
# SHIRE OF CARNARVON

# MINUTES

## ORDINARY COUNCIL MEETING
## TUESDAY 22 SEPTEMBER 2026

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

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

______________________________
Presiding Member

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## INFORMATION ON PUBLIC TIME

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

PUBLIC QUESTION TIME

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

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

PUBLIC DEPUTATION TIME

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

SPECIAL MEETINGS OF COUNCIL

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

# INDEX

The meeting was declared open by the Presiding Member at 05.30pm

*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.*

# 1 ATTENDANCE, APOLOGIES & APPROVED LEAVE OF ABSENCE

*(Regulation 11 of the Local Government (Administration) Regulations 1996 requires recording Council or Committee Members present and relevant Member entry and departure times. Members authorised to attend electronically under regulations 14C and 14CA are taken to be present and will be identified accordingly.)*

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**Attendance**

Members
Cmm Martin Aldridge ............................................................................................................Commissioner

Executive Administration
Mr Stefan Louw ...................................................... Executive Manager, Community Planning & Sustainability
Mrs Denika Sweetman.................................... Acting Executive Manager, Corporate Strategy & Performance
Mr Mark Davis ..................................................................... Acting Executive Manager, Lifestyle & Community

Staff in Attendance
Miss Racheal King ..........................................................Governance, Risk & Compliance Manager *(Electronic)*
Mr Jasper Benthien.................................................................................Executive Services Coordinator

**Apologies**
Mrs Amanda Dexter ...........................................................................................Chief Executive Officer
Mr Colm Stanley ............................................................................ Executive Manager, Infrastructure Services

**Leave of Absence**
Nil

**Press**.......................................................................................................................................... Nil
**Public** ......................................................................Mr Paul Kelly; Mr David Gooch; Ms Jasmine Hopkins;

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# 2 DECLARATIONS OF INTEREST

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

Nil

# 3 PUBLIC TIME

Public Time commenced at 05.33pm.

# 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.

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**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.

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**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.

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## 3.2 PUBLIC QUESTION TIME

*(Questions and responses are recorded as summaries in accordance with regulation 11(e) of the Local Government (Administration) Regulations 1996. Questions submitted in writing have been summarised where required, without altering their substance or intent. Where a submission contained multiple questions, those questions have been separated and numbered individually as required for clarity.)*

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Mr Paul Kelly submitted the following three (3) questions to Council.

***Question One – "Was the decision to apply for the $115,000 REDS grant for the purchase of a 12-seat 4WD tour bus reported to Council through an Ordinary Council Meeting as required by Policy CD006? If so, please provide the relevant Council meeting and resolution number."***

<u>Response Provided at the Ordinary Meeting of Council</u>
Council advised that, with key officers involved in this funding application on leave, the question would be taken on notice.

***Question Two – "Was the decision to apply for the $5,582,831 Disaster Ready Fund grant, applied for on 2 April 2026, reported to Council through an Ordinary Council Meeting as required by Policy CD006? If so, please provide the relevant Council meeting and resolution number."***

<u>Response Provided at the Ordinary Meeting of Council</u>
Council responded that the application was submitted by the Department of Transport and Major Infrastructure, and that the project broadly aligns with the following Corporate Business Plan action: "Maintain and upgrade erosion control and dune/coastal protection at critical points across Shire (including Pelican Point, the Blowholes area and the Aquarium)."

Council further advised that, notwithstanding the application was made in the name of the Shire of Carnarvon, it was effectively developed and submitted by the Department on the Shire's behalf.

The contract to accept the grant funding, and the decision to commence community consultation, were endorsed by Council on 30 June 2026. Following community consultation on the proposed solutions, the project will return to Council for direction.

***Question Three (Approved by the Presiding Member) – "Will the questions raised in my email to the Chief Executive Officer dated 28 August 2026 and subsequent email on 31 August 2026 be answered and published under Recently Answered Public Correspondence on the Shire's website? Noting questions were partially answered in the response dated 31 August 2026."***

<u>Response Provided at the Ordinary Meeting of Council</u>
Council responded that Administration is actively working through the outstanding questions and has confirmed that a consolidated written response will be provided to Mr Kelly.

The response will address the questions raised in the correspondence dated 28 and 31 August 2026, and will be published under Recently Answered Public Correspondence on the Shire's website once sent to Mr Kelly.

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Mr David Gooch of Manberry Station submitted the following two (2) questions to Council.

***Question One – "What were the reasons six Councillors, including the Shire President, resigned, leaving only two remaining Councillors?"***

<u>Response Provided at the Ordinary Meeting of Council</u>
Council advised that this question has been responded to numerously by the Commissioner and the response would not differ, in that the Commissioner has been appointed in place of Council by the Governor of Western Australia, and is neither a monitor nor an investigator.

Council advised that, early in the appointment, the Commissioner sought to understand the reasons why six members of Council resigned, in order to understand the past while focusing on the future. This has remained the focus since.

Council further advised that some of the reasons for those resignations are matters of public record, the former members having spoken publicly including with the media, and that it would be appropriate to reflect on those public comments or to direct enquiries to the former elected members themselves.

In response to a further question from Mr Gooch as to whether the former members had been gagged, Council responded that they had not.

***Question Two – "What has been done to ensure that future mass resignations of council, and the costs incurred, from repeating?"***

<u>Response Provided at the Ordinary Meeting of Council</u>
Council responded that the focus has been on strengthening Governance arrangements, and the relationship between Council and the Administration, to avoid similar circumstances from arising, while acknowledging that this cannot be guaranteed.

Council advised that a number of measures have been undertaken, and that this will become a greater focus during the caretaker period commencing 20 October 2026, noting that while significant acts cannot occur during that period, work such as policy review can continue.

Council further advised that the Commissioner and the Chief Executive Officer are at an advanced stage of negotiating a communications agreement, which will shortly become mandatory for all local governments. The agreement establishes the foundation for the relationship between Council and the Administration, and the Shire is working to negotiate and execute an agreement ahead of the legislative reforms making them mandatory, with a view to supporting the success of the incoming Council.

*No further questions were received by the public.*

## 3.3 PUBLIC DEPUTATION TIME

*No deputations were received for this meeting or for approval for the next meeting.*

Public Time was closed at 05.41pm

# 4 CONFIRMATION AND RECEIVING OF MINUTES

## CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 25 August 2026

**COUNCIL RESOLUTION OCM 01/09/26**

**Moved: Cmm Martin Aldridge**

That the minutes of Ordinary Council Meeting held on 25 August 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

4.2 Minutes of the Special Council Meeting - 28 August 2026

**COUNCIL RESOLUTION OCM 02/09/26**

**Moved: Cmm Martin Aldridge**

That the minutes of Special Council Meeting held on 28 August 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

# 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Announcement made by, Commissioner Martin Aldridge.

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Welcome to the September 2026 Ordinary Council Meeting of the Shire of Carnarvon.

With the budget now behind us, we get to work on delivering for the community and its ratepayers. We have much time to make up and staff have been diligently working behind the scenes to implement Council's priorities.

We will enter the formal caretaker period at 4pm on 20 October to coincide with the close of nominations for the election. This does not stop the services of the Shire from continuing but it does prevent significant acts from occurring as defined by the Act.

The election should now be the focus for all community members. In just over two weeks the roll will close on 7 October at 5pm. You must be enrolled to vote and to run as a candidate. Now is the time to contact the Shire office to update your enrolment or to enrol for the first time.

I have had many positive discussions with community members about running to be a candidate. There is immense opportunity at this election to shape your Shire and your community for the next decade or more. If you want to influence the direction of your Shire, the best way is to do it from the inside, be at the decision-making table and make a difference.

In the last month and post the passage of the budget, the Shire and I have held community meetings in both Carnarvon and Coral Bay. These have been well attended events and in the main very productive discussions with the community. The aspiration and passion of the community is obvious, and I thank all of those that made the time to come and contribute constructively.

In the last month I have also had the pleasure of attending the Carnarvon Cup hosted by the Carnarvon Racing Club. It was a pleasure to welcome the Parliamentary Secretary for the Gascoyne, Mr Hugh Jones MLA to the region. The weather was fantastic and the big day was well supported by the community. I would like to acknowledge the hard work and commitment of the Carnarvon Race Club and its President Steven Ryan and committee members for the successful event.

Since the last ordinary council meeting my official engagements have included:

- Tour of the Arts Hub and met with local artists and volunteers
- Visited Jubilee Hall and met with Carnarvon Art and Craft Group
- Meeting with Sweeter Banana Co-op to discuss disaster recovery
- Meeting with RAC in relation to its Coral Bay development
- Special Council Meeting to adopt the 2026/27 budget
- Meeting with Carnarvon Bowling Club
- Attended a meeting of the Community Growth Fund Committee
- Attended a meeting of the Reconciliation Action Plan Reference Group
- Meeting with Racing and Wagering Western Australia
- Attended the Carnarvon Cup
- Attended the Gascoyne Growers Markets and supported the Shire stall
- Meeting of the Aviation Community Consultation Group
- Attended the WALGA conference over three days
- Meeting of the Major Projects and Infrastructure Committee

In addition to these there were numerous internal meetings and briefings as well as engagements with local ratepayers and community members.

# 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): | Jacquie 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:

<u>Community Growth Fund</u>

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

<u>Outgoing Sponsorship</u>

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**

<u>EXTERNAL</u>

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.

<u>INTERNAL</u>

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

**Statutory Environment**

<u>Local Government Act 1995</u>

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*:

<u>OBJECTIVES</u>
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.

***<u>OFFICER'S RECOMMENDATION</u>***

***That Council by Simple 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.***

**COUNCIL RESOLUTION OCM 03/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple 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.***

<u>FOR:</u> Cmm Martin Aldridge
<u>AGAINST:</u> Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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 | D-2 Low | Providing the unconfirmed minutes to Council supports transparent governance, maintains Council |

| | | | |
|---|---|---|---|
| | 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. | | 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.***

**COUNCIL RESOLUTION OCM 04/09/26**

**Moved: Cmm Martin Aldridge**

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

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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<br>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*.**"

---

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"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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.***

---

*Note to the minutes: Council advised that, noting the Shire is only a few months from the commencement of a new reporting period and a further return for the 2026 calendar year, and was minded to add a fourth limb requiring Administration to provide a progress report to the Audit, Risk and Improvement Committee to ensure the identified corrective actions are completed in a timely and satisfactory manner.*

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**AMENDMENT**

**COUNCIL RESOLUTION OCM 05/09/26**

**Moved: Cmm Martin Aldridge**

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

1. ***Notes that the Audit, Risk and Improvement Committee reviewed the Shire of Carnarvon's 2025 Compliance Audit Return at its meeting held on 25 August 2026 and recommended its adoption by Council;***
2. ***Adopts the Shire of Carnarvon's 2025 Compliance Audit Return for the period 1 January to 31 December 2025, as provided at Schedule One;***
3. ***Authorises Council and Chief Executive Officer to certify the Shire of Carnarvon's 2025 Compliance Audit Return and submit the certified copy to the Department of Local Government, Sport and Cultural Industries by 30 September 2026; and***
4. ***Requests that the Chief Executive Officer provide a progress report to future ARIC meetings until each of the corrective actions are completed to the satisfaction of the Committee.***

**<u>FOR:</u>** **Cmm Martin Aldridge**
**<u>AGAINST:</u>** **Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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<br>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<br>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**

<u>External Consultation</u>
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.

<u>Internal Consultation</u>
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**

<u>Local Government Act 1995</u>

*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 *Local Government Act 1995* 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*:

<u>OBJECTIVES</u>
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.

<u>Key changes and updates</u>

- 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.

<u>Chief Executive Officer sub-delegations</u>
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.

<u>Matters proposed for the 2027/2028 review</u>

- 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.***

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*Note to the minutes: Council advised that the item had not been available to Council at the Agenda Briefing held the previous week, and wished to have further time to more fully consider the amendments proposed to the Register.*

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**MOTION**

**Moved: Cmm Martin Aldridge**

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

1. ***Notes that the annual review of the Shire's delegations has been undertaken for the 2026/2027 financial year;***
2. ***Confirms the delegation to the Chief Executive Officer, pursuant to section 5.42 of the Local Government Act 1995 and section 127 of the Building Act 2011, of the authority to issue and revoke Building Orders under the Building Act 2011, as resolved by Council at its Ordinary Meeting held on 28 April 2026;***
3. ***Adopts the reviewed Shire of Carnarvon Register of Council Delegations and Authorisations 2026/2027, as provided in Schedule One; and***
    a. ***Notes that Chief Executive Officer sub-delegations, authorisations and appointments contained within the administrative register are maintained by the Chief Executive Officer in accordance with relevant legislative authority.***

FOR: Nil
AGAINST: Cmm Martin Aldridge

**LOST 0/1**

**ALTERNATIVE MOTION**

**COUNCIL RESOLUTION OCM 06/09/26**

**Moved: Cmm Martin Aldridge**

*That item 7.1.4 – Annual Review – Shire of Carnarvon Register of Delegations, Authorisations and Appointments 2026/27 be deferred from this meeting and considered at the October Ordinary Meeting of Council.*

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

### 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<br>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 subdelegates; 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 *Local Government (Administration) Regulations 1996*, 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*:

**<u>OBJECTIVES</u>**

**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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.***

**COUNCIL RESOLUTION OCM 07/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority:***
***Notes the Quarterly Actions Performed Under Delegated Authority Report for the period 1 July 2026 to 31 August 2026, as provided at Schedule One.***

<u>FOR:</u> Cmm Martin Aldridge
<u>AGAINST:</u> Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

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

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

**Authority/Discretion:**

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

**Summary of Report**

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

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

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

**Background**

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

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

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

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

Projects must be completed by 30 March 2029.

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

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

**Stakeholder and Public Consultation**

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

Internal consultation
Airport Operations
Infrastructure Services
Major Projects and;
Finance

**Statutory Environment**

Local Government Act 1995
Section 3.18 - *provides that a local government may do all things necessary or convenient to be done for, or in connection with, performing its functions under the Act.*

Civil Aviation Safety Regulations 1998 (Cth)
*Part 139 – Aerodromes*

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

**Relevant Plans and Policy**

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

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

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

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

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

**Financial Implications**

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

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

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

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

**Risk Assessment**

STEP 3 – Risk Tolerance Chart Used to Determine Risk

| Consequence → / Likelihood ↓ | | Insignificant 1 | Minor 2 | Major 3 | Critical 4 | Extreme 5 |
|---|---|---|---|---|---|---|
| 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***

***That Council by Simple Majority:***

1. ***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.***

**COUNCIL RESOLUTION OCM 08/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority:***

1. ***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.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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<br>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<br>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 |

*Note to the minutes: The Chief Executive Officer, being the subject of this item had declared an impartiality interest in the report, yet due to absence at the meeting a declaration of interest was not required.*

**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.

<u>Nature of the proposed role</u>
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.

<u>Legal and policy framework</u>

| 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. |

<u>Governance assessment</u>
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 Environment**

<u>Local Government Act 1995 (WA)</u>
*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.

<u>Local Government (Administration) Regulations 1996 — regulation 19ADA</u>
*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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.***

**COUNCIL RESOLUTION OCM 09/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority:***

1. ***Notes that the corporation is not yet registered and that any appointment is subject to registration, the corporation's final Rule Book, completion of its director selection process and a valid decision of its Board.***
2. ***Gives prior written approval under clause 3.2.1 of the Chief Executive Officer's employment contract, and supports Amanda Dexter accepting appointment as an independent director of the Carnarvon Common Ground Aboriginal Corporation, subject to the below conditions;***
3. ***Conditions the approval:***
   - ***(a) the role is to be undertaken in a personal capacity and not as a representative, delegate or spokesperson of the Shire, unless Council separately resolves otherwise;***
   - ***(b) board duties are to be undertaken outside ordinary Shire working hours unless annual leave, other approved leave or prior written approval from the Commissioner or Shire President applies;***
   - ***(c) Shire employees, systems, equipment, information and other resources are not to be used for corporation business unless separately authorised is obtained through a transparent Shire process;***
   - ***(d) the Chief Executive Officer is to maintain standing written conflict declarations with both organisations, and promptly declare each actual, potential or perceived conflict as it arises;***
   - ***(e) the Chief Executive Officer is not to take part in any Shire procurement, grant, funding, lease, partnership, service agreement, regulatory decision, or other matter involving the corporation where a conflict exists or could reasonably be perceived to exist~~;~~***
   - ***(f) the Chief Executive Officer to develop, implement, and maintain appropriate operational governance protocols to deal with all actual and reasonably perceived conflicts;***
   - ***(g) confidential information obtained through either role is not to be disclosed or used for the benefit of the other organisation;***
   - ***(h) no sitting fee, honorarium, allowance or other remuneration is to be accepted without further prior written approval of Council. Reimbursement of reasonable, evidenced out-of-pocket expenses may be accepted but must be disclosed to the Commissioner or Shire President;***
   - ***(i) the Commissioner or Shire President is to be notified in writing within 10 business days of any material change to the role, including its duties, time commitment, remuneration, insurance, the corporation's activities or its relationship with the Shire; and***
   - ***(j) the approval may be reviewed, varied or withdrawn by Council if the arrangement is considered by Council to adversely affect the performance of the Chief Executive Officer's duties or creates an unmanageable conflict or material risk to the Shire.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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;<br>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<br>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 | *Friday 16 October 2026, 12.30pm, Carnarvon* |
| October Ordinary Council Meeting | Tuesday 27 October 2026, 5.30pm, Coral Bay | *Monday 19 October 2026, 5.30pm, Carnarvon* |
| November Ordinary Council Meeting | 24 November 2026, 10.00am, Carnarvon | *24 November 2026, 5.30pm, Coral Bay* |

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**

<u>External Consultation</u>
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.

<u>Internal Consultation</u>
Internal consultation has been undertaken with the executive management team, and with Council at the September 2026 Agenda Briefing and Corporate Information Session.

**Statutory Environment**

Local 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 | 3-C High | Bring the October meetings forward so the October agenda is considered prior |

| | | | |
|---|---|---|---|
| | 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). | | 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*:

<u>OBJECTIVES</u>
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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.***

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*Note to the minutes: Council, in considering the officer's recommendation, was cognisant of the costs associated with conducting Council meetings at Coral Bay in the context of the Shire's annual budget, and that a community meeting had recently been held at Coral Bay which provided a better opportunity for two-way community engagement than the limited public participation available at an Ordinary Council Meeting.*

*Council further advised its priority was the conduct of the election and ensuring the Shire could continue business throughout the caretaker period commencing 20 October 2026.*

*Council accordingly amended the recommendation to change the time and venue of the October, November and December meetings to commence at 5.30pm in the Council Chambers.*

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**AMENDMENT**

**COUNCIL RESOLUTION OCM 10/09/26**

**Moved:** **Cmm Martin Aldridge**

***That Council by Simple Majority resolves to:***

1. ***Amends the adopted 2026 Schedule of Council and Committee Meetings by:***
   a. ***changing the date of the October 2026 Agenda Briefing from Tuesday 20 October 2026 to Friday 16 October 2026, commencing at 12.30pm, to be held at the Council Chambers, 3 Francis Street, Carnarvon;***
   b. ***changing the date and venue of the October 2026 Ordinary Meeting of Council from Tuesday 27 October 2026 at Coral Bay to Monday 19 October 2026, commencing at 5.30pm, to be held at the Council Chambers, 3 Francis Street, Carnarvon;***
   c. ***changing the time of the November 2026 and December 2026 Ordinary Meeting of Council, to be held at 5.30pm, in the Council Chambers, 3 Francis Street, Carnarvon; and***
2. ***Requests the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon's official website as soon as practicable, in accordance with regulation 12(3) of the Local Government (Administration) Regulations 1996, and to provide public notice of the amended details through the Shire's usual notification channels.***

**FOR:** **Cmm Martin Aldridge**
**AGAINST:** **Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

# 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<br>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** | *Local Government Act 1995* requires Council receives these statements within two months of the end of the applicable month. | C1 - Low | Financial Statements are prepared on time and according to the applicable Legislation and Regulations |
| **Property** | N/A | N/A | N/A |
| **Environment** | N/A | N/A | N/A |
| **Fraud** | N/A | N/A | N/A |

**Community and Strategic Objectives**

The tabling of information relative to the Statement of Financial Activity does not align itself with any specific Community Strategic Plan 2022-2032 objective. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

<u>OBJECTIVES</u>
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.***

**COUNCIL RESOLUTION OCM 11/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority,***
***Notes and receives the Statement of Financial Activity for the period ending 31 July 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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<br>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<br>2. List of Accounts Paid - August 2026<br>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 *Local Government (Financial Management) Regulations 1996*. | 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.

<u>OBJECTIVES</u>
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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.**

**COUNCIL RESOLUTION OCM 12/09/26**

**Moved:** **Cmm Martin Aldridge**

***That Council, by Simple Majority, in accordance with Regulations 13 and 13A of the Local Government (Financial Management) Regulations 1996:***

1. **Receives *the list of payments made under delegation, as per Schedule One, Two & Three at a total value of $3,438,504.34 as presented for the month of August 2026, incorporating the following;***

| Payment reference from | Payment reference to | Payment type | Payment amount |
|---|---|---|---|
| **EFT48361** | **EFT48605** | Municipal EFT | $2,450,232.63 |
| - | - | Trust EFT | *Nil* |
| - | - | Cheque | *Nil* |
| **DD42811.1** | **DD42878.1** | Bank Direct Debits | $988,271.71 |
| | | **TOTAL** | **$3,438,504.34** |

2. **Receives the credit-card transactions for the statement period 23 June 2026 to 22 July 2026, totalling $11,718.37, as provided at Schedule One.**

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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:***

1. ***Accepts grant funding totalling $350,000 (GST exclusive) under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund as follows:***

| Project | Funding Stream | Amount |
|---|---|---|
| RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity | Local Government Recovery Support | $150,000 |
| RRNLL108 – Future Ready Industries – Shire of Carnarvon | Local Government Recovery Support | $150,000 |
| RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project | Social, Economic and Environmental Recovery Flexible Grant | $50,000 |
| **Total** | | $350,000 |

2. ***Authorises the Chief Executive Officer, pursuant to section 9.49A(4) of the Local Government Act 1995, to execute the Funding Agreements for:***
   a. ***RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity;***
   b. ***RRNLL108 – Future Ready Industries – Shire of Carnarvon; and***
   c. ***RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project.***
3. ***Authorises the Chief Executive Officer, as part of the authority provided under recommendation (2) above, to approve and execute any minor administrative or non-material amendments to the Funding Deeds where required.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

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 Consultation**

Internal 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 Environment**

Local 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:*

a) Is incurred in a financial year before the adoption of the annual budget by the local government; or

b) Is authorised in advance by resolution*; or
c) Is authorised in advance by the mayor or president in an emergency.

*Absolute majority required.

**Relevant Plans and Policy**

Strategic Community Plan
The three funded projects remain aligned with the Shire's strategic objectives relating to sustainable livelihoods, natural disaster resilience, community engagement and support for local businesses.

Corporate Business Plan 2023-2027
The projects are consistent with existing activities relating to emergency management and recovery, local business capability, community and grower engagement, flood resilience and external funding.

Local Operational Recovery Plan – Ex Tropical Cyclone Narelle and Associated Flooding
The funded projects support the LORP priorities of Community Recovery and Resilience, Economic Recovery and Industry Resilience, Environmental Recovery and Future Preparedness.

CD006 External Grants – Procurement and Grants
Policy CD006 applies to the acceptance and ongoing administration of external grant funding and required appropriate financial controls, project administration, expenditure monitoring and acquittal arrangements.

**Financial Implications**

Council has accepted grant funding totalling $350,000 (GST exclusive). No direct financial contribution is required as part of the approved funding arrangements.

Finance has now established separate income and expenditure accounts for each project. No budget has yet been assigned to those accounts. Council authorisation is required to recognise the grant income and corresponding expenditure in the 2026/27 Annual Budget as follows:

| Project | Income Account | Expenditure Account | Income | Expenditure |
|---|---|---|---|---|
| RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity | RRLL L107 | RRNL R107 | $150,000 | $150,000 |
| RRNLL108 – Future Ready Industries – Shire of Carnarvon | RRLL L108 | RRNL R108 | $150,000 | $150,000 |
| RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project | RRLL L131 | RRNL R131 | $50,000 | $50,000 |
| **Total** | | | **$350,000** | **$350,000** |

The proposed amendment increases both grant income and corresponding project expenditure by $350,000. The projects will continue to be managed within their respective approve 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 *Local Government Act 1995*. | 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*** |
|---|---|---|---|---|
| ***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*** |

**COUNCIL RESOLUTION OCM 13/09/26**

**Moved: Cmm Martin Aldridge**

***That Council, by Absolute Majority, pursuant to section 6.8(1)(b) of the Local Government Act 1995, authorised the following amendments to the 2026/2027 Annual Budget:***

| ***Project*** | ***Income Account*** | ***Expenditure Account*** | ***Income*** | ***Expenditure*** |
|---|---|---|---|---|
| ***RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity*** | ***RRLL L107*** | ***RRNL R107*** | ***$150,000*** | ***$150,000*** |
| ***RRNLL108 – Future Ready Industries – Shire of Carnarvon*** | ***RRLL L108*** | ***RRNL R108*** | ***$150,000*** | ***$150,000*** |
| ***RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project*** | ***RRLL L131*** | ***RRNL R131*** | ***$50,000*** | ***$50,000*** |
| ***Total*** | | | ***$350,000*** | ***$350,000*** |

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

## 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 Consultation**

External 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.<br>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.<br><br>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*:

<u>OBJECTIVES</u>
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:

<u>Rural Road Renewal and Maintenance</u>
Ongoing reforming and re-sheeting programs on:
- Quobba Gnaraloo 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.

<u>Roads to Recovery Program</u>
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 Gnaraloo 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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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***.

**COUNCIL RESOLUTION OCM 14/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority,***

1. ***Adopts the Strategic Road Plan 2026-2031 as attached in Schedule One;***
2. ***Notes that the Strategic Road Plan is a strategic planning document intended to guide future road infrastructure investment and funding advocacy; and does not of itself commit the Shire to expenditure;***
3. ***Requires that the Strategic Road Plan be reviewed and updated annually as part of the Shire's asset management and long-term financial planning processes***.

<u>FOR:</u> Cmm Martin Aldridge
<u>AGAINST:</u> Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 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**

<u>External Consultation</u>
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.

<u>Internal Consultation</u>
Infrastructure Services – fleet management and litter control operations;
Corporate Strategy and Performance – budget and financial reporting; and
Governance, Risk and Compliance.

**Statutory Environment**

<u>Local Government Act 1995</u>
*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.*

<u>Local Government (Financial Management) Regulations 1996</u>
*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 *Local Government Act 1995*. | 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*:

<u>OBJECTIVES</u>

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.

***<u>OFFICER'S RECOMMENDATION</u>***

***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.***

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*Note to the minutes: Council moved an alternative motion to clarify the treatment of GST in the resolution.*

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**MOTION**

**Moved: Cmm Martin Aldridge**

***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.***

<u>FOR:</u> Nil
<u>AGAINST:</u> Cmm Martin Aldridge

**LOST 0/1**

**ALTERNATIVE MOTION**

**COUNCIL RESOLUTION OCM 15/09/26**

**Moved:** **Cmm Martin Aldridge**

***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 $10,909 exclusive of GST;***
2. ***Approves the following amendments to the 2026/27 Annual Budget:***
   a. ***increase capital expenditure for the acquisition of Vehicle P339 by $10,909;***
   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 $6,169;***
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.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

# 8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

# 9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

# 10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Commissioner Martin Aldridge asked four (4) questions without notice.

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*Note to the Minutes: Acting Executive Manager Lifestyle & Community, Mark Davis provided a response on behalf of Executive Manager Infrastructure Services, Colm Stanley.*

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***Question One – "Please explain the history of the Shire providing a concession to Rex Airlines to operate Q400 aircraft from Carnarvon Airport?"***

Response provided by Executive Administration
In 2023, a State-supported procurement process for regional air services resulted in the introduction of larger Q400 aircraft on the Carnarvon route. Independent technical investigations undertaken at that time identified that the Carnarvon Airport pavement network was not designed for unrestricted long-term Q400 operations, and that Q400 services could not operate on an unrestricted basis using the existing pavement infrastructure.

To maintain regional air connectivity and avoid disruption to passenger and freight services, the Shire approved a pavement concession subject to operating restrictions, monitoring requirements and ongoing independent inspections. The concession enabled the service to operate while a permanent pavement strengthening solution was developed.

The concession was never intended to be a permanent solution. It was recognised from the outset that unrestricted long-term Q400 operations would require pavement strengthening works and a runway overlay. The State Government and the Shire subsequently entered into funding arrangements to progress the runway overlay project as the long-term solution required to support ongoing Q400 operations.

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***Question Two – "When was the last technical inspection of the runway undertaken and please summarise the advice provided?"***

Response provided by Executive Administration
The most recent independent technical inspection was undertaken on 29 June 2026 by Mr Guy Thompson of Regional Airport Management Services.

The inspection confirmed that the pavement continues to deteriorate under Q400 operations, and identified ongoing cracking, stone loss, flushing, surface distress and wear in a number of areas used by the larger aircraft, particularly Taxiway Alpha, turning areas and Apron Bay One.

While no significant increase in runway rutting was recorded during the inspection, the report concluded that deterioration remains evident and that the impacts of Q400 operations continue to accumulate over time. Independent advice also notes that pavement deterioration is not linear and may accelerate once cracking progresses beyond certain thresholds.

The inspection recommended continued monitoring and confirmed that delivery of the runway strengthening and overlay project remains the preferred long-term solution.

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***Question Three – "According to technical experts, when is investment required to sustain permanent Q400 operations?"***

<u>Response provided by Executive Administration</u>
Independent technical advice has consistently identified that unrestricted long-term Q400 operations require pavement strengthening works. The existing concession arrangements allow services to continue in the short term; however, they do not remove the underlying infrastructure constraint.

The Shire's independent technical advisor has confirmed that delivery of the runway overlay project within approximately 12 to 18 months remains the preferred risk management outcome. The advice further confirms that delays increase the likelihood of pavement failures, intervention repairs and operational disruption.

The independent technical advice confirms that nothing has changed in the airport's underlying pavement condition or risk profile that would negate the need for the project. The runway strengthening and overlay project remains necessary to support unrestricted long-term Q400 operations.

***Question Four – "What is the current funding shortfall for the pavement strengthening project and how is the Shire seeking to address this?"***

<u>Response provided by Executive Administration</u>
The current P90 estimate of certainty for the Carnarvon Airport Runway Overlay Project is approximately $17 million in total. Existing funding commitments total approximately $8 million, leaving a shortfall of approximately $9 million.

The Shire continues to work collaboratively with the Department of Transport and Major Infrastructure and the State Government to secure the additional funding necessary to deliver the project. The Shire has formally advocated for additional State support to address the funding gap and enable procurement and construction of the runway strengthening works.

The independent technical advice remains clear that the pavement continues to deteriorate under Q400 operations. The concession remains an interim risk management measure, and the runway overlay project remains the permanent solution required to support unrestricted long-term operations to Carnarvon. Resolving the remaining funding shortfall is therefore critical to reducing risk, protecting the airport asset and maintaining reliable regional air services into the future.

*No further questions were raised.*

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

Nil

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

**COUNCIL RESOLUTION OCM 16/09/26**

**Moved: Cmm Martin Aldridge**

That Council considers the confidential report(s) listed below in a meeting closed to the public at 06.13pm 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;.

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

*Note to the minutes: At 06.13pm, Commissioner Martin Aldridge; Denika Sweetman Acting Executive Manager Corporate Strategy & Performance; and Jasper Benthien Executive Services Coordinator, for minute taking purposes, remained in the room. Remaining staff and members of the public present in the Council Chambers left the room and the livestream to online observers was suspended while Council considered the confidential item behind closed doors.*

**12.1 CEO ANNUAL PERFORMANCE APPRAISAL**

**COUNCIL RESOLUTION OCM 17/09/26**

**Moved: Cmm Martin Aldridge**

***That Council by Absolute Majority under section 5.38 and 5.39 of the Local Government Act 1995:***

1. ***Notes:***
   a. ***the Salaries and Allowances Tribunal Determination, dated 2 April 2026, effective from 1 July 2026, and the remuneration provisions applicable to a Band 2 local government; and***
   b. ***the outcomes of the independent consultant's Performance Survey undertaken in August 2026 and determines that the Chief Executive Officer's overall performance rating for the 2025–2026 performance period is "Meets Expectations".***
2. ***Endorses, in accordance with the Local Government (Administration) Regulations 1996 (Cl. 18, Sch. 2), the review of the Chief Executive Officer's performance for the 2025–2026 review period, as presented in Confidential Schedule One.***
3. ***Adopts, the modified performance criteria and associated measures for the Chief Executive Officer's 2026–2027 performance period, as detailed in Confidential Schedule One of the confidential report.***
4. ***Approves, arising from the 2025–2026 performance review, and subject to the Chief Executive Officer's Total Reward Package remaining compliant with the applicable Salaries and Allowances Tribunal Determination, an increase in remuneration as set out in recommendations 4 and 7 under Item 8.1 of Confidential Schedule One.***
5. ***Approves, the preparation of amendments to the Chief Executive Officer's existing Employment Contract, as set out in recommendations 5, 6, 8, 9, 10 and 11 under Item 8.1 of Confidential Schedule One, subject to it:***
   a. ***incorporating the remuneration and employment conditions approved by this resolution;***
   b. ***complying with the Total Reward Package requirements applicable to a Band 2 local government under the Salaries and Allowances Tribunal Determination; and***
   c. ***clearly identifying the components included within and excluded from the Total Reward Package and the treatment of any applicable fringe benefits tax;***
6. ***Authorises, the Commissioner to settle and execute, on behalf of the Shire, the exchange of letters giving effect to the amendments to the Chief Executive Officer's existing Employment Contract referred to in paragraph 5, without further reference to Council, provided that:***
   a. ***it is consistent with this resolution;***
   b. ***the overall remuneration arrangements comply with the applicable Salaries and Allowances Tribunal Determination;***
   c. ***it does not include any additional financial benefit or material employment entitlement not approved by this resolution;***
   d. ***it is reviewed by an appropriately qualified employment or local-government legal practitioner before execution; and***
   e. ***any proposed material variation from the terms authorised by this resolution is presented to Council for approval prior to execution.***
7. ***Schedules, the next annual review of the Chief Executive Officer's performance and Total Reward Package, for consideration by Council by July 2027.***
8. ***Requests, that the Chief Executive Officer be informed in writing of the results of the performance review in accordance with the Local Government (Administration) Regulations 1996 (Cl.19, Sch. 2).***

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

**COUNCIL RESOLUTION OCM 18/09/26**

**Moved: Cmm Martin Aldridge**

That the meeting be reopened to the public at 06.22pm.

FOR: Cmm Martin Aldridge
AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

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*Note to the minutes: At 06.22pm, the meeting was reopened to staff and remaining members of the public and the livestream to online observers was also resumed, with Council declaring the confidential item's public resolution.*

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## 13 DATE OF NEXT MEETING

The next Ordinary Meeting of Council will be held on Monday 19 October 2026 at commencing at 05.30pm in Council Chambers.

## 14 CLOSURE

The Presiding Member thanked staff and public in attendance and declared the meeting closed at 06.27pm.