17(1) Caravan Parks and Camping Grounds Act.
Delegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services 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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995 s9.10</i> <i>Caravan Parks and Camping Grounds Act 1995 – s23(2)</i>
Function	Authority as Authorised Persons are appointed an Authorised Person pursuant to s23(2) <i>Caravan Parks and Camping Grounds Act 1995</i> .
Delegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability 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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	13.4.1 Authorised Persons
Category	13.04 Cat Act 2011
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995 s9.10</i> <i>Cat Act 2011: s. 48 Authorised persons</i>
Function	Delegates are designated Authorised Persons for the purposes of s.62 <i>Cat Act 2011</i> . Delegates are designated Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. Delegates are designated Authorised Persons for all purposes of the <i>Cat Act 2011</i> , except as otherwise provided.
Delegates	Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability
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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995 s9.10</i> <i>Control of Vehicles (Off Road Areas) Act 1978 – s38(3)</i>
Function	Delegates are designated Authorised Persons for the purposes of the Act.
Delegates	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — - on the front of the card, sets out — - the name and official insignia of the local government; and - the name of the person; and - a recent photograph of the person; and - 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 — - Always carry their identity card when performing functions under a specified law; and - 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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	13.7.1 Authorised Persons
Category	13.07 Dog Act 1976
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995 s9.10</i> <i>Dog Act 1976: s.11(1) Staff and Services s.33E(1) Individual dog may be declared to be dangerous dog (declared)</i>
Function	Delegates are designated Authorised Persons for the purposes of the Act. Delegates are designated as Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 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	Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability
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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	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 <i>Freedom of Information Act 1992</i> FOI Coordinator as the Principal Decision Maker CEO is the Principal Review Officer
Delegates	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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	13.9.1 Authorised Persons
Category	13.09 Graffiti Vandalism Act 2016
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	Part 9 of the <i>Local Government Act 1995</i> as the enabling power [s.15 of the <i>Graffiti Vandalism Act 2016</i>].
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 <i>Local Government (Administration) Regulations 1996</i>
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Local Government Act 1995</i> 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	Delegates 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 <i>Local Government (Administration) Regulations 1996</i>
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Regs 5, 11 Local Government (Financial Management) Regulations 1996</i>
Function	<u>Requisitions and Purchase Orders</u> 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 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 <u>Credit and Debit Cards</u> Authority is provided to the following employees to incur liabilities through the Shire of Carnarvon credit or debit cards, within the following limits: 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

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Delegates	Coordinator Governance & Information Executive Assistant (Community Planning & Sustainability) Executive Assistant (Lifestyle and Community) 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) Facility and Services Operations Manager Infrastructure Officer Lead Strategic Projects Manager Library Services & Programs Coordinator Manager, People, Culture and Wellbeing Operations Planner Place & 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)
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
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Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Planning and Development Act 2005 s228,229,230, 231, 234</i> <i>Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015</i>
Function	The Chief Executive Officer designates the Executive Manager Infrastructure Services and Executive Manager Community Planning & Sustainability as Designated Persons for the purposes of s.228 and s.229. The Chief Executive Officer designates the Chief Executive Officer, Executive Manager Infrastructure Services and Executive Manager Community 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

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Shire of Carnarvon

Delegation	13.14.1 Authorised Officers
Category	13.14 Public Health Act 2016
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Function	The Chief Executive Officer, Executive Manager Community Planning & Sustainability and Senior Environmental Health Officer are designated as authorised officers under section 24 of
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
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Delegation	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	Chief Executive Officer
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992</i> <i>Pt 2 Criminal Procedure Act 2004</i>
Function	The Chief Executive Officer, Executive Manager Infrastructure Services, Executive Manager Community Planning & Sustainability and Senior Environmental Health Officer are appointed Authorised Persons and authorised pursuant to the <i>Health (Asbestos) Regulations 1992</i> for the issuing of infringement notices.
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
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Delegation	13.15.1 Public Interest Disclosures
Category	13.15 Public Interest Disclosure Act 2003
Head of power	03 Authorisations and Appointments by CEO
Delegator	Chief Executive Officer
Express power or duty delegated	<i>Public Interest Disclosure Act 2003 – s23(1)(a)</i>
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
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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Delegation	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 <i>Environmental Protection Act 1986</i>
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 <i>Local Government Act 1995</i>.
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 <i>Local Government Act 1995</i>.
Delegates	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

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Delegation	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 <i>Environmental Protection Act 1986</i>
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 <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to— - waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; - 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); - community activities—noise control notices in respect of community noise under regulation 16; - motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; - shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; - calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; - 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— - Subregulation 18(13)(b) is not delegated.

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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 <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, 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	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
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Delegation	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 <i>Environmental Protection Act 1986</i>
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 <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> 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 <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of
Function	I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> 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 <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of
Delegates	Chief Executive Officer
Conditions	All powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , 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
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Delegation	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 <i>Planning and Development Act 2005</i>
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 <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> 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 <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> 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	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
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Delegation	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 <i>Planning and Development Act 2005</i>
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 the Strata Titles Act 1985 Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that— a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation or postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985); e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to— i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 2. Applications under sections 21 and 22 of the Strata Titles Act 1985 Power to determine applications under— a. section 21 of the Strata Titles Act 1985; b. section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC. 3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Delegates	Chief Executive Officer

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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
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Delegation	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	<i>Regulation 297(2) of the Road Traffic Code 2000</i>
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 <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> 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 <i>Public Order in Streets Act 1984</i>; 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 <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> 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 <i>Public Order in Streets Act 1984</i>; 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	Chief Executive Officer

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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

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Delegation	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	<i>Regulation 297(2) of the Road Traffic Code 2000</i>
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	Chief Executive Officer
Conditions	SUBJECT ALWAYS to the following terms and conditions: - 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; - 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 - 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

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Delegation	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 <i>Road Traffic (Vehicles) Regulations 2014</i>
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 <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; 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 <i>Dog Act 1 976</i>); 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 <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; 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 <i>Dog Act 1 976</i>); 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	Chief Executive Officer

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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 name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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AMENDMENTS

2026/27 Annual Review of Delegations Register

Delegation	Date	Type	Amendment	References
1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	23 May 2023	Amended delegation	The current delegation allows for tendered contracts to be varied, where necessary, up to a maximum of 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	The delegation was reviewed at OCM 23/05/2023
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	23 May 2023	Amended delegation	The current delegation for the writing off of debt is limited to individual debts of \$100 maximum value, 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	The Delegation was amended at OCM 23/05/2023
2.1.10 Issue and Revocation of Building Orders	28 April 2026	Adopted delegation	Council delegated to the Chief Executive Officer the authority to issue and revoke Building Orders under the <i>Building Act 2011</i> . The delegation was not previously assigned to an active officer within the adopted Register and has been incorporated as a distinct delegation.	Council Resolution OCM 06/04/26
1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	22 September 2026	Amended delegation	Function paragraph 3 amended to include the second limb of regulation 18(4) of the <i>Local Government (Functions and General) Regulations 1996</i> , being the requirement to assess which tender would be the most advantageous to the Shire to accept. The statutory reference was also added. The variation threshold has been confirmed and expressed consistently throughout the delegation.	2026/2027 Annual Review of Delegations Register – OCM 22 September 2026

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1.2.33 Authority to Sign Documents on Behalf of the Shire	22 September 2026	Amended delegation	Delegation heading amended from "Application of Common Seal", the delegation containing no reference to the use of the common seal. Reference to "the Town" corrected to "the Shire".	2026/2027 Annual Review of Delegations Register – OCM 22 September 2026
1.1.9 Financial Management Systems and Procedures 1.1.10 Audit – CEO Review of Systems and Procedures 1.2.22 Power to Invest and Manage Investments	22 September 2026	Amended delegation	Review cycle conditions amended to reflect the current requirements of regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> .	2026/2027 Annual Review of Delegations Register – OCM 22 September 2026

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

File No: ADM0043
 Location/Address: N/A
 Name of Applicant: Shire of Carnarvon
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Tracy Sharpe, Building Services Assistant
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 30/06/2026 – Item 7.1.2
 Schedules: 1. Quarterly Actions Performed under Delegated Authority - July and August 2026

Authority/Discretion:

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

Summary of Report

This quarterly report presents actions performed under delegated authority for the period 1 July 2026 to 31 August 2026.

The previous Actions Performed Under Delegated Authority report was presented to the Ordinary Council Meeting held on 30 June 2026. This report therefore captures delegated authority actions undertaken since that report, with updates current as at the time of agenda preparation.

The detailed list of actions performed under delegated authority is provided in Schedule One.

Background

Actions performed under delegated authority are reported to Council to support transparency, accountability and awareness of decisions made by officers under delegation.

Following a review of the Ordinary Council Meeting reporting cadence, it is proposed that the Actions Performed Under Delegated Authority report be presented to Council on a quarterly basis as part of a rolling governance reporting cycle. The cycle is intended to provide Council with regular oversight of key governance matters, while avoiding multiple standing governance reports being presented in the same agenda cycle.

As this is the first Actions Performed Under Delegated Authority report under the revised reporting cadence, this report covers the period 1 July 2026 to 31 August 2026, being the period since the previous report was presented to Council. With the next report in the cycle covering 01 September 2026 to 30 November 2026.

This report includes actions performed under delegated authority for:

- Development approvals issued;
- Building permits issued;
- Health approvals issued.

Expansion of reporting scope

Future reports will also include actions performed relating to:

- delegations exercised by the Chief Executive Officer and delegates; and
- the affixing of the Common Seal.

The annual review of the Shire's Register of Delegations, Authorisations and Appointments was undertaken concurrently with the preparation of this report. Through that review, it was identified that including these two categories would provide Council and the community with a more complete picture of the exercise of delegated authority across the organisation.

To support this, further work with Governance is required to work with directorates to:

- provide staff with training on what delegations and authorisations are, the basis on which they are conferred, and which delegations apply to their role;
- establish consistent processes for recording the exercise of delegated authority in the Shire's Attain governance system, in accordance with regulation 19 of the *Local Government (Administration) Regulations 1996*; and
- enable Governance and approved officers to extract quarterly reporting data directly from Attain.

Once established, these processes will provide a single central record of all exercises of delegated authority, reduce officer time required to compile this report, and enable a single consolidated report to be generated for Council each quarter.

Stakeholder and Public Consultation

External

No external consultation is required in relation to this report.

Internal

Chief Executive Officer
Community Planning & Sustainability Directorate
Building Services Officers
Corporate Strategy & Performance Directorate
Governance Coordinator

Statutory Environment

Local Government Act 1995 (WA)

Section 5.42 - *provides that a local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties, subject to the limitations in section 5.43.*

Section 5.44 - *provides for the CEO to delegate powers and duties to employees, subject to any relevant requirements and limitations.*

Section 5.46 - *requires the CEO to keep a register of delegations made to the CEO and employees, requires delegations to be reviewed at least once every financial year, and requires delegated persons to keep records in accordance with regulations.*

Section 9.49A - *provides for the execution of documents by a local government, including by affixing the Common Seal or by signature of a person authorised by the local government.*

Local Government (Administration) Regulations 1996

Regulation 19 – *Delegations, records of. Requires a person exercising a delegated power or duty to keep a written record of how they exercised the power or discharged the duty.*

Planning and Development Act 2005 (WA)

Part 10 (Division 2) – *Provides for the assessment and determination of development applications by a local government, including where those functions are exercised under delegated authority.*

Planning and Development (Local Planning Schemes) Regulations 2015 (WA)

Schedule 2 (Clause 68) – *Provides that development applications are to be determined in accordance with the deemed provisions, including where authority has been delegated to an authorised officer.*

Shire of Carnarvon Town Planning Scheme No. 13

The Shire's local planning scheme provides the local planning framework for land use and development within the district, including the assessment and determination of development applications.

Building Act 2011

The Building Act 2011 provides for the granting of building permits, demolition permits and related building control functions by permit authorities.

Health Act 1911

Section 107 - *provides for local government powers in relation to public health matters, including approvals and regulation of activities and premises.*

Part VI - *provides for the regulation, approval and control of public buildings, including conditions of occupancy.*

Health (Public Buildings) Regulations 1992

The Regulations provide for the approval, classification and ongoing compliance requirements for public buildings.

Food Act 2008

The Food Act 2008 provides for the registration and regulation of food businesses by local governments as enforcement agencies.

Liquor Control Act 1988

Section 40 - *provides for local government certification or advice in relation to liquor licence applications and compliance with planning and local government requirements.*

Shire of Carnarvon Local Laws

The Shire's local laws provide for the regulation and approval of various local government matters, including hawkers, traders and stall holders where applicable.

Relevant Plans and Policy

Nil

Financial Implications

Nil - There are no financial implications arising from receiving this report.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	If actions performed under delegated authority are not reported in a timely and transparent manner, there may be reduced community confidence in the Shire's decision-making processes.	2-D Low	Reporting delegated authority actions to Council provides regular visibility of decisions made under delegation and supports transparency and accountability.
Service disruption	N/A	N/A	N/A
Compliance	Failure to maintain appropriate written records of delegated decisions in accordance with regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> , or to report relevant delegated actions, may reduce governance oversight and create compliance risk. Not all categories of delegated action are currently captured through a central system.	2-C Moderate	Delegated authority actions are recorded and reported to Council through the rolling governance reporting cycle. Governance is developing staff training and standardised recording processes within the Attain system to provide a single central record of all exercises of delegated authority.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Actions Performed Under Delegated Authority report is an important governance and transparency mechanism. It provides Council and the public with visibility of decisions made by officers under delegated authority and supports accountability in the exercise of delegated decision-making powers.

The shift to quarterly reporting aligns with the Shire's broader Ordinary Council Meeting reporting cadence, where key governance reports are presented on a rolling cycle. This approach reduces duplication, supports clearer agenda focus and ensures Council continues to receive regular information across delegated authority reporting, decision implementation and financial review.

The expansion of the report to include Chief Executive Officer delegations and the affixing of the Common Seal, together with the recording improvements described under Background, will provide Council with a more complete record of the exercise of delegated authority across the organisation. Officers anticipate that the first expanded report will be presented for the period 1 September 2026 to 30 November 2026, subject to the recording processes being established.

The detailed actions performed under delegated authority during the reporting period are provided at Schedule One.

OFFICER'S RECOMMENDATION

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.

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

ENVIRONMENTAL HEALTH

Exercise of delegations to be reported for period 1/07/2026 to 1/08/2026

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

On-site wastewater management—Health Act 1911, s.107*Health (Apparatus for treatment of sewage and disposal of effluent and liquid waste) Regulations 1974*

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

Events - Health (Public Buildings) Regulations 1992

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
2/07/2026	262701	Event approval – Taste of the Gascoyne	Gascoyne Food Festival	Louise Cashmore (Gascoyne Food Council)
2/07/2026	262702	Event approval – Plantation Feast	Gascoyne Food Festival	Louise Cashmore
2/07/2026	262703	Event approval – Gascoyne Dash Kickstarters	Gascoyne Off Road Racing Club inc	Mel Frearson

LAND USE & DEVELOPMENT SERVICES

Exercise of delegations to be reported for period 1/07/2026 to 31/07/2026

PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2**Applications to subdivide, re-subdivide, or amalgamate land parcels**

File Ref:	WAPC Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68**Applications to use/develop land**

File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A3196	P39/26	308 ROBINSON ST EAST CARNARVON WA 6701	FRONT FENCE AND SIDE BOUNDARY FENCE BETWEEN 308 & 312 ROBINSON ST	BRANDON PERRY	06/07/2026
A4021	P42/26	3 MARLIN CT CORAL BAY WA 6701	TWO STOREY DWELLING	MODULARIS PTY LTD MODULAR WA	30/07/2026

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

A3196	P47/26	308 ROBINSON ST EAST CARNARVON WA 6701	NEW OFFICE BUILDING TO BE CONSTRUCTED TO THE FRONT OF AN EXISTING WAREHOUSE/WORKSHOP. WORKS WILL ALSO INCLUDE THE CONVERSION OF A PORTION OF AN EXISTING ABLUTIONS INTO A COMPLIANT UNIVERSAL ACCESS TOILET.	LOREN NORMAN	30/07/2026
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LAND ADMINISTRATION ACT 1997 - SECTION 14
Local Government Recommendation on Lease Proposals

File Ref:	DoL Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

MINING ACT 1978 - SECTION 41, 58, 70C, 74, 86,91, Reg 64
Local Government Recommendation on Mining Tenements

File Ref:	DMP Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

LIQUOR CONTROL ACT 1988 - SECTION 40
Certificate of Local Planning Authority

File Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Given	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Hawkers, traders and stall holders

Shire of Carnarvon Local Government Act Local Laws, s.29

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
02/07/2026	P40/26	MOBILE TRADERS LICENCE GRANTED	DUNCAN GRAY T/A SPUD MANIA	NIL
02/07/2026	P41/26	MOBILE TRADERS LICENCE GRANTED	DANIEL DE CESARE T/A DANNY'S FOOD TRUCK PTY LTD	NIL
20/07/2026	P44/26	MOBILE TRADERS LICENCE GRANTED	A & L TRADING PTY LTD T/A THE BIG SLICE WA	NIL

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

13/07/2026	P45/26	MOBILE TRADERS LICENCE GRANTED	MELISSA & CON SAPIENZA T/A UP IN SMOKE CATERING	NIL
21/07/2026	P48/26	MOBILE TRADERS LICENCE GRANTED	JAMES CHONG T/A BAOLICIOUS	NIL
22/07/2026	P49/26	MOBILE TRADERS LICENCE GRANTED	NICOLE TALLOWIN T/A NIKS STREET FOOD	NIL
30/07/2026	P51/26	MOBILE TRADERS LICENCE GRANTED	LISA EVESON	NIL

BUILDING SERVICES

Exercise of delegations to be reported for period 1/07/2026 to 31/07/2026

Application No.	Owners Name	Lot & Street	Type of Building Work
Nil			

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

ENVIRONMENTAL HEALTH

Exercise of delegations to be reported for period 2/08/2026 to 1/09/2026

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
19/08/2026	HFO26/009	Rejuvenate – The Wellness Booth	Ellie Gliddon	Megan Brodrick

On-site wastewater management—Health Act 1911, s.107*Health (Apparatus for treatment of sewage and disposal of effluent and liquid waste) Regulations 1974*

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

Other

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
13/08/2026	HCP26/010	Certificate of Licence – Annual	Carnarvon Caravan Park	Kevin & Cindy Barrett
19/8/26	PAS26/003	Purely Tan Beauty Salon	Ellie Gliddon	Rejuvenate
19/8/26	PAS26/004	Signature Sets By Meg	Megan Brodrick	Rejuvenate

LAND USE & DEVELOPMENT SERVICES

Exercise of delegations to be reported for period 01/08/2026 to 31/08/2026

PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2
Applications to subdivide, re-subdivide, or amalgamate land parcels

File Ref:	WAPC Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68
Applications to use/develop land

File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A3273	P46/26	10 BASSETT WAY EAST CARNARVON WA 6701	FENCE	WAYNE REECE	12/08/2026
A1988	P50/26	4 ROBINSON ST CARNARVON WA 6701	ATM REPLACEMENT AND SIGNAGE, PLATFORM LIFT, NEW BRANCH ENTRY, PARTITION TO PROTECT ATM FROM ELEMENTS	SLR CONSULTING AUSTRALIA PTY LTD	17/08/2026

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

A595	P52/26	15 ROBINSON ST CARNARVON WA 6701	THE PROPOSED REDEVELOPMENT INVOLVES THE REFURBISHMENT OF THE EXISTING TWO-STOREY COMMERCIAL BUILDING (BANK) TO CREATE A MIXED-USE DEVELOPMENT COMPRISING STAFF ACCOMMODATION, WORKSPACES, OFFICES AND SHARED FACILITIES. A CLEAR SEPARATION BETWEEN THE RESIDENTIAL AND COMMERCIAL FUNCTIONS IS PROPOSED.	SWANHILL ENTERPRISES PTY LTD	17/08/2026
A1718	P57/26	37 CAVENDISH RD NORTH PLANTATIONS WA 6701	GROUND MOUNTED SOLAR PANELS	CONNIE FLETCHER	27/08/2026
A1518	P58/26	500 ROBINSON ST KINGSFORD WA 6701	SHED FOR STORAGE OF BOATS AND VEHICLES	QUOC SU TRAN & THANH THI DINH	27/08/2026
A3273	P62/26	10 BASSETT WAY EAST CARNARVON WA 6701	SHED AND CARETAKER RESIDENCE	AK WATERS PTY LTD T/A NORTHERN ASPECT CONSTRUCTIONS	31/08/2026

LAND ADMINISTRATION ACT 1997 - SECTION 14

Local Government Recommendation on Lease Proposals

File Ref:	DoL Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

MINING ACT 1978 - SECTION 41, 58, 70C, 74, 86,91, Reg 64

Local Government Recommendation on Mining Tenements

File Ref:	DMP Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

LIQUOR CONTROL ACT 1988 - SECTION 40

Certificate of Local Planning Authority

File Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Given	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

Hawkers, traders and stall holders

Shire of Carnarvon Local Government Act Local Laws, s.29

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)	
19/08/2026	P60/26	MOBILE TRADERS LICENCE	REDMAK COUNTRY PTY LTD T/A THE SIGNATURE BULL	NIL	
21/08/2026	P61/26	MOBILE TRADERS LICENCE	JYC ENTERPRISE PTY LTD T/A BAOLICIOUS	NIL	
25/08/2026	P65/26	MOBILE TRADERS LICENCE	FRANCISCO PULIDO T/A CANARIAN CUISINE	NIL	

BUILDING SERVICES

Exercise of delegations to be reported for period 01/08/2026 to 31/08/2026

Application No.	Owners Name	Lot & Street	Type of Building Work
B26/046	JOZIE SLATTERY	LOT 45 (7) WILLESEE ST, MORGANTOWN	FENCE
B26/047	MELINDA LECA	LOT 364 (3) SNOOK COURT, BROCKMAN	FENCE
B26/048	MARGARET SEATON	LOT 142 (19) WHEELLOCK WAY, MORGANTOWN	FENCE
B26/049	FINEQUEST CORPORATION PTY LTD	LOT 3 (3) MARLIN COURT, CORAL BAY	FULL DEMOLITION OF TWO STOREY HOUSE
B26/050	MARGARET MORGAN	LOT 188 (1) CARROLL WAY, MORGANTOWN	FENCE
B26/052	J.D.K. (WA) PTY LTD	LOT 11 (308) ROBINSON ST, EAST CARNARVON	FENCE
B26/055	LESLIE OTWAY	LOT 7 (7) FREEMAN ST KINGSFORD	INSTAL FREESTANDING PATIO WITH DECK
B26/056	KARLA TITTUMS	15 REYNOLDS STREET EAST CARNARVON	EXTEND SHED / PATIO AND ADD STOREROOM
B26/057	WAYNE REECE INVESTMENTS PTY LTD	LOT 255 (10) BASSETT WAY, EAST CARNARVON	FENCE

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

File No: ADM2388
 Location/Address: Carnarvon Airport
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Mark Davis, Lead Strategic Projects Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 25/08/2026 – Item 7.4.2
 Schedules: 1. Remote Airstrip Upgrade Program Round 12 - Grant opportunity guidelines

Authority/Discretion:

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

Summary of Report

This report seeks Council approval, in accordance with the Shire's External Grants Policy (Policy CD006 – External Grants – Procurement and Grants), to submit an application under the Australian Government Remote Airstrip Upgrade Program (RAUP) Round 12 for \$4 million toward the estimated \$17 million cost of resurfacing the Carnarvon Airport runway, taxiways and apron.

The proposed works address a critical aviation pavement renewal need and will support the continued safe, compliant and reliable operation of Carnarvon Airport.

A Council resolution is required as supporting evidence for the grant application. Approval to submit the application does not authorise expenditure or amend the adopted budget. Any grant offer, material change to project scope or cost, or unbudgeted Shire contribution will be presented to Council for consideration before acceptance or commitment.

Background

Remote Airstrip Upgrade Program - Round 12 (RAUP) is an Australian Government competitive grant program intended to improve the safety and accessibility of airports and aerodromes in remote and very remote areas.

Applications close at 5.00 pm AEST on 6 October 2026. The minimum grant is \$5,000 and the maximum grant is \$4 million.

The standard grant contribution is up to 50 per cent of eligible project costs. Where both the applicant and a third party contribute to eligible project costs, the Commonwealth contribution may be reduced to one third of eligible project costs.

Eligible activities include sealing or resealing aircraft pavements and the repair, restoration or reconstruction of runways, taxiways and aprons.

Projects must be completed by 30 March 2029.

Applicants must provide evidence from their board or Council that the project is supported and that the organisation is willing to complete the project and meet costs not covered by grant funding.

Applications are assessed on demonstrated need (50 points), delivery capacity and resources (25 points), and the impact and benefit of grant funding (25 points).

Stakeholder and Public ConsultationExternal Consultation

Ongoing liaison with relevant government agencies and prospective funding partners as the project develops.

Internal consultation

Airport Operations
Infrastructure Services
Major Projects and;
Finance

Statutory EnvironmentLocal Government Act 1995

Section 3.18 - *provides that a local government may do all things necessary or convenient to be done for, or in connection with, performing its functions under the Act.*

Civil Aviation Safety Regulations 1998 (Cth)

Part 139 – Aerodromes

Delivery of the works will require compliance with the aerodrome standards applicable to the Carnarvon Airport under Part 139 of the *Civil Aviation Safety Regulations 1998 (Cth)*.

Relevant Plans and PolicyStrategic Community Plan

The proposed project aligns with the Shire's strategic objectives relating to high-quality and accessible infrastructure, regional economic activity and access to essential services.

Carnarvon Airport supports regular passenger transport, general aviation, emergency services, business activity and broader regional connectivity.

Policy CD006 – External Grants – Procurement and Grants

Policy CD006 provides the framework for identifying, applying for and administering external grant funding opportunities.

The policy requires consideration of matters including strategic alignment, matching contributions, organisational capacity, procurement requirements, ongoing asset renewal and maintenance and project feasibility.

The policy also provides that the source of any required Council contribution should be identified before applying for the funding.

Financial Implications

The estimated project cost is \$17 million. The proposed application seeks \$4 million, leaving an estimated balance of \$13 million to be met through approved Shire funding and/or other eligible non-Commonwealth contributions.

Of the remaining balance, the Shire has secured a \$7.6 million contribution from the State government. It is anticipated that further funding will need to be sought for the remainder of the project.

The application itself does not amend the adopted budget. If successful, the grant income and corresponding project expenditure will be incorporated or adjusted through the Shire's formal budget process as required.

Council should note that RAUP requires the applicant to accept responsibility for completing the project and meeting costs not covered by grant funding. Cost estimates will continue to be refined through design and procurement, and any material funding shortfall or increase in the municipal contribution will be presented to Council before commitment.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Project costs may exceed estimates or external funding may be insufficient, increasing Shire exposure.	3-C High	Seek maximum RAUP funding; refine estimates; maintain contingency; stage commitments; return material changes to Council.
Health & Safety	Deteriorating pavement condition may affect aircraft operational safety.	3-C High	Continue inspections and maintenance; deliver resurfacing informed by technical investigation and aviation standards.

Reputation	Failure to secure funding or progress critical renewal may reduce community and stakeholder confidence.	2-C Moderate	Submit a well-evidenced application and maintain transparent communication on funding and delivery.
Service disruption	Construction may temporarily affect airport operations.	2-C Moderate	Prepare staging and operational continuity plans in consultation with operators and emergency services.
Compliance	Failure to meet grant, procurement or aviation requirements.	3-C High	Apply approved governance, procurement and grant controls; technical assurance and documented reporting.
Property	NA	NA	NA
Environment	NA	NA	NA
Fraud	NA	NA	NA

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *Airport Relocation and Upgrade*

Comments

Carnarvon Airport is critical enabling infrastructure for Carnarvon and the wider Gascoyne. It supports scheduled passenger services, business and workforce travel, tourism, freight and government access, as well as Royal Flying Doctor Service, emergency response and disaster recovery operations.

Pavement investigations have been completed and have informed the need to renew the runway, taxiway and apron surfaces.

The Carnarvon runway, central apron and taxiway upgrade has a current estimated total project cost of \$17 million. Securing the maximum available RAUP contribution would reduce the Shire's net funding exposure and improve the project's affordability and deliverability.

Officers propose submitting an application for the maximum available grant of \$4 million toward the pavement resurfacing project. The application will position the works as a safety-critical renewal project supporting reliable year-round access, scheduled passenger services, aeromedical operations, emergency response and regional economic connectivity.

The final funding mix may include existing Shire budget allocations and eligible non-Commonwealth co-funding. Any material change to the approved project budget or any unbudgeted municipal contribution will be returned to Council through the applicable budget and grant-acceptance processes.

OFFICER'S RECOMMENDATION

1. *That Council by Simple Majority: Authorises the Chief Executive Officer to submit an application under the Australian Government Remote Airstrip Upgrade Program Round 12 for grant funding of up to \$4 million toward the project;*
2. *Confirms that the Shire of Carnarvon supports the project and is willing to accept responsibility for completing the project and seeking external funding to meet the balance of costs of the project not covered by the grant funding;*
3. *Authorises the Chief Executive Officer to make minor administrative amendments to the application that do not materially alter the project scope, total estimated project cost, grant amount sought or Shire financial exposure; and*
4. *Requires any successful grant offer, material change to project scope or cost, or unbudgeted increase in the Shire contribution to be presented to Council for consideration before acceptance or commitment.*

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Australian Government
Department of Industry, Science and Resources
Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

Business Grants Hub

Grant Opportunity Guidelines

Remote Airstrip Upgrade Program – Round 12

Opening date:	25 August 2026
Closing date and time:	5.00 pm Australian Eastern Standard Time on 6 October 2026 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	25 August 2026
Type of grant opportunity:	Open competitive

Template 2025

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1. Remote Airstrip Upgrade Program – Round 12 processes

The Remote Airstrip Upgrade Program – Round 12 is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the DITRDCA's Outcome 2: *An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations*, Program 2.3: *Air transport*. DITRDCA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

DISR/We publish the grant guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. The assessment panel which is comprised of representatives from DITRDCA assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



DITRDCA make grant recommendations

DITRDCA provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You complete the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Remote Airstrip Upgrade Program

DITRDCA will evaluate the specific grant activity and Remote Airstrip Upgrade Program as a whole. They will base this on information you provide to us and that we collect from various sources.

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1.1. Introduction

These guidelines contain information for the Remote Airstrip Upgrade Program – Round 12 grants.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR/we) on behalf of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA).

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2. About the grant program

The Remote Airstrip Upgrade Program (the program) has run since 2011, and eleven rounds of the program has been undertaken.

Additional funding was allocated to the program as part of the 2024-25 Budget to undertake two additional grant rounds. Successful projects for the first of these rounds (Remote Airstrip Upgrade Program Round 11) were announced October 2025. These guidelines relate to the subsequent grant round (Remote Airstrip Upgrade Program Round 12).

The objective of the program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of the program is improved safety and air access for remote airstrips that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's Remote Air Services Subsidy (RASS) Scheme
- meet operational requirements of aeromedical (including the RFDS) and emergency services

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- support improved access to air services for people with disability.

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)¹.

3. Grant amount and grant period

3.1. Grants available

The Australian Government announced a total of \$50 million for two further rounds of the program. For this grant opportunity \$25 million is available.

DITRDCA may use part of the funding for this grant opportunity to procure services directly to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

- The minimum grant amount is \$5,000.
- The maximum grant amount is \$4 million.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless either:

- the applicant (you) and a third party (could include state, territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount for this opportunity may be reduced to a third of eligible project costs
- the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated Aerodrome, the grant will be up to 100 per cent of eligible project costs.

You are responsible for the remaining eligible and ineligible project costs.

You can fund your contribution from any source other than another Commonwealth granting program. If you are seeking state, territory or local government co-funding, you should follow the appropriate government application process where applicable and advise in your application the status of your application, as this may impact your grant percentage.

Contributions to your project may be cash or in-kind. In-kind values may be included in the total project value, but they do not represent eligible expenditure and cannot be included in any part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs. Further detail is provided in section 14 (Glossary).

An Indigenous Owned and/or Operated Aerodrome is a location where:

- the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) or
- the aerodrome is owned and/or operated by an Indigenous local government as determined by the relevant state or territory Local Government Grants Commission.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

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Applicants applying for an Indigenous Owned and/or Operated Aerodrome are still required to meet the eligibility criteria and are assessed against other applications.

3.2. Project period

You must complete your project by 30 March 2029.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome/airport

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not for profit organisation
- an Australian local government agency or body as defined in section 14
- an Australian state/territory government agency or body including statutory corporations that are deemed by statute to be a body that represent the government of a state/territory
- a corporate Commonwealth entity.

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome/airport is identified as located in a remote or very remote area in Australia as defined by the latest Australian Statistical Geographic Standard (ASGS) Remoteness Area. (Check your aerodrome/airport location is in a remote or very remote area using the maps.abs.gov.au).
- you provide evidence from your board or Council (or chief executive officer (CEO) or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

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- if you are not the owner of the aerodrome/airport, you confirm you have support from the owner to undertake the project.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.
- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at enhancing the safety and accessibility of aerodromes in remote and very remote areas of Australia
- have at least \$5,000 in eligible expenditure.

Eligible activities must directly relate to the project and may include the following:

- works to improve all weather capability of the aerodrome and aircraft safety including:
 - sealing and/or re-sealing and re-sheeting of aircraft pavements
 - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
 - airstrip drainage works
 - basic airside ambulance and passenger shelters (to support patient health in transit).
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of markers and navigational aids
 - works to reduce safety hazards at an aerodrome
 - provision of safety related operational and/or training manuals and training for key operational personnel.
- works to better enable night time operations including:
 - installation of runway and taxiway lighting
 - provision of power for aerodrome lighting
 - installation of Pilot Activated Lighting Control systems.
- works to support access to air services for people with disability including:
 - installation of ramps, signage or other modifications or works to improve disability access to existing facilities

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- provision of aircraft boarding facilities where these will allow an accessible whole aviation journey
- other works or expenditure may be considered where evidence of consultation with community disability accessibility stakeholders and need is provided.

We may also approve other activities, any additional activities must be in line with objectives and outcomes in section 2.

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- contractor costs:
 - costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor).
- employee costs:
 - the portion of employee costs directly related to undertaking core elements of the project.
- aviation-safety related staff training:
 - costs associated with the provision of aviation-safety related staff training.
- capital expenditure for the purchase of assets, including:
 - power provisions
 - lighting and control systems
 - markers and navigational aids
 - training materials
 - assets to support access to terminal and/or aircraft for people with disability.
- cost of materials associated with:
 - airstrip sealing, re-sealing and sheeting
 - repair, restoration and reconstruction or drainage works
 - fencing materials
 - basic airside ambulance and emergency patient shelters (to support patient health in transit)
 - clearing of land for an approved project
 - works to support access to terminal and/or aircraft for people with disability.
- tender design and process costs:
 - costs associated with final engineering specifications and drawings required for tender design and construction process.
- contingency costs/escalation costs combined up to a maximum of 10 per cent of the eligible project cost. Noting that we only make payments based on actual cost incurred
- independent audit:
 - the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure or a maximum of \$5,000 (mandatory for projects over \$500,000 or where we request one).

We may also approve other items of expenditure, any additional expenditure must be in line with objectives and outcomes in section 2.

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We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What the grant money cannot be used for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- in-kind or volunteer expenditure
- donated materials or services
- aerodrome infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings (excluding basic airside ambulance, patient shelters for patients in transit and works to provide access for people with disability)
- purchase and maintenance of motor vehicles, heavy plant and equipment (excluding that associated with provision of access for people with disability)
- project planning and design, research or feasibility costs and all other costs associated with pre-development approval
- costs related to preparing the grant application, any project reports (except costs of independent audit reports we require) and any project variation requests
- construction costs of new development proposals
- costs associated with the introduction, maintenance or expansion of commercial air services to the aerodrome, including fuel storage facilities
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, administrative overheads, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges

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- ongoing routine maintenance activities such as vegetation and weed control, slashing and mowing of project site.

6. The assessment criteria

You must address all assessment criteria in your application. The assessment panel will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

The assessment panel will only consider funding to applications that score at least 50 per cent against each assessment criterion on the basis that these represent the best value for relevant money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points).

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access, an accessible whole of aviation journey for people with disability and/or safety of the airstrip to facilitate delivery of essential services to the community (to support your application you should attach evidence to demonstrate the need for your project, for example: airstrip inspection reports, engineering reports, photos of the problem area or issue)
- b. the extent to which upgrades are required to support the operation of aeromedical (including the RFDS) and emergency services to the community
- c. the extent to which the project is time critical and it cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (25 points).

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including workplace health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (25 points).

You should demonstrate this by explaining:

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- a. the benefits to be provided to the communities serviced by the aerodrome and Australia more broadly, including alignment with broader Government priorities (for example improved climate resilience, First Nations priorities, access for people with disability, and provision of essential services in respect of which the community relies upon the aerodrome for, such as employment, community health access, emergency medical and other services etc)
- b. total investment the grant will leverage (including the level of state/territory government co-funding you expect to receive for the project).

7. How to apply

Before applying you should read and understand these guidelines, the [sample application form](#) and the [sample grant agreement](#) published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. The use of artificial intelligence and other forms of automation is permissible in developing your application, but you remain responsible for the accuracy, security and suitability of all information submitted as part of your application.

Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#)

If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

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You must provide the following documents with your application:

- a project plan to support your claims against assessment criterion 2
- a project budget
- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- trust deed (where applicable)
- for projects supporting improved access to air services for people with disability: supporting documentation of evidence of consultation with community disability accessibility stakeholders and evidence of need.

You should provide documentation to support your application such as:

- airstrip inspection or engineering reports
- quotes (where available)
- photos of the issue to be addressed.

For applications seeking over \$1 million as a grant, you are required to provide:

- information (where applicable) on the co-funding source. If state/territory government funding please provide a letter of support (except where application is lodged by the state/territory government).
- quotes/cost breakdown
- written support from the state or territory government's relevant transport department for your proposal and use of a project manager (except where application is lodged by the state/territory government).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 25MB, while the total of all attachments cannot exceed 50MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

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You must have a formal arrangement in place with all parties prior to the execution of the grant agreement.

7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around December 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10-12 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application has been successful (we are not responsible for any expenditure you incur until a grant agreement is executed).
Project completion date	No later than 30 March 2029
End date of grant commitment	30 June 2029

7.4. Questions during the application process

If you have any questions during the application period, [contact us](mailto:contact@business.gov.au) at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

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- whether it provides value with relevant money.²

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought

If applications are scored the same, the assessment panel will consider value with relevant money and alignment to the program objectives/ geographical spread/ other program specific requirements to recommend applications for funding.

We also consider any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible³, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.2. Who will assess applications?

We refer your application to the assessment panel which is comprised of representatives from DITRDCSA to assess applications. The assessment panel may also seek additional advice from state/territory government, stakeholder group representatives (for example aeromedical service providers) and independent technical experts to inform the assessment process. We may also use the assessment panel for out-of-round applications where the project is urgent due to emergency circumstances.

The assessment panel will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The assessment panel, and any expert or advisor, will be required to perform their duties in accordance with the CGRPs.

The assessment panel may seek additional information about you or your application from state/territory government, stakeholder group representatives and independent technical experts. We may also use the assessment panel for out-of-round applications where the project is urgent due to emergency circumstances.

² See glossary for an explanation of 'value with money'.

³ Subject to national security and other considerations.

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8.3. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment of the assessment panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Remote Airstrip Upgrade Program you cannot receive other grants for this project for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a simple grant agreement.

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You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with state/territory legislation in relation to working with children.

10.2.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))⁴

These regulations are subject to the level of funding you receive as outlined below.

10.2.1.1. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)⁵.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.3. How we pay the grant

The grant agreement will state:

- the maximum grant amount we will pay
- the proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make

⁴ <https://www.fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder>

⁵ <https://www.fsc.gov.au/about-fsc>

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- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁶.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles \(CGRPs\)](#), Section 5.4. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details

⁶ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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- bank account details
- joint/consortia partners and related arrangements (if applicable).

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount. The use of artificial intelligence and other forms of automation is permissible in meeting your reporting requirements, but you remain responsible for the accuracy, security and suitability of all information submitted in your reports.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible project expenditure incurred to date
- include evidence of expenditure
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care) (if applicable)
- describe and include evidence of how the project has supported improved access to air services for people with disability (if applicable)
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

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When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible project expenditure incurred for the project
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care) (if applicable)
- describe and include evidence of how your project has engaged with any verified Indigenous businesses and suppliers, and/or Indigenous employment (if applicable)
- describe and include evidence of how the project has supported improved access to air services for people with disability (if applicable)
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.3. Audited financial acquittal report

We may ask you to provide an independent audit report (mandatory for projects over \$500,000 or where we request one). An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project, and in exceptional circumstances it may be extended beyond the maximum time period allowed in program guidelines subject to funds being available
- changing project activities
- varying grant funding amount.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome

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- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of DITRDCSA
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

DITRDCSA will evaluate the grant program to measure how well the outcomes and objectives have been achieved. They may use information from your application and project reports for this purpose. They may also interview you, or ask you for more information to help understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DITRDCSA may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. Contact us for guidance on the signage requirements.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

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If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁷ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or

⁷ <https://www.industry.gov.au/publications/conflict-interest-policy>

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- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the assessment panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁸ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive

⁸ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the assessment panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

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14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander Corporation	An Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth).
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
administrative overheads	Administrative overheads include rent, tax, office and administrative space expenses, repairs, maintenance, depreciation, office furniture and equipment costs, insurance, office supplies.
aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
airport	An area intended to be used for the arrival, departure and movement of aircraft.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
assessment panel	The body established by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA) to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Commonwealth Grants Rules and Principles (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

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Term	Definition
completion date	The expected date that the grant activity must be completed and the grant spent by
Closing the Gap	Additional information on Closing the Gap measures can be found on the National Agreement on the Closing the Gap and National Agreement Socio-economic Targets websites.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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Term	Definition
	b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single DITRDCSA Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
Indigenous owned and/or operated aerodrome	An aerodrome where: - the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i> or - the aerodrome is owned and/or operated by a Indigenous local government as determined by the relevant state or territory Local Government Grants Commission.
In-kind	Contributions to your project may be cash and/or in-kind.

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Term	Definition
	An in-kind contribution is a non-cash contribution of goods or a service. In-kind includes labour; use of heavy plant and or equipment that has not been invoiced/paid for; donated materials or services. In-kind values may be included in the total project value, but they do not represent eligible expenditure and cannot be included as part of the grantee's agreed cash contribution (where applicable). Conversely, grant funds cannot be used to recover in-kind costs.
local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government or delegated portfolio Minister.
personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the Business Grants Hub in DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
remote and very remote	Localities classified as <i>Remote</i> or <i>Very Remote</i> using the latest Australian Statistical Geographic Standard (ASGS) Remoteness Area . A map of the classification area, and search by location, can be found at maps.abs.gov.au
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	Value with money in this document refers to 'value with relevant money' which is a judgement based on the

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Term	Definition
	grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: - the quality of the project proposal and activities; - fitness for purpose of the proposal in contributing to government objectives; - that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and - the potential grantee's relevant experience and performance history.
verified Indigenous businesses and suppliers	An Indigenous business or supplier which is listed on the Supply Nation website .
whole of aviation journey	An aviation journey where a passenger with disability can safely and appropriately travel by air from a remote airstrip to their planned destination via another airport/s and can make a safe and appropriate return air journey to the originating remote airstrip.

7.1.7 APPROVAL FOR CHIEF EXECUTIVE OFFICER TO ACCEPT INDEPENDENT DIRECTOR POSITION

File No: 001564
 Location/Address: N/A
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Neil Hartley, Strategic Advisor
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Impartiality
 Voting Requirement: Simple Majority
 Previous Report: N/A
 Schedules:

1. Common Ground Directorship in principle confirmation
2. Letter of Offer Common Ground Directorship

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

Council is asked to decide whether to support and approve the Chief Executive Officer accepting an independent director position with the proposed Carnarvon Common Ground Aboriginal Corporation. Formal approval is recommended with conditions that protect the Shire, and preserves the Chief Executive Officer's independence in both roles.

Background

Carnarvon Common Ground invited Amanda Dexter to become a founding independent director (by letter dated 10 June 2026). The Chief Executive Officer has accepted the invitation, but "in principle only". The CEO raised the matter with Commissioner Martin Aldridge in early August 2026, pending further advice and or approval from Carnarvon Common Ground.

Carnarvon Common Ground has subsequently advised (9 September 2026) that community members had discussed the proposed appointment at its meeting of 14 July 2026, and endorsed the CEO's nomination. It also advised that an application for registration would be lodged with the Office of the Registrar of Indigenous Corporations and that the initial directors' meeting must be held within three months after registration.

Notwithstanding the abovementioned decision, no formal appointment has occurred as Carnarvon Common Ground Aboriginal Corporation's registration had not been confirmed. The CEO advises that whilst independent directors will have the same responsibilities and voting rights as other directors and will be required to complete induction and relevant training, no communications in regard to Board Member remuneration has occurred.

Rule 7.10(d), as quoted in the invitation, states that independent directors are appointed by the Board in accordance with rules 7.2(c), 7.4 and any Board-approved procedure. The invitation also refers to a special resolution of member-appointed directors. Because those descriptions are not identical, the corporation should confirm the correct resolution and notification process with ORIC before the appointment is made. This does not affect Council's ability to approve the Chief Executive Officer accepting the role, but Council's approval cannot appoint her to the corporation's Board.

Nature of the proposed role

An independent director is appointed for the specialist skill, judgement, and independence they bring to the corporation. Even though the Chief Executive Officer's qualifications, experience, and local community knowledge may assist to strengthen local relationships and improve governance capacity, the position is an independent one and not as a Shire representative role.

The proposed corporation is intended to support community-led and culturally grounded work in areas including family and youth wellbeing, health and healing, justice and advocacy, community development, employment and economic participation. The Chief Executive Officer's local government, governance, service delivery and regional leadership experience is relevant to those objectives. The CEO's participation could improve mutual understanding and coordination but must not give the corporation privileged access to Shire decisions, information or resources.

Legal and policy framework

Instrument	Relevance to Council's decision
CEO employment contract clause 3.2.1	The Chief Executive Officer must not hold a position for monetary or other reward that may be seen to conflict with her functions and must obtain Council's prior written approval before engaging in a business activity for profit or reward.
Local Government Administration Regulations regulation 19ADA	The employee code of conduct must include requirements for outside employment by the person employed as CEO under section 5.36(1), including disclosure of that employment.
Local Government Act sections 5.70 and 5.71	Where the statutory interest tests apply, an employee must disclose an interest when providing advice or a report to Council, and must not exercise a delegated power or duty relating to a matter in which the employee has an interest.
CATSI Act duties	A director must act with care and diligence, in good faith in the best interests of the corporation and for a proper purpose, must not misuse their position or information gained, and must disclose material personal interests. These duties are personal and are owed to the corporation.
CCGAC proposed Rule Book	The quoted rules permit an independent director to be a non-member and not an Aboriginal or Torres Strait Islander person, subject to eligibility, Director ID, training, selection criteria and the Board's appointment process.

Governance assessment

There is a genuine alignment between the Shire's community objectives and the proposed corporation's work but there is also an unavoidable overlap. The Shire may in future consider grants, leases, procurement, regulatory matters, advocacy, referrals, data sharing or service arrangements involving the corporation.

To avoid any perception of operational bias, or governance/ethical miss-alignment, any consideration of approval for the CEO's appointment should therefore take these aspects into consideration.

Conflict management controls

Issue	Risk	Required control
Dual duties	A decision could benefit one organisation at the expense of the other.	Standing declarations; matter-by-matter disclosure; recusal and reassignment.
Shire decisions involving CCGAC	Actual or perceived influence over grants, procurement, leases, regulation or partnerships.	CEO does not advise, recommend, negotiate, approve or exercise delegated authority; an authorised alternate officer manages the matter.
Confidential information	Information obtained in one role could advantage the other organisation.	Separate records and systems; no sharing or use without lawful authority.
Time and resources	Board work could affect CEO performance or use public resources.	Work outside Shire hours or on approved leave; no Shire resources unless separately authorised.
Public representation	The community may assume the CEO speaks for Council on the Board.	Personal-capacity appointment; no Shire representation without a Council resolution.
Remuneration	An unknown future payment could change the contractual and conflict assessment.	No remuneration to be accepted without further prior written Council approval; disclose expense reimbursements.
Director liability	Directors carry personal statutory duties and potential liability.	Director ID, induction, due diligence, insurance and written indemnity confirmation before commencing.

Stakeholder and Public Consultation

Party	Consultation outcome
Commissioner Martin Aldridge	Considered the Employee Code of Conduct, the Chief Executive Officer's contract and departmental advice. Recommended formal Council approval before appointment and supported clear conflict controls.
Department responsible for local government	According to the Commissioner's email of 8 September 2026, departmental advice supported Council approval and confirmed that local governments have flexibility in establishing the disclosure and approval arrangement.
Carnarvon Common Ground	Provided the invitation, application and conflict disclosure forms, ORIC director duties fact sheet and proposed appointment steps.

Statutory EnvironmentLocal Government Act 1995 (WA)

Section 5.70 requires an employee who has an interest in a matter on which they are giving advice or a report directly to council or a committee to disclose the nature of that interest when giving the advice or report; contravention carries a penalty of imprisonment for 24 months or a fine.

Section 5.71 separately requires an employee exercising a delegated power or duty to disclose an interest and prohibits the employee from exercising that delegated power or duty in a matter in which they have an interest. Because this report concerns the CEO's own personal interest, the correct statutory response is that the CEO does not author or present the recommendation and does not exercise any delegated authority in relation to it — which the disclosure of interest section above and the recommended standing conditions both give effect to.

Council should note that ss 5.70 and 5.71 are engaged now, before appointment, and will continue to be engaged for the life of the directorship wherever a report or delegated decision touches the Carnarvon Common Ground Aboriginal Corporation.

Sections 5.65–5.69A (the member disclosure regime) are not directly engaged, as Ms Dexter is not a council member, but the same underlying probity principle — that a person with a personal interest in a matter must not influence Council's decision on it — applies equally to her position as CEO.

Local Government (Administration) Regulations 1996 — regulation 19ADA

Regulation 19ADA ('Outside employment') was inserted into Part 4A of the Regulations by the Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 and commenced on 1 January 2026. It now requires that a code of conduct for local government employees contain requirements relating to a person employed under section 5.36(1) — which includes the CEO — having employment outside the local government, including a requirement that the person disclose any outside employment they hold. This is a recent and directly applicable obligation. On the information available, the Shire's current Code of Conduct for Employees does not yet contain a disclosure, assessment and approval mechanism calibrated to this regulation, which is the gap identified in recommendation 5 and in the Commissioner's advice referred to under Consultation below. Council approving this item does not, by itself, satisfy regulation 19ADA; the Code of Conduct itself must be updated to meet the regulation's requirements on an ongoing basis for this and future outside engagements.

CEO employment contract — clause 3.2.1

Clause 3.2.1 requires the CEO to obtain Council's prior written approval before engaging in a business activity for profit or reward, and prohibits her from holding a position for monetary or other reward that may be seen to conflict with her functions.

Two consequences follow. First, because the invitation does not currently identify any remuneration, the contractual trigger for prior approval is arguably not yet enlivened in the narrowest reading of 'for profit or reward'; however, the safer and recommended construction — consistent with the 'may be seen to conflict' language — is that Council approval should be obtained now, before any appointment, rather than waiting for a remuneration proposal to crystallise the obligation. Second, because remuneration is unknown, the approval recommended in this report must be limited to an unpaid appointment (subject to reimbursement of disclosed, evidenced expenses), with any future remuneration proposal returning to Council as a fresh clause 3.2.1 decision.

Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) ('CATSI Act')

Once appointed, Ms Dexter will owe statutory director's duties to the corporation itself. These duties — broadly include:

- to exercise care and diligence,
- to act in good faith in the best interests of the corporation and for a proper purpose, not to improperly use her position or information obtained through it, and
- to disclose material personal interests to the corporation's Board
 - are personal duties owed under the CATSI Act and enforced by ORIC and the courts, independently of anything Council resolves.

Council's approval under the employment contract does not alter, discharge or supervise those duties; it only governs the separate question of whether the Shire consents to its own employee holding the position and on what conditions. This is why the recommended conditions are framed around separation and disclosure between the two roles, rather than attempting to manage the CATSI duties themselves, which is a matter between Ms Dexter and the corporation.

CCGAC proposed Rule Book

The rules extracted and quoted in the invitation (7.2(c), 7.4 and 7.10(d)) permit an independent director to be a non-member and a person who is not Aboriginal or Torres Strait Islander, subject to eligibility, Director ID, training, selection criteria and the Board's appointment process.

As noted under the Background section of this report, the invitation's reference to a 'special resolution of member-appointed directors' is not obviously the same process as appointment 'by the Board' under rule 7.10(d), and the corporation is not yet registered. These are matters for the corporation and ORIC to resolve and do not prevent Council from approving the CEO's acceptance in principle-

Relevant Plans and Policy

Nil

Financial Implications

There is no proposed direct cost to the Shire. Board work is to occur outside ordinary Shire working hours or on approved leave. The Shire will not fund director training, travel, insurance or other corporation costs unless Council separately approves that expenditure through a transparent process.

The present offer does not specify remuneration. Approval should therefore be limited to an unpaid appointment, apart from disclosed reimbursement of reasonable and evidenced out-of-pocket expenses.

Any proposed sitting fee, honorarium, allowance or other benefit must return to Council before it can be accepted by the CEO.

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	Competing statutory and fiduciary duties	B – 3 High	Appointment must be in a personal capacity—not as the Shire’s representative
Health & Safety	N/A	N/A	N/A
Reputation	Actual or perceived conflict of interest. Community perception of preferential treatment.	B – 3 High	Written conflict-management protocol; disclosure in every relevant report and meeting. Public disclosure, transparent Council resolution and independent decision-making
Service disruption	N/A	N/A	N/A
Compliance	CEO involvement in Shire decisions affecting Common Ground. Confidential information crossing between organisations. Use of Shire time and resources. Outside-employment compliance.	B – 3 High	Delegate negotiations, assessments and recommendations to another senior officer. Strict information barriers; no use of information obtained through either role. CEO to report to President/ Commissioner, leave and time allocations; no Shire staff or resources to be utilised through the board appointment. Assess under the Employee Code of Conduct and regulation 19ADA; disclose any remuneration.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual
- Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701
- Our community is engaged, inclusive and supportive

ADDITIONAL FOCUS AREAS:

- *Supports the needs of youth in Carnarvon*
- *Deal with the abuse of Drug and Alcohol and subsequent problems*
- *Improve the trust between citizens and the Shire of Carnarvon*

The appointment may support stronger relationships between local government and an Aboriginal community-controlled organisation working on complex local social issues. It may also improve governance capability and place-based coordination.

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *Carnarvon Youth Patrol and Hostel/Safe Place*

Comments

Carnarvon Common Ground Aboriginal Corporation has been established by the community to lead local work on family and youth wellbeing, health and healing, justice, community development, and employment. Ms Dexter's experience in local government, service delivery and regional leadership is consistent with the kinds of skills an independent director ideally brings — helping a new, community-led organisation build strong governance from the ground up.

This proposed appointment is considered therefore, to be a positive opportunity for Carnarvon. That said, it is equally as importance to ensure broad community acceptance is gained and maintained, so it is appropriate to be able to ensure that high levels of governance compliance and ethical standards are in place should the appointment be approved. For example, whilst the CEO's participation is highly likely to improve mutual understanding and coordination, there can be no (and no perception of) for example, privileged access provided to Shire decisions, information or resources. In considering the benefit (or otherwise) of appointment, it would be prudent to also consider any conditions that would adequately accommodate appropriate governance and ethical controls. In that context, the following appointment conditions could be considered:

- Ms Dexter to serve only in a personal capacity, not as a Shire representative;
- The role must be unpaid (with any future remuneration proposal requiring prior Council consideration of approval);
- All Board commitments are to be undertaken in the CEOs' own personal time (although it is considered appropriate to allow utilisation of personal leave entitlements for these time commitments);
- No utilisation of Shire resources for Corporation activities ought to be permitted unless prior authorisation has been obtained;
- If any Shire matter that relates to the Carnarvon Common Ground Aboriginal Corporation warrants more vigorous governance protocols, or that might be considered within the wider community as being controversial (for example, a Shire approval, a grant, a lease, a partnership, etc.), then the CEO must put into place an appropriate governance protocol to ensure suitable governance and ethical controls exist (for example, to appoint another senior officer to decide the question at hand);
- The CEO is to keep the two roles' information and records separate and no confidential information obtained as part of either role is to be disclosed or used for the benefit of the other organisation;
- 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;
- The CEO must introduce and maintain suitable governance controls with regard to other operational issues that might conflict with her proposed role with the Carnarvon Common Ground Aboriginal Corporation. For example, to reassigned or delegate to an appropriately authorised officer, a decision making task that relates to the Carnarvon Common Ground Aboriginal Corporation;
- The CEO must not exercise any delegated power or duty relating to the Carnarvon Common Ground Aboriginal Corporation (and should instead on-delegate that responsibility);

- The Chief Executive Officer must not take part in any operational activity that could be considered to be a conflict with her Carnarvon Common Ground Aboriginal Corporation activities. For example, shire procurement; grant applications or approvals; authorising funding; any lease related, partnership, or service agreement matters; regulatory decision, or any other matter involving the corporation where a conflict exists or could reasonably be perceived to exist; and
- The CEO must not whilst attending to Carnarvon Common Ground Aboriginal Corporation activities, act as a representative, delegate or spokesperson of the Shire (unless Council separately resolves otherwise).

These conditions aren't a sign of concern about the appointment — they're standard good practice whenever a senior public official takes on a community board role, and they ensure the corporation's independence and the Shire's impartiality are both protected as this important new organisation gets off the ground.

It is recommended that with appropriate pre-conditions, that Council could support Chief Executive Officer Amanda Dexter's invitation to become a founding independent director of the proposed Carnarvon Common Ground Aboriginal Corporation.

OFFICER'S RECOMMENDATION

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.***



Appointment of Independent Directors - Carnarvon Common Ground

From Kurt Porter <kurt.porter@carnarvoncommonground.com.au>

Date Wed 09/09/2026 4:01 PM

To Mandy Dexter <Dexter.a@carnarvon.wa.gov.au>

 3 attachments (1 MB)

CCGAC - EOI Director.docx; CCGAC Conflict of Interest Form.pdf; Fact-sheet-Duties-of-directors-and-other-officers-2017-08-A4.pdf;

You don't often get email from kurt.porter@carnarvoncommonground.com.au. [Learn why this is important](#)

Good afternoon Amanda,

Thank you so much for accepting in principle, the Carnarvon Common Ground's request to become a founding independent Director.

Please note, your appointment was discussed and endorsed by community members at a meeting held on 14th July 2026. Yourself and Timothy will formally be voted in by Special Resolution passed by our member-appointed Directors during the first board meeting.

You will be required to undergo induction and training, where required to help you adequately execute your functions as a Director of the Carnarvon Common Ground Aboriginal Corporation.

I've attached a fact sheet with some generalised information about being a Director for an Aboriginal Community Controlled Organisation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth*.

As Independent Directors, you will hold the same roles, responsibilities and voting rights as other Directors.

Under the Carnarvon Common Ground's Rule Book, appointment of Independent Directors is subject to the following criterion:

Clause 7.4 – Eligibility of Directors

- b. Be a member of the corporation, other than an independent director under rule 7.2(c);
- c. Be an Aboriginal or Torres Strait Islander person, other than an independent director under rule 7.2(c);
- g. Have a Director ID;
- h. Be willing to undergo relevant training as determined by the Board; and
- i. Be able to meet all mandatory director selection criteria approved by the Board.

Clause 7.10 – How to become a Director

- d. Independent directors are appointed by the Board in accordance with rule 7.2(c), rule 7.4 and any procedure approved by the Board.

What's next?

- I've attached the Director Application form. Please provide as much information as possible for governance purposes.
- I've attached our Conflict of Interest Form – please complete and return to me.

- Apply for a Directors ID (or if you have one, please provide to me) I recommend applying via the MyID app. Happy to assist if you require help.
- I am submitting our application to the Office of the Registrar of Indigenous Corporations (ORIC) today. I anticipate a 2 week turnaround time.
- Upon registration, we must call our initial Directors' meeting within 3 months of registration.
- At this initial meeting, yourself and Tim will formally be voted in by Special Resolution passed by our member-appointed Directors.
- Once I receive outcome of Special Resolution, I will notify ORIC and you will become official directors of the CCGAC.

Please don't hesitate to reach out if you have any queries or concerns.

Warm Regards,

Kurt Porter | Marketing Assistant



Carnarvon Common Ground
13 Stuart Street, Carnarvon WA 6701
t (08) 9941 7000
w <http://www.carnarvoncommonground.com.au>



OFFICIAL

*'Built by us, for us'*10th June 2026

CEO
Shire of Carnarvon
Via email: dexter.a@carnarvon.wa.gov.au

Dear Amanda,

On behalf of Carnarvon Common Ground Aboriginal Corporation, there is pleasure in inviting you to accept appointment as an independent director on the proposed founding Board.

Carnarvon Common Ground (CCG) has been established as an Aboriginal Community Controlled Organisation to create positive, lasting change for Aboriginal and Torres Strait Islander people in Carnarvon through community-led, culturally grounded and future-focused action.

Under the rule book, the Board may appoint up to three independent directors who bring specialist skills, professional experience and governance capability to support the work of the organisation.

A members meeting will be held on 6 July 2026 for members of the corporation to vote on the community member-elected director positions and to formally endorse the final governance arrangements for the founding Board. Yinggarda Aboriginal Corporation (YAC) has also exercised its right under the rule book to directly appoint two YAC-appointed directors, being Beverley Macintosh and Kerri Dorey, subject to the finalisation of the founding Board process.

Subject to the outcome of that members meeting, the next step is to formally register Carnarvon Common Ground Aboriginal Corporation with the Office of the Registrar of Indigenous Corporations (ORIC) under the CATSI Act. With a finalised and endorsed rule book and confirmation of the founding directors, CCG will lodge the registration application with ORIC so that registration can be completed by the end of July 2026. Once registration is confirmed and the corporation has its Indigenous Corporation Number (ICN), the Board expects to hold its first formal Board meeting in August 2026 and to move into the first phase of operations from that point.



(08) 9941 7004
info@carnarvoncommonground.com.au
13 Stuart Street
Carnarvon WA 6701



OFFICIAL

'Built by us, for us'

If you are willing in principle to accept appointment as an independent director, your confirmation will enable us to include you as a proposed founding director in that registration process and in the early governance work of the new corporation.

As Carnarvon Common Ground moves into its operational phase, there is a strong view that the proposed founding Board will benefit from independent directors who can contribute both personal expertise and strong institutional connections across Carnarvon. Your leadership role with the Shire of Carnarvon is seen as particularly valuable in this respect.

This invitation reflects not only the skills and experience you bring personally, but also the importance of building a strong working relationship with the Shire of Carnarvon as part of Carnarvon Common Ground's operational model. Strong alignment across local leadership will be important if the organisation is to help improve local services, strengthen coordination and support better outcomes for community.

As an independent director, your role would be to support strong governance and strategic direction, contribute your professional expertise, and act in the best interests of the corporation as a whole.

CCG would be honoured to have your involvement at this important stage. If you are willing to accept appointment as an independent director, please advise at your earliest convenience so the next formal steps can be taken following the members meeting.

Thank you for considering this invitation and for your continued leadership in Carnarvon.

Yours sincerely,

Skyla Brown
Project Officer
Carnarvon Common Ground Aboriginal Corporation



(08) 9941 7004
info@carnarvoncommonground.com.au
13 Stuart Street
Carnarvon WA 6701

7.1.8 AMENDMENT TO COUNCIL PUBLIC MEETING DATE - OCTOBER & NOVEMBER 2026

File No: ADM 308
 Location/Address: Council Chambers, 3 Francis Street, Carnarvon WA 6701 and; Bill's Bar, 46 Robinson St, Coral Bay WA 6701.
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 28/10/2025 – Item 7.1.5
 OCM 28/07/2026 – Item 7.1.4
 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 seeks Council's resolution to amend the location, dates and times of the currently adopted meetings of Council.

The proposed amendments bring the October meetings forward within the same month and exchange the October and November meeting venues, so that an Ordinary Council Meeting continues to be held at Coral Bay in the 2026 calendar year.

The following amendments are proposed:

Meeting	Currently adopted	Proposed
October Agenda Briefing	Tuesday 20 October 2026, 12.30pm, Carnarvon	<i>Friday 16 October 2026, 12.30pm, Carnarvon</i>
October Ordinary Council Meeting	Tuesday 27 October 2026, 5.30pm, Coral Bay	<i>Monday 19 October 2026, 5.30pm, Carnarvon</i>
November Ordinary Council Meeting	24 November 2026, 10.00am, Carnarvon	<i>24 November 2026, 5.30pm, Coral Bay</i>

The November 2026 Ordinary Meeting of Council is scheduled for 10.00am, the trial of 5.30pm meeting times having concluded with the October 2026 meeting.

The proposed change of venue for November would incur estimated venue costs of \$800 if remaining at 10.00am, however for increased community participation a 05.30pm meeting time is recommended however further costs for Council and Staff Accommodation would incur higher costs.

Retaining the November meeting at Carnarvon would incur no additional cost.

Background

At the Ordinary Meeting of Council held on 28 October 2025, Council adopted the schedule of meeting dates, times and venues for Council and Committee meetings for the 2026 calendar year from Council resolution 'OCM 7/10/2025'.

At the Ordinary Meeting of Council held on 28 July 2026, Council amended the adopted schedule so that the Ordinary Meetings of Council for August, September and October 2026 commence at 5.30pm, to allow for greater public participation outside business hours. That arrangement concludes with the October 2026 meeting, and the November 2026 Ordinary Meeting of Council reverts to the previously adopted commencement time of 10.00am.

Under the adopted schedule as amended, the October 2026 Agenda Briefing is scheduled for Tuesday 20 October 2026 at 12.30pm in Carnarvon, and the October 2026 Ordinary Meeting of Council is scheduled for Tuesday 27 October 2026 at 5.30pm in Coral Bay. The November 2026 Ordinary Meeting of Council is scheduled for Tuesday 24 November 2026 at 10.00am in Carnarvon.

Bringing the October meetings forward enables Council to consider the October agenda prior to the commencement of the caretaker period, and reduces the number of matters that would otherwise need to be deferred or dealt with under the restrictions applying during that period. Matters deferred to the incoming Council may not be considered until approximately two months later, which for time-sensitive items risks funding deadlines being missed, tender validity periods expiring, cost escalation and consequential budget amendments.

Recently, the Shire has undertaken community engagement at Coral Bay, including a public engagement session held in June 2026 and a community meeting held in September 2026.

The proposed exchange of the October and November meeting venues retains one Ordinary Meeting of Council at Coral Bay within the 2026 calendar year, consistent with the intent of the adopted schedule.

Stakeholder and Public Consultation

External Consultation

Bill's Bar – Coral Bay, was contacted on 15 September 2026 by initial phone call confirmation and follow up email to ensure venue time and dates were available for the Coral Bay meeting change to 24 November 2026 at times commencing at 10am (as scheduled) or 05.30pm.

Should Council approve the amendments, the revised meeting details will be published on the Shire's official website in accordance with regulation 12(3) of the *Local Government (Administration) Regulations 1996*, and notice will be provided through the Shire's usual public notification channels, including local advertising and social media.

Internal Consultation

Internal consultation has been undertaken with the executive management team, and with Council at the September 2026 Agenda Briefing and Corporate Information Session.

Statutory EnvironmentLocal Government Act 1995

Section 1.4A – *Caretaker period. Provides that the caretaker period commences on the close of nominations for a relevant election and ends the day after the result is declared. Relevant to the timing of the proposed amended October meeting dates.*

Section 2.38 – *Commissioner has powers and duties of council and president. Provides that a commissioner exercises the powers and discharges the duties of the council and the president, and is to be regarded as being the council. Relevant to the decision-making authority for this report.*

Section 3.73 – *Restrictions on what local government may do during caretaker period. Restricts a local government from doing certain significant acts during the caretaker period.*

Section 5.25(1)(g) – *Regulations about council and committee meetings and committees. Provides the head of power for regulations governing public notice of the date and agenda for Council and committee meetings.*

Local Government (Administration) Regulations 1996

Regulation 12 – *Publication of meeting details. Requires the Chief Executive Officer to publish the date, time and place of ordinary council meetings and public committee meetings on the Shire's official website before the beginning of the year in which they are to be held, and requires any change to those details to be published as soon as practicable after the change is made. Gives effect to recommendation 4 of this report.*

Council adopted the 2026 meeting schedule by resolution and may amend that schedule by further resolution, provided the revised meeting details are published in accordance with regulation 12(3).

Relevant Plans and Policy

Nil

Financial Implications

With the proposed changes to the October 2026 meeting dates and venue, there will be no cost associated with travel or accommodation with the meeting venue taking place in Carnarvon.

Matters deferred to the incoming Council may potentially not be considered until the late December/early January, which for time-sensitive items risks funding deadlines being missed, tender validity periods expiring, cost escalation and consequential budget amendments. Bringing the October meetings forward reduces that exposure by allowing the maximum number of matters to be determined within the current budget cycle.

The proposed change of venue for the November 2026 Ordinary Meeting of Council to Coral Bay would incur costs currently budgeted for in the 2026/2027 budget if held at the regularly scheduled meeting time of 10.00am.

Should Council resolve to hold the November 2026 Ordinary Meeting of Council at Coral Bay and to amend the commencement time to 5.30pm, same-day return travel would not be practicable and overnight accommodation would be required for the Commissioner, Executive and support staff with estimated costs ranging from \$3,000 – \$4,800 plus travel. Accommodation availability at Coral Bay in November is limited and costs may be higher than estimated at the time of booking.

Holding the November 2026 Ordinary Meeting of Council at the Council Chambers in Carnarvon would incur no additional cost.

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	Deferral of time-sensitive matters to the incoming Council may result in funding deadlines being missed, tender validity periods expiring, cost escalation and consequential budget amendments. Holding the November meeting at Coral Bay would incur venue and travel costs, and an evening commencement time would require overnight accommodation at an estimated additional cost of \$3,000 to \$4,000.	3-C High	Bring the October meetings forward so the maximum number of matters can be determined prior to the caretaker period; retain the adopted 10.00am commencement time for the November meeting to enable same-day return travel; costs met from existing allocations.
Health & Safety	N/A	N/A	N/A
Reputation	Members of the public may attend on the originally advertised date, time or venue, resulting in inconvenience. The Coral Bay meeting venue change could be perceived as a reduction in local access to Council.	2-C Moderate	Amended meeting details published on the Shire's website as soon as practicable; public notice through local advertising and social media; notice to the community confirming an Ordinary Meeting of Council will be held at Coral Bay in November 2026.

Service disruption	Retaining the October Ordinary Meeting of Council on 27 October 2026 may result in matters falling within the caretaker period, requiring deferral, Departmental approval under section 3.73(6).	3-C High	Bring the October meetings forward so the October agenda is considered prior to the commencement of the caretaker period.
Compliance	Failure to formally amend the adopted meeting schedule by resolution, or to publish the amended details, would create inconsistency with the publicly advertised meeting details and non-compliance with regulation 12(3).	2-C Moderate	Council resolution amending the schedule; publication of revised meeting details on the official website as soon as practicable after the change is made.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*
- *Improve the trust between citizens and the Shire of Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The proposed amendments are administrative in nature. The October meetings are brought forward within the same month, and the meeting venues for October and November are exchanged.

Bringing the October Agenda Briefing and Ordinary Meeting of Council forward allows the October agenda to be considered before the commencement of the caretaker period. This reduces the likelihood of matters needing to be deferred, or of the Shire needing to rely on the extraordinary circumstances to seek approval under section 3.73(6) of the *Local Government Act 1995*.

The proposed dates maintain a four-day interval between the Agenda Briefing on Friday 16 October and the Ordinary Meeting of Council on Monday 19 October, and allow the agenda to be published within the timeframes required under the Shire's Meeting Procedures Local Law 2021.

The exchange of the October and November venues ensures that the Ordinary Meeting of Council continues to be held at Coral Bay during the 2026 calendar year. The amended meeting details will be published on the Shire's official website as soon as practicable following Council's resolution, and notice will be provided through the Shire's usual public notification channels.

OFFICER'S RECOMMENDATION

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. by changing the venue and time of the November 2026 Ordinary Meeting of Council, to be held on 24 November 2026 commencing at 5.30pm, to Bill's Bar, 46 Robinson St, Coral Bay WA 6701; 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.*

7.2 CORPORATE & FINANCIAL

7.2.1 MONTHLY FINANCIAL REPORT - JULY 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28 July 2026 – Item 7.1.7
Schedules:	1. Monthly Financial Report - July 2026 2. Monthly Financial Report - July 2026 - Matters Identified

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 Shire prepares a Statement of Financial Activity each month, reporting on the revenue and expenditure for the month as set out in the budget. The *Local Government (Financial Management) Regulations* provide that the statements be presented at an Ordinary Meeting of Council within two months after the end of the month to which the statement relates.

This is a monthly process advising Council of the current financial position of the Shire. Financial integrity is not only essential to the operational viability of the Shire, but also important to produce as the custodian of community assets and provider of local services. An ability to monitor and report on financial operations, activities, and capital projects, is imperative to ensure that financial risk is managed at an acceptable level of comfort.

Background

The Monthly Financial Report (Schedule 1) contains:

- Statement of Financial Activity (by Nature or Type), with Explanation of Material Variances*;
- Note 1 - Composition of Net Current Assets*; and
- Note 2 - Statement of Financial Position*.

(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation;
- Cash and Financial Assets;
- Cash Reserves;
- Capital Acquisition;
- Non-operating grants and contributions;
- Operating grants and contributions;
- Borrowings; and
- Lease Liabilities.

The July 2026 Monthly Financial Report was prepared by Moore Australia financial consultants.

Stakeholder and Public Consultation

Internal

Corporate Strategy & Performance Directorate

External

MOORE Australia

Statutory Environment

Local Government Act 1995 (WA)

Section 6.4 – *requires a local government to prepare an annual financial report for the preceding financial year, and any other prescribed financial reports, in the prescribed form and manner and containing the prescribed information. The local government must submit its accounts and annual financial report to its auditor by 30 September following each financial year, unless an extension is allowed by the Minister.*

Local Government (Financial Management) Regulations 1996

Regulation 34 – *requires a local government to prepare a monthly statement of financial activity reporting on revenue and expenditure against the annual budget, including budget estimates, actual amounts, material variances, and net current assets. The statement and accompanying documents must be presented at an ordinary Council meeting within 2 months after the end of the relevant month and recorded in the minutes.*

Regulation 34(5) – *requires the local government to adopt, each financial year, a percentage or value to be used for reporting material variances in statements of financial activity.*

*Note: **Schedule 1** Statement of Financial Activity is structured to include the statutory requirements plus further notes to assist Council in understanding the Shire's financial position at the time of reporting.*

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	N/A
Reputation	The delay in achieving timely reporting has the potential to damage the Shire's reputation.	B2 - High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	N/A
Compliance	<i>Local Government Act 1995</i> requires Council receives these statements within two months of the end of the applicable month.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The tabling of information relative to the Statement of Financial Activity does not align itself with any specific Community Strategic Plan 2022-2032 objective. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Key points of interest for Councillors' consideration:

Funding Position

The underlying opening funding position of \$5.442 million remains unchanged from the preliminary opening position presented to Council as part of the adoption of the 2026/27 Annual Budget on 28 August 2026.

As is normal for local government financial reporting at the commencement of a new financial year, the opening position remains unaudited pending completion of the 2025/26 Annual Financial Report and external audit. The opening position may therefore be subject to adjustment as year-end accounting processes and audit procedures are completed.

The movement from the opening funding position of \$5.442 million to the July closing funding surplus of \$4.415 million reflects financial activity during July and does not represent a subsequent adjustment to the opening position adopted in the Annual Budget.

The late adoption of the 2026/27 Annual Budget on 28 August 2026 has also resulted in a number of timing differences between year-to-date budget allocations and actual transactions. Administration is reviewing the timing allocation of budget items and, where appropriate, these will be adjusted to provide more meaningful comparisons between budget and actual results in future monthly financial reports.

Operating Revenue

Operating revenue for July totalled approximately \$980,000 against a year-to-date budget of \$1.680 million.

Fees and charges were approximately \$276,000 against a year-to-date budget of \$201,000, resulting in a favourable variance of approximately \$75,000. This primarily relates to higher than year-to-date budgeted income from tip fees, blowhole income, airport lease repayments, airside parking fees and function room hire.

Interest revenue was approximately \$16,000 compared with a year-to-date budget of \$43,000. The variance primarily relates to the timing of interest accruals and maturity of term deposits.

As July represents the first month of the financial year and the Annual Budget was not adopted until 28 August 2026, a number of revenue variances are timing-related rather than representative of expected full-year performance.

Operating Expenditure

Operating expenditure for July totalled approximately \$472,000 against a year-to-date budget of \$1.167 million.

The significant favourable variance primarily relates to timing. Materials and contracts were approximately \$274,000 below the year-to-date budget, while utilities and insurance were also substantially below budget.

The Monthly Financial Report identifies that minimal year-to-date budget allocations occurred for a number of expenditure categories due to the timing of budget adoption. Utility expenditure is also affected by bi-monthly billing cycles, while the first instalment of insurance premiums had not been processed at the reporting date.

These variances should therefore not be interpreted as permanent expenditure savings. Administration will continue to review budget timing allocations and adjust these where appropriate to provide more accurate year-to-date comparisons throughout the financial year.

Investing Activities (Capital Works)

Capital acquisitions during July totalled approximately \$289,000 against a year-to-date budget of \$374,000.

The level of expenditure reflects the timing of commencement of the 2026/27 capital program. The Annual Budget was adopted by Council on 28 August 2026 and new 2026/27 capital projects that were not carried forward from the previous financial year did not have expenditure authority prior to budget adoption.

Capital activity occurring prior to adoption of the Budget therefore primarily relates to existing commitments and the continuation or finalisation of projects from the previous financial year. In particular:

- landscaping expenditure incurred during July related to the finalisation of the Northwater Project; and
- other infrastructure expenditure primarily related to the continuation of the Carnarvon Activation Plan and Local Connect & Create projects, including items associated with Van Dongen Park.

These expenditures represent continuing project activity rather than the commencement of newly authorised 2026/27 capital projects.

Following adoption of the Budget, expenditure across the broader 2026/27 capital program is expected to increase as procurement processes are completed and newly authorised projects commence.

Grants, Subsidies and Contributions

Operating grants and contributions recognised during July totalled approximately \$78,000.

No capital grant revenue was recognised during July against a year-to-date budget of approximately \$1.466 million. This is principally a timing difference associated with project delivery and the satisfaction of applicable performance obligations.

During July, approximately \$2.791 million was received in relation to the Sea Water Inundation Project. The funding has been recognised as a contribution liability rather than revenue, resulting in total capital grant liabilities of approximately \$6.615 million at 31 July 2026.

Grant funding received in advance of the associated project expenditure contributes to the Shire's reported cash holdings but is committed to the relevant funded projects and is not available for general operational purposes.

Cash and Investments

Cash and investments totalled \$9.295 million, comprising:

- Unrestricted Cash – \$6.427 million
- Restricted Reserve Funds – \$2.867 million
- Trust Funds – \$223,277

While the Shire continues to maintain a significant cash balance, the reported unrestricted cash balance should not be interpreted as being wholly available for general operations. A significant component relates to grant funding received in advance of expenditure and is required to fund the associated projects as delivery progresses.

Cash flow will continue to be actively monitored throughout 2026/27, particularly given the scale and timing of the capital and grant-funded works program. Administration will seek to appropriately manage available cash resources and the timing of project expenditure and grant receipts to minimise, wherever practicable, the need to utilise the Shire's overdraft facility.

Debtor & Rates Receivables

Net rates receivable at 31 July 2026 were approximately \$2.377 million.

The 2026/27 annual rates had not been raised at the July reporting date and were subsequently issued on 7 September 2026. Accordingly, the July rates receivable balance predominantly represents outstanding rates carried forward from the previous financial year and should not be interpreted as the 2026/27 rates collection position.

The September Monthly Financial Report, expected to be presented to the October Council meeting, will provide the first monthly financial report reflecting the 2026/27 annual rates levy and associated collection activity.

General trade receivables outstanding at 31 July totalled approximately \$3.039 million, with approximately 85.6% classified as current and approximately \$484,000 classified as more than 90 days outstanding.

The outstanding REX Holdings receivable of \$390,707 remains included within the Shire's receivables. Administration is progressing consideration of the proposed write-off, with a GST-related matter referred to a tax specialist for advice. The outcome of that advice/application is currently awaited, with a separate item regarding the proposed write-off expected to be presented to Council at the October 2026 meeting.

Administration continues to monitor outstanding receivables and undertake recovery action in accordance with the Shire's applicable policies and procedures.

Rates Debt Recovery

Administration continues to actively monitor outstanding rates debt and undertake recovery action in accordance with the Shire's Debt Collection and Recovery Policy.

As the 2026/27 annual rates were not issued until 7 September 2026, the rates receivable balance at 31 July relates predominantly to outstanding balances carried forward from the previous financial year. Recovery activities during this period therefore remain focused on existing arrears, payment arrangements and longer-term outstanding accounts.

Recovery actions continue to include payment arrangements, instalment agreements, final notices and referral for legal recovery processes where appropriate, while taking into consideration ratepayers experiencing genuine financial hardship.

Reserves

Reserve balances at 31 July 2026 totalled approximately \$2.868 million, compared with an opening balance of approximately \$2.865 million.

The movement during July relates to approximately \$3,042 of interest credited to reserve accounts. No transfers from reserves had occurred at the reporting date.

Key reserve balances at 31 July included:

- Strategic Projects Reserve – approximately \$733,000;
- Plant Reserve – approximately \$432,000;
- Leave Reserve – approximately \$389,000;
- Emergency Management Reserve – approximately \$294,000; and
- Asset Upgrades and Renewal Reserve – approximately \$282,000.

The adopted budget provides for transfers from reserves totalling \$865,000 during 2026/27. These transfers had not occurred at 31 July and will be recognised as the associated expenditure and funding requirements arise.

Contract Liabilities

Contract and capital grant liabilities continue to represent a significant component of the Shire's financial position and cash holdings.

At 31 July 2026, operating contract liabilities totalled approximately \$1.391 million, unchanged from the opening balance. Capital grant/contribution liabilities increased from approximately \$3.823 million to \$6.615 million, following receipt of approximately \$2.791 million during July in relation to the Sea Water Inundation Project.

Combined operating and capital grant liabilities therefore totalled approximately \$8.005 million at 31 July 2026.

These balances represent grant funding received in advance of the associated expenditure and, where applicable, cannot be recognised as revenue until the relevant performance obligations or project requirements have been satisfied.

The significant level of contract and capital grant liabilities is also important when considering the Shire's reported cash position. While the Shire held approximately \$9.295 million in cash and cash equivalents at 31 July, a substantial proportion of those funds relates to grant funding received for specific projects and is not available to support general operations.

Administration will continue to closely monitor grant expenditure, revenue recognition and cash flow throughout the year. Effective management of the timing of project expenditure and grant receipts will be particularly important as the Shire seeks to minimise the need to utilise its overdraft facility.

Overall Financial Position

The July 2026 financial results reflect the early stage of the financial year and the timing impacts associated with adoption of the 2026/27 Annual Budget on 28 August 2026. A number of year-to-date variances are therefore timing-related and are not considered indicative of full-year financial performance.

The Shire continues to maintain a sound cash position; however, a significant proportion of cash held relates to unspent grant funding committed to specific projects. Administration will continue to closely monitor cash flow, project delivery, grant funding and expenditure throughout the year, with a focus on effectively managing available funds and minimising the need to utilise the Shire's overdraft facility.

Budget timing allocations will also continue to be reviewed and adjusted where appropriate to improve the accuracy and usefulness of monthly budget-to-actual reporting.

The opening funding position remains unaudited, consistent with normal local government year-end processes, and may be subject to adjustment through completion and audit of the 2025/26 Annual Financial Report. The Shire's final audit is scheduled for 5 to 9 October 2026, with the audit report anticipated to be available approximately two to three weeks following completion of the audit. Any adjustments arising through the finalisation and audit process will be reflected in subsequent financial reporting.

OFFICER'S RECOMMENDATION

That Council by Simple Majority,

Notes and receives the Statement of Financial Activity for the period ending 31 July 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.



18 September 2026

Ms Amanda Dexter
Chief Executive Officer
Shire of Carnarvon
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CARNARVON WA 6701

Moore Australia

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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 July 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 July 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.

A handwritten signature in black ink, appearing to read "Russell Barnes".

Russell Barnes
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 July 2026*****LOCAL GOVERNMENT ACT 1995******LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*****TABLE OF CONTENTS**

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SHIRE OF CARNARVON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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	74,136	78,363	4,227	5.70%	
Fees and charges	4,321,500	200,819	276,179	75,360	37.53%	▲
Interest revenue	527,000	43,916	15,833	(28,083)	(63.95%)	▼
Other revenue	1,586,251	103,013	92,952	(10,061)	(9.77%)	
	19,116,747	421,884	472,116	50,232	11.91%	
Expenditure from operating activities						
Employee costs	(12,911,681)	(924,810)	(851,203)	73,607	7.96%	
Materials and contracts	(8,356,030)	(696,336)	(274,020)	422,316	60.65%	▲
Utility charges	(973,659)	(81,111)	(2,105)	79,006	97.40%	▲
Depreciation	(8,722,886)	(726,874)	(722,791)	4,083	0.56%	
Finance costs	(143,817)	(7,779)	(3,436)	4,343	55.83%	
Insurance	(724,079)	(362,022)	(14,017)	348,005	96.13%	▲
Other expenditure	(413,780)	(33,490)	(31,398)	2,092	6.25%	
	(32,245,932)	(2,832,422)	(1,898,970)	933,452	32.96%	
Depreciation excluded from operating activities	8,722,886	726,874	722,791	(4,083)	(0.56%)	
Amount attributable to operating activities	(4,406,299)	(1,683,664)	(704,063)	979,601	58.18%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	18,867,660	1,465,968	0	(1,465,968)	(100.00%)	▼
	18,867,660	1,465,968	0	(1,465,968)	(100.00%)	
Outflows from investing activities						
Right of use assets received - non cash	0	0	(15,250)	(15,250)	(100.00%)	▼
Acquisition of property, plant and equipment	(2,684,618)	(79,545)	(88,711)	(9,166)	(11.52%)	
Acquisition of infrastructure	(18,694,651)	(293,727)	(184,946)	108,781	37.03%	▲
	(21,379,269)	(373,272)	(288,907)	84,365	22.60%	
Amount attributable to investing activities	(2,511,609)	1,092,696	(288,907)	(1,381,603)	(126.44%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	6,250,000	0	0	0		
Proceeds from new leases - non-cash	0	0	15,250	15,250	100.00%	▲
Transfer from reserves	865,000	0	0	0		
	7,115,000	0	15,250	15,250		
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)	(17,536)	(17,536)	0	0.00%	
Transfer to reserves	0	0	(3,042)	(3,042)		
	(5,639,244)	(41,698)	(44,740)	(3,042)	(7.30%)	
Amount attributable to financing activities	1,475,756	(41,698)	(29,490)	12,208	29.28%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 5,442,152	5,442,152	5,437,307	(4,845)	(0.09%)	
Amount attributable to operating activities	(4,406,299)	(1,683,664)	(704,063)	979,601	58.18%	▲
Amount attributable to investing activities	(2,511,609)	1,092,696	(288,907)	(1,381,603)	(126.44%)	▼
Amount attributable to financing activities	1,475,756	(41,698)	(29,490)	12,208	29.28%	▲
Surplus or deficit after imposition of general rates	0	4,809,486	4,414,847	(394,639)	(8.21%)	

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 JULY 2026**

	Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	12,058,252	9,295,195
Trade and other receivables	3,148,388	5,415,399
Other financial assets	1,000,000	1,000,000
Inventories	90,022	95,921
TOTAL CURRENT ASSETS	16,296,662	15,806,515
NON-CURRENT ASSETS		
Trade and other receivables	113,317	113,317
Other financial assets	271,561	271,561
Property, plant and equipment	45,626,454	45,619,840
Infrastructure	271,359,715	270,923,009
Right-of-use assets	271,844	281,280
TOTAL NON-CURRENT ASSETS	317,642,891	317,209,007
TOTAL ASSETS	333,939,553	333,015,522
CURRENT LIABILITIES		
Trade and other payables	2,780,359	518,214
Other liabilities	5,214,224	8,005,640
Lease liabilities	114,665	99,906
Borrowings	523,308	499,146
Employee related provisions	1,123,052	1,123,052
TOTAL CURRENT LIABILITIES	9,755,608	10,245,958
NON-CURRENT LIABILITIES		
Lease liabilities	64,733	77,206
Borrowings	2,028,722	2,028,722
Employee related provisions	141,111	141,111
TOTAL NON-CURRENT LIABILITIES	2,234,566	2,247,039
TOTAL LIABILITIES	11,990,174	12,492,997
NET ASSETS	321,949,379	320,522,525
EQUITY		
Retained surplus	53,744,627	52,314,731
Reserve accounts	2,864,772	2,867,814
Revaluation surplus	265,339,980	265,339,980
TOTAL EQUITY	321,949,379	320,522,525

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 JULY 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, regulation 34 prescribes contents 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 11 September 2026

Matters of non-compliance with Basis of Preparation

The following matters on non-compliance with the basis of preparation have not been correct.

1. Balances as at 30 June 2026 have not been audited and may be subject to change.
2. Depreciation has not been raised during the current financial year.

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 effect 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 JULY 2026

2 NET CURRENT ASSETS INFORMATION

		Adopted Budget Opening	Actual as at	Actual as at
	Note	1 July 2026	30 June 2026	31 July 2026
		\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents		13,063,019	12,058,252	9,295,195
Trade and other receivables		3,153,285	3,148,388	5,415,399
Other financial assets		0	1,000,000	1,000,000
Inventories		90,022	90,022	95,921
		16,306,326	16,296,662	15,806,515
Less: current liabilities				
Trade and other payables		(2,785,178)	(2,780,359)	(518,214)
Other liabilities		(5,214,224)	(5,214,224)	(8,005,640)
Lease liabilities		(68,342)	(114,665)	(99,906)
Borrowings		(570,902)	(523,308)	(499,146)
Employee related provisions		(1,123,052)	(1,123,052)	(1,123,052)
		(9,761,698)	(9,755,608)	(10,245,958)
Net current assets		6,544,628	6,541,054	5,560,557
Less: Total adjustments to net current assets	2(b)	(1,102,476)	(1,103,747)	(1,145,710)
Closing funding surplus / (deficit)		5,442,152	5,437,307	4,414,847
(b) Current assets and liabilities excluded from budgeted deficiency				
Adjustments to net current assets				
Less: Reserve accounts		(2,864,772)	(2,864,772)	(2,867,814)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		68,342	114,665	99,906
- 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	1,123,052	1,123,052
Total adjustments to net current assets	2(a)	(1,102,476)	(1,103,747)	(1,145,710)

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 governments' operational cycle.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	75,360	37.53%	▲
Tip fees, blowhole income, airport lease repayments, airside parking fees and function room hire fees are higher than year to date budget.		Timing	
Interest revenue	(28,083)	(63.95%)	▼
Interest on investments are lower than year to date budget due to interest accruals and timing of maturity of term deposits.		Timing	
Expenditure from operating activities			
Materials and contracts	422,316	60.65%	▲
Parks and gardens, mesquite eradication and plant operating expenditure are higher than year to date budget.		Timing	
Minimal year to date budget allocations due to timing of budget adoption.			
Utility charges	79,006	97.40%	▲
Lower than year to date budget due to budget not aligned to bi-monthly invoicing of utilities.		Timing	
Insurance	348,005	96.13%	▲
Delayed processing of first instalment of insurance premiums.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,465,968)	(100.00%)	▼
Unbudgeted revenue received for sea water inundation project offset by monthly budget allocations.		Timing	
Outflows from investing activities			
Right of use assets received - non cash	(15,250)	(100.00%)	▼
New lease recognised for admin copier.		Permanent	
Acquisition of infrastructure	108,781	37.03%	▲
Regional Precincts and Partnership Program and activation project higher than year to date budget.		Permanent	
Inflows from financing activities			
Proceeds from new leases - non-cash	15,250	100.00%	▲
New lease recognised for admin copier.		Permanent	

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 JULY 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	\$5.44 M	(\$0.00 M)
Closing	\$0.00 M	\$4.81 M	\$4.41 M	(\$0.39 M)

Refer to Statement of Financial Activity

Cash and Cash Equivalents		
	\$9.30 M	% of total
Unrestricted Cash	\$6.43 M	69.1%
Restricted Cash	\$2.87 M	30.9%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.52 M	% Outstanding
Trade Payables	\$0.04 M	
0 to 30 Days		90.1%
Over 30 Days		9.8%
Over 90 Days		5.0%

Refer to 9 - Payables

Receivables		
	\$3.04 M	% Outstanding
Trade Receivable		
Over 30 Days		14.6%
Over 90 Days		14.1%
		% Collected
Rates Receivable	\$2.38 M	0.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.41 M)	(\$1.68 M)	(\$0.70 M)	\$0.98 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	\$0.08 M	% Variance
YTD Budget	\$0.07 M	5.7%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.28 M	% Variance
YTD Budget	\$0.20 M	37.5%

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)	\$1.09 M	(\$0.29 M)	(\$1.38 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.00 M	

Asset Acquisition		
YTD Actual	\$0.29 M	% Spent
Adopted Budget	\$21.38 M	1.4%

Refer to 6 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$18.87 M	0.0%

Refer to 6 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.48 M	(\$0.04 M)	(\$0.03 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 10 - Borrowings

Reserves	
Reserves balance	\$2.87 M
Net Movement	\$0.00 M

Refer to 5 - Cash Reserves

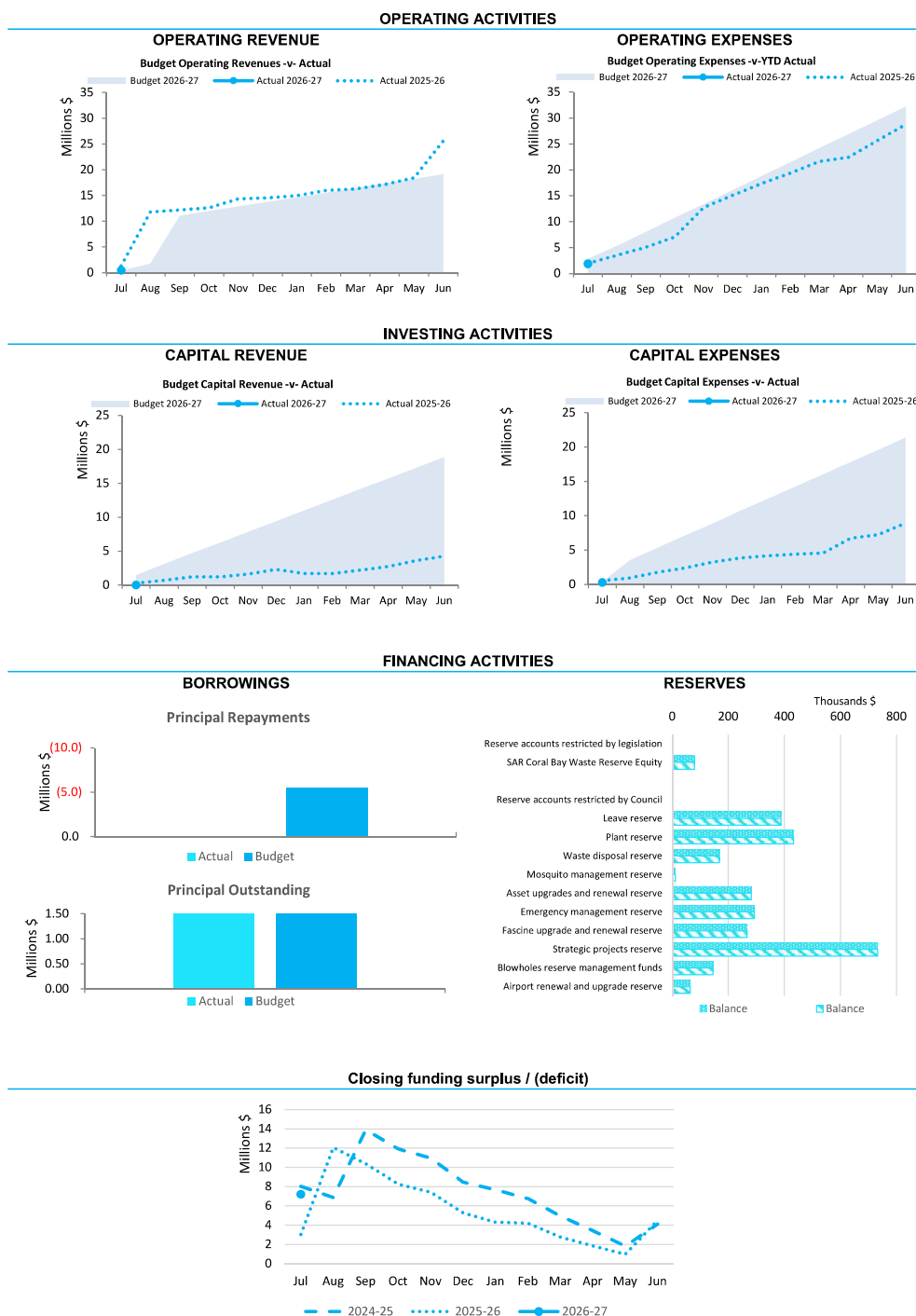
Lease Liability	
Principal repayments	(\$0.02 M)
Interest expense	(\$0.00 M)
Principal due	\$0.18 M

Refer to Note 11 - Lease Liabilities

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 JULY 2026

2 KEY INFORMATION - GRAPHICAL



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 JULY 2026

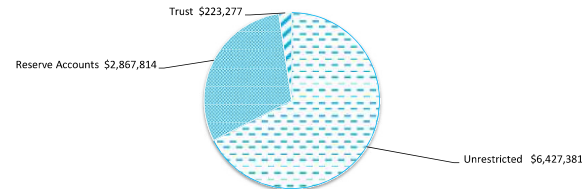
3 CASH AND CASH EQUIVALENTS

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	1,692,614	0	1,692,614	0	ANZ	Variable	NA
Municipal Online Account	Cash and cash equivalents	4,731,967	0	4,731,967	0	ANZ	Variable	NA
Reserve Bank Account	Cash and cash equivalents	0	2,867,814	2,867,814	0	ANZ	Variable	NA
Trust Bank Account	Cash and cash equivalents	0	0	0	223,277	ANZ	NA	NA
Total		6,427,381	2,867,814	9,295,195	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 JULY 2026

4 FINANCIAL ASSETS AT AMORTISED COST

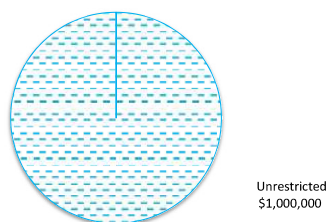
Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Term Deposit	Financial assets at amortised cost	1,000,000	0	1,000,000	0	ANZ	3.25%	Aug-26
Total		1,000,000	0	1,000,000	0			

KEY INFORMATION

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

5 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	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	84	0	79,725
Reserve accounts restricted by Council								
Leave reserve	388,319	0	0	388,319	388,318	413	0	388,731
Plant reserve	431,876	0	(365,000)	66,876	431,876	459	0	432,335
Waste disposal reserve	168,713	0	0	168,713	168,713	180	0	168,893
Mosquito management reserve	11,253	0	0	11,253	11,253	12	0	11,265
Asset upgrades and renewal reserve	281,903	0	(200,000)	81,903	281,903	299	0	282,202
Emergency management reserve	293,307	0	0	293,307	293,307	311	0	293,618
Fascine upgrade and renewal reserve	266,684	0	0	266,684	266,684	283	0	266,967
Strategic projects reserve	731,922	0	(300,000)	431,922	731,922	777	0	732,699
Blowholes reserve management funds	145,958	0	0	145,958	145,958	155	0	146,113
Airport renewal and upgrade reserve	65,197	0	0	65,197	65,197	69	0	65,266
	2,864,772	0	(865,000)	1,999,772	2,864,772	3,042	0	2,867,814

**SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

6 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	786,009	44,666	88,711	44,045
Furniture And Equipment	268,000	15,666	0	(15,666)
Plant And Equipment	1,630,609	19,213	0	(19,213)
Acquisition of property, plant and equipment	2,684,618	79,545	88,711	9,166
Infrastructure - Roads	4,034,420	252,477	5,917	(246,560)
Other Infrastructure - Drainage	175,000	0	0	0
Other Infrastructure - Footpaths	200,000	0	0	0
Other Infrastructure - Airport	522,000	41,250	0	(41,250)
Other Infrastructure	13,763,231	0	179,029	179,029
Acquisition of infrastructure	18,694,651	293,727	184,946	(108,781)
Total of PPE and Infrastructure.	21,379,269	373,272	273,657	(99,615)
Right of use asset - Right Of Use - Plant And Equipment	0	0	15,250	15,250
Acquisition of right of use assets	0	0	15,250	15,250
Total capital acquisitions	21,379,269	373,272	288,907	(84,365)
Capital Acquisitions Funded By:				
Capital grants and contributions	14,264,269	373,272	(2,517,759)	(2,891,031)
Lease liabilities	0	0	15,250	15,250
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	2,791,416	2,791,416
Capital funding total	21,379,269	373,272	288,907	(84,365)

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 is 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.

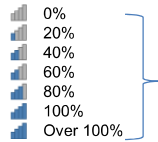
Please refer to compilation report

| 7

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

6 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



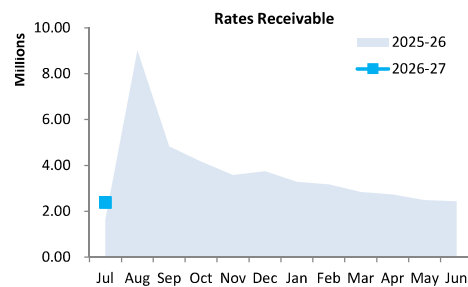
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Current	Adopted	Year to Date	Year to Date	Variance
		Budget	Year to Date	Budget	Actual	(Under)/Over
Account Description						
Capital Expenditure						
Buildings						
2974	STAFF HOUSING - (L.&B.)	50,000	0	0	0	0
2990	Housing Development Northwater	50,000	0	88,711	88,711	88,711
3154	LAND & BUILDINGS - C/C	647,000	41,416	0	(41,416)	(41,416)
3434	LAND & BUILDINGS LIB/ART	7,000	583	0	(583)	(583)
3555	Regional Art Gallery Improvement (Building)	32,009	2,667	0	(2,667)	(2,667)
Buildings Total		786,009	44,666	88,711	44,045	44,045
Furniture And Equipment						
0598	EQUIPMENT (NEW AND RENEWAL) FOR I.T.	128,000	3,999	0	(3,999)	(3,999)
NEWF1	Chambers Upgrade/Refresh - Presidents Office and IT	65,000	5,417	0	(5,417)	(5,417)
NEWF2	Replacement of playground equipment	75,000	6,250	0	(6,250)	(6,250)
Furniture And Equipment Total		268,000	15,666	0	(15,666)	(15,666)
Plant And Equipment						
4144	Purchase Plant & Equipment (Works)	1,400,052	0	0	0	0
NEWP1	Plant and Equipment (Depot)	230,557	19,213	0	(19,213)	(19,213)
Plant And Equipment Total		1,630,609	19,213	0	(19,213)	(19,213)
Infrastructure - Roads						
3740	ROADS TO RECOVERY - SP-37	1,624,363	64,140	0	(64,140)	(64,140)
3747	REGIONAL ROADS GROUP (RRG)	1,315,333	109,610	0	(109,610)	(109,610)
3760	ROAD CONSTRUCTION (Shire Funded)	150,000	0	0	0	0
3864	BLACKSPOT ROAD PROJECTS	944,724	78,727	5,917	(72,810)	(72,810)
Infrastructure - Roads Total		4,034,420	252,477	5,917	(246,560)	(246,560)
Other Infrastructure - Drainage						
3770	DRAINAGE - CONSTRUCTION	175,000	0	0	0	0
Other Infrastructure - Drainage Total		175,000	0	0	0	0
Other Infrastructure - Footpaths						
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS .	200,000	0	0	0	0
Other Infrastructure - Footpaths Total		200,000	0	0	0	0
Other Infrastructure - Airport						
4124	INFRASTRUCTURE - AIRPORT	522,000	41,250	0	(41,250)	(41,250)
Other Infrastructure - Airport Total		522,000	41,250	0	(41,250)	(41,250)
Other Infrastructure						
3974	OTHER INFRASTRUCTURE - SP-36	2,262,207	0	94,620	94,620	94,620
5495	REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM	11,501,024	0	84,409	84,409	84,409
Other Infrastructure Total		13,763,231	0	179,029	179,029	179,029
Grand Total		21,379,269	373,272	273,657	(99,615)	(99,615)

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	2,004,628	2,425,528
Levied this year	7,814,396	8,789
Less - collections to date	(7,351,061)	(15,621)
Gross rates collectable	2,467,963	2,418,696
Allowance for impairment of rates receivable	(42,435)	(42,435)
Net rates collectable	2,425,528	2,376,261
% Collected	74.9%	0.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,961)	2,938,020	12,383	2,738	484,046	3,431,226
Percentage	(0.2%)	85.6%	0.4%	0.1%	14.1%	
Balance per trial balance						
Trade receivables						3,431,226
Other receivables						9,527
GST receivable						4,116
Receivables for employee related provisions						8,451
Allowance for impairment of receivables from contracts with customers						(489,524)
ESL receivables						69,691
Accrued income						5,651
Total receivables general outstanding						3,039,138

Amounts shown above include GST (where applicable)

KEY INFORMATION

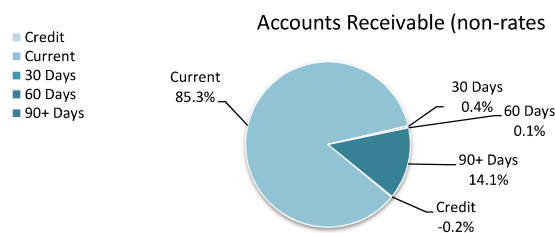
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 JULY 2026**

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 July 2026
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and materials	34,432	33,513	(27,614)	40,331
Visitor Centre stock	55,590	0	0	55,590
Total other current assets	90,022	33,513	(27,614)	95,921
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.

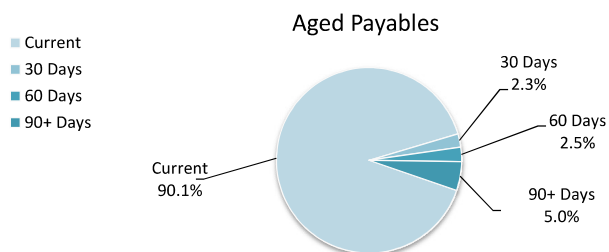
**SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	35,721	926	990	2,000	39,637
Percentage	0.0%	90.1%	2.3%	2.5%	5.0%	
Balance per trial balance						
Sundry creditors						39,637
Accrued salaries and wages						3,358
Other payables						274,262
Bonds and deposits held						97,407
Trust Fund						79,961
Visitor Centre liabilities						23,589
Total payables general outstanding						518,214
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 JULY 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		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		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	
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 JULY 2026**

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2026	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Admin Copier	**53-002	0	15,250	0	(226)	(2,778)	15,024	0	(58)	(643)
IT Equipment	NA	20,157	0	0	(5,010)	(20,157)	15,147	0	(58)	(116)
Copier Plan Copier	**09AUS1	6,613	0	0	(224)	(2,748)	6,389	3,865	(25)	(247)
IT Laptops	**83AUS2	6,493	0	0	(191)	(2,342)	6,302	4,151	(25)	(250)
Fleet	35180	146,135	0	0	(11,885)	(40,317)	134,250	105,818	(560)	(3,621)
Total		179,398	15,250	0	(17,536)	(68,342)	177,112	113,834	(726)	(4,877)
Current lease liabilities		114,665					99,906			
Non-current lease liabilities		64,733					77,206			
		179,398					177,112			

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 at the present value of the lease payments that are not paid at that date. The lease payments are discounted using 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 JULY 2026**

12 OTHER CURRENT LIABILITIES

	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2026
	\$	\$	\$	\$	\$
Other current liabilities					
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	692,246	0	0	0	692,246
Provision for long service leave	430,806	0	0	0	430,806
Total Provisions	1,123,052	0	0	0	1,123,052
Total other current liabilities	6,337,276	0	2,791,416	0	9,128,692

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

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 be constructed 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 JULY 2026

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2026		(As revenue)	31 Jul 2026	31 Jul 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
F.A.G.- General Purpose	0	0	0	0	0	1,112,391	0	0
F.A.G. - Roads	0	0	0	0	0	286,872	0	0
F.A.G. - Special Purpose	0	0	0	0	0	72,721	0	0
RJED Grant Income	770,997	0	0	770,997	770,997	308,173	0	0
Bushfire Grant	0	0	0	0	0	31,200	2,600	7,800
Other Grants - SP-06	10,275	0	0	10,275	10,275	10,275	856	0
Grants Animal Control	25,000	0	0	25,000	25,000	50,000	4,166	0
Emergency Services Grant	0	0	0	0	0	35,610	2,967	8,903
Grant - National Road Safety Week	0	0	0	0	0	25,490	2,124	0
Department of Communities Grant- Mayu Mia	0	0	0	0	0	242,082	20,173	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	291	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	4,833	0
Grants Library	0	0	0	0	0	6,000	500	2,009
Community Development Grants Income	25,490	0	0	25,490	25,490	70,000	5,833	0
Community Art Hub Income	0	0	0	0	0	50,000	4,166	0
Seniors Grant (Income)	0	0	0	0	0	3,000	250	0
Town Planning Grants	25,231	0	0	25,231	25,231	25,231	2,102	0
Grant For Charmap Development	0	0	0	0	0	15,000	1,250	0
Grant - Coral Bay Settlement Structure Plan	198,474	0	0	198,474	198,474	198,474	16,539	0
Grant - Recovery Delivery	0	0	0	0	0	150,000	0	0
MRWA Direct Grant	0	0	0	0	0	545,048	0	0
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	1,526
	1,390,895	0	0	1,390,895	1,390,895	4,146,723	68,650	78,363
Contributions								
State Library Subsidy	0	0	0	0	0	350	29	0
MRWA Streetlighting Contribution	0	0	0	0	0	26,682	2,223	0
MRWA Robinson Street Sweeping Contribution	0	0	0	0	0	10,000	833	0
MRWA Verge Mtnce Contribution	0	0	0	0	0	18,818	1,568	0
Area Promotion Advertising Campaign	0	0	0	0	0	10,000	833	0
	0	0	0	0	0	65,850	5,486	0
TOTALS	1,390,895	0	0	1,390,895	1,390,895	4,212,573	74,136	78,363

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 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	41,416	0
Art Gallery Grants	32,009	0	0	32,009	32,009	32,009	2,667	0
Carnarvon Activation Plan Income	1,011,186	0	0	1,011,186	1,011,186	2,245,207	187,100	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	62,277	0
State Blackspot Funding	217,652	0	0	217,652	217,652	944,724	78,727	0
Roads To Recovery Funding	0	0	0	0	0	1,624,363	135,363	0
R.A.D.S GRANT - Coral Bay Airstrip	0	0	0	0	0	90,000	0	0
R.A.U.P. GRANT - Coral Bay Airstrip	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	958,418	0
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	1,465,968	0

**SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

15 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 July 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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18 September 2026

Ms Amanda Dexter
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 JULY 2026**

We advise we have completed the compilation of your statutory monthly financial report for the period ended 31 July 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

A handwritten signature in black ink, appearing to read "Russell Barnes", written over a light blue circular stamp.

Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)



Shire of Carnarvon

Period ended 31 July 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Funding Statements	Opening surplus	December 2025	The net current assets carried forward from 2025/26 included exclusions for employee provisions \$1,123,052. Legislation allows for the exclusion of leave provision held in reserve \$388,319, resulting in a \$734,321 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
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 \$5,437,307 due to year end and audit adjustments.	None.	Low

Page 2 of 2

7.2.2 ACCOUNTS PAID UNDER DELEGATION - AUGUST 2026

File No: ADM0186
 Location/Address: N/A
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Rebekah Skender, Coordinator Finance
 Racheal King, Governance, Risk & Compliance Manager
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: 25/08/2026 – item 7.2.3
 Schedules:

1. Credit Cards - August 2026
2. List of Accounts Paid - August 2026
3. Direct Debits - 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

To present to Council the listing of accounts paid under delegation from the Municipal Fund and Trust Fund, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*, for the month of August 2026.

Background

Council has delegated to the Chief Executive Officer, under Delegation 1.2.20, the exercise of its power under regulation 12 of the *Local Government (Financial Management) Regulations 1996* to make payments from the Municipal Fund and Trust Fund.

Regulation 13 requires a list of accounts paid by the Chief Executive Officer under delegated authority to be prepared each month, presented to Council at the next Ordinary Meeting and recorded in the minutes.

Regulation 13A requires a monthly list of payments made by employees using purchasing cards, including credit cards, debit cards and other purchasing cards, to be presented to Council and recorded in the minutes.

The August 2026 payment information is provided as follows:

- Schedule One – Credit Card Payments;
- Schedule Two – List of Accounts Paid; and
- Schedule Three – Direct Debits.

The credit-card transactions reported at Schedule One are included within the direct-debit total reported at Schedule Three and are shown separately to satisfy the specific reporting requirements of regulation 13A.

Stakeholder and Public Consultation

External

No Public Consultation is considered to be required at this time.

Internal

Corporate Strategy and Performance Directorate
Finance officers

Statutory Environment

Local Government Act 1995

Section 5.42 – *provides that a local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties under the Act, except those listed under section 5.43. A delegation under this section must be in writing and requires an absolute majority.*

Section 5.46 – *requires the CEO to keep a register of delegations made to the CEO and employees. Delegations are to be reviewed at least once every financial year, and persons exercising delegated authority must keep records in accordance with the regulations.*

Local Government (Financial Management) Regulations 1996

Regulation 12 – *provides that payments from the municipal fund or trust fund may only be made by the CEO where the local government has delegated the power to make those payments, or otherwise by Council resolution.*

Regulation 13 – *requires a list of accounts paid by the CEO under delegated authority to be prepared each month. The list must include the payee's name, amount paid, payment date and sufficient information to identify each transaction, and must be presented to Council at the next ordinary meeting and recorded in the minutes.*

Regulation 13A – *requires a monthly list of payments made by employees using purchasing cards, including credit cards, debit cards and other purchasing cards, to be presented to Council and recorded in the minutes.*

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications arising from receiving this report. The report does not seek approval for additional expenditure or an amendment to the adopted budget.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments may be made without appropriate budget authority or in excess of approved financial authority.	1-C Low	Purchase-order, budget-checking, delegated-authority and payment-approval controls are applied through the Shire's financial management processes.
Health & Safety	N/A	N/A	N/A
Reputation	Failure to provide transparent and accurate information about payments made under delegation may reduce confidence in the Shire's financial management practices.	2-D Low	Detailed monthly payment schedules are prepared, independently reviewed and presented to Council.
Service disruption	N/A	N/A	N/A
Compliance	Failure to present the monthly lists of payments and purchasing-card transactions to Council may result in non-compliance with regulations 13 and 13A of the <i>Local Government (Financial Management) Regulations 1996</i> .	2-C Moderate	Monthly payment schedules are prepared, checked and presented to Council in accordance with regulations 13 and 13A.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Fraudulent, unauthorised or incorrectly amended creditor details may result in inappropriate payments.	2-C Moderate	Creditor details and requested bank-account changes are independently verified and approved by an appropriately authorised Finance Officer. Payment schedules are prepared by a Finance Officer and independently checked before presentation to Council.

Community and Strategic Objectives

The tabling of information relative to payments made under delegation is solely a legislative requirement common to all local governments within Western Australia. Whilst it does not align directly with the Community Strategic Plan 2022-2032 objective, adopting good governance and compliance practices does lessen the risk of the Shire not achieving its strategic and other community objectives.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

This report fulfils the monthly reporting requirements of regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* and provides Council with visibility of payments made under delegated authority.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, in accordance with Regulations 13 and 13A of the Local Government (Financial Management) Regulations 1996:

1. ***Receives the list of payments made under delegation, as per Schedule 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

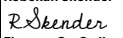
2. ***Receives the credit-card transactions for the statement period 23 June 2026 to 22 July 2026, totalling \$11,718.37, as provided at Schedule One.***

SCHEDULE 1 - CREDIT CARDS

DATE PAID	PAYEE	DESCRIPTION	ACCOUNT NAME	AMOUNT
25/06/2026	Discount Safety Sign Australia	Signs for the Aquatic Centre (Unisex, Male and Female Toilet/Shower Signs)	Executive Manager Infrastructure Services	\$ 185.56
09/07/2026	Cultivate Pty Ltd	Activated Carbon Filter for Chemical Spray Ute	Executive Manager Infrastructure Services	\$ 362.72
24/06/2026	Mate Communication	Internet for 10 Foss Crescent for the Period 06.05.2026 - 06.06.2026	Special Projects Officer	\$ 77.47
26/06/2026	Kmart	Refund of Mattress Topper Purchased in February 2026	Special Projects Officer	-\$ 59.95
01/07/2026	Starlink	Internet for the Shire Admin Building for the Period July 2026	Special Projects Officer	\$ 150.00
01/07/2026	Starlink	Internet for the Bushfire Brigade for the Period July 2026	Special Projects Officer	\$ 110.00
01/07/2026	Starlink	Internet for Camp Host for the Period July 2026	Special Projects Officer	\$ 75.00
01/07/2026	Starlink	Internet for DFES Car for the Period July 2026	Special Projects Officer	\$ 85.00
01/07/2026	Starlink	Internet for the Waste Facility for the Period July 2026	Special Projects Officer	\$ 150.00
01/07/2026	Starlink	Depot Terminal Access Charge for the Period July 2026	Special Projects Officer	\$ 46.00
01/07/2026	Starlink	Internet for the Depot for the Period July 2026	Special Projects Officer	\$ 190.00
01/07/2026	Starlink	Internet for the Media Department for the Period July 2026	Special Projects Officer	\$ 75.00
01/07/2026	Starlink	Internet for the Visitor Centre for the Period July 2026	Special Projects Officer	\$ 150.00
07/07/2026	Rebrandly	Subscription Fees (Essentials) for the Period 07.07.2026 - 07.08.2026	Special Projects Officer	\$ 20.84
09/07/2026	Rebrandly	Subscription Fees (Essentials) for the Period 09.07.2026 - 09.07.2027	Special Projects Officer	\$ 143.20
08/07/2026	Inscope Training	Whitecard Certificate for Karl Kirby	Urban Operations Manager	\$ 79.00
08/07/2026	Inscope Training	Whitecard Statement of Attainment for Karl Kirby	Urban Operations Manager	\$ 11.00
10/07/2026	Inscope Training	Whitecard Certificate for Marco Cooke	Urban Operations Manager	\$ 79.00
23/06/2026	Amazon Marketplace AS Sydney	Travel Monitor (15.6in Screen Extender for Laptop)	Executive Manager Community Planning & Sustainability	\$ 399.00
24/06/2026	Amazon Marketplace AS Sydney	Travel Monitor (16in Screen Extender for Laptop)	Executive Manager Community Planning & Sustainability	\$ 449.00
24/06/2026	QUANTAS Air Mascot	Recycled Water Samples, Priority to PathWest Laboratory	Executive Manager Community Planning & Sustainability	\$ 245.08
25/06/2026	SP Instrument Choice Dry Creek	Thermometer and Probe for Food Premises Inspections	Executive Manager Community Planning & Sustainability	\$ 185.90
25/06/2026	SP Instrument Choice Dry Creek	Thermometer and Probe for Food Premises Inspections	Executive Manager Community Planning & Sustainability	\$ 185.90
14/07/2026	Capital Bay Investment West Perth	Overnight Parking for 3 Nights While Attending LG Waste Management Advanced Course (14 July 2026 - 16 July 2026)	Executive Manager Community Planning & Sustainability	\$ 75.00
21/06/2026	Rezdy	Booking Platform, Accelerate Plan for the Period 22.06.2026 - 22.07.2026	Executive Manager Lifestyle & Community	\$ 131.84
23/06/2026	Tourism Council WA	Local Government Award for Tourism 2026 (Carnarvon Visitor Centre)	Executive Manager Lifestyle & Community	\$ 275.00
23/06/2026	Department of Racing and Gaming	Liquor Licence Application for Neil Diamond	Executive Manager Lifestyle & Community	\$ 129.50
25/06/2026	Amazon	5x Ipad Covers 3x Iphone Covers 4x Iphone Screen Protectors	Executive Manager Lifestyle & Community	\$ 296.88
25/06/2026	Amazon	2x Travel Monitor (15.6in Laptop Screen Extenders)	Executive Manager Lifestyle & Community	\$ 719.98
25/06/2026	Lockwood Touch Plus Smart Deadlatch	Airport EUFY Security Smart Lock	Executive Manager Lifestyle & Community	\$ 374.00
27/06/2026	Starlink	Internet for the Art Hub for the Period July 2026	Executive Manager Lifestyle & Community	\$ 84.01
29/06/2026	Mt Augustus Tourist Park	Accommodation and Meals for Visitor Centre Staff	Executive Manager Lifestyle & Community	\$ 705.00
29/06/2026	Amazon	2x Igloo Smart Padlock for the Cemetery	Executive Manager Lifestyle & Community	\$ 539.06
29/06/2026	Amazon	Freight for 2x Igloo Smart Padlock	Executive Manager Lifestyle & Community	\$ 22.46
30/06/2026	Facebook	Advertising for 5 Brunch Spots You Wouldn't Want To Miss" and "Beanstalk Is Coming To Carnarvon"	Executive Manager Lifestyle & Community	\$ 74.95
01/07/2026	Pixi	Social Media Dev for Visitor Centre Instagram (A1 Gen) - Monthly (July 2026)	Executive Manager Lifestyle & Community	\$ 148.58
02/07/2026	Starlink	Main New Dish for the Shire for the Period July 2026	Executive Manager Lifestyle & Community	\$ 82.50
02/07/2026	Starlink	CESM Car Mini Starlink for the Period July 2026	Executive Manager Lifestyle & Community	\$ 82.50
08/07/2026	Pinnacle Safety & Training	Online Fire Warden Training for Sofie T	Executive Manager Lifestyle & Community	\$ 229.00
08/07/2026	Pinnacle Safety & Training	Online Fire Warden Training for Jarrod	Executive Manager Lifestyle & Community	\$ 229.00
09/07/2026	Kmart	Photo Frames for International Friendship Day	Executive Manager Lifestyle & Community	\$ 65.00
10/07/2026	Proton	Secure Password Portal Subscription for the Period 10.07.2026 - 10.07.2027	Executive Manager Lifestyle & Community	\$ 59.20
10/07/2026	Coral Coast Tourist Park	Accommodation for Kevin Foulkes for the Period 13.07.2026 - 15.07.2026	Executive Manager Lifestyle & Community	\$ 546.00
13/07/2026	Kmart	Various Items for National Science Week Activities	Executive Manager Lifestyle & Community	\$ 245.95
13/07/2026	Office Choice	3x Elmer's Glue 3.8 Litre Clear	Executive Manager Lifestyle & Community	\$ 168.76
13/07/2026	Cake Tinz N' Thingz	Various Items for National Science Week Activities	Executive Manager Lifestyle & Community	\$ 77.90
13/07/2026	Temu	Various Items for National Science Week Activities	Executive Manager Lifestyle & Community	\$ 64.59
14/07/2026	Discount Safety Signs Australia	Snap, Send, Solve Signs for Shire Venues	Executive Manager Lifestyle & Community	\$ 695.54
19/07/2026	Facebook	Advertising for Carnarvon and Coral Bay for the Period July 2026	Executive Manager Lifestyle & Community	\$ 20.59
30/06/2026	Facebook	Advertising for 5 Brunch Spots You Wouldn't Want To Miss" and "Beanstalk Is Coming To Carnarvon"	Executive Manager Lifestyle & Community	\$ 100.31
25/06/2026	Lockwood Touch Plus Smart Deadlatch	Airport EUFY Security Smart Lock (GST Excluded Portion)	Executive Manager Lifestyle & Community	\$ 344.00
17/07/2026	SmartSheet	Smartsheet Subscription for the Period 18.06.2026 - 28.09.2026 (G. Covella)	Chief Executive Officer	\$ 115.10
01/07/2026	Ampol	Fuel for CEO Vehicle (\$5.90L @ \$1.799/L)	Chief Executive Officer	\$ 100.56
29/06/2026	Temu	Purchase Of Ethernet Cable, Iphone Film Cover And Starlink Travel Case	Executive Manager Corporate Strategy & Performance	\$ 116.82
29/06/2026	Temu	Purchase Of Ethernet Cable, Iphone Film Cover And Starlink Travel Case	Executive Manager Corporate Strategy & Performance	\$ 152.72
29/06/2026	Tropics Hardware	Keys Cut For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$ 6.00
03/07/2026	Breathalyser	Pruchase Of AlcoQuant 6020 Mouthpieces	Executive Manager Corporate Strategy & Performance	\$ 264.00
10/07/2026	Intuit Sydney	Monthly Mailchimp Subscription For Email For Community News Letter	Executive Manager Corporate Strategy & Performance	\$ 95.85
14/07/2026	Gascoyne Office	Pruchase Of Building Permit Envelopes	Executive Manager Corporate Strategy & Performance	\$ 93.50

20/07/2026	IPAA WA	2026/2027 IPAA Corporate Membership	Executive Manager Corporate Strategy & Performance	\$ 792.00
				\$ 11,718.37

Completed By:	Riley Amai
Signature:	
Position:	Finance Officer
Date:	08.09.2026

Checked By:	Rebekah Skender
Signature:	
Position	Finance Co-Ordinator
Date:	08.09.2026

SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	EFT PAYMENT AMOUNT
EFT48361	07/08/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES FOR JUNE AND JULY 2026	-\$ 10,139.00
EFT48362	07/08/2026	ASHFUELS (WA) PTY LTD	2026/27 STANDING ORDER FOR SUPPLY OF BULK FUEL AND FUEL STORAGE EQUIPMENT: 15,842 LITRES OF DIESEL @ AN AVERAGE OF \$1.796425/L + GST AND DELIVERY FEES	-\$ 24,573.04
EFT48363	07/08/2026	BLUE REGION TOURISM ORGANISATION INC T/A AUSTRALIA'S CORAL COAST	ADVERTISEMENT: HALF PAGE: 188MM H X 262MM W - IN THE AUSTRALIA'S CORAL COAST - CORAL COAST HIGHWAY CAMPAIGN	-\$ 1,200.00
EFT48364	07/08/2026	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD T/A ONEMUSIC AUSTRALIA	STANDING PURCHASE ORDER THROUGH TO JUNE 30 2026 TO COVER MUSIC LICENSING FOR CAMEL LANE CINEMA. MUSIC IN CINEMA FILMS AND BACKGROUND MUSIC FOR APRA WORKS GROSS BOX OFFICE RECEIPTS : 2957.26 MUSIC IN CINEMA FILMS PPCA SINGLE SCREEN	-\$ 70.85
EFT48365	07/08/2026	BDP DISTRIBUTION PTY LTD T/A MCDONALDS WHOLESALERS	DRINKS RESUPPLY FOR CINEMA KIOSK	-\$ 1,133.25
EFT48366	07/08/2026	CATERBOX	STORAGE FOR WINE GLASSES AND WATER GLASSES	-\$ 1,328.65
EFT48367	07/08/2026	CHANGED INDUSTRIES T/A MADCOW ENTERTAINMENT CO OF WA	50% DEPOSIT FOR INFLATABLE HIRE FOR JANUARY 2027 SCHOOL HOLIDAY PROGRAM. FUNDED BY DEPARTMENT CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY GRANT.	-\$ 5,217.50
EFT48368	07/08/2026	A.C.P. INDUSTRIES PTY LTD T/A CARNARVON FRESH IGA	FOOD AND OTHER SUPPLIES FOR JULY 2026 SCHOOL HOLIDAY PROGRAM	-\$ 287.09
EFT48369	07/08/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	MINOR TOOLS AND EQUIPMENT INCLUDING TIE DOWN RATCHET, BATTERY TWIN PACK, BLOWER VACUUM,VACUUM CLEANER, PRESSURE WASHER, POLYPROPYLENE ROPE	-\$ 8,391.91
EFT48370	07/08/2026	JP & ML KINSELLA T/A DODGY BROS DODGEBALL CO.	FEES FOR DODGEBALL ACTIVITY IN JULY SCHOOL HOLIDAYS. FUNDED BY DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY GRANT	-\$ 4,389.00
EFT48371	07/08/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS - 20/08 PERTH/CARNARVON RETURN 23/08 CARNARVON/PERTH ZL2268 FOR ALEX CRISP TO CONDUCT WORKSHOP FOR THE GASCOYNE FOOD FESTIVAL BUILDING CARNARVON'S FOOD TOURISM FUTURE' AND MC THE COMMUNITY EVENT FRIDAY 21 AUGUST "	-\$ 1,627.00
EFT48372	07/08/2026	THE TRUSTEE FOR H&K FAMILY TRUST TRADING AS GASCOYNE BAKERY CAFE	GRANT FUNDED - ELDER ABUSE AWARENESS RAISING. LUNCH CATERING - GASCOYNE BAKERY	-\$ 740.00
EFT48373	07/08/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/A GASCOYNE PLUMBING SOLUTIONS	REIMBURSEMENT OF TIP OVERCHARGES - JULY 2026	-\$ 11,269.70
EFT48374	07/08/2026	LANDGATE - ACCOUNTS	UV GENERAL VALUATION ROLL - RUV VALUATION ROLL FOR THE 2025/2026 FINANCIAL YEAR	-\$ 6,091.74
EFT48375	07/08/2026	LOHMAN NOMINEES PTY LTD	VENUE HIRE - ART HUB, FOR THE PERIOD 01.07.2026 - 31.07.2026	-\$ 13,375.62
EFT48376	07/08/2026	CAM HOLLA PTY LTD T/A NORWEST SURF	50 X NORWEST SURF PATCHES @ \$3 EACH	-\$ 150.00
EFT48377	07/08/2026	OUTBACK COAST PROPERTY PTY LTD	RENT PAYMENT FOR THE PERIOD 01.07.2026 - 31.08.2026 + UTILITIES - 6A JOHNSON STREET	-\$ 3,760.02
EFT48378	07/08/2026	PARTY ON THE GREEN PTY LTD	MINI GOLF SET UP FOR JULY SCHOOL HOLIDAY PROGRAM. FUNDED BY DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM.	-\$ 4,400.00
EFT48379	07/08/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	20-QFM.308 - QFM 8MMX1/4 QUICK FIT M/STUD X5	-\$ 228.03
EFT48380	07/08/2026	RICHER888 PTY LTD	CATERING FOR VOLUNTEER/CONTRACTORS 'THANK YOU' DINNER PER QUOTE : QU-0120085	-\$ 440.00
EFT48381	07/08/2026	DANIEL EDWIN CASSIDY DAVIES-NORRISH T/A SANDY TURTLE SUPPORTS AND THERAPIES	CARNARVON WRITERS CLUB - FEBRUARY - JUNE 2026	-\$ 250.00
EFT48382	07/08/2026	SOUTHERN CROSS AUSTEREO	RADIO ADVERTISING FOR WEEKEND MARKETS FOR MAY - JUNE 2026	-\$ 231.00
EFT48383	07/08/2026	SHOWTIME AUSTRALIA PTY LTD	PERFORMANCE FEES - THE SWEET CAROLINE TOUR: A NEIL DIAMOND TRIBUTE 02.08.2026	-\$ 11,500.01
EFT48384	07/08/2026	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING - A TRIBUTE TO NEIL DIAMOND - JULY 2026	-\$ 181.50
EFT48385	07/08/2026	A & M H ZAKNICH TRUST T/A CARNARVON TRADE CENTRE TROPICS HARDWARE	COMMUNITY DEVELOPMENT STANDING PO FOR PROGRAMS AND EVENTS 26/27 BUDGET STORAGE BOX HEAVY DUTY LOCKABLE 57L / 100L BUY RIGHT	-\$ 354.00
EFT48386	07/08/2026	WILLIAM BUCK AUDIT (WA) PTY LTD	AUDIT OF DEPARTMENT OF COMMUNITIES (EARLY YEARS FACILITATOR PROJECT) ACQUITTALS @ \$2,500 EX GST PER FINANCIAL YEAR	-\$ 5,500.00
EFT48387	07/08/2026	WICKED STRATEGIES PTY LTD	COMMUNITY CAPACITY BUILDING WORKSHOPS - EXTRA TRAVEL COSTS	-\$ 604.85
EFT48388	07/08/2026	BRADLEY WIFFEN	NET WAGES AS PER PR382 - TOURISM CONFERENCE - ORIGINAL PAY BOUNCED BACK	-\$ 133.56
EFT48389	14/08/2026	H AND R FAMILY TRUST T/A ABL CONTRACTING & MAINTENANCE	GRIDS AND SIGNAGE INSTALLATION - MINILYA/LYNDON ROAD: CONSTRUCTION OF 8M X 2M SPREAD SEALED SECTIONS ON EITHER SIDE OF THE GRIDS SUPPLY AND INSTALLATION OF REINFORCED CONCRETE SLABS BENEATH AT SLK 28.6	-\$ 50,160.00
EFT48390	14/08/2026	ALEXANDRA CRISP	GASCOYNE FOOD FESTIVAL: MC FRIDAY 21/08 \$1500 + GST AND BUILDING CARNARVON'S FOOD TOURISM FUTURE THE WORKSHOP BEHIND THE WORKSHOP" FRIDAY 21/08 \$4500 + GST"	-\$ 6,600.00
EFT48391	14/08/2026	ALLIED FORKLIFTS	FILTERS AND INJECTOR ASSEMBLY FOR FORKLIFT (P332) AS PER ESTIMATE 1388784	-\$ 1,672.12
EFT48392	14/08/2026	RILEY AMAI	REIMBURSEMENT OF RELOCATION/TRAVEL COSTS - FINANCE OFFICER	-\$ 2,304.00

EFT48393	14/08/2026	ASHLEY THOMAS NENCKI	9 DAYS MEAL ALLOWANCE WHILST ATTENDING TAFE IN GERALDTON	-\$	954.00
EFT48394	14/08/2026	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	EARPLUGS, AEROGUARD SPRAY, RID SPRAY, GLASS LENS WIPES, SAFETY GLASSES AND HAND SANITISER AS PER QUOTE 100295	-\$	1,032.18
EFT48395	14/08/2026	ART ON THE MOVE	ART ON THE MOVE - THE GOOD EXHIBITION. EXHIBITION PERIOD: 10 OCT 2026 - 4 DEC 2026. EXHIBITION FEE IS \$4,000 AS PER AGREEMENT	-\$	4,400.00
EFT48396	14/08/2026	BAYVIEW CORAL BAY	8 NIGHTS OF ACCOMMODATION FOR ARO 19/05/2027	-\$	2,205.00
EFT48397	14/08/2026	J BLACKWOOD & SON PTY LTD	10 X SQWINCHER QWIK STIKS MIXED 50PK 10 X SQWINCHER SQWEEZE FROZEN 10PK	-\$	459.72
EFT48398	14/08/2026	BLB CREATIVE	GASCOYNE ART AWARDS JUDGE - TRAVEL EXPENSES \$940 EX GST	-\$	1,034.00
EFT48399	14/08/2026	BOOEASY AUSTRALIA PTY LTD	STANDING PO JULY 2025 TO JUNE 2026. BOOEASY 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.	-\$	912.88
EFT48400	14/08/2026	CARNARVON MOTOR GROUP PTY LTD	1 X SUPER LL COOLANT 2.5L 1 X SUPER LL COOLANT 20L AS PER QUOTE OR12053705	-\$	242.65
EFT48401	14/08/2026	CARNARVON CLEANERS PTY LTD	AD HOC CLEANING OF WOOLSHED AND THEATRE AFTER EVENTS	-\$	2,550.44
EFT48402	14/08/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	SAFETY BOOTS FOR 10 EMPLOYEES	-\$	2,197.35
EFT48403	14/08/2026	CARNARVON SENIOR CITIZENS CLUB INC	GRANT FUNDED - AGE FRIENDLY COMMUNITIES CONNECTIVITY GRANTS - CARNARVON ACTIVE SENIORS: CONNECT CREATE AND ENGAGE VENUE HIRE OF SENIOR CITIZENS HALL FOR GENTLE MOVES AND LINE DANCING	-\$	2,000.00
EFT48404	14/08/2026	CITY OF GREATER GERALDTON	MIDWEST LIBRARIES CONSORTIUM - SUBSCRIPTION AND SERVICE FEES 01/04/2026 TO 31/03/2027 AS PER SHARED RENEWAL ADVICE CORRESPONDENCE ATTACHED, PLUS SUPPORT SERVICES FEE	-\$	10,842.88
EFT48405	14/08/2026	CORAL COAST WATER PTY LTD	227 SPEEDWAY ROAD COMMERCIAL CONSUMPTION 01/07/2026 - 31/07/2026	-\$	20.57
EFT48406	14/08/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	SUPPLY OF UP TO 3.7M3 OF TYPE 1 CONCRETE WITH FIBRE FOR FOOTPATH REPAIR ON EGAN STREET	-\$	1,912.46
EFT48407	14/08/2026	CORSIGN WA PTY LTD	SUPPLY OF TD-1 BRACKETS WITH HARDWARE AS PER QUOTE 00106450	-\$	1,155.00
EFT48408	14/08/2026	CUPPA & CRUMB CAFE	INTERNATIONAL FRIENDSHIP DAY - GRAZING BOXES 20PPL @ \$13 EACH	-\$	286.00
EFT48409	14/08/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	INVESTIGATE AND REPAIR AIR CONDITIONER ON ISUZU DMAX - 1PGA29 (P339)	-\$	998.53
EFT48410	14/08/2026	CARNARVON GROWERS ASSOCIATION INC	1 X STARLINE 65X40-250 15KW 2 POLE IE3 IP55 415V PUMP AS PER QUOTE QU-04133.	-\$	6,365.00
EFT48411	14/08/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	PAINT AND PAINTING EQUIPMENT FOR CARNARVON AIRPORT	-\$	415.01
EFT48412	14/08/2026	DAIMLER TRUCKS PERTH	SUPPLY AND DELIVER AS PER QUOTE EP980078135. 1 X TRIM MOLDING FOR P384	-\$	309.10
EFT48413	14/08/2026	DENIKA SWEETMAN	GYM MEMBERSHIP SUBSIDY DENIKA SWEETMAN	-\$	300.00
EFT48414	14/08/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	FENCING PLIERS, FENCE STRAINER, SPINNING JENNING WIRE UNROLLER	-\$	715.00
EFT48415	14/08/2026	EMPLOYMENT TRAINING SOLUTIONS	HR DRIVER TRAINING - GRANT DUNCAN - TRAINING TO BE CONDUCTED SUNDAY 5TH JULY 2026 WITH ASSESSMENT ON MONDAY 6TH JULY 2026 (ASSESSMENT COST PAID DIRECT TO DOT)	-\$	2,800.00
EFT48416	14/08/2026	ENVISIONWARE AUSTRALIA PTY LTD	ENVISIONWARE SOLUTIONS ANNUAL RENEWAL AS PER QUOTATION AU-1414	-\$	1,830.64
EFT48417	14/08/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS CHANNEL 9 PRESENTER AND CAMERMAN - GASCOYNE FOOD FESTIVAL. 21/08 PERTH - CVON ZL2436 AND 22/08 CVON - PERTH ZL2258. 35KG CHECKED LUGGAGE AND 7KG HAND LUGGAGE	-\$	4,337.12
EFT48418	14/08/2026	FIRST CLASS CONSTRUCTIONS (WA) PTY LTD	VAN DONGEN PARK BUILDING WORKS CLAIM 3	-\$	359,220.88
EFT48419	14/08/2026	GASCOYNE OFFICE EQUIPMENT	BLACK/COLOURED TONERS FOR BROTHER MFC-L3755CDW - BROWN RANGE TIP	-\$	2,366.00
EFT48420	14/08/2026	MOODY L&K PTY LTD T/AS GERALDTON LOCK & KEY	10 X MASTER KEYS (\$286.00) 3 X BUTCHER ST PLAYGROUP KEYS (\$85.80) 1 X REGISTERED POST (\$25.00)	-\$	396.80
EFT48421	14/08/2026	GRANTS EMPIRE	GRANT CONSULTANCY SERVICES - DEVELOP A LOTTERYWEST ARTS & CULTURE INFRASTRUCTURE GRANT APPLICATION AND DEVELOP A SUPPORTING PROJECT PLAN	-\$	1,584.00
EFT48422	14/08/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	TC NARELLE - AGRN 1280 - (EMERGENCY WORKS) -VISUAL ROAD FLOOD DAMAGE INSPECTION AND COLLECTION OF DAMAGE EVIDENCE -PREPARATION OF AN EPAR APPLICATION UNDER THE DRFAWA AND SUBMISSION TO THE SHIRE FOR REVIEW -LIASION WITH THE SHIRE AND DFES DURING THE ASSESSMENT PROCESS TO RESPOND TO QUERIES AND ADDRESS COMMENTS -ASSIST WITH ANY EMERGENCY WORKS AND ADMINISTRATION AS REQUIRED	-\$	1,729.75
EFT48423	14/08/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	1 X MIILAMP CLAMP METER AS PER QUOTE 111296	-\$	1,868.50
EFT48424	14/08/2026	HORIZON POWER (BENTLEY OFFICE)	STREETLIGHT ELECTRICITY CHARGES FOR MAY AND JUNE 2026	-\$	52,136.83
EFT48425	14/08/2026	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	V15 TECHNICAL SUPPORT DURING CONSTRUCTION - TRAMWAY SHELTER & HEALING SHELTER	-\$	5,953.09
EFT48426	14/08/2026	REAL FUTURES T/A JARDILUNJI MIA	CATERING FOR GASCOYNE EARLY YEARS NETWORK EVENT ON 03/06/2026 (AS ORGANISED BY EMAIL WITH GAIL LAW-DAVIS) 40X SCONES (\$5 EACH) \$200 40X MINI MUFFINS (\$1 EACH) \$40	-\$	240.00
EFT48427	14/08/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FIT TYRE TO KOMATSU LOADER - P304 AS PER QUOTE 104272	-\$	5,190.85
EFT48428	14/08/2026	KLEENIT PTY LTD	PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - LIBRARY AND ART GALLERY 2026/27. DAILY CLEANING - TUES TO SAT 3 HRS/PER DAY @ \$105 = \$25,830.00 EX GST	-\$	8,588.25
EFT48429	14/08/2026	LEANNE GILLHAM	GRANT FUNDED VIA DEVELOPMENTAL DISABILITY AUSTRALIA: CARNARVON ALL ABILITIES FESTIVAL ON SUNDAY 30 NOVEMBER 2025 - FACE PAINTING	-\$	200.00
EFT48430	14/08/2026	LEAH MARÉE HORTON	ARIC MEETING ATTENDANCE FEE 16.06.2026	-\$	450.00
EFT48431	14/08/2026	LESLEY BARNES, PHIL SMITH	CAMP HOST ALLOWANCE FOR THE PERIOD 27/07/2026 - 31/07/2026	-\$	142.85
EFT48432	14/08/2026	BUCHER MUNICIPAL PTY LTD	HOSE ASSY FOR RUBBISH TRUCK - P376 AS PER QUOTE SQ00012276	-\$	1,926.63
EFT48433	14/08/2026	MARK ANTHONY TWEEDIE	JUDGING EXPENSES FOR GASCOYNE ART AWARDS 2026	-\$	500.00

EFT48434	14/08/2026	MISS FANG PTY LTD	GASCOYNE ART AWARDS 2026, PER DIEMS MEALS FOR GASCOYNE ART AWARDS JUDGES	-\$	199.30
EFT48435	14/08/2026	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
EFT48436	14/08/2026	DIANE SHEPPARD T/AS MOTHER EARTH DREAMS	REORDER OF JEWELLERY FOR RETAIL SALE AT THE VISITOR CENTRE: 47X EARRINGS ASSORTED @ \$14EA = \$658 18X NECKLACES ASSORTED @ \$20EA = \$360	-\$	1,018.00
EFT48437	14/08/2026	HEATHER & PHILIP MORPHETT	CAMP HOST ALLOWANCE FOR THE PERIOD 31/04/2026 - 16/08/2026	-\$	635.14
EFT48438	14/08/2026	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	REMOVAL AND STUMP GRIND 2 X DAMAGED PALM TREES ALONG ROBINSON STREET. PALM 1 - CORNER OF ROBINSON AND LEWER RD PALM 2 - CORNER OF ROBINSON AND CAMPBELL WAY	-\$	1,958.55
EFT48439	14/08/2026	NORWEST REFRIGERATION SERVICES	INSPECT AND REPAIR A/C AT ADMIN BUILDING - A/C IS MAKING BUBBLING SOUND.	-\$	282.37
EFT48440	14/08/2026	PEOPLE ASSIGNMENT PTY LTD	ARIC MEETING ATTENDANCE FEE 16.06.2026	-\$	450.00
EFT48441	14/08/2026	PIA HOLDINGS (AUSTRALIA) PTY LTD	CONDUCT AN INDEPENDENT ROAD SAFETY AUDIT (PRE-OPENING AUDIT) AND DESIGN AUDIT AND PREPARE THE REPORT IN ACCORDANCE WITH MRWA REQUIREMENTS AND STATE BLACK SPOT PROGRAM GUIDELINES. THE SCOPE OF WORKS IS VALUED AT \$8760 PLUS AN ADDITIONAL ALLOWANCE OF \$3000 FOR DISBURSEMENTS (FLIGHTS, MEALS, ACCOMMODATION AND CAR HIRE) REIMBURSABLE UPON RECEIPT	-\$	9,636.00
EFT48442	14/08/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	TEE AIRBRAKE QUICK FIT FOR P294 AS PER QUOTE EST-980 UNION AIRBRAKE QUICK FIT FOR P294 AS PER QUOTE EST-980 SHOCK ABSORBERS (X4) FOR P294 AS PER QUOTE EST-980 AIR BAGS (X4) FOR P294 AS PER QUOTE EST-980 STANDARD FREIGHT FOR P294 AS PER QUOTE EST-980	-\$	5,319.34
EFT48443	14/08/2026	JOANNA PATRICIA SCHAPEL T/AS WILDE AND PRECIOUS	GRANT FUNDED VIA ALCOHOL & DRUG FOUNDATION - FRIDAY NIGHT ART CLUB ON FRIDAY 28 NOVEMBER 2025 - JO SCHAPEL DREAMINGDOLLS WORKSHOP	-\$	300.00
EFT48444	14/08/2026	RAYMOND EDNEY	GASCOYNE ART AWARDS 2026 - CREATIVE PROGRAM - WORKSHOP FEE	-\$	1,000.00
EFT48445	14/08/2026	REPCO PTY LTD	MUD FLAPS FOR PTRU2	-\$	646.12
EFT48446	14/08/2026	ROSSLYN LLOYD	50% DEPOSIT FOR RESIN WORKSHOP TO BE HELD 19/08/2026	-\$	615.00
EFT48447	14/08/2026	SAHNEEMAH MONCRIEFF	SEASIDE DANCE GROUP - GNULLI FESTIVAL PERFORMANCE 23 MAY - GWOONWARDU MIA AND 24/05 GNULLI FESTIVAL FASCINE PARK	-\$	2,000.00
EFT48448	14/08/2026	SENIA MARIA SAMUEL EASTMURE	GASCOYNE ART AWARDS 2026 - CREATIVE PROGRAM - WORKSHOP FEE	-\$	420.00
EFT48449	14/08/2026	SPLOSH AUSTRALIA LIMITED	RESTOCK OF ITEMS FOR RETAIL SALE AT THE VISITOR CENTRE TRAVEL BOARD AUSTRALIA DESK MAP - X9 @ 15.90 EX GST TRAVEL BOARD AUSTRALIA SMALL MAP - X15 @ 27.27 EX GST TRAVEL BOARD AUSTRALIA CARAVAN MAP X 21 @ 18.18 EX GST FREIGHT APPROX \$187	-\$	1,232.80
EFT48450	14/08/2026	STUART MALCOLM PARKER	TRAMWAY TRAIL WALK SIGNAGE AND SEATING - MANUFACTURING AND INSTALLATION	-\$	181,338.87
EFT48451	14/08/2026	STARBRIGHT WONDERLAND PHOTOGRAPHY	NIGHT SKY TALK - LIBRARY EVENT SATURDAY 11/07/2026	-\$	350.00
EFT48452	14/08/2026	SWEETER BANANA CO-OPERATIVE LIMITED	20 X 30G BAGS OF FREEZE DRIED BANANAS FOR RESALE AT THE CARNARVON VISITOR CENTRE @ 4.50 EACH	-\$	90.00
EFT48453	14/08/2026	T-QUIP	PARTS FOR TORO GROUND MASTER MOWERS - P333 AND P334 AS PER QUOTE 36660 #32	-\$	5,473.40
EFT48454	14/08/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	8 X 5L BLUE WATER JUG & 8 X BLUE WATER JUG 2.5L 1 X HOSE REEL HELIX PU AIR AS PER QUOTE 101000432 2X RYOBI DOOR CLOSER WITH UNIVERSAL ARM AND BRACKETS AS PER QUOTE 101000417	-\$	1,021.00
EFT48455	14/08/2026	UNIVERSAL PICTURES INTERNATIONAL AUSTRALASIA PTY L	FEES FOR SCREENING OF MINIONS AND MONSTERS. TERMS 50% WITH \$330 MG. FUNDED BY DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM GRANT.	-\$	878.76
EFT48456	14/08/2026	VANESSA ANNE FROST	CONTINUATION OF GENTLY MOVES FROM 7 SEPTEMBER THROUGH TO 7 DECEMBER X 13 SESSIONS AT \$200 PER SESSION. TO BE INVOICED AT THE END OF EACH MONTH.	-\$	600.00
EFT48457	14/08/2026	WATER CORPORATION	WATER USE AND SERVICE CHARGE 5 RUSHTON STREET (DE BONI) LOT 924	-\$	55.53
EFT48458	14/08/2026	WURTH AUSTRALIA PTY LTD	SUPPLY AND DELIVER VARIOUS WORKSHOP CONSUMABLES AS PER QUOTE 142485029. & 6 X BOXES OF DUST MASKS AS PER QUOTE 142277364	-\$	1,208.28
EFT48459	14/08/2026	BAYVIEW CORAL BAY	ONE NIGHTS ACCOMMODATION MONTHLY FOR ARO - OCTOBER 2026 TO JUNE 2027	-\$	270.00
EFT48460	14/08/2026	CHRYSLIS QUANTITY SURVEYING PTY LTD	QUANTITY SURVEYING FOR THE FASCINE TO HARBOUR PROJECT	-\$	2,128.50
EFT48461	14/08/2026	SANDHURST SECURITY SERVICES PTY LTD	SECURITY PATROLS FOR THE PERIOD 01/07/2026 - 31/07/2026 AT VARIOUS LOCATIONS	-\$	6,995.80
EFT48462	14/08/2026	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	-\$	427,108.92
EFT48463	21/08/2026	THE TRUSTEE FOR DILLON NO 1 DISCRETIONARY TRUST & THE TRUSTEE FOR THE TEO DISCRETIONARY TRUST T/A PHARMACY 777 CARNARVON	MEDICAL AND FIRST-AID SUPPLIES FOR THE YOUTH BUS AND YOUTH HUB	-\$	96.42
EFT48464	21/08/2026	ASHFUELS (WA) PTY LTD	SUPPLY AND DELIVERY OF 2,500 LITRES OF DIESEL ON 06.08.2026	-\$	7,651.93

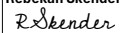
EFT48465	21/08/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	CLEANING AND JANITORIAL PRODUCTS FOR SHIRE FACILITIES	-\$	273.00
EFT48466	21/08/2026	BOOEASY AUSTRALIA PTY LTD	BOOEASY CENTRAL RESERVATION SYSTEM BOOKING FEES AND MONTHLY PLATFORM FEE FOR JULY 2026	-\$	442.53
EFT48467	21/08/2026	CARNARVON CLEANERS PTY LTD	AIRPORT CLEANING SERVICES FOR JULY 2026	-\$	5,675.90
EFT48468	21/08/2026	CITY OF GREATER GERALDTON	BUILDING SERVICES PROVIDED DURING JULY 2026 - FINAL INVOICE	-\$	416.25
EFT48469	21/08/2026	CLARITY CORPORATE COMMUNICATIONS PTY LTD	REPUTATION PLAN AND COMMUNICATIONS STRATEGY - INITIAL 30% OF QUOTE UPON PROJECT COMMISSION	-\$	5,808.00
EFT48470	21/08/2026	CORAL COAST VETERINARY HOSPITAL	VETERINARY TREATMENT AND ANIMAL WELFARE SERVICES FOR IMPOUNDED ANIMALS DURING JULY AND AUGUST 2026	-\$	8,703.20
EFT48471	21/08/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	CATERING AND PROGRAM SUPPLIES FOR SHIRE ACTIVITIES	-\$	138.54
EFT48472	21/08/2026	MESSAGEAU PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	DIRECTSMS PROFESSIONAL PLAN AND MESSAGING SERVICES FOR JULY 2026	-\$	53.90
EFT48473	21/08/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN FLIGHTS FOR HON. MARTIN ALDRIDGE FROM 11.08.2026 TO 13.08.2026	-\$	745.80
EFT48474	21/08/2026	GASCOYNE OFFICE EQUIPMENT	PRINTING AND DELIVERY OF THE JULY 2026 COMMUNITY NEWSLETTER	-\$	2,578.48
EFT48475	21/08/2026	GRANTS EMPIRE	DEVELOPMENT OF GRANT APPLICATION - SECOND AND FINAL PAYMENT	-\$	1,584.00
EFT48476	21/08/2026	HAMES SHARLEY WA PTY LTD	CONSULTANCY SERVICES FOR THE CORAL BAY SETTLEMENT STRUCTURE PLAN 2025	-\$	22,510.11
EFT48477	21/08/2026	L.M DALY & P.J DALY T/AS HEDDI'S HAIR SALON	\$100 GIFT VOUCHER FOR THE CORAL BAY PROGRESS ASSOCIATION AUCTION	-\$	100.00
EFT48478	21/08/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	\$30 GIFT VOUCHER FOR COMMUNITY EVENT SUPPORT	-\$	30.00
EFT48479	21/08/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY CONSUMPTION AND SERVICE CHARGES FOR STREET LIGHTING AND MULTIPLE SHIRE SITES FOR THE JULY 2026 BILLING PERIOD	-\$	62,909.63
EFT48480	21/08/2026	INTEGRATED ICT	MANAGED ICT SERVICES, LICENSING AND SUPPORT FOR JULY 2026	-\$	71,975.67
EFT48481	21/08/2026	KLEENIT PTY LTD	CLEANING SERVICES FOR PUBLIC ABLUTIONS FROM 01.07.2026 TO 31.07.2026	-\$	14,518.63
EFT48482	21/08/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	\$100 GIFT VOUCHER FOR THE CORAL BAY PROGRESS ASSOCIATION AUCTION	-\$	100.00
EFT48483	21/08/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	WHS COORDINATOR CONTRACT SERVICES - STEPHEN LOCKIE - WEEK ENDING 04.07.2026	-\$	5,550.93
EFT48484	21/08/2026	MCLEODS LAWYERS PTY LTD	LEGAL SERVICES FOR DEVELOPMENT OF THE INDIGENOUS LAND USE AGREEMENT FOR THE CORAL BAY WASTE FACILITY	-\$	536.80
EFT48485	21/08/2026	MIDDALYA CATTLE CO	WET HIRE OF LOADER TO REPAIR THE APPROACH TO THE MINILYA RIVER CROSSING AND ENABLE REOPENING OF MINILYA-LYNDON ROAD	-\$	13,750.00
EFT48486	21/08/2026	MOORE AUSTRALIA (WA) PTY LTD	FINAL BILLING FOR 30 JUNE 2026 REPORTING AND PREPARATION OF THE 2026/27 STATUTORY ANNUAL BUDGET	-\$	41,694.13
EFT48487	21/08/2026	MULTISTORY	SUPPLY AND DELIVERY OF FOUR LASER-CUT PRINTED ALUMINIUM PANELS, CLEAR-COATED AND PREDRILLED	-\$	2,392.78
EFT48488	21/08/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	ROAD MAINTENANCE GRADING SERVICES FROM 16.07.2026 TO 08.08.2026	-\$	88,929.50
EFT48489	21/08/2026	OFFICEWORKS LTD	SUPPLY OF INTERLEAVED TOILET TISSUE FOR SHIRE FACILITIES	-\$	405.95
EFT48490	21/08/2026	OUTBACK FLORAL DESIGNS	\$100 GIFT VOUCHER FOR THE CORAL BAY PROGRESS ASSOCIATION AUCTION	-\$	100.00
EFT48491	21/08/2026	PIA HOLDINGS (AUSTRALIA) PTY LTD	INDEPENDENT ROAD SAFETY AUDIT AND ASSOCIATED EXPENSES	-\$	3,300.00
EFT48492	21/08/2026	THINKPROJECT AUSTRALIA PTY LTD	RAMM SUPPORT AND MAINTENANCE AND MOBILE RAMM SOFTWARE LICENSING FROM 01.07.2026 TO 30.06.2027	-\$	15,643.98
EFT48493	21/08/2026	SOUTHERN CROSS AUSTEREO	RADIO ADVERTISING FOR COURTYARD MARKETS FROM 01.07.2026 TO 31.07.2026	-\$	627.00
EFT48494	21/08/2026	SKENDER, REBEKAH	PURCHASE OF 150 DESERT ROSE SEEDLINGS FOR PIONEER CEMETERY	-\$	600.00
EFT48495	21/08/2026	THE JESSEN GROUP PTY LTD SLIMLINE WAREHOUSE (SLIMLINE WAREHOUSE DISPLAY SHOP)	SUPPLY OF MOBILE ROLLING PODIUM AND SPEAKER LECTERN WITH A3 POSTER FRAME	-\$	529.20
EFT48496	21/08/2026	SOUNDBAY PTY LTD	SUPPLY OF THEATRE COMMUNICATIONS HEADSET FOR CAMEL LANE CINEMA	-\$	599.00
EFT48497	21/08/2026	TELOMAC TACKLE AND CAMPING	THREE \$30 GIFT VOUCHERS AND ONE YETI TUMBLER FOR COMMUNITY EVENT SUPPORT	-\$	120.00
EFT48498	21/08/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	CONSULTANCY SERVICES FOR THE CORAL BAY CONCEPT PLAN	-\$	2,436.94
EFT48499	21/08/2026	TOYWORLD - CARNARVON	GIFT VOUCHER AND EVENT ITEMS FOR THE CORAL BAY PROGRESS ASSOCIATION AUCTION	-\$	149.95
EFT48500	21/08/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR THE 2026 WALGA LOCAL GOVERNMENT CONVENTION FROM 16.09.2026 TO 18.09.2026 - CEO AND COMMISSIONER FULL-DELEGATE TICKETS	-\$	8,831.90
EFT48501	21/08/2026	WILLIAM BUCK AUDIT (WA) PTY LTD	GRANT ACQUISITION SERVICES FOR THE DEPARTMENT OF JUSTICE FUTURE IS ME PROJECT	-\$	5,500.00
EFT48502	21/08/2026	WOLFCOM AUSTRALIA PTY LTD	WOLFCOM LITE PRO CAMERA MANAGEMENT SOFTWARE ANNUAL LICENCE FROM JUNE 2026 TO JUNE 2027	-\$	550.00
EFT48503	28/08/2026	ALCOLIZER PTY LTD	SUPPLY OF ALCOLIZER DRUG AND ALCOHOL TESTING EQUIPMENT	-\$	8,599.80
EFT48504	28/08/2026	ALLIED FORKLIFTS	MASTER BRAKE CYLINDER FOR FORKLIFT AS PER QUOTE 1389440 INCLUDING FREIGHT TO CARNARVON	-\$	158.35
EFT48505	28/08/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	AMPOL CARD CHARGES FROM 01.07.2026 TO 31.07.2026	-\$	1,303.73
EFT48506	28/08/2026	ANIMAL CARE EQUIPMENT & SERVICES AUSTRALIA PTY LTD	SUPPLY OF ACES DUAL-RELEASE ANIMAL CONTROL POLES FOR RANGER SERVICES	-\$	883.41
EFT48507	28/08/2026	ARID LANDSCAPE WA	SUPPLY OF EMBROIDERED TEA TOWELS FOR VISITOR CENTRE RETAIL SALE	-\$	170.00
EFT48508	28/08/2026	ASHFUELS (WA) PTY LTD	SUPPLY AND DELIVERY OF 3,700 LITRES OF DIESEL	-\$	11,733.83
EFT48509	28/08/2026	AUST-WEIGH PTY LTD	ANNUAL TESTING AND MAINTENANCE OF THE 80-TONNE WEIGHBRIDGE AT THE CARNARVON LANDFILL	-\$	6,237.00
EFT48510	28/08/2026	BAYVIEW CORAL BAY	OPERATOR COMMISSION PAYMENT AS AT 30.06.2026	-\$	2,377.37

EFT48511	28/08/2026	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE (\$35.00 EXCL GST) FOR GPS TRACKING ON FLEET VEHICLES FROM 1 JULY 2026 TO 30 JUNE 2027 (JULY 2026)	-\$	1,155.00
EFT48512	28/08/2026	CARNARVON LUXURY CANAL HOLIDAY HOME	OPERATOR COMMISSION PAYMENT AS AT 18.08.2026	-\$	1,744.75
EFT48513	28/08/2026	CARNARVON CENTRAL APARTMENTS 2	OPERATOR COMMISSION PAYMENT AS AT 30.06.2026	-\$	507.50
EFT48514	28/08/2026	CARNARVON ENGINEERING	VEHICLE SUSPENSION REPAIRS, PARTS, CONSUMABLES AND LABOUR	-\$	5,019.85
EFT48515	28/08/2026	KEMPTON FAMILY TRUST T/A KEMPLAZE	WINDSCREEN REPLACEMENT FOR SHIRE FLEET VEHICLE	-\$	635.00
EFT48516	28/08/2026	CATOURS PTY LTD T/AS COASTAL ADVENTURE TOURS	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	4,222.47
EFT48517	28/08/2026	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	603.74
EFT48518	28/08/2026	CORAL COAST TOURIST PARK	ACCOMMODATION FOR THE SWEET CAROLINE TRIBUTE SHOW FROM 02.08.2026 TO 04.08.2026, PLUS OPERATOR COMMISSION PAYMENTS	-\$	2,767.37
EFT48519	28/08/2026	PLA ENTERPRISES PTY LTD TRADING AS CHEFMASTER AUSTRALIA	GARBAGE BAGS AND PROTECTIVE GLOVES FOR LITTER-CONTROL OPERATIONS	-\$	1,079.76
EFT48520	28/08/2026	CLARITY CORPORATE COMMUNICATIONS PTY LTD	REPUTATION PLAN AND COMMUNICATIONS STRATEGY SERVICES FOR JUNE 2026	-\$	2,321.00
EFT48521	28/08/2026	CORAL COAST VETERINARY HOSPITAL	VETERINARY SERVICES PROVIDED UNDER THE ANIMAL WELFARE PROGRAM	-\$	1,300.00
EFT48522	28/08/2026	CONTROLLED IRRIGATION SUPPLIES	SUPPLY AND DELIVERY OF 20 HUNTER ICD-100 IRRIGATION DECODERS	-\$	8,406.75
EFT48523	28/08/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	SUPPLY AND DELIVERY OF CONCRETE FOR EMERGENCY STORMWATER DRAIN REPAIRS AT DAVID BRAND DRIVE	-\$	524.70
EFT48524	28/08/2026	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	2,474.97
EFT48525	28/08/2026	CORAL COAST HELICOPTER SERVICES PTY LTD	OPERATOR COMMISSION PAYMENT AS AT 18.07.2026	-\$	1,277.50
EFT48526	28/08/2026	PRETZOS HOLDING PTY LTD T/AS COASTLINE MOWERS	MOWER PARTS AND FREIGHT	-\$	730.80
EFT48527	28/08/2026	CUPPA & CRUMB CAFE	VENUE HIRE FOR THE GASCOYNE ART AWARDS 2026 CREATIVE PROGRAM - MIRANDA PLUM EVENT ON 14.08.2026	-\$	200.00
EFT48528	28/08/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	DIAGNOSIS AND REPAIR OF INTERMITTENT RIGHT-HAND INDICATOR FAULT ON TOYOTA HILUX P350	-\$	620.00
EFT48529	28/08/2026	CARNARVON GROWERS ASSOCIATION INC	SUPPLY OF BAYER ALION 500SC HERBICIDE FOR SHIRE WEED-CONTROL OPERATIONS	-\$	1,830.60
EFT48530	28/08/2026	CARNARVON HERITAGE GROUP INC	CARNARVON HERITAGE GROUP BUSINESS MEMBERSHIP FOR 2026/27 PLUS OPERATOR COMMISSION PAYMENTS	-\$	182.50
EFT48531	28/08/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	CATERING SUPPLIES FOR THE GRANT-FUNDED MONDAY ART CLUB - WOMEN CREATING CONNECTIONS PROGRAM	-\$	483.91
EFT48532	28/08/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF SHOVELS, RAKES AND ASSOCIATED HARDWARE FOR SHIRE OPERATIONS	-\$	628.73
EFT48533	28/08/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	TREATED SEWAGE EFFLUENT CHARGES FOR THE CARNARVON WATER STORAGE PONDS	-\$	2,172.50
EFT48534	28/08/2026	DISCOVERY PARKS CARNARVON (DISCOVERY HOLIDAY PARKS PTY LIMITED)	OPERATOR COMMISSION PAYMENT AS AT 18.08.2026	-\$	409.49
EFT48535	28/08/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LIMITED	FILM HIRE AND SCREENING FEES FOR CAMEL LANE CINEMA, INCLUDING TOY STORY 5	-\$	979.96
EFT48536	28/08/2026	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN FEDERAL POLICE CHECKS FOR PRE-EMPLOYMENT SCREENING	-\$	264.00
EFT48537	28/08/2026	EMPLOYMENT TRAINING SOLUTIONS	SKID STEER, FRONT-END LOADER, EXCAVATOR AND BACKHOE TRAINING AND ASSESSMENT, INCLUDING MOBILISATION AND ACCOMMODATION	-\$	27,896.60
EFT48538	28/08/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	AIRFARES AND TRAVEL FOR MOSQUITO MANAGEMENT TRAINING IN MANDURAH	-\$	2,747.53
EFT48539	28/08/2026	GASCOYNE FOOD COUNCIL	OPERATOR COMMISSION PAYMENT FOR 24.07.2026 & 28.07.2026	-\$	850.00
EFT48540	28/08/2026	GAVIN GRIFFITHS INVESTMENTS PTY LTD	PRE-EMPLOYMENT MEDICAL ASSESSMENT FOR ELLA MANIFIS	-\$	330.00
EFT48541	28/08/2026	INDUSTRIAL POWER EQUIPMENT PTY LTD T/AS GARPEN	PLANT AND EQUIPMENT PARTS AND FREIGHT	-\$	1,300.00
EFT48542	28/08/2026	GASCOYNE MACHINING PTY LTD	HYDRAULIC HOSE, FITTINGS AND CRIMPING SERVICES	-\$	261.02
EFT48543	28/08/2026	GASCOYNE OFFICE EQUIPMENT	PRINTING OF SAFETY CARDS FOR SHIRE OPERATIONS	-\$	235.70
EFT48544	28/08/2026	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	SUPPLY OF UNIVERSAL MOWER BUMP HEAD AND ASSOCIATED PARTS	-\$	324.00
EFT48545	28/08/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	EMERGENCY RESTORATION WORKS ASSOCIATED WITH TROPICAL CYCLONE NARELLE	-\$	29,892.53
EFT48546	28/08/2026	HANA SMITH	REIMBURSEMENT OF WORKING WITH CHILDREN CHECK APPLICATION FEE	-\$	87.00
EFT48547	28/08/2026	HIMAC GROUP PTY LTD T/A HIMAC ATTACHMENTS	SUPPLY OF SLASHER BLADE BOLTS AND ASSOCIATED PARTS	-\$	683.10
EFT48548	28/08/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	VARIOUS OILS AND LUBRICANTS FOR WORKSHOP SERVICING AS PER QUOTE 111264	-\$	5,328.06
EFT48549	28/08/2026	GASCOYNE HOTEL	OPERATOR COMMISSION PAYMENT AS AT 18.08.2026	-\$	113.75
EFT48550	28/08/2026	INFOCOUNCIL PTY LTD	INFOCOUNCIL ANNUAL SOFTWARE LICENCE AND HELPDESK SUPPORT FROM 01.07.2026 TO 30.06.2027	-\$	11,881.12
EFT48551	28/08/2026	INTEGRATED ICT	NBN BUILD AND ICT SERVICES INCLUDING MICROSOFT 365 SUBSCRIPTIONS, DARK WEB MONITORING, MANAGED SERVICE AGREEMENT, DISASTER RECOVERY CLOUD STORAGE FOR JUNE/JULY 2026	-\$	42,923.74
EFT48552	28/08/2026	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	IMPLEMENTATION SERVICES FOR ALTUS BANK RECONCILIATION	-\$	10,714.00
EFT48553	28/08/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FITTING OF VEHICLE TYRES	-\$	3,874.30
EFT48554	28/08/2026	JTAGZ PTY LTD	SUPPLY OF VEHICLE REGISTRATION TAGS FOR SHIRE FLEET	-\$	277.48
EFT48555	28/08/2026	JW & S L SLATTER	HAND TOWELS FOR VISITOR CENTRE RETAIL SALE	-\$	360.00
EFT48556	28/08/2026	KLEENIT PTY LTD	PUBLIC SPACE AND FOOTPATH CLEANING SERVICES, INCLUDING THE FORTNIGHT ENDING 09.08.2026 AND ADDITIONAL EVENT AND SITE CLEANS	-\$	9,344.50
EFT48557	28/08/2026	KOMATSU AUSTRALIA PTY LTD	KOMATSU FILTERS, CARTRIDGES AND ELEMENTS FOR PLANT MAINTENANCE	-\$	589.06
EFT48558	28/08/2026	LEANNE GILLHAM	GASCOYNE ART AWARDS 2026 CREATIVE PROGRAM WORKSHOP FEE	-\$	600.00

EFT48559	28/08/2026	LEAH MAREE HORTON	AUDIT & RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 25/08/2026	-\$	450.00
EFT48560	28/08/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	525.00
EFT48561	28/08/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	CONTRACT SERVICES FOR WHS COORDINATOR, CREDITORS OFFICER, PEOPLE AND CULTURE OFFICER AND FINANCE OFFICER - STEPHEN LOCKIE - MULTIPLE WEEKLY PERIODS DURING JULY AND AUGUST 2026	-\$	29,640.87
EFT48562	28/08/2026	LOHMAN NOMINEES PTY LTD	LEASE OF 3Q ROBINSON STREET FOR THE COMMUNITY ART HUB FROM 01.09.2026 TO 30.09.2026, PLUS ASSOCIATED SERVICES	-\$	6,691.56
EFT48563	28/08/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	FRONT-LIFT BIN COLLECTION AND WASTE SERVICES FOR THE BLOWHOLES SITE	-\$	7,755.00
EFT48564	28/08/2026	RENEE SIMONE TURNER T/AS WOORAMULLA ECO CULTURAL TOURS	OPERATOR COMMISSION PAYMENT AS AT 18.06.2026	-\$	150.00
EFT48565	28/08/2026	NINGALOO CLUB PTY LTD	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	332.50
EFT48566	28/08/2026	NINGALOO MARINE INTERACTIONS	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	3,896.11
EFT48567	28/08/2026	NINGALOO AVIATION	OPERATOR COMMISSION PAYMENT AS AT 30.07.2026	-\$	217.50
EFT48568	28/08/2026	NO DIG EQUIPMENT PTY LTD	SUPPLY OF DOOR FITTINGS AND ASSOCIATED PARTS FOR SHIRE PLANT	-\$	1,123.10
EFT48569	28/08/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	OPENING GRADE OF MIA MIA ROAD FROM NORTH WEST COASTAL HIGHWAY TO SLK 11.6	-\$	6,715.50
EFT48570	28/08/2026	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA LIFESTYLE PARK	OPERATOR COMMISSION PAYMENT AS AT 18.08.2026	-\$	582.75
EFT48571	28/08/2026	NORWEST REFRIGERATION SERVICES	AIR-CONDITIONING SERVICING AND REPAIRS AT SHIRE FACILITIES	-\$	469.70
EFT48572	28/08/2026	OUTBACK OASIS CARAVAN PARK	OPERATOR COMMISSION PAYMENT AS AT 18.08.2026	-\$	1,046.49
EFT48573	28/08/2026	PARKWOOD UPHOLSTERY	SUPPLY AND FITTING OF CANVAS SEAT COVERS FOR PLANT P356	-\$	280.00
EFT48574	28/08/2026	PEOPLE ASSIGNMENT PTY LTD	AUDIT & RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 25/08/2026	-\$	450.00
EFT48575	28/08/2026	MIRANDA PLUM	GASCOYNE ART AWARDS 2026 CREATIVE PROGRAM WORKSHOP FEE	-\$	500.00
EFT48576	28/08/2026	PRINT LOGIC	PRINTING AND DELIVERY OF DESTINATION GUIDES	-\$	14,097.60
EFT48577	28/08/2026	PROJEX PARTNERS PTY LTD	DUE DILIGENCE AND DESIGN SERVICES FOR THE FASCINE TO HARBOUR WALK PROJECT	-\$	6,352.50
EFT48578	28/08/2026	R.C.THORNHILL T/A RAND L TRANSPORT	REMOVAL AND DISPOSAL OF BOAT FROM THE CARNARVON YACHT CLUB SITE	-\$	2,886.00
EFT48579	28/08/2026	REECE WELDING AND FABRICATION	FABRICATION OF FLAT BARS FOR AQUATIC CENTRE MAINTENANCE	-\$	715.00
EFT48580	28/08/2026	REPCO PTY LTD	SUPPLY OF OIL, FUEL AND AIR FILTERS AND OTHER AUTOMOTIVE PARTS FOR SHIRE FLEET SERVICING	-\$	2,492.05
EFT48581	28/08/2026	RICHER888 PTY LTD	CATERING FOR THE RIED MONTHLY SUPPORT CIRCLE AND MONTHLY MEETING	-\$	825.00
EFT48582	28/08/2026	RILEY JOHN BROWN	PLANNING APPLICATION CONSULTANCY SERVICES	-\$	2,062.50
EFT48583	28/08/2026	ROSSLYN LLOYD	FINAL PAYMENT FOR CREATIVE PROGRAM SERVICES	-\$	615.00
EFT48584	28/08/2026	SOUTHERN CROSS AUSTEREO	RADIO ADVERTISING FOR WEEKEND COURTYARD MARKETS DURING MAY AND JUNE 2026	-\$	907.50
EFT48585	28/08/2026	THE TRUSTEE FOR SCULLEY FAMILY TRUST	AUSTRALIAN-DESIGNED GIFTWARE FOR VISITOR CENTRE RESALE	-\$	1,057.73
EFT48586	28/08/2026	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALLATION OF AVIGILON CLOUD CONNECTOR AND ASSOCIATED SECURITY AND CCTV WORKS AT SHIRE SITES	-\$	16,359.12
EFT48587	28/08/2026	SHIRE OF UPPER GASCOYNE	50% CONTRIBUTION IN ADVERTISEMENT IN CARAVAN WORLD - DECEMBER EDITION. INCLUDING 6 PAGE EDITORIAL FEATURE, 1 X FULL PAGE COLOUR ADVERTISEMENT, 1 X CARAVAN WORLD SOCIAL MEDIA POST, 1 X CARAVAN WORLD E-NEWSLETTER INCLUSION, POST CAMPAIGN PDF.	-\$	2,750.00
EFT48588	28/08/2026	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	642.50
EFT48589	28/08/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SUPPLY OF FIRST-AID KIT FOR THE GASCOYNE BUSH FIRE BRIGADE	-\$	105.06
EFT48590	28/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DELIVERY OF PARTS AND SUPPLIES TO THE SHIRE DEPOT	-\$	622.99
EFT48591	28/08/2026	T-QUIP	1 X DOUBLE DRIVEN SPINDLE FOR P333 AS PER QUOTE 36739 #6	-\$	1,144.60
EFT48592	28/08/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	TC MITCHELL DAMAGES - AQUATIC CENTRE FENCING REMOVE AND REPLACE 1 X 30LM X 1.8M HIGH SECTION AND 1 X 3M X 2.1M HIGH SECTION OF CYCLONE RATED POST AND RAIL COLORBOND FENCE AS PER QUOTE #2040	-\$	24,068.00
EFT48593	28/08/2026	TRACY SHARPE	REIMBURSEMENT OF SUPPLIES FOR THE CHRMAP INFORMATION SESSION	-\$	49.35
EFT48594	28/08/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	WORKSHOP TOOLS, HARDWARE AND CONSUMABLES FOR SHIRE OPERATIONS	-\$	2,218.20
EFT48595	28/08/2026	UNIVERSAL PICTURES INTERNATIONAL AUSTRALASIA PTY L	INTERNATIONAL FRIENDSHIP DAY. CINEMA FEES FOR SCREENING OF MAMMA MIA	-\$	330.00
EFT48596	28/08/2026	WESTERN AUSTRALIAN LIFTING EQUIPMENT	INSPECTION, REPAIR OR REPLACEMENT OF CHAINS AND SLINGS	-\$	5,074.75
EFT48597	28/08/2026	THE WESTERN AUSTRALIAN MUSEUM	OPERATOR COMMISSION PAYMENT AS AT 04.06.2026	-\$	18.00
EFT48598	28/08/2026	WAION PUBLISHING COMPANY	BOOKS AND TOURISM PUBLICATIONS FOR VISITOR CENTRE RESALE	-\$	356.50
EFT48599	28/08/2026	WENDY BINKS	RESTOCK OF GIFTWARE AND RETAIL ITEMS FOR THE VISITOR CENTRE	-\$	1,641.85
EFT48600	28/08/2026	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISEMENT OF INTENTION TO IMPOSE DIFFERENTIAL RATES FOR 2026/27 IN THE MIDWEST TIMES	-\$	4,329.09
EFT48601	28/08/2026	WICKED STRATEGIES PTY LTD	TWO 90-MINUTE COMMUNITY CAPACITY-BUILDING WORKSHOPS HELD ON 05.08.2026 AND 06.08.2026	-\$	3,170.00
EFT48602	28/08/2026	WREN OIL	COLLECTION AND DISPOSAL OF WASTE OIL FROM BROWNS RANGE WASTE FACILITY AND THE SHIRE DEPOT FOR THE BILLING PERIOD 04.05.2026 TO 11.05.2026	-\$	304.43
EFT48603	28/08/2026	THE DUNCAN FAMILY TRUST T/AS COUNTRY ROAD CONTRACTING PTY LTD	MECHANICAL CONTROL SERVICES FOR MESQUITE REMOVAL DURING AUGUST 2026	-\$	80,465.00
EFT48604	28/08/2026	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	IT VISION ANNUAL SOFTWARE SUBSCRIPTIONS AND LICENSING - COUNCIL SOFTWARE USED FOR EVERYDAY OPERATION	-\$	110,889.67
EFT48605	28/08/2026	TREMOR MINING & CIVIL PTY LTD	WET HIRE OF MACHINERY (GRADER, SIDE TIPPER, WHEEL LOADER, WATER CART) INCLDING MOBILISATION/DEMOBILISATION FOR THE PERIOD 24.07.2026 TO 07.08.2026 - WARROORA EAST ROAD - AGRN1280	-\$	154,104.50

-\$ 2,450,232.63

Completed By:	Riley Amai
Signature:	
Position:	Finance Officer
Date:	08.09.2026

Checked By:	Rebekah Skender
Signature:	
Position:	Finance Co-Ordinator
Date:	08.09.2026

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION
DD42811.1	3/08/2026	ANZ BANK LIMITED	\$ 629.38	ANZ BANK - MONTHLY MERCHANT FEE - AUGUST 2026
DD42811.2	3/08/2026	TOYOTA FLEET MANAGEMENT	\$ 395.25	TOYOTA FLEET - MONTHLY LEASE PAYMENT FOR P339 - AUGUST 2026
DD42811.3	3/08/2026	RICOH AUSTRALIA PTY LTD	\$ 313.50	RICOH FINANCE - MONTHLY LEASE PAYMENT FOR ADMIN COPIER - AUGUST 2026
DD42820.1	5/08/2026	HPE FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	\$ 512.11	HPE FINANCIAL - MONTHLY LEASE PAYMENT FOR IT LAPTOPS - AUGUST 2026
DD42821.1	6/08/2026	ANZ BANK LIMITED	\$ 809.92	PAYMENT TO ANZ TRANS 050826 0000170845_BPP - AUGUST 2026
DD42822.1	7/08/2026	FLEET CARE PTY LTD	\$ 4,027.52	FLEET CARE - MONTHLY LEASE PAYMENT FOR P404 - AUGUST 2026
DD42823.1	14/08/2026	ANZ BANK LIMITED	\$ 55.00	ANZ BANK - MONTHLY ACCOUNT SERVICE FEE - AUGUST 2026
DD42824.1	17/08/2026	SG FLEET AUSTRALIA PTY LTD	\$ 9,660.91	SG FLEET - MONTHLY LEASE PAYMENT FOR P347, P356, P353, P369, P351, P346, P350, P355 - AUGUST 2026
DD42824.2	17/08/2026	IINET LIMITED	\$ 25.00	IINET - MONTHLY INTERNET CHARGES FOR VISITOR CENTRE FOR THE PERIOD AUGUST 2026
DD42825.1	12/08/2026	BEAM CLEARING HOUSE	\$ 62,668.15	PR397 - SUPERANNUATION FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42826.1	13/08/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	\$ 99,441.00	PR397 - ATO TAXATION PAYMENT FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42826.2	13/08/2026	ATO - CHILD SUPPORT AGENCY	\$ 2,234.09	PR397 - CHILD SUPPORT PAYMENT FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42826.3	13/08/2026	AUSTRALIAN SERVICES UNION	\$ 27.50	PR397 - UNION FEES PAYMENT FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42826.4	13/08/2026	MAXXIA PTY LTD	\$ 2,156.97	PR397 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42826.5	13/08/2026	SHIRE OF CARNARVON MUNICIPAL FUND	\$ 291,598.14	PR397 - EMPLOYEES SALARY PAYMENT FOR THE EMPLOYMENT PAY PERIOD 27.07.2026 - 09.08.2026
DD42832.1	18/08/2026	BEAM CLEARING HOUSE	\$ 2,993.54	PR398 - SUPERANNUATION PAYMENT FOR EMPLOYEE TERMINATION
DD42833.1	19/08/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	\$ 19,302.00	PR398 - ATO TAXATION PAYMENT FOR THE TERMINATION OF AN EMPLOYEE
DD42833.2	19/08/2026	SHIRE OF CARNARVON MUNICIPAL FUND	\$ 28,510.84	PR398 - TERMINATION PAYMENT OF AN EMPLOYEE
DD42853.1	27/08/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	\$ 95,812.00	PR399 - ATO TAXATION FOR THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42853.2	27/08/2026	ATO - CHILD SUPPORT AGENCY	\$ 1,948.46	PR399 - CHILD SUPPORT PAYMENT FOR THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42853.3	27/08/2026	AUSTRALIAN SERVICES UNION	\$ 27.50	PR399 - UNION FEES FOR THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42853.4	27/08/2026	MAXXIA PTY LTD	\$ 2,156.97	PR399 - SALARY SACRIFICE PAYMENT THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42853.5	27/08/2026	BEAM CLEARING HOUSE	\$ 54,785.33	PR399 - SUPER ANNUATION PAYMENT THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42853.6	27/08/2026	SHIRE OF CARNARVON MUNICIPAL FUND	\$ 288,931.41	PR399 - EMPLOYEE PAYMENT THE EMPLOYEES PAY PERIOD 10/08/2026 - 23/08/2026
DD42855.1	28/08/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	\$ 388.00	PR404 - ATO TAXATION FOR THE EMPLOYEE PAY PERIOD 10/08/2026 - 23/08/2026
DD42855.2	28/08/2026	BEAM CLEARING HOUSE	\$ 145.00	PR404 - ATO TAXATION FOR THE EMPLOYEE PAY PERIOD 10/08/2026 - 23/08/2026
DD42855.3	28/08/2026	SHIRE OF CARNARVON MUNICIPAL FUND	\$ 820.38	PR404 - EMPLOYEE SALARY FOR THE EMPLOYEE PAY PERIOD 10/08/2026 - 23/08/2026
DD42857.1	31/08/2026	DE LAGE LANDEN PTY LIMITED	\$ 5,575.11	DE LAGE - MONTHLY LEASE PAYMENT FOR IT EQUIPMENT FOR THE PERIOD AUGUST 2026
DD42857.2	31/08/2026	ANZ BANK LIMITED	\$ 486.32	ANZ BANK - MONTHLY WORLDLINE 000463170020772 PAYMENT FOR THE PERIOD AUGUST 2026

DD42858.1	6/08/2026	ANZ BANK LIMITED	-\$	9,981.82	ANZ BANK - CREDIT CARD STATEMENT FOR THE PERIOD 23.06.2026 - 22.07.2026
DD42858.2	5/08/2026	ANZ BANK LIMITED	-\$	1,736.55	ANZ BANK - CREDIT CARD STATEMENT FOR THE PERIOD 23.06.2026 - 22.07.2026
DD42878.1	31/08/2026	RICOH AUSTRALIA PTY LTD	-\$	116.04	RICOH FINANCE - MONTHLY LEASE PAMENT FOR DEPOT COPIER FOR AUGUST 2026

-\$ 988,271.71

Completed By:	Riley Amai
Signature:	
Position:	Finance Officer
Date:	08.09.2026

Checked By:	Rebekah Skender
Signature:	
Position	Finance Co-Ordinator
Date:	08.09.2026

7.2.3 STC NARELLE RECOVERY AND RESILIENCE FUND – 2026/27 BUDGET AMENDMENT

File No:	ADM2377
Location/Address:	Shire of Carnarvon
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Jamie Bone, Executive Business Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	OCM 25/08/2026 - Item 7.2.4 – STC Narelle Recovery and Resilience Fund – Acceptance of Grant Funding and Funding Agreements
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

At its Ordinary Council Meeting held on 25 August 2026, Council accepted \$350,000 (GST exclusive) in funding under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund and authorised the Chief Executive Officer to execute the three associated Funding Agreements.

This report seeks the outstanding Council authorisation required under section 6.8(1)(b) of the Local Government Act 1995 to recognise the corresponding grant income and authorise expenditure against the three funded projects in the 2026/27 Annual Budget.

Background

Council considered item 7.2.4 at its Ordinary Council Meeting on 25 August 2026 and resolved to accept grant funding totalling \$350,000 (GST exclusive) for the three STC Narelle Recovery and Resilience fund projects and authorise the Chief Executive Officer to execute the associated Funding Agreements.

Council Resolution OCM 10/08/26**COUNCIL RESOLUTION OCM 10/08/26****Moved:** Cmm Martin Aldridge**That Council by Simple majority:**

- 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

- Authorises the Chief Executive Officer, pursuant to section 9.49A(4) of the Local Government Act 1995, to execute the Funding Agreements for:**
 - RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity;**
 - RRNLL108 – Future Ready Industries – Shire of Carnarvon; and**
 - RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project.**
- Authorises the Chief Executive Officer, as part of the authority provided under recommendation (2) above, to approve and execute any minor administrative or non-material amendments to the Funding Deeds where required.**

FOR: Cmm Martin Aldridge**AGAINST:** Nil**CARRIED BY SIMPLE MAJORITY 1/0**

The grant income and corresponding project expenditure were not included in the adopted 2026/27 Annual Budget. Accordingly, a separate Council resolution is required under section 6.8(1)(b) of the Local Government Act 1995 before expenditure can be incurred against the three funded projects.

Finance has now established separate income and expenditure accounts for each project. No budget has been assigned to those accounts pending Council authorisation.

This report is therefore presented to complete the required 2026/27 budget authority and enable expenditure against the projects already accepted by Council.

Stakeholder and Public ConsultationInternal Consultation

- Governance, Risk & Compliance Manager;
- Finance; and
- Office of the CEO

External Consultation

No additional public consultation is required. The purpose of this report is limited to completing the statutory budget authorisation associated with funding already accepted by Council.

Statutory EnvironmentLocal Government Act 1995

Section 6.8 – *Expenditure from Municipal Fund not Included in the Annual Budget provides that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*

- Is incurred in a financial year before the adoption of the annual budget by the local government; or*
- Is authorised in advance by resolution*; or*
- Is authorised in advance by the mayor or president in an emergency.*

*Absolute majority required.

Relevant Plans and Policy

Strategic Community Plan

The three funded projects remain aligned with the Shire's strategic objectives relating to sustainable livelihoods, natural disaster resilience, community engagement and support for local businesses.

Corporate Business Plan 2023-2027

The projects are consistent with existing activities relating to emergency management and recovery, local business capability, community and grower engagement, flood resilience and external funding.

Local Operational Recovery Plan – Ex Tropical Cyclone Narelle and Associated Flooding

The funded projects support the LORP priorities of Community Recovery and Resilience, Economic Recovery and Industry Resilience, Environmental Recovery and Future Preparedness.

CD006 External Grants – Procurement and Grants

Policy CD006 applies to the acceptance and ongoing administration of external grant funding and required appropriate financial controls, project administration, expenditure monitoring and acquittal arrangements.

Financial Implications

Council has accepted grant funding totalling \$350,000 (GST exclusive). No direct financial contribution is required as part of the approved funding arrangements.

Finance has now established separate income and expenditure accounts for each project. No budget has yet been assigned to those accounts. Council authorisation is required to recognise the grant income and corresponding expenditure in the 2026/27 Annual Budget as follows:

Project	Income Account	Expenditure Account	Income	Expenditure
RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity	RRLL L107	RRNL R107	\$150,000	\$150,000
RRNLL108 – Future Ready Industries – Shire of Carnarvon	RRLL L108	RRNL R108	\$150,000	\$150,000
RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project	RRLL L131	RRNL R131	\$50,000	\$50,000
Total			\$350,000	\$350,000

The proposed amendment increases both grant income and corresponding project expenditure by \$350,000. The projects will continue to be managed within their respective approved grant budgets and Funding Agreement requirements.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Expenditure cannot be incurred against the funded projects until the required budget authority is in place. Failure to appropriately monitor expenditure may also result in ineligible costs or grant funds being required to be repaid.	C2 - Moderate	Council authorisation is sought prior to expenditure being incurred. Separate income and expenditure accounts have been established for each project and expenditure will be monitored against approved grant budgets.
Health & Safety	N/A	N/A	N/A
Reputation	Delay in obtaining the required budget authority may delay commencement of externally funded recovery and resilience activities.	D2 – Low	The matter is being returned promptly to Council to complete the outstanding authorisation and enable project delivery to proceed.
Service disruption	Delay in expenditure authority may affect planned commencement or continuity of project activities.	D2 - Low	Council approval will enable the approved projects to proceed within their agreed delivery periods.
Compliance	Incurring expenditure without Council authorisation would not comply with section 6.8 of the <i>Local Government Act 1995</i> .	C2 – Moderate	No project expenditure will be incurred until Council has authorised the expenditure by absolute majority under section 6.8(1)(b).
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	External grant funding may be exposed to inappropriate expenditure or misallocation if financial controls are not maintained.	D2 - Low	Separate project accounts, existing procurement controls, financial authorisations, segregation of duties and record keeping requirements will apply.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Council has already considered the merits, strategic alignment and funding arrangements associated with the three STC Narelle Recovery and Resilience Fund projects and resolved on 25 August 2026 to accept the full \$350,000 in funding and authorise execution of the associated Funding Agreements.

This report does not seek to revisit that decision or alter the approved project scopes. It is limited to obtaining the additional statutory authority required under section 6.8(1)(b) of the Local Government Act 1995 to recognise the grant income and authorise the corresponding expenditure in the 2026/27 Annual Budget.

Approval will complete the financial governance requirements associated with Council's earlier decision and allow the three projects to proceed in accordance with their respective Funding Agreement.

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, pursuant to section 6.8(1)(b) of the Local Government Act 1995, authorised the following amendments to the 2026/2027 Annual Budget:

Project	Income Account	Expenditure Account	Income	Expenditure
<i>RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity</i>	<i>RRLL L107</i>	<i>RRNL R107</i>	<i>\$150,000</i>	<i>\$150,000</i>
<i>RRNLL108 – Future Ready Industries – Shire of Carnarvon</i>	<i>RRLL L108</i>	<i>RRNL R108</i>	<i>\$150,000</i>	<i>\$150,000</i>
<i>RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project</i>	<i>RRLL L131</i>	<i>RRNL R131</i>	<i>\$50,000</i>	<i>\$50,000</i>
<i>Total</i>			<i>\$350,000</i>	<i>\$350,000</i>

7.3 PLANNING & DEVELOPMENT

Nil

7.4 INFRASTRUCTURE SERVICES

7.4.1 STRATEGIC ROAD PLAN 2026-2031 (FIVE YEAR)

File No: ADM0176
 Location/Address: Shire of Carnarvon
 Name of Applicant: N/A
 Name of Owner: Shire of Carnarvon
 Author(s): Colm Stanley, Executive Manager, Infrastructure Services
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: CIS – 18 August 2026
 Schedules: 1. Strategic Road Plan 2026-2031

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 the Strategic Road Plan 2026-2031 for Council's consideration and adoption.

The Strategic Road Plan provides a five-year framework for the maintenance, renewal and upgrade of the Shire's road network. The Plan identifies priority road projects, anticipated funding sources, ongoing maintenance requirements, and longer-term infrastructure needs based on asset condition, strategic importance, operational experience and available funding opportunities.

The Plan recognises that the Shire manages approximately 1,536 kilometres of road infrastructure across a large geographic area and that available funding is insufficient to address all identified road renewal and upgrade requirements.

Accordingly, the Plan establishes a prioritised program of works and will be reviewed annually to reflect changing asset conditions, funding opportunities and community needs.

Background

The Shire of Carnarvon is responsible for the management and maintenance of approximately 1,536 kilometres of road infrastructure comprising:

Road Category	Length (km)
Regional Distributor Roads	136.9
Local Distributor Roads	439.1
Access Roads	960.1
Total	1,536.1

The network supports a range of users and transport functions including:

- Residential and community access;
- Tourism and recreation;
- Agricultural and pastoral operations;
- Freight and heavy vehicle transport;
- Regional connectivity; and
- Access to remote communities and infrastructure.

Maintaining this extensive road network presents a significant financial challenge due to the large geographic area, environmental impacts, ageing infrastructure and limited available funding.

The Strategic Road Plan has been developed to identify the funding required to sustainably manage, renew and improve the Shire's transport infrastructure network over the long term. Accordingly, the funding levels identified throughout this Strategy represent strategic infrastructure requirements rather than the funding currently available within annual budget constraints.

The Strategic Road Plan has been developed to provide a documented and evidence-based framework to support road investment decisions, long-term financial planning and external funding advocacy.

The Plan was presented to Council at the Corporate Information Session held on 18 August 2026 for discussion and feedback prior to formal consideration.

The Plan complements, but does not replace, the Shire's Asset Management Plan.

Stakeholder and Public ConsultationExternal Consultation

Greenfield Technical Services was engaged to assist in the preparation of the Strategic Road Plan, including analysis of asset condition data, funding modelling and development of the five-year prioritised works program.

Mr Josh Kirk of Greenfield Technical Services has presented to Council on the Shire's road network and program on the following occasions:

- Corporate Information Session, 17 February 2026 — overview of the unsealed road network, Regional Road Group and Roads to Recovery works delivered in 2024-25 and 2025-26, flood damage works, maintenance grading and Black Spot projects, together with a briefing on Disaster Recovery Funding Arrangements Western Australia;
- Council workshop, 21 April 2026 — presentation of the draft Five-Year Road Program, jointly with the Executive Manager Infrastructure Services; and
- Corporate Information Session, 18 August 2026 — section-by-section review of the draft Strategic Road Plan.

Internal Consultation

The priorities and project assumptions contained within the Strategic Road Plan were considered and discussed with Council during a workshop conducted in April 2026 and presented to Council at the Corporate Information Session held on 18 August 2026.

The Plan has also been informed through:

- Asset condition information;
- Operational experience;
- Existing capital works planning;
- Funding opportunities;
- Community service expectations;
- Road network usage requirements

Statutory Environment

Local Government Act 1995

Section 3.53 – Control of certain unvested facilities. Relevant to the Shire's responsibility for the road network.

Section 6.2 – Local government to prepare annual budget. Projects identified in the Plan remain subject to inclusion in the annual budget.

Local Government (Administration) Regulations 1996

Regulation 19DA – Corporate business plan. Requires the Shire to have a corporate business plan setting out the local government's priorities over at least four financial years. The Strategic Road Plan informs the infrastructure component of that planning.

The adoption of the Plan does not of itself create a statutory obligation or commit the Shire to expenditure.

Individual projects will be subject to the applicable procurement, planning and environmental approval requirements at the time of delivery.

Relevant Plans and Policy

Community Strategic Plan 2022–2032

The Plan gives effect to the Plan's objectives relating to high-quality and accessible infrastructure.

Asset Management Plan 2026–2036

The Strategic Road Plan complements but does not replace the Asset Management Plan, providing project-level detail for the road network within the broader asset management framework.

Long Term Financial Plan

The funding profiles identified in the Plan are intended to inform future reviews of the Long Term Financial Plan, particularly in relation to the identified renewal funding gap.

Annual Budget

All projects remain subject to annual budget consideration and Council approval.

Financial Implications

The Strategic Road Plan itself does not commit the Shire to expenditure. Projects identified within the Plan remain subject to:

- Annual budget consideration;
- Council approval;
- Grant funding approvals; and
- Future business case and design development.

The Plan includes indicative expenditure of approximately \$25.8 million over five years funded through a combination of:

Funding Source	Indicative Value
Regional Road Group	\$6.28 million
Roads to Recovery	\$9.07 million
Black Spot Program	\$1.27 million
Direct Grants	\$2.55 million
Shire Own Source Funding	\$6.61 million
Total	\$25.78 Million

These figures are estimates only and may change as projects are refined and funding allocations are confirmed.

Infrastructure Renewal Funding Gap

The Strategy identifies a material difference between the level of funding currently available, and the level of investment required to sustainably manage infrastructure assets over the planning period.

The most significant funding shortfall occurs within the footpath renewal program representing an annual shortfall of approximately \$460,000. Current funding allocations are insufficient to meet forecast renewal demand, resulting in an increasing renewal backlog and growing deferred renewal liability. Without additional investment and funding, the condition of footpath assets is expected to progressively decline, increasing future renewal costs, maintenance requirements and service delivery risks.

The funding profiles contained within this Strategy are therefore intended to inform future Council budget deliberations and provide visibility of the long-term investment required to achieve sustainable asset management outcomes.

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	Insufficient funding to maintain road network. Failure to secure grant funding	3-B High	Prioritised works program and ongoing grant advocacy. Maintain shovel ready projects and funding readiness.
Health & Safety	Deteriorating road condition and unaddressed road safety hazards may increase the risk of injury to road users, including pedestrians and cyclists.	3-C High	Road safety projects prioritised within the Plan, including French Street, Olivia Terrace and the Francis / Cleaver / Whitlock intersection; Road Safety Assessments completed; Black Spot funding applications pursued.

Reputation	Community expectations regarding road condition and renewal may not be met where funding constraints require deferral of works.	2-B High	Transparent publication of the prioritised works program; clear communication of funding constraints and the identified renewal gap.
Service disruption	Progressive deterioration of road assets may affect access for residents, industry, tourism and emergency services. Natural disasters impacting road network.	3-C High	Continued maintenance and renewal programs. DRFAWA funding and annual budget reserve.
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The Strategic Road Plan establishes a practical and achievable five-year program of works based on current knowledge of road conditions, operational priorities and available funding streams.

Key funding sources identified within the Plan include:

- Regional Road Group (RRG);
- Roads to Recovery (R2R);
- Black Spot Program;
- Disaster Recovery Funding Arrangements WA (DRFAWA);
- Commodity Route Funding;
- Safer Local Roads and Infrastructure Program (SLRIP); and
- Shire own-source funding.

Over the next five years the Plan proposes:

Rural Road Renewal and Maintenance

Ongoing reforming and re-sheeting programs on:

- Quobba Gnarlloo Road;
- Minilya Lyndon Road; and
- Wahroonga Pimbee Road.

These roads form the back-bone of the Shire's regional road network and are critical for tourism, freight and pastoral activities.

Roads to Recovery Program

The Plan proposes the continuing use of Roads to Recovery funding to support:

- Stock grid replacement programs;
- Culvert renewals;
- Olivia Terrace resurfacing and renewal works;
- Co-contributions for Regional Road Group projects; and
- Co-contributions for Black Spot projects.

Road Safety Projects

Significant road safety initiatives included within the Plan comprise:

- French Street pedestrian and cyclist safety improvements;
- Olivia Terrace road safety upgrades;
- Francis Street/Cleaver Street/Whitlock Street intersection improvements; and
- Future Black Spot funding opportunities as they arise.

Footpath Renewal Program

The Plan establishes a ten-year footpath renewal program commencing in 2026-27, with annual investment increasing over the life of the Plan.

Strategic Planning Activities

The Plan also includes planning and design work to position the Shire for future funding opportunities, including:

- Carnarvon RV and Caravan Parking Area;
- Blowholes Toilet Block Car Parking;
- Robinson Street (Coral Bay) Parking and Safety Improvements;
- Robinson Street (Carnarvon) reconstruction planning;
- Blowholes Road widening investigations; and
- North River Road widening investigations.

Funding Challenges

The Plan acknowledges that several important projects remain unfunded, including:

- Sealing of Quobba Gnarlloo Road (SLK 15-20);
- Borrow pit development and approvals;
- Water source development programs;
- Babbage Island Road pavement renewal;
- Pelican Point Road pavement renewal; and
- Future tourism and road capacity improvements.

These projects will be progressed as funding opportunities become available.

The total indicative road expenditure outlined within the Plan over the next five years exceeds \$25 million and represents a coordinated approach to maintaining the Shire's road network while maximising the use of external grant funding.

Conclusion

The Strategic Road Plan 2026-2031 provides Council with a realistic and prioritised roadmap for maintaining and improving the Shire's extensive road network over the next five years.

The Plan recognises the financial constraints facing the Shire while identifying critical maintenance, renewal, safety and upgrade projects required to support residents, industry, tourism and regional connectivity.

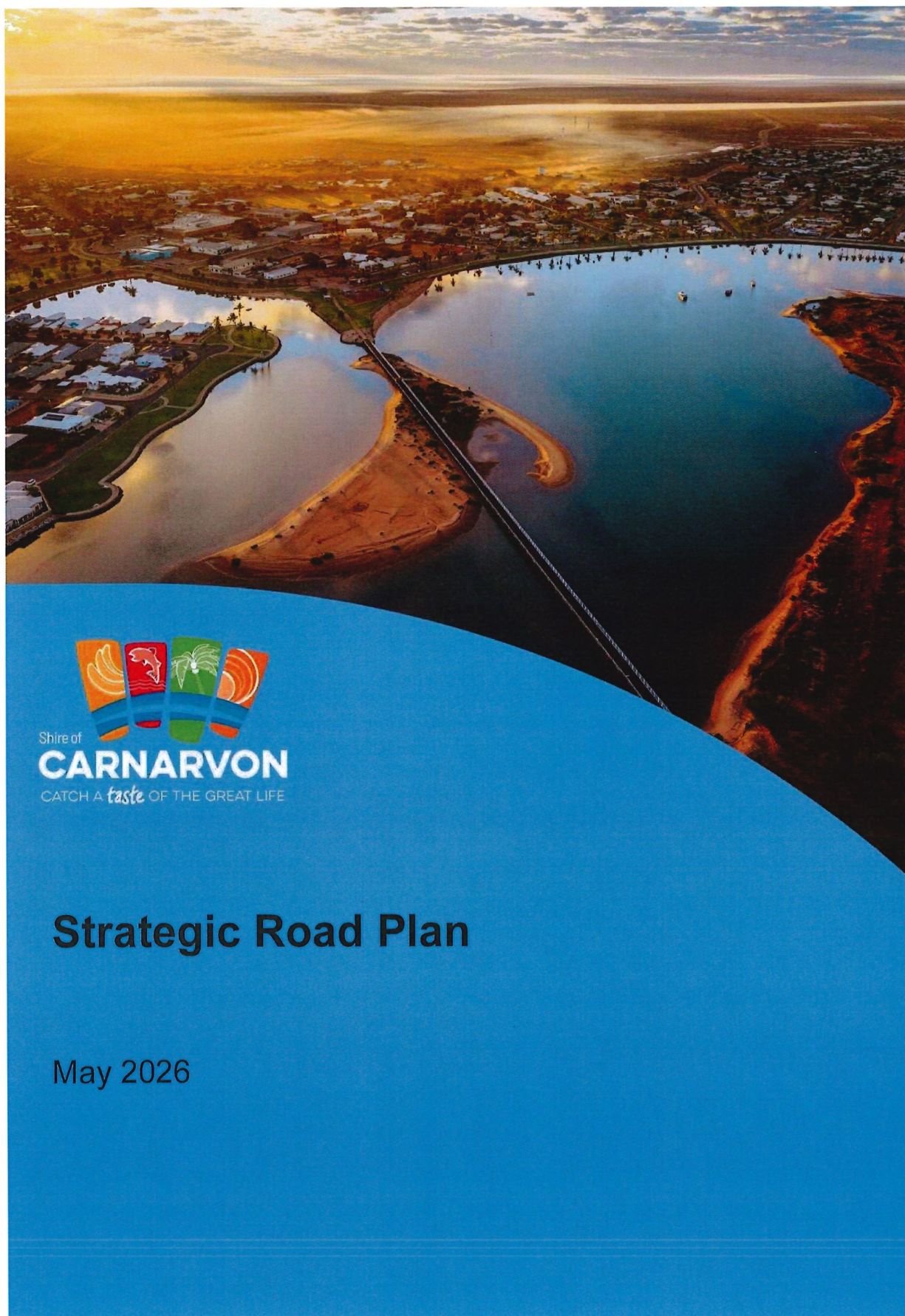
Adoption of the Plan will provide a clear strategic framework for future funding advocacy, annual budget development and long-term asset management planning.

The funding requirements identified within this Strategy represent the estimated investment necessary to achieve the desired long-term levels of service and asset sustainability outcomes. The funding gap identified, particularly in relation to footpath renewal, should be considered by Council during future Long Term Financial Plan and annual budget reviews.

OFFICER'S RECOMMENDATION

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.*



EXECUTIVE SUMMARY

This Strategic Road Plan has been prepared to provide a high-level framework for the ongoing maintenance, renewal and upgrade of the Shire of Carnarvon's road network over the next five years.

The Plan supports the Shire's broader asset management objectives by identifying the structure and condition of the road network, the key operational challenges facing the Shire, and the priority works required to maintain safe and efficient access for residents, industry and visitors.

The Shire manages an extensive road network comprising approximately 1,536 km of roads, including sealed and unsealed pavements, formed roads and access roads. The network services a diverse range of transport functions, including local community access, tourism, pastoral operations, freight and heavy vehicle movements, and regional connectivity. Maintaining this network presents significant financial and operational challenges, particularly given the Shire's limited funding base and exposure to environmental impacts such as flooding and storm damage.

The Plan outlines the Shire's current maintenance practices and identifies the primary funding sources available to deliver road works, including Regional Road Group funding, Roads to Recovery, Blackspot funding, Disaster Recovery Funding Arrangements WA (DRFAWA), commodity route funding and the Shire's own-source funding. Ongoing maintenance activities such as grading, drainage maintenance, resealing, pavement repairs and resheeting remain critical to preserving the condition and serviceability of the network.

A prioritised five-year works program has been developed based on existing asset condition, strategic importance, funding availability, operational experience and known future requirements. Key initiatives include ongoing rural road maintenance and resheeting programs, stock grid and culvert replacements, road safety upgrades funded through the Blackspot Program, staged renewal works on Olivia Terrace, footpath renewal programs, and planning for future infrastructure upgrades, including parking, tourism-related infrastructure and selected road widening and sealing projects.

The Plan recognises that available funding is insufficient to address all identified needs across the network. As a result, several important upgrade projects remain unfunded and will be progressed only as additional grant opportunities or funding sources become available. The document is therefore intended to operate as a living strategic planning tool that is reviewed and updated annually to reflect changing priorities, funding opportunities, asset conditions and community needs.



INTRODUCTION

The Shire of Carnarvon (Shire) has an extensive and geographically dispersed sealed and unsealed road network that is approx. 1,536km in length. Maintaining, repairing and upgrading this road network is a key priority for the Shire.

The purpose of this Plan is also to support long-term financial planning, grant funding advocacy and prioritisation of limited resources by providing a documented and evidence-based framework for future road investment decisions.

The Shire receives limited funding from various government bodies, including the State and Federal Governments and utilising this limited pool of funding effectively is essential to ensuring the Shire's road network is maintained to a safe and appropriate standard.

A Strategic Road Plan has been prepared to:

- Provide a general summary of the Shire's road network, its primary uses and user demands;
- Document the Shire's high-level priorities for maintaining and upgrading the road network.

This document is not intended to replace the Shire's Asset Management Plan but rather to complement the plan and provide specific details regarding the Shire's road and road-related assets.



SUMMARY OF SHIRE'S ROAD NETWORK

The Shire's current road network hierarchy is provided in Appendix B. A high-level summary of the network hierarchy and road types is provided below.

Road Hierarchy	Approx. Length (km)
Regional Distributor Roads	136.9
Local Distributor Roads	439.1
Access Roads	960.1
Total	1536.1

Table 1: Summary of road network by hierarchy

Road Type	Approx. Length (km)
Sealed Pavement	269.7
Unsealed Pavement	309.6
Unsealed Formed Roads	902.2
Unsealed Unformed Roads	53.2
Concrete	1.4
Total	1,536.1

Table 2: Summary of road network by type

Roads within the Shire are approved for various Restricted Access Vehicle (RAV) combinations; details can be found on the Main Roads WA (MRWA) RAV network map: <https://mrwebapps.mainroads.wa.gov.au/hvsnetworkmap>.

Refer to Appendix A for a map of the Shire's road network.

Regional Distributor Roads

The five (5) regional distributor roads in the Shire are:

1. Bibbawarra Road (North West Coastal Hwy to North River Rd)
2. Carnarvon Mullewa Road
3. Carnarvon Rd



4. James Street
5. North River Road

Local Distributor Roads

The fourteen local distributor roads in the Shire are:

1. Babbage Island Road
2. Blowholes Road
3. David Brand Drive
4. Lyndon - Mangaroon Road
5. Lyndon Towera Road
6. Minilya Lyndon Road
7. Olivia Terrace
8. Pelican Point Road
9. Pimbee Road
10. Quobba Gnoraloo Road
11. Robinson Street Left
12. Robinson Street Right
13. South River Road
14. Wahroonga Pimbee Road

Access Roads

The remaining roads (227) in the Shire's road network are classified as local access roads.

Roads 2040 Roads

Main Roads WA, in conjunction with WALGA and local governments, has developed the Roads 2040 program to identify strategically significant regional roads and assist with the prioritisation of Regional Road Group funding.

This list of roads comprises a combination of roads from various hierarchy levels and is intended to identify the strategic roads within each region and assist local governments in prioritising the limited pool of funding from the Regional Road Group program.

The Shire's roads in the Gascoyne Region 2040 list are summarised in the table below.

Road Name	Road No.	Start S/k	End S/k	Length (km)	Target Road Type	Current Road Type
Banksia Dr	8030246	0	0.65	0.65	Type 5	
Bibbawarra Rd	8030062	0	15.34	15.34	Type 3/5	Type 3/5
Blowholes Rd	8030066	0	48.82	48.82	Type 4/5	Type 5



Carnarvon Mullewa Rd	8030242	0	117.95	117.95	Type 4/5	Type 5
Cornish St	8030052	0	3.39	3.39	Type 5/6	Type 5
Harbour Rd	8030209	0	2.47	2.47	Type 5/6	Type 6
Lyndon Minnie Creek Rd	8030078	0	30.65	30.65	Type 3	Type 3
Lyndon Towera Rd	8030077	0	20.76	20.76	Type 2/3	Type 3
Minilya Lyndon Rd	8030174	0	154.2	154.2	Type 2/3	Type 3
North River Rd	8030053	0	11.72	11.72	Type 4	Type 5
Quobba Gnaraloo Rd	8030121	0	83.93	83.93	Type 3	Type 3
Robinson St	8030241	0	0.44	0.44	Type 8	Type 8
Robinson St	8030247	0	0.70	0.70	Type 6	Type 4
Wahroonga Pimbee Rd	8030086	0	86.46	86.46	Type 2/3	Type 3
Warroora North Rd	8030191	20	25.40	5.40	Type 2/3	Type 3
Warroora East Rd	8030067	0	22.03	22.03	Type 2/3	Type 3

Table 3: Roads 2040 objectives

Refer to Appendix D for details on the various road types.

For the past several years, the Shire has managed the regional road group funding in the following manner:

- Year 1:
 - Quobba Gnaraloo Rd: reforming and resheeting 5 – 10 km
 - Minilya Lyndon Rd: reforming and resheeting 5 – 10 km
- Year 2
 - Quobba Gnaraloo Rd: reforming and resheeting 5 – 10 km
 - Wahroonga Pimbee Rd: reforming and resheeting 5 – 10 km

Year 3 is a repeat of Year 1, with the specific area of work depending on need.



FUNDING SOURCES

The Shire manages an annual works program of maintenance and upgrade works to its road network. This program is funded from various sources, which are summarised below.

This summary is subject to change depending on the funding administration bodies. Depending on the source of the funding, there are various limitations and constraints on the way in which the funding is permitted to be used.

External grant funding forms a critical component of the Shire's annual road works program. The Shire's ability to maintain and improve the road network is therefore heavily influenced by the availability of State and Federal funding opportunities and the associated co-contribution requirements.

Funding Source	General Requirements	Details
Blackspot Funding	- Funding allocated to address specific road safety issues identified either through recent crash data or via Road Safety Inspections (RSIs). - State or Federal Blackspot Program	
Disaster Relief Funding (DRFAWA)	Emergency funding is available to reinstate essential public assets that are damaged as a result of a declared natural disaster, e.g. flooding.	100% grant
Commodity Route Funding	- Commodity Routes are defined as routes where there is a significantly high-priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. - The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function. - Only roads that are NOT eligible for RRG funding are eligible for this funding.	1/3rd Grant, 2/3rd Shire Co-Contribution
Regional Road Group (RRG)	- Roads nominated for funding must be on the Roads 2040 List - Requires a Shire co-contribution of 1/3rd the cost of the works	2/3rd Grant, 1/3rd Shire Co-Contribution



Roads to Recovery (R2R)	▪ Flexible funding that can be used to pursue most capital road works projects. ▪ Focus should be on improving the safety and standard of road assets. ▪ No co-contribution required	100% Grant
Safer Local Roads and Infrastructure Program	▪ The Safer Local Roads and Infrastructure Program (SLRIP) commenced on 1 July 2024 to provide funding for projects to address current and emerging priorities in road infrastructure needs. ▪ The SLRIP is an application-based, merit-assessed funding program, open to all state and territory governments and Local Government Authorities (LGA). ▪ Applications must directly address at least one of the program's focus areas, which are linked to priorities in road infrastructure needs. ▪ Over time, focus areas may be updated as new road infrastructure priorities are identified.	Up to 80% Grant, remainder Shire funding
Shire Own Funds	▪ Own-source funding direct from the Shire's budget	100% Shire funds

Table 4: Funding sources



ONGOING REQUIRED MAINTENANCE WORKS

To maintain the Shire's existing road network to a safe and appropriate standard for road users, various works need to be completed on an ongoing basis. These are summarised below.

Ongoing Required Works	General Requirements	Frequency
Maintenance Grading	Full-width of the road carriageway to maintain the running surface of the road formation.	Major roads: 2 – 3 times per annum All other roads: 1 – 2 times per annum
Drainage	Inspection and cleaning of culverts and roadside drainage	2 – 3 years or as required
Reforming / Resheeting	Reforming existing unsealed road formation, importing sheeting material, and resheeting formation.	8 – 10 years depending on traffic volume, weather and material quality
Resealing	Resealing existing seal surfacing.	12 – 15 years, depending on traffic volume and existing asset condition
Sealed Pavement Repairs / Reconstruction	Ad-hoc repairs to failures in sealed pavements	As required
Verge Maintenance	Removal of vegetation from the backslopes and roadside drainage	As required

Table 5: Ongoing maintenance requirements

The Shire adopts a proactive maintenance approach aimed at maximising the operational life of road assets while balancing available financial and operational resources. Timely intervention through grading, drainage maintenance, resealing and resheeting is considered essential to minimising long-term reconstruction costs.

The Shire already runs an unsealed road maintenance program, which typically involves routine maintenance grading. The work is typically completed using a Contract Grader Operator for rural road grading work. Other road maintenance work is typically completed using the Shire's resources.

If routine maintenance and renewal activities are not adequately funded, the condition of the road network is expected to deteriorate, resulting in increased lifecycle costs, reduced safety outcomes, higher maintenance demands and reduced accessibility for residents, freight operators and visitors.



STRATEGIC ROAD PLAN

The 5-year Strategic Road Plan has been developed based on the following inputs:

- Experience of Shire staff on existing work and planned future work.
- Existing funding grants and/or grants under assessment.
- Known issues across the road network, including typical conditions.

The proposed priorities and project assumptions within this Plan were reviewed and discussed at a workshop with the Shire Council in April 2026.

All project costs and funding allocations identified within this Plan are indicative estimates only and are subject to change based on detailed scope development, market conditions, procurement outcomes, grant funding approvals and annual budget adoption processes.

Refer to Appendix C for full details of the plan. Below is a summary of the key projects for the next five years.

This plan should be updated and maintained on a yearly basis.



2026-27

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Quobba Gnaraloo Rd, as well as the replacement of one narrow grid on Quobba Gnaraloo Rd.

The Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

The Shire has underspent on Roads to Recovery funding for the past several years. In 2026-27, it is proposed to utilise some of these underspent funds to progress various works. In addition to the co-contributions mentioned, the remainder of the Roads to Recovery program comprises:

- Continue the stock grid replacement program:
 - Carnarvon Mullewa Rd: 1 x grid
 - Edaggee Rd: 1 x grid
 - Warroora East Rd: 2 x grids
- Replace 5 No. existing culverts on Carnarvon Mullewa Rd identified as failing
- Progress the first stage of the resurfacing and renewal of Olivia Terrace

Blackspot

The Shire has received Blackspot funding to upgrade French St to improve road safety for pedestrians and cyclists. The Shire is currently developing the detailed scope of works and expects to commence and complete construction during the 2026–27 financial year.

The Shire will fund the 1/3rd co-contribution from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.2M in own-source funds to progress the following works:

- Commence the first of a 10-year program to renew and upgrade footpaths
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Carnarvon Townsite RV / Caravan Parking
 - Blowholes Toilet Block car parking



- Robinson St (Coral Bay) parking and safety improvements

Unfunded Work

In addition to the work identified and funded for 2026-27, the Shire has also identified the need to progress the following work as and when funding is available:

- Upgrade of Quobba Gnarlloo Rd from gravel to seal (Slk 15 – 20)
- Borrow pit investigation, approvals and development
- Water source investigation, approvals and development



2027-28

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Quobba Gnaraloo Rd and Wahroonga Pimbee Rd. However, the Shire also intends to progress the upgrade of approx 200m of Bibbawarra Rd (Slk 2.4 – 2.6) from unsealed to sealed and has reduced the typical allocation of funds on Wahroonga Pimbee Rd via Regional Road Group funding to facilitate this work.

Similar to 2026-27, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

The 2027-28 Roads to Recovery program will utilise the remaining unspent funds from earlier years, as well as the 2027-28 confirmed allocation, to progress the following work in addition to the co-contributions required as mentioned for the Regional Road Group and Blackspot projects:

- Continue the stock grid replacement program:
 - Wahroonga Pimbee Rd: 5 x grids
- Progress the second stage of the resurfacing and renewal of Olivia Terrace

Blackspot

The Shire has received Blackspot funding for two projects as follows:

- Olivia Tce: road safety upgrades between Slk 1.06 – 1.37
- Francis St / Cleaver St / Whitlock St intersection upgrade

Both projects will be progressed as two-stage projects with Stage 1 being planning and design, and Stage 2 being construction. Stage 1 for both projects is scheduled for 2027-28.

The Shire will fund the co-contribution required from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.29M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.

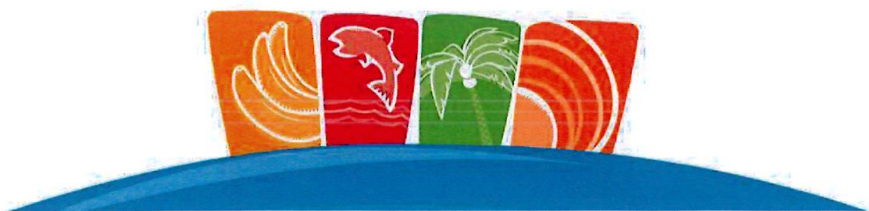


- Further planning and development work for the following longer-term projects:
 - Carnarvon Townsite RV / Caravan Parking
 - Blowholes Toilet Block car parking
 - Robinson St (Coral Bay) parking and safety improvements

Unfunded Work

In addition to the work identified and funded for 2027-28, the Shire has also identified the need to progress the following work as and when funding is available:

- Carry over from 2026-27 unfunded work:
 - Upgrade of Quobba Gnarlloo Rd from gravel to seal (Slk 15 – 20)
 - Borrow pit investigation, approvals and development
 - Water source investigation, approvals and development
- New opportunities
 - Babbage Island Rd: pavement renewal and reseals
 - Pelican Point Rd: pavement renewal and reseals



2028-29***Regional Road Group Projects***

The program returns to the normal two-yearly cycle and comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Quobba Gnarlaloo Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2028-29 program comprises:

- Progress the third stage of the resurfacing and renewal of Olivia Terrace

Blackspot

For 2028-29, the Shire will undertake Stage 2 of the two Blackspot projects commenced in 2027-28. Specifically:

- Olivia Tce: road safety upgrades between Slk 1.06 – 1.37
- Francis St / Cleaver St / Whitlock St intersection upgrade

The Shire will fund the co-contribution required from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.27M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Reconstruction of the north-bound lane of Robinson Rd (Carnarvon townsite), similar to the south-bound lane reconstructed in 2023

Unfunded Work

The previously mentioned unfunded opportunities from 2027-28 remain unchanged.



2029-30

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Quobba Gnoraloo Rd and Wahroonga Pimbee Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2029-30 program comprises:

- Cornish Rd: pavement renewal and upgrades at cross-over locations
- Blowholes Toilet Block Carpark: commence and complete construction of the designed carpark (designed in previous years)

Blackspot

At this stage, the Shire does not have any Blackspot projects confirmed for 2029-30. This may change as the Shire identifies opportunities.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.31M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Blowholes Rd: widening to provide an 8m wide sealed pavement (Type 5 road)
 - North River Rd: widening to provide an 8m wide sealed pavement (Type 5 road)

Unfunded Work

Except for the Blowholes Toilet Block carpark, which is scheduled for construction during 2029-30, the previously mentioned unfunded opportunities from 2028-29 remain unchanged.



2030-31

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Wahroonga Pimbee Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2030-31 program comprises:

- Carnarvon Townsite RV / Caravan Parking: Construction of a new parking area based on planning and design work completed in previous years.

Blackspot

At this stage, the Shire does not have any Blackspot projects confirmed for 2030-31. This may change as the Shire identifies opportunities.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.49M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Stage 1 of the Babbage Island Rd pavement renewal.

Unfunded Work

Except for the planned Carnarvon RV / Caravan Parking area, the previously mentioned unfunded opportunities from 2029-30 remain unchanged.



SUMMARY

The Shire's road network is a significant asset to the local community, and maintaining it to an appropriate standard is important for numerous reasons.

A Strategic Road Plan has been developed to document the current standard and condition of the Shire's road network and document the future work required to maintain and upgrade the Shire's roads based on a range of factors.

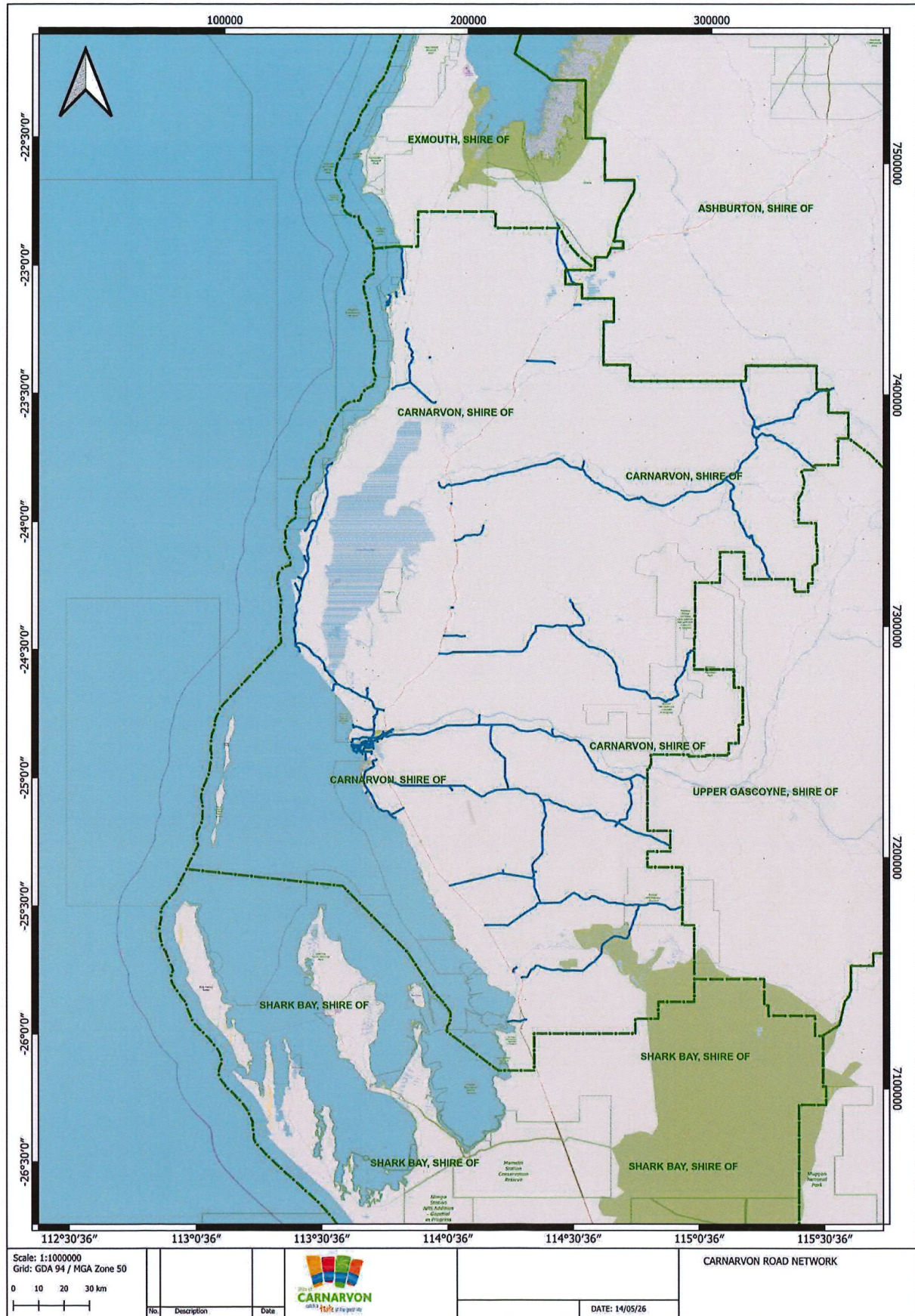
Recognising the limited funding available to progress the required work, a 5-year plan comprising the items considered highest priority has been developed. Ideally, this 5-year plan will be reviewed by key stakeholders and updated accordingly on a regular basis.

The Strategic Road Plan provides the Shire with a practical and prioritised framework to guide investment in road infrastructure over the next five years. The Plan is intended to remain a live document and should be reviewed regularly to ensure it continues to reflect changing asset conditions, funding opportunities, operational priorities and community expectations.



APPENDIX A – SHIRE ROAD NETWORK MAP





APPENDIX B – SHIRE ROAD LIST



Road	Road Name	Start Name	End Name	Hierarchy
251	ACACIA WAY	CUL DE SAC	CUL DE SAC STH	ACCESS ROAD
28	ALEXANDRA STREET	ROBINSON ST RIGHT	OLVIA TCE	ACCESS ROAD
60	ANDREOLI ROAD	SOUTH RIVER RD	LOT 134	ACCESS ROAD
41	ANGELO STREET	MARGARET ROW NO.46	CARNARVON RD (H044)	ACCESS ROAD
39	ANNEAR PLACE	BINNING RD	CARPARK	ACCESS ROAD
31	BABBAGE ISLAND ROAD	ROBINSON ST	SILVER CITY RD	LOCAL DISTRIBUTOR
246	BANKSIA WAY	M047 CORAL BAY RD	SOUTH WEST CORNER LOT 2	ACCESS ROAD
254	BANKSIA WAY NORTH	CORAL BAY RD	END OF ROAD	ACCESS ROAD
219	BASSETT WAY	CARNARVON RD (H044)	DEAD END	ACCESS ROAD
7	BASTON STREET	OLVIA TCE	DOUGLAS ST	ACCESS ROAD
264	BAY LANE	SAILFISH DRIVE	SHOPPING CENTRE ACCESS	ACCESS ROAD
184	BEACH ROAD	BLOWHOLES RD	BEACH	ACCESS ROAD
142	BECKETT STREET	MCKENNA ST	MCNISH ST	ACCESS ROAD
197	BEJALING BEACH ROAD	BLOWHOLES RD	END OF ROAD	ACCESS ROAD
62	BIBBAWARRA ROAD	H7 NORTH WEST COASTAL HWY	BLOWHOLES RD	REGIONAL DISTRIBUTOR
160	BIBRA WAY	MEIKLEJOHN CR	DAVID BRAND DR	ACCESS ROAD
36	BINNING ROAD	BABBAGE ISLAND RD	END OF BITUMEN	ACCESS ROAD
145	BIRD STREET	DEMPSTER ST	RICHARDS ST	ACCESS ROAD
66	BLOWHOLES ROAD	H7 NORTH WEST COASTAL HWY	QUOBBA GNARALOO ROAD	LOCAL DISTRIBUTOR
103	BOAT HARBOUR ROAD	WEST ST	SMALL BOAT HARBOUR	ACCESS ROAD
65	BOOLATHANA ROAD	BLOWHOLES RD	BOOLATHANA HOMESTEAD	ACCESS ROAD
190	BOOLOGDOORO ROAD	H7 NORTH WEST COASTAL HWY	BOOLOGDOORO HOMESTEAD	ACCESS ROAD
50	BOOR STREET	BOUNDARY RD	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
228	BORE ROAD	BIBBAWARRA RD	BIBBAWARRA BORE	ACCESS ROAD
49	BOUNDARY ROAD	MARGARET ROW	END OF ROAD	ACCESS ROAD
9	BROWN STREET	OLVIA TCE	DOUGLAS ST	ACCESS ROAD
72	BULLARA - WINNING ROAD	H7 NORTH WEST COASTAL HWY	NORTHERN SHIRE BOUNDARY	ACCESS ROAD
90	BUSH BAY - NEW BEACH ROAD	H7 NORTH WEST COASTAL HWY	NEW BEACH	ACCESS ROAD
218	BUSH BAY ROAD	BUSH BAY - NEW BEACH ROAD NO 99	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
146	BUTCHER STREET	GEORGE ST	WILLESSEE ST	ACCESS ROAD
162	BUZOLIC COURT	BIBRA WY	CUL DE SAC	ACCESS ROAD
82	CALLAGIDDY - WINDERIE ROAD	H7 NORTH WEST COASTAL HWY	EDAGGEE RD	ACCESS ROAD
188	CALLAGIDDY ROAD	CALLAGIDDY-WINDERIE RD	CALLAGIDDY HOMESTEAD	ACCESS ROAD
223	CAMEL LAWE	ROBINSON ST NO. 241	OLVIA TCE	ACCESS ROAD
137	CAMPBELL WAY	CARNARVON RD (H044)	CARNARVON RD (H044)	ACCESS ROAD
100	CAPE CUVIER ROAD	QUOBBA GNARALOO RD	END OF ROAD	ACCESS ROAD
206	CARATTI ROAD	BIBBAWARRA RD	END OF ROAD	ACCESS ROAD
69	CARDABIA ROAD	CORAL BAY RD	CARDABIA HOMESTEAD	ACCESS ROAD
15	CAREY STREET	DOUGLAS ST	HUBBLE ST	ACCESS ROAD
242	CARNARVON - MULLEWA ROAD	H7 NORTH WEST COASTAL HWY	SHIRE BOUNDARY UPPER GASCOYNE	REGIONAL DISTRIBUTOR
105	CARNARVON ROAD	JAMES ST	H7 NORTH WEST COASTAL HWY	REGIONAL DISTRIBUTOR
126	CARROLL WAY (A)	BABBAGE ISLAND RD	HEARN PL	ACCESS ROAD
233	CARROLL WAY (B) CUL-DE-SAC	CARROLL WAY NO 126 (A)	CUL DE SAC	ACCESS ROAD
201	CARSON PLACE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
155	CASTRINI CRESCENT	RICHARDS ST	RICHARDS ST	ACCESS ROAD
193	CAVENDISH STREET	NORTH RIVER RD	DEAD END	ACCESS ROAD
3	CLEAVER STREET	WEST ST	STUART ST	ACCESS ROAD
194	CLEVELAND STREET	CORNISH ST	BOUNDARY RD	ACCESS ROAD
253	COASTAL ACCESS ROAD	M 047 CORAL BAY ROAD	STH BOUNDARY BULLARA STATION	ACCESS ROAD
212	COLLINS STREET	HUDSON ST	HARBOUR RD	ACCESS ROAD
96	COORALYA ROAD	H7 NORTH WEST COASTAL HWY	COORALYA HOMESTEAD	ACCESS ROAD
52	CORNISH STREET	CARNARVON RD (H044)	CARNARVON RD NO.105	ACCESS ROAD
58	CRAIGS COURT	MAHONY AVE NO.57	CUL DE SAC	ACCESS ROAD
124	CRAIG STREET	KILLICOAT ST	HUBBLE ST	ACCESS ROAD
200	CRAWFORD STREET	TRAVERS ST	END OF ROAD	ACCESS ROAD
16	CROSSLAND STREET	DOUGLAS ST	RICHARDSON ST	ACCESS ROAD
8	CROWTHER STREET	OLVIA TCE	YOUNG ST	ACCESS ROAD
176	DAVID BRAND DRIVE	BABBAGE ISLAND RD	OLVIA TCE	LOCAL DISTRIBUTOR
144	DEMPSTER ROAD (A)	BUTCHER STREET NO 146	RADLEY STREET	ACCESS ROAD
230	DEMPSTER ROAD (B)	CUL DE SAC	END OF ROAD	ACCESS ROAD
243	DEMPSTER ROAD (B) ACCESS	BABBAGE ISLAND RD	DEMPSTER RD(B)	ACCESS ROAD
231	DEMPSTER ROAD (C)	NELSON ST	BIRD STREET	ACCESS ROAD
185	DOORAWARRAH ROAD	CARNARVON MULLEWA RD	DOORAWARRAH HOMESTEAD	ACCESS ROAD
12	DOUGLAS STREET	CARNARVON RD NO.105	WEST ST	ACCESS ROAD
202	DRUMMOYNE ROAD	MARGARET ROW NO.46	END OF ROAD	ACCESS ROAD
208	DURMANICH ROAD	NORTH RIVER RD	GASCOYNE RIVER BANK	ACCESS ROAD
37	DIWYERS LEAP ROAD	BABBAGE ISLAND RD	GASCOYNE RIVER BANK	ACCESS ROAD
88	EDAGGEE ROAD	H7 NORTH WEST COASTAL HWY	WAHROONGA PIMBEE RD	ACCESS ROAD
115	EDAGGEE STATION ROAD	EDAGGEE RD	EDAGGEE HOMESTEAD	ACCESS ROAD
5	EGAN STREET	ROBINSON ST NO. 241	TURNAROUND	ACCESS ROAD
89	ELLA VALLA - WINDERIE ROAD	CALLAGIDDY-WINDERIE RD	EASTERN SHIRE BOUNDARY	ACCESS ROAD
189	ELLA VALLA ROAD	CALLAGIDDY-WINDERIE RD	ELLA VALLA RD	ACCESS ROAD
64	EWING PLACE	BIBRA WY	CUL DE SAC	ACCESS ROAD
159	FANE CRESCENT	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
25	FENNER STREET	WHITLOCK ST	MCLEOD ST	ACCESS ROAD
205	FERNANDEZ ROW	NORTH RIVER RD	END OF ROAD	ACCESS ROAD
203	FESTIVAL ROAD	CARNARVON RD (H044)	GASCOYNE RD	ACCESS ROAD
44	FINNERITY STREET	GASCOYNE RD	MARGARET ROW	ACCESS ROAD
165	FLEMING STREET	MARMION ST	END OF CONSTRUCTION	ACCESS ROAD
6	FORREST STREET	OLVIA TCE	CUL DE SAC	ACCESS ROAD
159	FOSS CRESCENT	GRANBERRY DR	GRANBERRY DR	ACCESS ROAD
232	FOSS CRESCENT (B)	FOSS CRES	CUL-DE-SAC	ACCESS ROAD
2	FRANCIS STREET	ROBINSON ST NO. 241	CLEAVER ST	ACCESS ROAD
196	FREEMAN STREET	GIBSON ST	GLARIS ST	ACCESS ROAD
240	FRENCH STREET	ROBINSON ST NO. 247	BANKSIA WY	ACCESS ROAD
168	GASCOYNE ROAD	LEWER ST NO.43	MARMION ST	ACCESS ROAD

Road	Road Name	Start Name	End Name	Hierarchy
11	GEORGE STREET	OLIVIA TCE	BUTCHER ST	ACCESS ROAD
177	GEYER PLACE	MASLEN ST	CUL DE SAC	ACCESS ROAD
195	GIBSON STREET	BOOR ST	END OF ROAD	ACCESS ROAD
180	GILES ROAD	H7 NORTH WEST COASTAL HWY	SOUTH RIVER ROAD	ACCESS ROAD
81	GILROYD ROAD	WAHROONGA-PIMBEE RD	SOUTH EAST SHIRE BOUNDARY	ACCESS ROAD
95	GLADSTONE ROAD	H7 NORTH WEST COASTAL HWY	GLADSTONE JETTY	ACCESS ROAD
199	GLARIS STREET	GIBSON ST	FREEMAN ST	ACCESS ROAD
132	GLASS STREET	SKIPWORTH ST	MORGAN WY	ACCESS ROAD
33	GOOCH STREET	RICHARDS ST	BUTCHER ST	ACCESS ROAD
153	GRANBERRY DRIVE	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
17	HAMMOND STREET	DOUGLAS ST	RICHARDSON ST	ACCESS ROAD
209	HARBOUR ROAD	H7 NORTH WEST COASTAL HWY	CORNISH RD	ACCESS ROAD
127	HEARN PLACE	CARROLL WY	CUL DE SAC	ACCESS ROAD
214	HENFRY STREET	CORNISH ST	BOUNDARY RD	ACCESS ROAD
94	HILL SPRINGS ROAD	MARDATHUNA RD	HILL SPRINGS HOMESTEAD	ACCESS ROAD
29	HILL STREET	ROBINSON ST	RUSHTON ST	ACCESS ROAD
51	HOLDEN STREET	BOUNDARY RD	NWBDY LOT 412	ACCESS ROAD
166	HOPE STREET	MARMION ST	DEAD END	ACCESS ROAD
141	HORTON PLACE	HUBBLE ST	END OF ROAD	ACCESS ROAD
98	HOULAHAN PLACE	CASTRINI CR	CUL DE SAC	ACCESS ROAD
16	HUBBLE STREET	RICHARDSON ST	MCKENNA ST	ACCESS ROAD
211	HUDSON STREET	WOODMAN ST	COLLINS ST	ACCESS ROAD
139	ILES ROAD	CARNARVON RD (H044)	GASCOYNE RD	ACCESS ROAD
106	ILLINGWORTH STREET	CAREY ST	KILLICOAT ST	ACCESS ROAD
257	JAAGA COVE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
30	JAMES STREET	ROBINSON ST	AIRPORT CARPARK	REGIONAL DISTRIBUTOR
262	JINA LANE	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
27	JOHNSTON STREET	STUART ST	OLIVIA TCE	ACCESS ROAD
221	KADARAM ROAD	MARGARET ROW	GASCOYNE RIVER BANK	ACCESS ROAD
163	KEMPTON WAY	GASCOYNE RD	SAW ST NO.45	ACCESS ROAD
213	KENNEDY RANGE ROAD	MARDATHUNA-BINTHALYA RD	SHIRE BOUNDARY UPPER GASCOYNE	ACCESS ROAD
123	KILLICOAT STREET	YOUNG ST	CAREY ST NO. 15	ACCESS ROAD
225	KOREAN STAR ROAD	QUOBBA GNARALOO RD	END OF ROAD	ACCESS ROAD
172	LAWSON STREET	H7 NORTH WEST COASTAL HWY	BRICKHOUSE HOMESTEAD	ACCESS ROAD
43	LEVER ROAD	ROBINSON ST	WILLIAM ST	ACCESS ROAD
161	LEWINGTON LANE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
134	LUKIS PLACE	MORGAN WY	LUKIS PLACE NO. 134 SLK 0.14	ACCESS ROAD
76	LYNDON - MANGAROO ROAD	MINILYA-LYNDON RD	EASTERN SHIRE BOUNDARY	LOCAL DISTRIBUTOR
75	LYNDON - MAROONAH ROAD	MINILYA-LYNDON RD	EASTERN SHIRE BOUNDARY	ACCESS ROAD
77	LYNDON - TOWERA ROAD	MINILYA-LYNDON RD	SHIRE BOUNDARY ASHBURTON	LOCAL DISTRIBUTOR
73	LYNDON HISTO ROAD	MINILYA-LYNDON RD	LYNDON HOMESTEAD	ACCESS ROAD
57	MAHONY AVENUE	H7 NORTH WEST COASTAL HWY	END OF BITUMEN (NEAR TANK)	ACCESS ROAD
179	MANBERRY ROAD	H7 NORTH WEST COASTAL HWY	MANBERRY HOMESTEAD	ACCESS ROAD
183	MARDATHUNA - BINTHALYA ROAD	MARDATHUNA RD	BINTHALYA HOMESTEAD	ACCESS ROAD
93	MARDATHUNA ROAD	H7 NORTH WEST COASTAL HWY	MARDATHUNA HOMESTEAD	ACCESS ROAD
46	MARGARET ROW	SHIRE PLUMP	END OF ROAD	ACCESS ROAD
42	MARMION STREET	ROBINSON ST	MARGARET ROW	ACCESS ROAD
150	MARR PLACE	WILLESSEE ST	NORTON WAY	ACCESS ROAD
224	MARRON HOMESTEAD ROAD	CALLAGIDDY-WINDERIE RD	MARRON HOMESTEAD	ACCESS ROAD
152	MASLEN STREET	RICHARDS ST	GEYER PL	ACCESS ROAD
104	MASSEY BAY DRIVE	CARNARVON RD NO.105	END OF GROVNE	ACCESS ROAD
107	MASSEY BAY ROAD	CARNARVON RD NO.105	GOLF CLUB	ACCESS ROAD
70	MAUDS LANDING ROAD	CORAL BAY RD	MAUDS LANDING BEACH	ACCESS ROAD
113	MAYWOOD ROAD	BIBBAWARRA RD	PLANTATION	ACCESS ROAD
55	MCGLADES ROAD	H7 NORTH WEST COASTAL HWY	TURNAROUND	ACCESS ROAD
143	MCKENNA STREET	HUBBLE ST	BECKETT ST	ACCESS ROAD
19	MCLEOD STREET	RICHARDSON ST	PINCOMBE ST	ACCESS ROAD
22	MENISH STREET	HUBBLE ST	CARNARVON ROAD NO. 105	ACCESS ROAD
87	MEEDO - PIMBEE ROAD	H7 NORTH WEST COASTAL HWY	WAHROONGA PIMBEE RD	ACCESS ROAD
84	MEERAGOOILIA ROAD	CARNARVON MULLEWA RD	CALLAGIDDY WINDERIE RD	ACCESS ROAD
154	MEIKLEJOHN CRESCENT	RICHARDS ST	GRANBERRY DR	ACCESS ROAD
74	MIA MIA ROAD	H7 NORTH WEST COASTAL HWY	MIA MIA HOMESTEAD	ACCESS ROAD
63	MIABOOLYA ROAD	BIBBAWARRA RD	MIABOOLYA BEACH	ACCESS ROAD
249	MIDDALYA ROAD	MINILYA-LYNDON RD	MIDDALYA HOMESTEAD	ACCESS ROAD
140	MILLS AVENUE	HUBBLE ST	CROWTHER ST	ACCESS ROAD
256	MINDIRRA CRESCENT	YARDI QUAYS	YARDI QUAYS	ACCESS ROAD
174	MINILYA - LYNDON ROAD	H7 NORTH WEST COASTAL HWY	LYNDON TOWERA RD	LOCAL DISTRIBUTOR
97	MINILYA ROAD	H7 NORTH WEST COASTAL HWY	MINILYA HOMESTEAD	ACCESS ROAD
265	MONCK HEAD DRIVE	BANKSIA WAY	CARPARK ENTRANCE	ACCESS ROAD
130	MORGAN WAY	WHEELLOCK WY	CUL DE SAC	ACCESS ROAD
135	MORRELL COURT EAST	WHEELLOCK WY	MORRELL CT EAST	ACCESS ROAD
136	MORRELL COURT WEST	WHEELLOCK WY	CUL DE SAC	ACCESS ROAD
79	MT SANDIMAN - WILLIAMBURY ROAD	MINILYA-LYNDON RD	SHIRE BOUNDARY UPPER GASCOYNE	ACCESS ROAD
34	NELSON STREET	RICHARDS ST	BABBAGE ISLAND RD	ACCESS ROAD
114	NEWMAN PLACE	RICHARDS ST	CUL DE SAC	ACCESS ROAD
53	NORTH RIVER ROAD	H7 NORTH WEST COASTAL HWY	ONE TREE POINT RD	REGIONAL DISTRIBUTOR
148	NORTON WAY	BUTCHER ST NO.146	ROSS ST	ACCESS ROAD
244	NORTON WAY ACCESS ROAD	ROBINSON ST	NORTON WAY	ACCESS ROAD
261	OLIVIA TCE CARPARK (2)	OLIVIA TCE	OLIVIA TCE	ACCESS ROAD
260	OLIVIA TCE CARPARK(1)	OLIVIA TCE	OLIVIA TCE	ACCESS ROAD
1	OLIVIA TERRACE	BAXTER PARK	ROBINSON ST/H044	ACCESS ROAD
54	ONE TREE POINT ROAD	NORTH RIVER RD	GASCOYNE RIVER	ACCESS ROAD
21	ORR STREET	MENISH ST	MCKENNA ST	ACCESS ROAD
110	OYSTER CREEK ROAD	CARNARVON RD NO.105	OYSTER CREEK CUL DE SAC	ACCESS ROAD
258	PAARNA VIEW	DAVID BRAND DR	TURNAROUND	ACCESS ROAD
171	PARKER STREET	LAWSON ST	LAWSON ST	ACCESS ROAD

Road	Road Name	Start Name	End Name	Hierarchy
111	PATEMAN ROAD	SILVER CITY RD	SKI CLUB	ACCESS ROAD
36	PELICAN POINT ROAD	BABBAGE ISLAND RD	PELICAN POINT	LOCAL DISTRIBUTOR
186	PIMBEE ROAD	WAHROONGA-PIMBEE RD	PIMBEE HOMESTEAD	LOCAL DISTRIBUTOR
23	PINCOMBE STREET	HUBBLE ST	WHITLOCK ST	ACCESS ROAD
128	PRATT COURT	CARROLL WY	CUL DE SAC	ACCESS ROAD
24	QUINCE STREET	WHITLOCK ST	CARNARVON RD NO.105	ACCESS ROAD
121	QUOBBA - GNARALOO ROAD	BLOWHOLES RD	GNARALOO BAY	LOCAL DISTRIBUTOR
35	RADLEY STREET	RICHARDS ST	BABBAGE ISLAND RD	ACCESS ROAD
227	RED BLUFF ROAD	QUOBBA GNARALOO RD	RED BLUFF	ACCESS ROAD
59	RESEARCH ROAD	SOUTH RIVER RD	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
215	REYNOLDS STREET	ANGELO ST	CUL DE SAC	ACCESS ROAD
32	RICHARDS STREET	RADLEY ST	CUL DE SAC	ACCESS ROAD
13	RICHARDSON STREET	WEST ST	MCLEOD ST	ACCESS ROAD
133	RIDLEY PLACE	SKIPWORTH ST	RIDLEY PLACE NO 133 SLK 0.13	ACCESS ROAD
109	RIFLE RANGE ROAD	SYDNEY II MEMORIAL DRIVE	RIFLE RANGE	ACCESS ROAD
247	ROBINSON STREET	M047 CORAL BAY RD	END OF ROAD	ACCESS ROAD
102411	ROBINSON STREET LEFT	ROBINSON ST/OLIVIA TCE (NTH)	OLIVIA TCE	LOCAL DISTRIBUTOR
102412	ROBINSON STREET RIGHT	ROBINSON ST/OLIVIA TCE (NTH)	OLIVIA TCE	LOCAL DISTRIBUTOR
85	ROCKY POOL ROAD	CARNARVON MULLEWA RD	ROCKY POOL	ACCESS ROAD
149	ROSS STREET	NORTON WY	WILLESSEE ST	ACCESS ROAD
26	RUSHTON STREET (A)	FRANCIS ST	EGAN STREET	ACCESS ROAD
235	RUSHTON STREET (B)	HILL ST	JAMES ST	ACCESS ROAD
236	RUSHTON STREET (C)	CUL DE SAC	WOORAMEL ST	ACCESS ROAD
263	SALFISH DRIVE	BANKSIA WAY NORTH	LOT 9500 ACCESS	ACCESS ROAD
138	SALMOND COURT	MASLEN ST	CUL DE SAC	ACCESS ROAD
245	SANCTUARY ROAD	M047 CORAL BAY RD	POWER STATION	ACCESS ROAD
207	SANDERSON ROAD	NORTH RIVER RD	GASCOYNE RIVER BANK	ACCESS ROAD
61	SANDHURST ROAD	WILLIAM ST	MARGARET ROW	ACCESS ROAD
45	SAW STREET	GASCOYNE RD	MARGARET ROW	ACCESS ROAD
47	SHALLCROSS STREET	MARMION ST	BOUNDARY RD	ACCESS ROAD
169	SILVER CITY ROAD	BABBAGE ISLAND RD	CUL DE SAC	ACCESS ROAD
99	SKINNER COURT	CASTRINI CR	CUL DE SAC	ACCESS ROAD
131	SKIPWORTH STREET	CARNARVON RD (H044)	MORGAN WY	ACCESS ROAD
167	SMART STREET	ANGELO ST	CUL DE SAC	ACCESS ROAD
164	SMITH STREET	MARMION ST	FLEMING ST	ACCESS ROAD
157	SNOOK COURT	GRANBERRY DR	CUL DE SAC	ACCESS ROAD
56	SOUTH RIVER ROAD	H7 NORTH WEST COASTAL HWY	BIBBAWARRA RD	LOCAL DISTRIBUTOR
204	SPEEDWAY ROAD (A)	H7 NORTH WEST COASTAL HWY	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
239	SPEEDWAY ROAD (B)	SPEEDWAY ROAD (A)	BROWNS RANGE OLD SULLAGE DEPOT	ACCESS ROAD
122	STROUD STREET	CAREY ST	KILLICOAT ST	ACCESS ROAD
4	STUART STREET	FRANCIS ST	CLEAVER ST	ACCESS ROAD
101562	TONKIN CRESCENT LEFT	TONKIN RESERVE NORTH	TONKIN RESERVE SOUTH	ACCESS ROAD
101561	TONKIN CRESCENT NORTH	DAVID BRAND DR	TONKIN RESERVE NORTH	ACCESS ROAD
101563	TONKIN CRESCENT RIGHT	TONKIN RESERVE NORTH	TONKIN RESERVE SOUTH	ACCESS ROAD
101564	TONKIN CRESCENT SOUTH	TONKIN RESERVE SOUTH	DAVID BRAND DR	ACCESS ROAD
198	TRAVERS STREET (FORMERLY CRAWFORD)	GIBSON ST	LOCATION 41	ACCESS ROAD
151	TUCKEY COURT	DEMPSTER ST	CUL DE SAC	ACCESS ROAD
91	UENDOO ROAD	BUSH BAY RD	UENDOO CREEK	ACCESS ROAD
250	WAHLARDO WAY	BOOR ST	ACACIA WY	ACCESS ROAD
86	WAHROONGA - PIMBEE ROAD	H7 NORTH WEST COASTAL HWY	SOUTH EAST SHIRE BOUNDARY	LOCAL DISTRIBUTOR
248	WAHROONGA ROAD	WAHROONGA-PIMBEE RD	WAHROONGA HOMESTEAD	ACCESS ROAD
76	WANDAGEE ROAD	MINILYA-LYNDON RD	WANDAGEE HOMESTEAD	ACCESS ROAD
67	WARROORA EAST ROAD	M27 MINILYA-EXMOUTH RD	WARROORA HOMESTEAD	ACCESS ROAD
191	WARROORA NORTH ROAD	WARROORA EAST RD	M27 MINILYA-EXMOUTH RD	ACCESS ROAD
10	WEST STREET	YOUNG ST	CLEAVER ST	ACCESS ROAD
129	WHEELOCK WAY	SKIPWORTH ST	MORRELL CT EAST	ACCESS ROAD
237	WHEELOCK WAY CUL-DE-SAC NO 1	WHEELOCK WY	CUL DE SAC	ACCESS ROAD
238	WHEELOCK WAY CUL-DE-SAC NO 2	WHEELOCK WY	CUL DE SAC	ACCESS ROAD
217	WHISTLING ROCK ROAD	QUOBBA GNARALOO RD	QUOBBA GNARALOO RD	ACCESS ROAD
222	WHITLOCK CREEK ROAD	BABBAGE ISLAND RD	END OF ROAD	ACCESS ROAD
20	WHITLOCK STREET	CLEAVER ST	MENISH ST	ACCESS ROAD
147	WILLESEE STREET	NORTON WY	ROSS ST	ACCESS ROAD
40	WILLIAM STREET	LEWER RD	BOUNDARY RD	ACCESS ROAD
178	WINNING POOL ROAD	H7 NORTH WEST COASTAL HWY	WINNING HOMESTEAD	ACCESS ROAD
48	WISE STREET	MARMION ST	CARNARVON RD (H044)	ACCESS ROAD
210	WOODMAN STREET	HARBOUR ST	HUDSON ST	ACCESS ROAD
92	WOORAMEL ROAD	H7 NORTH WEST COASTAL HWY	WOORAMEL HOMESTEAD	ACCESS ROAD
125	WOORAMEL STREET	CARNARVON RD (H044)	RUSHTON ST	ACCESS ROAD
259	YABURRU LOOP	PARNAH VIEW	END OF ROAD	ACCESS ROAD
83	YALBALGO NORTH ROAD	ELLAVALLA-WINDERIE RD	CARNARVON-MULLEWA RD	ACCESS ROAD
192	YALBALGO ROAD	ELLAVALLA-WINDERIE RD	YALBALGO HOMESTEAD	ACCESS ROAD
102551	YARDI QUAYS LEFT	DAVID BRAND DR	YARDI QUAYS WEST	ACCESS ROAD
102552	YARDI QUAYS RIGHT	DAVID BRAND DR	YARDI QUAYS WEST	ACCESS ROAD
102553	YARDI QUAYS WEST	YARDI QUAYS WEST	DAVID BRAND DR	ACCESS ROAD
187	YARINGA ROAD	H7 NORTH WEST COASTAL HWY	YARINGA HOMESTEAD	ACCESS ROAD
14	YOUNG STREET	WEST ST	HUBBLE ST	ACCESS ROAD

APPENDIX C – STRATEGIC ROAD PLAN



	2026/27	2027/28	2028/29	2029/30	2030/31
RSC	\$ 1,357,008	\$ 1,250,000	\$ 1,257,008	\$ 1,257,008	\$ 1,257,008
RGR	\$ 2,293,504	\$ 1,791,270	\$ 1,614,416	\$ 1,779,504	\$ 1,628,504
Backstop	\$ 400,000	\$ 46,567	\$ 953,333	-	-
Direct Grant	\$ 597,465	\$ 510,000	\$ 510,000	\$ 510,000	\$ 510,000

		2026/27						
		TOTAL ESTIMATED COST	\$5,112,997					
	FUNDING SOURCES		Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
	ESTIMATED / REQUIRED BUDGET		\$1,257,008	\$2,723,504	\$240,000	\$507,485	\$660,000	\$25,000
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$2,723,504	\$400,000	\$507,485	\$200,000	\$25,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Minilya Lyndon Rd	Slk 143 - 150 - Reform and resheet - Stabilise various unsealed floodways	\$806,508	\$537,672	\$268,836				
Quobba Gnaraloo Rd	Slk 0.01 - 9.25 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
	Replace 1 No. grid (9 mile)	\$75,000		\$75,000				
Carnarvon Mullewa Rd	Reconstruct 5 No. culverts	\$120,000		\$120,000				
	Replace grid @ Doorawarra (Slk 69.9)	\$75,000		\$75,000				
Warroora East Rd	Replace 2 No. grids	\$150,000		\$150,000				
Edaggee Rd	Replace 1 No. grid (Slk 10.7)	\$75,000		\$75,000				
Olivia Tce	Slk 0 - 0.65 - Asphalt resurfacing - Footpath renewal	\$1,000,000		\$1,000,000				
French St	Slk 0 - 0.28 - Road safety improvements for pedestrians /cyclists	\$600,000		\$200,000	\$400,000			
Footpath Renewal	Renew 1.5km per year (approx \$220/m2; \$440/m for 2m wide pathway)	\$200,000					\$200,000	
Maintenance Grading	Rural road maintenance	\$907,485		\$400,000		\$507,485		\$0
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$0						\$0
PLANNING & DEVELOPMENT WORKS								
Carnarvon Townsite RV / Caravan Parking	Initial assessment and concept development	\$0						\$0
Blowholes Toilet Block Parking	Initial assessment and concept development	\$0						\$0
Robinson St (Coral Bay) Parking and Safety Improvements	Initial assessment and concept development	\$25,000						\$25,000
SHOVEL READY PROJECTS - WAITING FOR FUNDING								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						
Notes:								
1. R2R budget for 2026/27 incorporates \$723,124 of underspend from FY25 & FY26								

		2027/28					
		TOTAL ESTIMATED COST	\$4,887,940				
	FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
		RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
	ESTIMATED / REQUIRED BUDGET	\$1,257,008	\$1,791,273	\$46,667	\$510,000	\$690,000	\$600,000
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,250,000	\$1,791,273	\$46,667	\$510,000	\$690,000
CAPITAL / RENEWAL / MAINTENANCE WORKS							
Bibbawarra Rd	Slk 2.4 - 2.6 - Upgrade from unsealed to sealed	\$375,000	\$250,000	\$125,000			
Quobba Gnaraloo Rd	Slk 9.25 - 16 - Reform and resheet	\$900,000	\$600,000	\$300,000			
Wahroonga Pimbee Rd	Slk 40 - 47 - Reform and resheet	\$600,000	\$400,000	\$200,000			
	Replace 5 No. narrow grids with 8m wide grids	\$375,000		\$375,000			
Olivia Tce	Slk 0.66 - 1.10 - Asphalt resurfacing - Footpath renewal	\$767,940		\$767,940			
Footpath Renewal	Renew 1.5km per year (approx \$230/m2; \$460/m for 2m wide pathway)	\$690,000				\$690,000	
Maintenance Grading	Rural road maintenance	\$850,000			\$510,000		\$340,000
DRFA Own Contribution *	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000					\$170,000
PLANNING & DEVELOPMENT WORKS							
Carnarvon Townsite RV / Caravan Parking	Preliminary and detailed design	\$30,000					\$30,000
Blowholes Toilet Block Parking	Preliminary and detailed design	\$25,000					\$25,000
Robinson St (Coral Bay) Parking and Safety Improvements	Preliminary and detailed design	\$35,000					\$35,000
Olivia Tce	YEAR 1 OF 2 Slk 1.06 - 1.37 - Road safety upgrades	\$30,000		\$10,000	\$20,000		
Francis St / Cleaver / Whitlock	YEAR 1 OF 2 Road safety upgrades at Intersection (possible roundabout)	\$40,000		\$13,333	\$26,667		
SHOVEL READY PROJECTS - WAITING FOR FUNDING							
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000					
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000					
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000					
OTHER ITEMS NEEDING FUNDING							
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000					
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000					
Notes:							
1. R2R budget for 2027/28 incorporates \$176,857 of underspend from FY25 & FY26 & FY27							

		2028-29						
		TOTAL ESTIMATED COST		\$5,604,757				
		Grant	Grant	Grant	Grant	Own Source	Own Source	
FUNDING SOURCES		RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding	
ESTIMATED / REQUIRED BUDGET		\$1,257,008	\$1,614,416	\$953,333	\$510,000	\$720,000	\$550,000	
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$1,614,416	\$953,333	\$510,000	\$720,000	\$550,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraloo Rd	Slk 16 - 23 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Minilya Lyndon Rd	Slk 137 - 143 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Olivia Tce	Slk 1.10 - 1.37 - Asphalt resurfacing - Footpath renewal	\$509,245		\$509,245				
Olivia Tce	YEAR 2 OF 2 Slk 1.06 - 1.37 - Road safety upgrades	\$470,000		\$156,667	\$313,333			
Francis St / Cleaver / Whittlock	YEAR 2 OF 2 Road safety upgrades at intersection (possible roundabout)	\$960,000		\$320,000	\$640,000			
Footpath Renewal	Renew 1.5km per year (approx \$240/m2; \$480/m for 2m wide pathway)	\$720,000				\$720,000		
Maintenance Grading	Rural road maintenance	\$850,000			\$510,000		\$340,000	
DRFA Own Contribution *	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
Robinson St (Carnarvon)	Northbound lane: - Preliminary and detailed design of the reconstruction of the northbound lane (2 x segments) and one remaining segment of the southbound lane (similar to previous work on southbound lane)							\$40,000
SHOVEL READY PROJECTS								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Blowholes Toilet Block Parking	Construct carpark	\$750,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

		2029-30						
		TOTAL ESTIMATED COST		\$4,855,512				
		FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
		ESTIMATED / REQUIRED BUDGET	\$1,257,008	\$1,778,504	\$0	\$510,000	\$750,000	\$560,000
Read	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$1,778,504	\$0	\$510,000	\$750,000	\$560,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraloo Rd	Slk 23 - 30 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Wahroonga Pimbee Rd	Slk 33 - 40 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Cornish Rd	Various locations - Pavement repairs and upgrades at cross-over locations	\$400,000		\$400,000				
Blowholes Toilet Block Parking	Construct carpark	\$750,000		\$750,000				
Footpath Renewal	Renew 1.5km per year (approx \$250/m2; \$500/m for 2m wide pathway)	\$750,000					\$750,000	
Maintenance Grading	Rural road maintenance	\$850,000				\$510,000		\$340,000
DRFA Own Contribution *	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
North River Rd	Slk 0 - 11.72 - Widen to provide an 8m sealed pavement							\$20,000
Blowholes Rd	Slk 0 - 48.8 - Widen to provide an 8m sealed pavement							\$30,000
SHOVEL READY PROJECTS								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Miniliya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

		2030/31						
		TOTAL ESTIMATED COST		\$4,885,512				
FUNDING SOURCES		Grant	Grant	Grant	Grant	Own Source	Own Source	
		RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding	
ESTIMATED / REQUIRED BUDGET		\$1,257,008	\$1,614,416	\$0	\$510,000	\$780,000	\$710,000	
TOTAL ESTIMATED COSTS		\$1,257,008	\$1,628,504	\$0	\$510,000	\$780,000	\$710,000	
Road	Project Description							
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraloo Rd	Slk 30 - 37 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Minilya Lyndon Rd	Slk 130 - 137 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000		\$1,000,000				
Babbage Island Rd	Slk 0 - 2.0 - Pavement upgrades and repairs - Reseal	\$400,000						\$200,000
Footpath Renewal	Renew 1.5km per year (approx \$260/m2; \$520/m for 2m wide pathway)	\$780,000				\$780,000		
Maintenance Grading	Rural road maintenance	\$850,000			\$510,000			\$340,000
DRFA Own Contribution *	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
SHOVEL READY PROJECTS								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 2.0 - 3.11 - Pavement upgrades and repairs - Reseal	\$200,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

APPENDIX D – ROAD TYPE

Service Level	Brief Description	Details
Type 1 – Unformed Road	Cleared flat-bladed. Minimum construction. The formation consists of adjacent material.	This type is the first stage of development of the road when the alignment is cleared of all vegetation, with the running surface constructed from materials in situ. This type of road allows for light traffic. With minimal drainage provision, the road is prone to closure during periods of heavy rainfall.
Type 2 – Formed Road	Formed (raised) and drained road without imported material or a constructed pavement	To avoid possible further relocation of the road and the resultant impact on the landscape environment, Type 2 earthworks are constructed using local road-making material and improved drainage control.
Type 3 – Gravel Road	Road construction from imported material of adequate thickness, shaped and drained	When maintenance costs increase to unacceptable levels or when economic or social benefits are evident, a Type 2 road can be improved by sheeting the surface with suitable gravel material to become a Type 3 road.
Type 4 – Sealed Road	6m seal width with no kerbing	Sealing is carried out to improve road-user comfort and safety when the road is experiencing higher traffic volumes or when significant numbers of heavy vehicles are required to use the Type 3 road. A Type 3 road is upgraded to Type 4 by building up the residual gravel pavement to full thickness. This is then compacted and sealed.
Type 5 – Sealed Road	7m seal width with or without kerbing	This is further development of the Type 4 road with extra seal width being provided to cater for higher traffic volumes and a high proportion of heavy vehicles.
Type 6 – Sealed Road	8 - 9m seal width	This stage represents further development of a Type 4 or Type 5 road with additional seal width being provided as traffic volumes increase to improve safety, reduce maintenance costs, provide space for a stationary vehicle to stand clear of traffic lanes, and assist cyclists.
Type 7 – Sealed Road with Overtaking Lane	8 - 9m seal width	An additional lane is provided on two-laned sealed roads when the traffic volume, proportion of heavy vehicles, and overtaking opportunities on adjoining sections of road cause traffic bunching to



		occur.
Type 8 – Dual Carriageway	8 - 9m seal width	An additional carriageway is provided to improve safety and increase the capacity on high-volume roads.



7.4.2 BUDGET AMENDMENT - PURCHASE OF VEHICLE P339

File No:	ADM0027
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Colm Stanley, Executive Manager, Infrastructure Services
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	N/A
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

To consider an amendment to the 2026/27 Annual Budget to provide for the purchase of Vehicle P339 upon expiry of the current lease in December 2026.

The proposed purchase will enable the Shire to retain a fit-for-purpose operational vehicle at a cost substantially below that of replacement, while reducing operating expenditure and maintaining continuity of litter control services.

The acquisition can be accommodated within the existing 2026/2027 Annual Budget through a reduction in operating lease expenditure and the reallocation of existing capital allocations, resulting in a nil net impact on the Shire's forecast closing budget position.

Background

Vehicle P339 is currently leased by the Shire and is used as the dedicated litter control vehicle. The vehicle is utilised daily and supports the Shire's litter collection and public amenity activities.

The current lease is due to expire in December 2026. The lease provider has advised that the lease cannot be extended beyond this date, requiring the Shire to either purchase the existing vehicle or make alternative arrangements for its replacement.

The lease provider has provided a payout figure of \$12,000 inclusive of GST for the Shire to acquire the vehicle.

The purchase of Vehicle P339 was not provided for in the adopted 2026/27 Annual Budget and therefore requires a budget amendment to recognise the acquisition as capital expenditure.

A review of the available options has been undertaken, including purchasing the existing vehicle, entering into a new leasing arrangement and purchasing a replacement vehicle.

The review identified that purchasing the existing vehicle provides the most practical and cost-effective outcome for the Shire for the following reasons:

- Vehicle P339 remains fit for purpose and continues to meet current operational requirements.
- The vehicle has an estimated remaining useful operational life of approximately three to five years.
- The acquisition cost of \$12,000 inclusive of GST is substantially lower than the cost of purchasing a comparable replacement vehicle.
- A replacement vehicle would result in significantly higher capital or leasing costs.
- Retaining the existing vehicle avoids disruption to litter control operations and maintains continuity of service.
- Purchase of the vehicle will enable a reduction of \$4,740 in budgeted operating expenditure associated with the existing lease arrangement.

Purchasing Vehicle P339 will allow the Shire to maximise the remaining useful life of an existing operational asset while deferring the significantly greater cost associated with vehicle replacement.

Stakeholder and Public Consultation

External Consultation

The lease provider has been consulted regarding the expiry of the lease and has provided a payout figure for the acquisition of the vehicle.

No public consultation is considered to be required in relation to the proposed acquisition.

Internal Consultation

Infrastructure Services – fleet management and litter control operations;
Corporate Strategy and Performance – budget and financial reporting; and
Governance, Risk and Compliance.

Statutory Environment

Local Government Act 1995

Section 6.8 – Expenditure from municipal fund not included in annual budget. Provides that expenditure not included in the annual budget must not be incurred unless authorised in advance by resolution of an absolute majority of Council, subject to the exceptions in that section. This is the provision under which Council's approval is sought and determines the voting requirement for this report.

Local Government (Financial Management) Regulations 1996

Regulation 33A – Review of budget. Provides for the review of the annual budget and the reporting of budget amendments to Council.

The acquisition will be undertaken in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996* and the Shire's Purchasing and Procurement Policy. The purchase value falls below the threshold at which a public tender process is required.

Relevant Plans and Policy

The proposed acquisition will be undertaken in accordance with the Shire's applicable purchasing, procurement and asset management requirements.

The proposal supports sound asset management principles by retaining a serviceable operational asset where continued ownership represents a more economical outcome than immediate replacement.

Financial Implications

The purchase price of Vehicle P339 is \$12,000 inclusive of GST, representing a capital acquisition cost of \$10,909 exclusive of GST for budget purposes.

The acquisition will be fully funded within the existing 2026/27 Annual Budget through a reduction of \$4,740 in operating expenditure associated with the existing vehicle lease and a reallocation of \$6,169 from existing capital project and plant purchase allocations.

The proposed budget amendment is as follows:

Budget Amendment	Amount (exc GST)
Increase – Capital Expenditure	\$10,909
Decrease – Operating Expenditure	\$4,740
Decrease – Existing Capital Plant purchase allocations	\$6,169
Net Impact on Budget	\$0

The GST component of the vehicle acquisition is recoverable through the Shire's normal Business Activity Statement process and does not form part of the budgeted capital expenditure.

The proposed acquisition can therefore be accommodated through the reprioritisation of existing budget allocations and has no impact on the Shire's forecast closing budget position.

The acquisition will convert the existing leased vehicle into a Shire-owned asset and enable the Shire to maximise the vehicle's estimated remaining useful life of three to five years before replacement is required.

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	Purchase of a replacement vehicle would incur significantly higher capital or lease costs. Retaining an older vehicle may result in increased maintenance expenditure over its remaining life.	2-C Moderate	Purchase the existing vehicle at a cost substantially below replacement value; monitor maintenance costs through the fleet management program; incorporate replacement into future fleet planning.

Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	Expiry of the lease without a replacement arrangement in place would result in the loss of dedicated litter control capability.	3-C High	Purchase the existing vehicle prior to lease expiry in December 2026, maintaining continuity of service.
Compliance	Incurring expenditure not included in the annual budget without prior authorisation by absolute majority would result in non-compliance with section 6.8 of the <i>Local Government Act 1995</i> .	2-D Low	Council approval sought in advance of the expenditure being incurred; budget amendment reflected in the next budget review.
Property	The vehicle has an estimated remaining useful life of three to five years, after which replacement will be required.	2-C Moderate	Replacement to be incorporated into the fleet replacement program and considered through the annual budget process.
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our 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 expiry of the current lease requires the Shire to determine how the operational capability currently provided by Vehicle P339 will be maintained beyond December 2026.

Vehicle P339 remains operationally suitable and is estimated to have a remaining useful life of three to five years. Replacing the vehicle at this time would require a substantially greater financial commitment for an asset capability that can continue to be provided by the existing vehicle.

The proposed purchase represents an opportunity to acquire a known and serviceable vehicle for \$12,000 inclusive of GST, maintain continuity of litter control services and defer the higher cost associated with replacement.

The acquisition can be fully accommodated within the existing 2026/27 Annual Budget through a reduction in operating lease expenditure and reprioritisation of existing capital expenditure. Accordingly, the amendment has a net nil impact on the Shire's forecast closing budget position.

From an asset management perspective, retaining Vehicle P339 allows the Shire to maximise the economic benefit of the existing vehicle rather than replacing a serviceable asset prematurely. The eventual replacement of P339 can then be incorporated into future fleet replacement planning and considered through the normal annual budget process.

On this basis, the proposed acquisition is considered to provide a practical and financially responsible outcome while maintaining the operational service currently provided by the vehicle.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority pursuant to section 6.8 of the Local Government Act 1995:

- 1. Approves the purchase of Vehicle P339 for an amount of \$12,000 inclusive of GST;***
- 2. Approves the following amendments to the 2026/27 Annual Budget:***
 - a. increase capital expenditure for the acquisition of Vehicle P339 by \$12,000;***
 - b. decrease operating expenditure associated with the lease of Vehicle P339 by \$4,740; and***
 - c. decrease existing capital project and plant purchase allocations by a combined amount of \$7,260;***
- 3. Notes that the budget amendments result in a net nil impact on the Shire's forecast closing budget position; and***
- 4. Authorises the Chief Executive Officer to complete all necessary administrative and contractual arrangements to facilitate the acquisition and transfer of Vehicle P339 to the Shire.***

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

12.1 CEO ANNUAL PERFORMANCE APPRAISAL

This matter is considered to be confidential under Section 5.23 - (2)(b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —

- (i) the termination of employment;
- (ii) a review of performance under section 5.38;.

13 DATE OF NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on 24 October 2026 at 10.00am in Coral Bay.

14 CLOSURE