



Shire of
CARNARVON
catch a *taste* of the great life



SHIRE OF CARNARVON
AGENDA
ORDINARY COUNCIL MEETING
TUESDAY 24 MARCH 2026

Shire Council Chambers,
Stuart Street Carnarvon,
West Australia
Phone: (08) 9941 000
Fax: (08) 9941 1099
Website – www.carnarvon.wa.gov.au

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

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Ordinary Council Meeting
will be held
on Tuesday 24 March 2026
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 10.00am.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Carnarvon for any act, omission or statement or intimation occurring during Council/Committee Meetings or during formal/informal conversations with Staff or Councillors. The Shire of Carnarvon disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee Meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Carnarvon during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnarvon. The Shire of Carnarvon warns that anyone who has an application lodged with the Shire of Carnarvon must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnarvon in respect of the application.

INFORMATION ON PUBLIC QUESTION TIME

The following information is provided should you wish to ask a question of Council at the Ordinary Meetings held on a monthly basis.

Please note that questions that have not been filled out on the Submission Form will not be accepted.

- The Local Government Act 1995 allows members of the public to ask questions in regard to any issue relating to the Shire.
- A maximum of 15 minutes will be allowed for public question time and the Presiding Member will allow a maximum of three (3) verbal/written questions per person.
- Prior to asking a question, the speaker must state his/her name and address.
- Members of the public are discouraged from asking questions which contain defamatory remarks, offensive language or questioning the competency of staff or Council members.
- The Presiding Member may nominate a member or officer to answer the question and may also determine that any complex questions requiring research be taken on notice and answered in writing.
- No debate or discussion is allowed to take place on any question or answer.
- A summary of each question asked and the response given will be included in the minutes of the meeting –

Local Government (Administration) Regulations 1996 – Pt 2, r.11 – (in part reads -)
11. Minutes, content of (Act s.5.25(1)(f))

The content of minutes of a meeting of a council or a committee is to include –
(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question.

Responses to questions that are taken on notice will be responded to as soon as possible.

- If you wish to ask a question, please complete the Public Question Time Submission Form at the back of this information sheet. Alternatively, questions can be submitted in writing to the Shire of Carnarvon 3 days prior to the meeting.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open, and ask questions of the Council within the allotted public question time *subject to the questions being asked only relating to the purpose of the Special Meeting (s5.23 of the Act and regulation 12 (4) of the Local Government (Administration) Regulations 1996, the Department of Local Government and Communities Guide to Meetings and Governance Bulletin April 2014 and Guideline No. 3 Managing Public Question Time.)*

INDEX

1	ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE	6
2	DECLARATION OF INTEREST	6
3	PUBLIC QUESTION TIME	6
	3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	7
	3.1.1 Question taken on Notice from February 2026 Ordinary Council Meeting - Mr David Gooch	7
	3.1.2 Questions taken on Notice from February 2026 Ordinary Council Meeting - Mrs Julee Westcott-Nelson	9
	3.1.3 Questions taken on Notice from February 2026 Ordinary Council Meeting - Mr Paul Shain	10
	3.2 PUBLIC QUESTION TIME	11
4	CONFIRMATION AND RECEIVING OF MINUTES.....	11
	CONFIRMATION OF MINUTES	11
	4.1 Minutes of the Ordinary Council Meeting - 24 February 2026.....	11
5	ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION.....	11
6	PRESENTATIONS, PETITIONS AND MEMORIALS.....	12
	6.1 WAPOL - March Update	12
	6.2 WACHS - March Update	12
7	DEPARTMENTAL REPORTS	13
	7.1 GOVERNANCE.....	13
	7.1.1 Minutes of the Gascoyne Regional Road Group Meeting - 20 February 2026.....	13
	7.1.2 Minutes of the Gascoyne Country Zone Meeting - Friday 20 February 2026.....	16
	7.1.3 Status of Council Decisions - March 2026	20
	7.1.4 Actions Performed Under Delegated Authority for the Months February and March 2026	23
	7.1.5 Amendment to Ordinary Meeting of Council Date - May 2026.....	27
	7.1.6 CEO Annual Performance Appraisal – Appointment of Independent Consultant.....	31
	7.1.7 Proposed Main Roads Memorandum of Understanding - Van Dongen Park.....	35
	7.2 CORPORATE SERVICES.....	39
	7.2.1 Accounts Paid Under Delegation - February 2026	39
	7.2.2 Monthly Financial Report February 2026.....	43
	7.3 DEVELOPMENT AND COMMUNITY SERVICES	51
	7.3.1 Proposed Renewable Energy Facility - Horizon Power	51

7.4	INFRASTRUCTURE SERVICES.....	59
	Nil	
8	APPLICATIONS FOR LEAVE OF ABSENCE	59
9	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	59
	Nil	
10	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	59
11	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL.....	59
12	MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC	60
12.1	Award of RFT 02/2025 Tramway Walk Trail Shelters - Construction and Installation.....	60
13	DATE OF NEXT MEETING.....	61
14	CLOSURE	61

1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

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

2 DECLARATION OF INTEREST

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

3 PUBLIC QUESTION TIME

(In accordance with Section 5.24 of the Local Government Act 1995, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them. All questions are to be provided on the Public Question Time Submission Form.)

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

3.1.1 QUESTION TAKEN ON NOTICE FROM FEBRUARY 2026 ORDINARY COUNCIL MEETING - MR DAVID GOOCH

The following questions were taken on notice from David Gooch at the Ordinary Council meeting held on Tuesday 24 February 2026. It is to be noted, all three questions submitted by Mr Gooch were taken on Notice by Shire President, Eddie Smith and appear in the minutes of that meeting.

Question 1

“How many Carnarvon Shire employees have resigned, or been terminated from the employ of the Carnarvon Shire between 1st of September 2024 and the 23rd of February 2026 (18 Months)?”

Response

Between 1 September 2024 and 23 February 2026, a total of 47 employees ceased employment with the Shire of Carnarvon.

This figure includes all forms of separation, including:

- Genuine resignations
- Retirement
- End of fixed-term or grant-funded contracts
- Terminations arising from disciplinary processes

Of these, approximately 6 employees (13%) ceased employment due to the conclusion of grant funded contract roles.

These positions were established for a defined period and funded through external programs, and therefore do not represent ongoing positions within the Shire’s permanent workforce establishment.

The remaining separations reflect normal workforce turnover experienced across local government organisations.

Question 2

“How Many People Have Started employment with the Carnarvon Shire between the 1st of September 2024 and the 23rd of February 2026 (18 Months)?”

Response

Between 1 September 2024 and 23 February 2026, a total of 72 employees commenced employment with the Shire of Carnarvon.

Of these:

- 2 positions were newly created roles funded by the Shire, and
- The remaining appointments were either:
 - Existing roles, or
 - Externally funded positions, including:
 - Remote Jobs and Economic Development (RJED) program roles, and

- Community grant-funded roles

In total, approximately 32 positions (44%) of all commencements during this period were externally funded through grant programs.

These roles are fully funded through external sources and do not place additional financial burden on the Shire's ratepayers.

This demonstrates that workforce growth during this period has been strategically supported through external funding opportunities, rather than the creation of ongoing Shire-funded positions.

Question 3

“How many employees that have left the Carnarvon Shire between the 1st of September 2024 and the 23rd of February 2026 (18 Months) have had to sign a “Non-Disclosure Document / Contract / Agreement” and how much money has been paid out by the Shire for these?”

Response

The Shire of Carnarvon manages all employee separations in accordance with its policies, contractual obligations, and relevant industrial instruments.

Confidentiality provisions, where applicable, are managed on a case-by-case basis and form part of standard employment and separation arrangements where appropriate.

Any payments made to employees upon separation have been processed in accordance with contractual entitlements and within the adopted budget approved by Council.

The Shire does not publicly disclose individual employment arrangements, including specific contractual terms, in order to maintain employee privacy and comply with relevant legislative obligations.

**3.1.2 QUESTIONS TAKEN ON NOTICE FROM FEBRUARY 2026 ORDINARY COUNCIL MEETING -
MRS JULEE WESTCOTT-NELSON**

The following questions, 3 and 4, were taken on notice from Julee Westcott-Nelson at the Ordinary Council meeting held on Tuesday 24 February 2026. It is to be noted, Questions 1 and 2 submitted by Mrs Westcott-Nelson were answered by the Shire President and appear in the minutes of that meeting.

Question 3

“Has the proposal for the amended Lease been presented to Council in a formal Council meeting (in Chambers), noting that the matter previously presented to Council on 22 February 2022 has not been actioned in accordance with the Council’s resolution? If the amended Lease has not been presented to council, could you please advise reasons for this, and when the matter will be brought before council?”

Response

The matter is currently being referred for further industry and legal advice to ensure Council is provided with accurate and reliable information. As this advice is still being sought, the item has not yet been scheduled for formal consideration. Further guidance will be provided to Council once this review is complete and an appropriate pathway has been confirmed.

Question 4

“Can the Council confirm receipt of the correspondence (CLH) dated 16 February 2026 from Mrs Dexter titled “Lease Position”, and whether it has been noted on your records?”

Response

Council has been briefed on the correspondence, and the matter has been referred for further industry and legal advice to ensure an informed position is maintained. This correspondence has been registered through the Shire’s records system, and further advice will be provided once the additional review work is finalised.

**3.1.3 QUESTIONS TAKEN ON NOTICE FROM FEBRUARY 2026 ORDINARY COUNCIL MEETING -
MR PAUL SHAIN**

The following question was taken on notice from Paul Shain at the Ordinary Council meeting held on Tuesday 24 February 2026. It is to be noted, Questions 1 and 2 submitted by Mr Shain were answered, through the chair, and appear in the minutes of that meeting.

Question 3

In relation to Question 2 on the Parnaa View residences: *“How much is each of these residencies getting leased for?”*

Response

The Shire acknowledges the ongoing interest in the utilisation of the Parnaa View residences and provides the following update.

Both properties have reached lock-up stage, with landscaping works still to be completed.

At present:

- One residence is being leased to a Shire employee. This arrangement reflects the current constraints within the local housing market, where there is a well-documented shortage of available long-term rental accommodation. This shortage continues to impact not only the broader community but also the Shire’s ability to attract and retain essential staff required to deliver services.
- The second residence is being prepared for short-term occupancy. This is intended to support the engagement of specialist personnel on short-term contracts where skills are not available locally. This approach reduces the need for costly nightly accommodation and represents a more sustainable and cost-effective solution for the community.

The current indicative rental value for each of the Parnaa View residences is \$500 per week, which is considered consistent with local market conditions.

The Shire continues to explore options to transition the properties toward the original intent of the grant, including ongoing discussions with Government Regional Officers’ Housing (GROH).

At this time, the current arrangements are considered to represent the most practical and financially responsible use of the assets, balancing immediate workforce needs with longer-term strategic objectives.

3.2 PUBLIC QUESTION TIME

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 24 February 2026

5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

6.1 WAPOL - MARCH UPDATE

A/Senior Sergeant Luke Wood, on behalf of the Western Australia Police Force - Mid-West Gascoyne District will provide Council with a presentation on the 2026 Police Force updates.

WAPOL to provide an update on:

- Yearly Outlook
- Service Continuity
- Trends/Issues/Concerns
- WAPOL Crime Stats

6.2 WACHS - MARCH UPDATE

Brenda Cork, District Director, WA Country Health Service – Carnarvon Health Campus, will provide Council with a presentation on the 2026 Health Service updates.

WACHS to provide an update on:

- WACHS' Yearly Outlook
- Service Continuity
- Trends/Issues/Concerns
- Health Maternity Progress

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 MINUTES OF THE GASCOYNE REGIONAL ROAD GROUP MEETING - 20 FEBRUARY 2026

File No:	ADM1713
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	December 2025
Schedules:	1. Gascoyne Regional Road Group Minutes - Feb 2026

Authority/Discretion:

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/>	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
<input type="checkbox"/>	Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" type="checkbox"/>	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
<input type="checkbox"/>	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 is presented for Council’s information and receiving of the minutes of the Gascoyne Regional Road Group Meeting held on Friday 20 February 2026 and to note matters that may be of some relevance to the Shire of Carnarvon.

Background

The Gascoyne Regional Road Group (RRG) Meetings are convened by Main Roads WA and are held two monthly to discuss matters relevant to the Gascoyne area. The RRG Meetings are attended by the Shires’ of Carnarvon, Upper Gascoyne, Exmouth and Shark Bay.

The meeting held on Friday 20 February 2026 was held at the Shire of Carnarvon and attended by representatives either in person or by TEAMS from Main Roads WA, WA Local Government Association and the Shires’ of Carnarvon, Shark Bay, Upper Gascoyne and Exmouth. A copy of the minutes is attached at **Schedule 1** to this report.

Stakeholder and Public Consultation

Nil

Statutory Environment

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement, which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Government Roads Program for their Region and any other relevant issues.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Service disruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following updates were provided by each of the Shires and Main Roads WA at the Gascoyne Regional Road Group Meeting held on 20 February 2026:

Shire of Carnarvon

All projects for the year have been completed.

Black Spot Projects:

- Speedway Road – Tender has been awarded and works are awaiting clearance permits.
- French Street, Coral Bay – Project in the design phase.

Shire of Exmouth

All road projects for the financial year have been completed. Shovel Ready Projects are scheduled for completion in May 2026.

Shire of Shark Bay

- *Nanga Road Program* – Contract has been awarded, works scheduled for April/May 2026.
- *Useless Loop Road* – Awarded to THEM, with works to commence March/April 2026.

Shire of Upper Gascoyne

- *Carnarvon–Mullewa Road*: Works have been completed.
- *Cobra Dairy Creek Road*: Approximately 50% complete; project may have an underspend, which could be reallocated to another eligible project.
- *Remote Roads Program*: Works commencing this month, alongside the Shovel-Ready project on *Landor–Mt Augustus Road*.

Regional Road Group Discussion – Minilya–Exmouth Road (Shire of Carnarvon)

Increasing accident rates along Minilya–Exmouth Road and Coral Bay Road, particularly relating to deep drop-offs, narrow shoulders and sections of narrow pavement.

Action Items:

- Shire of Carnarvon to write to the Minister requesting increased budget allocation for shoulder maintenance or a future widening project.
- The RRG Group will prepare a supporting letter endorsing the Shire's request.

Post-Cyclone Mitchell – Main Roads WA Feedback

Main Roads WA provided an update on post-cyclone response and communication issues:

- Messaging from DFES caused confusion, with Carnarvon downgraded to *Watch and Act* before the cyclone had passed.
- Crews were sent out following the downgrade, but it was deemed too dangerous for them to be out on the roads.
- *Geraldton–Mt Magnet Road* sustained some flooding damage, Main Roads has submitted form to activate DRFWA funding.

OFFICER'S RECOMMENDATION

That Council receive the minutes of the Gascoyne Regional Road Group Meeting held on Friday 20 February 2026.

7.1.2 MINUTES OF THE GASCOYNE COUNTRY ZONE MEETING - FRIDAY 20 FEBRUARY 2026

File No:	ADM1713
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Minutes of the Gascoyne Country Zone Meeting 20 Feb 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).
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Summary of Report

This report is presented for Council’s information and receiving of the minutes of the Gascoyne Country Zone Meeting held on Friday 20 February 2026 and to note matters that may be of some relevance to the Shire of Carnarvon.

Background

The Gascoyne Country Zone Meeting convenes two monthly to discuss matters relevant to the Gascoyne Zone with Member Councils responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters. The Zone Meetings are attended by the Shires’ of Carnarvon, Upper Gascoyne, Exmouth and Shark Bay.

The meeting held on Friday 20 February 2026 was held at the Shire of Carnarvon and via TEAMS (remote access portal) and attended by representatives from WA Local Government Association and the Shires’ of Carnarvon, Shark Bay, Upper Gascoyne and Exmouth. A copy of the minutes is attached at **Schedule 1** to this report.

Stakeholder and Public Consultation

Nil

Statutory Environment

WALGA Zones are included in the WALGA constitution. Zones are groups of geographically aligned Member Councils of the Western Australian Local Government Association, who are responsible for amongst other things, direct elections of State Councillors, and providing advice and input into policy formulation and other relevant matters.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Service disruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

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 following matters discussed at the Zone Meeting are of note and relevant to the Shire of Carnarvon –

1. Aviation Advocacy Positions

That the Gascoyne Country Zone supports the WALGA recommendation for State Council Agenda item 9.1 as contained in the State Council Agenda and as provided above with the addition of point 3:

WALGA RECOMMENDATION

That State Council endorse two new Advocacy Positions on Aviation as follows:

1. Regional Airports**Background**

WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.

2. Regional and Remote Air Services

WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.

3. Regional airfares be capped with an affordable pricing structure that is equitable across all Regions.**2. Rating of Miscellaneous Licences**

State Government has announced its intention to legislate amendments to the Local Government Act 1995 to exempt land under miscellaneous licences from rating, citing the need to protect jobs and provide certainty to the mining sector.

WALGA has been advocating strongly for Local Governments to have the ability to rate these licences, however it is appropriate for State Council to endorse a formal position, aligning with existing advocacy position 2.1.1.

WALGA has recommended to the State Council Agenda –

That WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the Mining Act 1978; and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.

3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995.

3. Community Infrastructure and Community Sporting and Recreation Facilities Fund Advocacy Positions

WALGA's current advocacy position is that – "The Association continues to advocate for better planning and support for community infrastructure and investment by the State, Australian and private partners."

The WALGA position was reviewed and it has proposed that the following position be endorsed at the State Council Meeting -

Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community need and population growth.

1. WALGA calls on the Australian Government to provide \$500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.
2. WALGA calls on the State Government to:
 - a. provide \$30 million per annum for the Community Sporting and Recreation Facilities Fund
 - b. provide \$30 million per annum for community arts and cultural infrastructure,
 - c. provide funding for retrofitting accessible design features to community infrastructure

The Zone supported Telstra – Request to present at the next Meeting

Boyd Brown, Telstra Regional General Manager WA, to attend the April 2026 Gascoyne Country Zone meeting to provide updates on the following topics:

- Mobile Network upgrades
- Co-investment programs
- Satellite to mobile
- Network resilience
- Any other topic of interest

The next meeting of the Gascoyne Country Zone will be held on Friday 24 April 2026 via Teams, commencing at 10:00am.

OFFICER'S RECOMMENDATION

That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 20 February 2026.

7.1.3 STATUS OF COUNCIL DECISIONS - MARCH 2026

File No:	ADM0308
Location/Address:	Nil
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Jasper Benthien, Executive Services Coordinator
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. OUTSTANDING COUNCIL ACTION ITEMS - MARCH 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 inform Council of the action taken in relation to Council decisions. It is proposed that Council endorse a monthly report to Council on all outstanding matters that direction has been given on, including an update on any legal action that may have a contingent liability and is unresolved.

It is therefore recommended that Council by Simple Majority, NOTES the Status of Council Decisions Report for the month of March 2026, as provided in **Schedule 1** to this Report.

Background

It is proposed that the CEO prepares a monthly report to Council, on all outstanding matters that direction has been given on and any action that has been taken in relation to them, including an update on any legal action that may have a contingent liability and is unresolved.

Should additional information be required, for example historical decisions related to major projects that are still progressing, an assessment of resourcing will be required, to complete this information. The content and format of a separate report in relation to outstanding legal matters, is currently being examined

Stakeholder and Public Consultation

The report is included to inform Council and the Community of the ongoing status of all outstanding matters of Council. It is provided to increase transparency for the Community.

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	Minor	Increase transparency by providing adequate access to information and data.
Service disruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our 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 Status of Council Decisions report includes decisions made at a Council meeting and/or Committee meetings. Where a recommendation is made at a committee meeting, and the decision subsequently made by Council, the Council decision will only be included in the Status of Council Decision report.

The Status of Council Decisions report details all outstanding items where a decision has been made by Council and/or a committee and a status update has been provided by relevant officers. The Status of Council Decisions report is run through InfoCouncil.

OFFICER'S RECOMMENDATION

That Council by Simple Majority, notes the Status of Council Decisions Report for the month of March 2026, as provided in Schedule 1 to this report.

7.1.4 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS FEBRUARY AND MARCH 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
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
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 Item

To report on actions performed under delegated authority for the months of February and March 2026.

Background

In accordance with the conditions of delegation and to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:

- Development Approvals issued;
- Building Permits issued;
- Health Approvals issued;
- Affixing of Common Seal; and
- CEO Delegations

Stakeholder and Public Consultation

No Public Consultation is considered to be required.

Statutory Environment

Local Government Act 1995 - Section 5.46(3) and 9.49A
Planning & Development Act 2005 – Part 10 Div. 2

TPS No. 10 – Section 2.4
 Shire of Carnarvon *Local Government Act Local Laws S.29*
Health Act 1911 – S.107; Health Act 1911, Part VI
Health (Public Buildings) Regulations 1992

Relevant Plans and Policy

Nil

Financial Implications

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 (Consequence x likelihood)	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	Non-compliance with statutory requirements would result in reputational damage to the Shire	C-1 Low	This agenda item aims to ensure that the Shire is compliant.
Service disruption	N/A		
Compliance	That the performed delegations are not reported to Council	C-1 Low	This agenda item aims to ensure that the Shire is compliant in reporting delegated authority actions
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

- Improve the trust between citizens and the Shire of Carnarvon

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following table detailing the actions performed within the organisation under delegated authority for the months of February and March 2026 are submitted to Council for information.

ENVIRONMENTAL HEALTH

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
9/01/2026	HFO26/001	Approved food business – medium risk – primary production, processing and retail sale of processed fruit products	A & M Beurs	“Mor Fresh”

Public Building - Health Act 1911, s.178 (1)

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
4/02/2026	HPB26/001	Revision of max occupancy	Gascoyne Hotel	

LAND USE & DEVELOPMENT SERVICES

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

File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A1998	P72/25	5 RIDLEY PL MORGANTOWN WA 6701	GARAGE	GABRIEL JACKSON	13/01/2026
A972	P68/25	19 ANNEAR PL BABBAGE ISLAND WA 6701	2 x SHADE STRUCTURES	CARNARVON HERITAGE GROUP INC	27/01/2026
A535	P42/24	71 OLIVIA TCE CARNARVON WA 6701	PROPOSED USE OF VACANT LAND TO BE UTILISED BY MULTIPLE MOBILE FOOD VANS	VICTOR CARRASCO	18/01/2026
A1613	P04/26	490 SOUTH RIVER RD SOUTH PLANTATIONS WA 6701	230,000 LITRE WATER STORAGE TANK	BRUCE MUNRO	02/02/2026
A418	P03/26	68 WHITLOCK ST SOUTH CARNARVON WA 6701	SHED	DANIEL GAMES	02/02/2026
A158	P01/26	8 CROSSLAND STREET SOUTH CARNARVON WA 6701	PROPOSED SHORT TERM RESIDENTIAL ACCOMMODATION USE	JANA AND TOM POWELL	30/01/2026
A3828	P65/25	3B ILLINGWORTH STREET SOUTH CARNARVON	SHORT TERM RESIDENTIAL ACCOMMODATION (STRA)	MIMI FONG	24/02/2026

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

File Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Given	Advice Sent
A2718	2 & 14A ROBINSON ST, CORAL BAY	REDEFINING THE LICENSED	LAVAN ON BEHALF OF RAC TOURISM ASSETS PTY LTD	CERTIFICATION THAT PROPOSAL	19/02/2026

		AREA SO THAT IT REFLECTS THE REVISED DEVELOPMENT FOOTPRINT OF THE NINGALOO REEF RESORT.		COMPLIES WITH LOCAL PLANNING SCHEME 13	
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Hawkers, traders and stall holders

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

Date of decision	Decision Ref.	Decision details	Applicant	Other person(s) affected
12/02/2026	P07/26	Mobile food business approved	Callan Wheeldon	"Runnin Roasts"

BUILDING SERVICES

Application No.	Owners Name	Lot & Street	Type of Building Work
B25/070	NEIL & DEBRA THOMSON	LOT 8 (10) CAREY STREET, SOUTH CARNARVON	SHED, FRONT AND REAR PATIO'S AND A SIDE CARPORT
B25/082	WAYNE ROWE	LOT 28 (9) MAHONY AVE, BROWN RANGE	SOLAR PANELS
B26/001	ROBERT HULL & CRAIG GALL	11 CROSSLAND STREET, SOUTH CARNARVON	FRONT FENCE
B26/002	RACHEL THOMSON & TIMOTHY CAUNT	LOT 50 (129) WILLIAM ST, EAST CARNARVON	SHED
B26/003	ROBERT HULL & CRAIG GALL	LOT 602 (11) CROSSLAND STREET, SOUTH CARANRVON	SIDE BOUNDARY FENCE
B26/004	MARGARET SEATON	LOT 142 (19) WHEELLOCK WAY, MORGANTOWN	SIDE BOUNDARY FENCE
B25/032	CAMERON HOLLA	LOT 506 (57) SHALLCROSS ST, EAST CARNARVON	SOLAR PANELS
B25/083	MARIJA ALAGA	LOT 242 (131) MCGLADES ROAD, NORTH PLANTATIONS	SOLAR PANELS
B25/089	JK FARRELL TRUST	LOT 10 (10) MARLIN COURT, CORAL BAY	DWELLING WITH SHED
B26/006	RICHARD COLE	LOT 12 (8) WILLESEE ST, MORGANTOWN	RE-ROOF
B26/007	SHIRE OF CARNARVON – LEASE: GASCOYNE GYMNASTICS CLUB	LOT 1286 (5) SHALLCROSS ST, EAST CARNARVON	GYMNASIUM
B26/008	BARRY NELSON	LOT 979 (3) NELSON ST, BROCKMAN	FENCE
B26/009	BRUCE MUNRO	LOT 11 (490) SOUTH RIVER ROAD, SOUTH PLANTATIONS	WATER TANK

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, resolves to accept the reports outlining the actions performed under delegated authority for the months of February and March 2026.

7.1.5 AMENDMENT TO ORDINARY MEETING OF COUNCIL DATE - MAY 2026

File No:	ADM 308
Location/Address:	3 Francis Street, Carnarvon WA 6701
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:	Simple Majority
Previous Report:	Item 7.1.5 2026 Ordinary Meetings of Council and Committee – Schedule of Dates, Times and Venues
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 date of the Ordinary Meeting of Council and Major Project and Infrastructure Committee meeting currently scheduled for Tuesday 26 May 2026, and to reschedule both those meetings to Thursday 28 May 2026.

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. Council resolution 7/10/2025 refers.

As part of that adopted schedule, the Ordinary Meeting of Council and the Major Project and Infrastructure Committee meeting were scheduled to be held on Tuesday 26 May 2026 in Coral Bay.

Subsequently, Council resolved to support the Shire hosting the 2026 WA Tourism Conference in Carnarvon from 25 to 27 May 2026. The event is expected to attract approximately 250 to 300 delegates from across Western Australia and represents a significant opportunity to showcase Carnarvon and the wider Gascoyne region.

The conference will deliver both immediate economic benefit through visitor expenditure and longer-term strategic value by strengthening Carnarvon’s profile as a regional tourism destination.

Given the timing of the event and the level of organisational support required across multiple Shire functions, it is considered appropriate to amend the May 2026 Council meeting date to avoid conflict with the conference period and ensure both activities can be delivered effectively.

Stakeholder and Public Consultation

- Internal consultation has been undertaken with relevant officers involved in planning and delivering the WA Tourism Conference; and
- Coral Bay Progress Association.

Should Council approve the proposed amendment, the updated meeting details will be published on the Shire’s website in accordance with the Local Government (Administration) Regulations 1996.

Statutory Environment

Local Government Act 1995 – Section 5.25(1)(g)

Without limiting the generality of section 9.59, regulations may make provision in relation to the giving of public notice of the date and agenda for council or committee meetings.

Local Government (Administration) Regulations 1996 – Regulation 12 (Publication of meeting details)

Publication of meeting details (Act s.5.25(1)(g))

- (1) In this regulation, meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held:
 - a. ordinary council meetings;
 - b. committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.

Council previously adopted the 2026 meeting schedule by resolution. Council may amend that schedule by further resolution, provided the updated meeting details are published in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.

Relevant Plans and Policy

Community Strategic Plan 2022–2032
 Economic Development Strategy 2023–2028

Financial Implications

There are no direct financial implications associated with the proposed amendment.

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		
Health & Safety	N/A		
Reputation	Inadequate resourcing during the conference period may impact the successful delivery of a state tourism event.	B3 - High	Adjust meeting schedule to support the effective delivery of the event.
Service disruption	Hosting the WA Tourism Conference may place pressure on staff resources if the Council meeting proceeds during the conference period.	B3 - High	Reschedule the meeting to allow appropriate resourcing and operational focus.
Compliance	Failure to formally amend the adopted meeting schedule may create inconsistency with publicly advertised meeting details.	D2 - Low	Council resolution to amend the meeting date and publish revised meeting details.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*
- *Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

BIG IDEAS FOR THE FUTURE OF CARNARVON:

Comments

Hosting the 2026 WA Tourism Conference represents a significant opportunity for the Shire of Carnarvon to promote the region to tourism operators, government agencies and industry stakeholders from across Western Australia.

The event is expected to bring between 250 and 300 delegates to Carnarvon and generate substantial economic benefit for local businesses while showcasing the region’s tourism assets, cultural experiences and visitor offerings.

Delivering the conference will require considerable coordination across several areas of the organisation including event logistics, stakeholder engagement, venue management, communications and general operational support.

Retaining the currently scheduled Council meeting date during the conference period would create competing demands on staff resources and reduce operational flexibility during a time when the organisation will be focused on delivering a high-profile state event.

The proposed amendment represents a minor adjustment, deferring the meeting by two days only, and retains the meeting within the same week. This approach supports the effective delivery of the conference while maintaining Council's governance and decision-making processes.

OFFICER'S RECOMMENDATION

That Council by simple majority resolves to:

- 1. Amend the previously adopted 2026 meeting schedule by changing the date of the Ordinary Meeting of Council and Major Project and Infrastructure Committee meeting from Tuesday 26 May 2026 to Thursday 28 May 2026;***
- 2. Confirm that the time and venue of the meetings remain unchanged, unless otherwise determined by Council; and***
- 3. Authorise the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon website in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.***

7.1.6 CEO ANNUAL PERFORMANCE APPRAISAL – APPOINTMENT OF INDEPENDENT CONSULTANT

File No: P001564
 Location/Address: Nil
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Nil
 Author(s): Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: MRC 26 May 2025
 Schedules: 1. Quote Strategic Leadership - Confidential

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 seek Council endorsement to appoint Dr Shayne Silcox of Strategic Leadership Consulting to facilitate and conduct the 2025 annual performance appraisal of the Chief Executive Officer (CEO). Dr Silcox previously assisted the Shire in developing the Key Result Areas (KRAs) and Key Performance Indicators (KPIs) for the CEO, which were endorsed by Council in 2025 and form the basis for measuring the CEO’s performance.

It is proposed that Dr Silcox coordinate the performance review process, assess performance against the adopted KPIs and provide Council with an independent report outlining the outcomes of the review and a recommendation regarding the CEO’s performance and any applicable performance-based bonus. As part of the engagement, Dr Silcox will also assist Council and the Chief Executive Officer in reviewing and developing the KRAs and KPIs for the 2026/2027 performance period.

Background

Under section 5.38 of the Local Government Act 1995, a local government must review the performance of the Chief Executive Officer at least once each year. Schedule 2 of the Local Government (Administration) Regulations 1996 also requires that CEO performance reviews are conducted in a transparent and impartial manner against agreed performance criteria. Council previously engaged Dr Shayne Silcox of Strategic Leadership Consulting to assist in developing the CEO’s KRAs and KPIs which now form the basis of the annual

CEO performance review process. It is also considered good governance practice for CEO performance reviews to inform the development of the next performance period’s KRAs and KPIs. Accordingly, it is proposed that Dr Silcox also facilitate a process with Council and the CEO to review and establish the KRAs and KPIs for the 2026/2027 performance period.

Stakeholder and Public Consultation

Internal

The Shire President has consulted with Elected Members and the Chief Executive Officer regarding the proposed engagement of an independent facilitator to undertake the 2025 CEO performance appraisal. There is general support for engaging Dr Shayne Silcox of Strategic Leadership Consulting to coordinate and facilitate the CEO performance review process.

External

Dr Shayne Silcox – Strategic Leadership Consultation.

No public consultation is required as this matter relates to an internal governance process of Council.

Statutory Environment

-Local Government Act 1995, section 5.36 & section 5.38 – Employment of CEO; performance reviews.

- Model Standards for CEO recruitment, performance and termination. - Local Government (Administration) Regulations 1996 – Schedule 2 – Model standards for CEO recruitment, performance and termination.

- DLGSC CEO Standards and Guidelines (May 2022).

Relevant Plans and Policy

- CEO Employment Contract and Performance Review Framework.

Financial Implications

Costs associated with engaging Strategic Leadership Consulting will be met from the existing consultancy budget allocation.

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	Consultancy costs exceeding allocated budget or scope of work not clearly defined.	2-C Moderate	Scope of services and quotation to be confirmed prior to engagement. Costs to be met from existing consultancy budget allocation.

Health & Safety	Minimal risk associated with engaging an external consultant to conduct interviews or meetings with elected members and the CEO.	1-D Low	Standard workplace health and safety procedures will apply for any onsite meetings or visits.
Reputation	Perception of bias or lack of transparency in the CEO performance review process.	3-C High	Engagement of an independent and experienced consultant ensures the review process is impartial, evidence-based and consistent with legislative requirements.
Service disruption	Time commitments required from the CEO and elected members during the review process.	1-C Low	Review schedule to be coordinated by the consultant in consultation with Council and the Shire President to minimise disruption to normal operations.
Compliance	Failure to meet statutory obligations relating to CEO performance reviews under the Local Government Act 1995 and Local Government (Administration) Regulations 1996.	3-C High	Engagement of a consultant with demonstrated experience in WA local government CEO performance reviews ensures compliance with legislative requirements and procedural fairness.
Property	No property related risks associated with this proposal.	N/A	N/A
Environment	No environmental impacts associated with this engagement.	N/A	N/A
Fraud	Risk associated with procurement of consultancy services.	1-C Low	Engagement through a WALGA Preferred Supplier under PSP003 – Professional Consultancy Services provides an established procurement framework and transparent engagement process.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

BIG IDEAS FOR THE FUTURE OF CARNARVON:**Comments**

Dr Shayne Silcox of Strategic Leadership Consulting previously assisted Council in developing the CEO KRAs and KPIs and has extensive experience facilitating executive performance reviews across Western Australian local governments. Strategic Leadership Consulting is a WALGA Preferred Supplier under PSP003 – Professional Consultancy Services and engagement of Strategic Leadership Consulting as a WALGA Preferred Supplier ensures the procurement process aligns with recognised local government procurement frameworks and supports the Shire’s commitment to transparent and accountable governance.

While the consultant will provide an independent professional assessment and recommendation regarding the CEO’s performance and any applicable performance-based bonus, any determination regarding the CEO’s performance rating, remuneration outcomes or adoption of future KPIs remains a decision of Council.

OFFICER’S RECOMMENDATION

That Council pursuant to section 5.39(A) of the Local Government Act 1995:

1. Appoint Dr Shayne Silcox of Strategic Leadership Consulting to facilitate and conduct the 2025/2026 annual performance appraisal of the Chief Executive Officer as quoted at \$6,600 plus GST and disbursements;

2. Require that the consultant coordinate the CEO performance review process, including assessing performance against adopted KRAs and KPIs, and preparing a report to Council;

3. Require that the consultant’s report include an independent assessment of the CEO’s performance and any recommendation regarding a performance-based bonus in accordance with the CEO’s employment contract;

4. Require that the consultant facilitate the review and development of the CEO’s KRAs and KPIs for the 2026/2027 performance period;

5. Note that any determination regarding the CEO’s performance rating, remuneration outcomes or adoption of KPIs remains a decision of Council; and

6. Authorise the Shire President, in consultation with the Executive Manager Corporate Strategy and Performance, to coordinate the engagement, and the facilitation of the review process.

7.1.7 PROPOSED MAIN ROADS MEMORANDUM OF UNDERSTANDING - VAN DONGEN PARK

File No:	ADM1698
Location/Address:	Van Dongen Park, Robinson Street, Carnarvon
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Mark Davis, Project Manager Peta Greening, Project Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority.
Previous Report:	Nil
Schedules:	1. Main Roads MoU - Van Dongen Park Robinson St

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

Main Roads Western Australia (MRWA) has prepared a *Memorandum of Understanding* (MoU) to formalise the agreement between MRWA and the Shire of Carnarvon regarding the installation and ongoing maintenance of a pedestrian/park-edge fence within the Robinson Street’ road reserve adjacent to Van Dongen Park.

The purpose of the fence is to enhance public safety by providing a physical barrier between the park and the Robinson Street carriageway, recognising the park’s regular use by families and young people.

The MoU clearly defines roles, responsibilities, approval processes, maintenance obligations, and insurance arrangements for works undertaken within the MRWA-controlled road reserve. There are no land access or lease costs associated with the agreement, and ongoing maintenance will be incorporated into the Shire’s existing asset management program.

The MoU is presented to Council for endorsing and for authorisation of the Chief Executive Officer to finalise and execute the agreement on behalf of the Shire.

Background

Van Dongen Park is an important community open space bounded by Robinson Street. A fence within the Robinson Street' road reserve has been proposed to improve park boundary definition, public safety and to support the Van Dongen precinct upgrade work.

As Robinson Street falls within a MRWA-managed road reserve, MRWA has provided an MoU to formalise the Shire's permission to place, maintain and manage a fence in that road reserve and to clarify liabilities and approvals.

The fence will be a low (approximately 1m high), black, permeable barrier that defines the playground boundary while maintaining visibility and an open, unobtrusive feel. Its primary function is to mitigate the risk of children accessing the road from the playground.

A marked-up image of the fence is included in the MOU document, with the subject area only the edge of the playground/development area which abuts Robinson Street.

Stakeholder and Public Consultation

Internal: Shire Executive Team.

External: Main Roads WA.

Statutory Environment

This does not qualify as a major land transaction as per the WA Local Government Act 1995.

Main Roads regulations for works in road reserves will apply, and traffic management plans will need to be submitted for works taking place in the road reserve.

Relevant Plans and Policy

Carnarvon Activation Plan

Financial Implications

The Shire is responsible for all costs associated with installation and maintenance. Funding will come from the Van Dongen project allocation within the Lotterywest and Regional Precincts and Partnerships Program. Any additional costs will be reported back to Council.

There will be no lease or rent fees applicable.

Risk Assessment

The primary risk addressed by the MoU is pedestrian safety at Van Dongen Park due to its proximity to Robinson Street. Execution of the MoU enables the installation of a compliant physical barrier within the MRWA road reserve, significantly reducing road safety risk to families and young people. Financial exposure

is minimal, with no lease costs and manageable maintenance obligations incorporated into existing asset programs.

Overall risk is assessed as low once controls are implemented, with reputational risk reduced through proactive safety action.

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Potential unforeseen costs associated with land access, approvals, installation or future maintenance obligations.	Low	MoU expressly confirms no lease or land access costs payable to MRWA. Installation costs scoped within approved capital/maintenance budget.
Health & Safety	Risk of pedestrian (particularly children and families) entering Robinson Street carriageway due to proximity of park to main road.	Low (with controls)	Installation of compliant physical barrier designed to MRWA standards. Traffic management plan during works. OHS-compliant installation procedures. Ongoing inspections incorporated into asset maintenance schedule.
Reputation	Perception that Council has failed to respond to community safety concerns if barrier is not progressed.	Medium (reduced to Low if implemented)	Transparent communication to community. Demonstrated proactive risk mitigation. Partnership approach with MRWA reinforces responsible governance and child safety focus
Service disruption	Minor disruption to pedestrian access and road verges during installation.	Low	Works programmed to minimise disruption. Temporary signage and traffic management during installation
Compliance	Risk of works within MRWA road reserve being undertaken without proper authorisation	Low	Formal MoU executed prior to works. Compliance with MRWA approvals and technical specifications.
Property	Ongoing obligation to maintain fence and verge within road reserve	Low	Fence registered in Shire asset register. Maintenance aligned with existing park and verge maintenance schedules. Periodic condition inspections.
Environment	Minor verge disturbance during installation.	Low	Works limited to defined footprint. Restoration of verge post-installation
Fraud/ Governance	Procurement or installation not aligned with procurement framework.	Low	Procurement undertaken in accordance with Local Government (Functions and General) Regulations 1996 and Shire procurement policy.

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 youth in Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Officers consider the proposed *Memorandum of Understanding* to be an appropriate and prudent governance mechanism to clearly document and formalise the respective roles, responsibilities, and approval processes between Main Roads Western Australia and the Shire for works undertaken within an MRWA-controlled road reserve.

The installation of the pedestrian/park-edge fence will enhance public safety by providing a defined physical separation between Van Dongen Park and Robinson Street. In addition to improving safety outcomes, the fence will contribute positively to park amenity, clearly formalise the park boundary, and support orderly asset management.

The MoU provides clarity in relation to maintenance, insurance, and compliance obligations, ensuring the Shire's responsibilities are understood and appropriately managed within existing operational frameworks.

Officers therefore recommend that Council endorse the MoU and authorise the Chief Executive Officer to finalise and execute the agreement on behalf of the Shire, subject to any minor drafting refinements and confirmation of design approvals

OFFICER'S RECOMMENDATION

That Council:

1. Endorses the Memorandum of Understanding provided by Main Roads Western Australia in relation to the installation and ongoing maintenance of a pedestrian/park-edge fence within the Robinson Street' road reserve adjacent to Van Dongen Park; and

2. Authorises the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire of Carnarvon, subject to confirmation of required design approvals.

7.2 CORPORATE SERVICES

7.2.1 ACCOUNTS PAID UNDER DELEGATION - FEBRUARY 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sachin Kumar, Accountant
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority.
Previous Report:	OCM24/02/2026
Schedules:	<ol style="list-style-type: none"> 1. SCHEDULE 1 - CREDIT CARD PAYMENTS 2. SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION 3. SCHEDULE 3 - DIRECT DEBITS

Authority/Discretion:

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/>	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
<input type="checkbox"/>	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 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 February 2026.

Background

Council has delegated to the Chief Executive Officer, the exercise of its power under *Financial Management Regulation 12* to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with a statutory condition on the delegation that a list of all payments is to be recorded in the Council Minutes. The list of

payments is provided at **Schedule 1** - Credit Card Payments, **Schedule 2** - List of Accounts Paid and **Schedule 3** - Direct Debits attached.

Stakeholder and Public Consultation

No Public Consultation is considered to be required.

Statutory Environment

Local Government Act 1995 S 5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2),(3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government (Financial Management) Regulations 1996 – Regulations 12, 13 & 13A

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting. Relevant Plans and Policy

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under sub regulation (1) must be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared;
- and
- (b) recorded in the minutes of that meeting

Relevant Plans and Policy

Nil

Financial Implications

Nil as payments have been made in accordance with the Council 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 Are Made Without Appropriate Budget Authority	C1 - Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
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	Accounting Fraud	C2 - Moderate	Internal controls are in place, including background checks and regular updates of sundry creditors. Sign off by finance manager of any creditor changes (bank accounts).

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 itself with any specific Community Strategic Plan 2022-2032 objective, adopting good governance and compliance practices does lessen the risk of the Shire not achieving its strategic and other community objectives.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Nil

OFFICER’S RECOMMENDATION

That Council, by Simple Majority in accordance with s.5.42 of the Local Government Act -

- 1. Receives the list of payments made under delegation, as per Schedule 1, 2 & 3 at a total value of \$1,541,320.23 as presented for the month of February 2026, incorporating the following;*

<u>PAYMENT REFERENCE</u> <u>FROM:</u>	<u>PAYMENT REFERENCE</u> <u>TO:</u>	<u>PAYMENT TYPE</u>	<u>PAYMENT AMOUNT</u>
<u>EFT46802</u>	<u>EFT47076</u>	<u>MUNI EFT</u>	<u>\$769,247.79</u>
<u>-</u>	<u>-</u>	<u>TRUST EFT</u>	<u>\$0.00</u>
<u>-</u>	<u>-</u>	<u>CHEQUE</u>	<u>\$0.00</u>
<u>DD42253.2</u>	<u>DD42374.1</u>	<u>BANK DIRECTS</u>	<u>\$763,845.98</u>
		<u>TOTAL</u>	<u>\$1,533,093.77</u>

- 2. Receives the copies of credit card statements for all such Shire Facilities for the period 23 December 2025 – 22 January 2026, paid on 5 February 2026 value of \$8,226.46, as per Schedule 1.*

7.2.2 MONTHLY FINANCIAL REPORT FEBRUARY 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Racheal King, Corporate Assurance and Finance Advisor
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 24.02.2026
Schedules:	1. Monthly Financial Report February 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

Background

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.

The Monthly Financial Report 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 February 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

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the Local Government Act 1995 provides for the preparation of financial reports.

In accordance with *Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$10,000 or 10% whichever is the greater. **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

Consequence		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
		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 (Consequence x likelihood)	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	
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	
Compliance	<i>Local Government Act 1995</i> requires Council receives these statements within two months of the end of the applicable month.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

Comments

Key points of interest for Councillors’ consideration:

Funding Position

As at 28 February 2026, the surplus position is \$4,209,784, representing a positive variance of \$2,764,011 against the original estimate. This variance does not relate to the opening surplus but to year-to-date timing differences

This variance is primarily attributable to investing activities totalling \$4,488,375 that are yet to be undertaken at this stage of the financial year. In addition, capital grant funding is \$3,038,940 below budget year to date, reflecting the timing of project delivery and associated funding receipts. The balance of the variance is attributable to favourable movements in operating revenue and expenditure.

It is important to note that this is a timing-based position rather than a structural improvement to the adopted deficit of \$390,707. The adopted full-year deficit remains unchanged and continues to reflect the outstanding REX debt provision.

Operating Activities

Year to date operating expenditure totals \$19,372,969, which is \$4,443,186 below budget, primarily reflecting the timing of expenditure and delayed program delivery rather than permanent savings.

Operating revenue totals \$16,520,880, being \$3,330,107 below budget, largely due to timing differences in revenue recognition and receipt.

A significant portion of both the revenue and expenditure variance relates to the ARGN and Roads to Recovery projects (approximately \$3.3 million), where the timing of grant funding and associated project delivery has contributed materially to the current position. However, it should be noted that the overall variance is not attributable to a single source, with a range of smaller variances across multiple operational areas also contributing to the result.

The net result is a favourable variance of \$3,004,714 against budget at this point in time. This position is timing-related and expected to reduce as committed expenditure is incurred and outstanding revenue is received over the remainder of the financial year, rather than representing additional available funds.

Operating Revenue

- Grants, subsidies and contributions remain below YTD budget (64.27% variance). This relates to funding not yet received at the time of reporting, including Roads to Recovery, Disaster Recover Funding Arrangements Western Australia, Coral Bay Settlement Structure Plan and strategic project income - This is a timing matter.
- Interest revenue is below YTD budget due to lower cash balances available for investment and slightly reduced interest earnings. Our current Term Deposits mature in April and May which will assist in closing the gap between Actuals and Budgeted values.
- Other revenue is above YTD budget due to airport lease revenue being recognised under "Other Revenue" rather than "Fees and Charges."

Operating Expenditure

Employee costs are \$1,076,262 below YTD budget (12.96%). This variance is attributable to:

- Vacant positions currently under recruitment;
- Timing of onboarding of RJED funded roles (variance of \$786,265); and
- Payroll cycle timing.

This does not represent a permanent underspend and will progressively reduce as recruitment is finalised.

Materials and contracts are \$3,254,475 below YTD budget (40.54%). This is largely a timing issue, including:

- AGRN 1118 repair works not yet allocated at time of reporting; and
- Structure plans and mesquite eradication project expenditure tracking behind budget phasing.

Overall, operating activities reflect a favourable YTD position primarily driven by recruitment timing and expenditure phasing rather than cost savings.

Investing Activities (Capital Works)

YTD capital expenditure totals \$4.4 million against a YTD budget of \$8.92 million.

Infrastructure expenditure is significantly below YTD budget, primarily due to:

- Roads projects (including Roads to Recovery and Blackspot programs) not yet aligned to budget phasing;
- Carnarvon Activation Plan expenditure occurring at different milestone stages;
- Footpath and drainage projects yet to commence; and
- Airport upgrade progressing but below YTD profiling.

Capital grant income is below YTD budget (64.27%) due to milestone-based funding arrangements where expenditure precedes reimbursement.

Key Point:

The variance in capital works reflects project timing and funding milestone alignment, not cancellation or reduction of works.

Cash and Investments

Total cash and financial assets at 28 February 2026 are \$6.57 million, comprising:

- \$3.86 million unrestricted funds
- \$2.49 million reserve funds
- \$223,277 trust funds

Term deposits total \$3,022,382 and are held to maximise interest earnings while maintaining liquidity.

Cash levels remain sufficient to meet short-term obligations, with trade payables largely current (88.7% within 30 days).

Receivables

Debtor & Rates Receivables

Debtor receivables total \$493,740, of which \$390,707 relates to a debtor (Rex Airlines) currently in administration. The Shire have submitted a grant specific to this debt through the Regional and Remote Support Program Grant, which closes on 14 March 2026.

Net rates receivable as at 28 February 2026 is \$3,159,385. The rates collection rate is 66.9% at this stage of the financial year, the percentage of outstanding rates at this time remains comparative to the position held in February 2025. While the collection rate is slightly lower than the same period last financial year (previous year was 70.3%), this is largely explained by the pending revaluation which has remained unpaid during the process.

Pensioner Deferred Rates

As at 28 February 2026, the total outstanding Pensioner Rates is approximately \$213,000.

It should be noted that approved pensioner deferred rates cannot be placed into debt recovery because, under the Rates and Charges (Rebates and Deferments) Act 1992, they are not overdue but legally deferred, meaning recovery provisions under the Local Government Act 1995 do not apply and the amount is instead secured against the property for future payment.

Deferred rates under the State pensioner scheme do not attract interest for the ratepayer; however, under the Rates and Charges (Rebates and Deferments) Act 1992, the State pays the local government an annual interest amount on the outstanding deferred balance, calculated using a rate determined by the Minister based on Commonwealth bond yields, to offset the Shire's cash-flow impact. This is a nominal amount overall for the Shire's budget.

Instalments Due

A total of 366 rate assessments have elected to utilise the standard instalment payment option for the current financial year, a slight decrease from 389 assessments in the prior year.

The final instalment is due 18th March, with approximately \$309,850 expected to be received. These arrangements are anticipated to support a progressive improvement in the overall rates collection position as payments are finalised.

Rates Debt Recovery

The Shire undertakes a structured and escalating debt recovery process in accordance with the *Local Government Act 1995 (WA)* and internal policy.

The process involves:

- Issuance of rates notices and reminder notices in line with statutory due dates
- Follow-up actions including final demands and direct engagement with ratepayers
- Payment arrangements, including instalment options or agreed repayment plans where appropriate
- Escalation to legal recovery, including referral to debt collection agencies or legal proceedings
- Consideration of sale of land where rates remain unpaid for a continuous period of three years

Throughout the process, the Shire applies a risk-based and proportionate approach, taking into account individual circumstances such as hardship, disputes (e.g. Landgate revaluations), and the likelihood of recovery.

The overarching objective is to maximise collection while ensuring fairness, compliance, and appropriate use of enforcement mechanisms, with the sale of land remaining a last-resort option.

As at 28 February 2026, a total of 24 out of 2,171 rate assessments have outstanding balances exceeding \$20,000. These high-value debts represent a material portion (\$1,692,364) of total arrears and will be prioritised for targeted recovery action.

Of these:

- 7 assessments have balances exceeding \$50,000, with varying underlying circumstances influencing recovery approach.
- 3 of the high-value assessments (totalling \$576,454) are currently subject to Landgate revaluation processes or rating schedule reviews, and recovery action will be managed accordingly pending finalisation.

Assessment	Amount Outstanding	Earliest Outstanding Item	Last Payment	Debt Agreement	Meeting Debt Agreement	3 year Rule Triggered
AXXXX	\$51,148.00	11/11/2022	6/02/2026	Yes	Yes	Yes
AXXXX	\$72,018.00	13/10/2020	11/08/2022	No	-	Yes
AXXXX	\$88,254.00	<i>Interim Schedule pending</i>				
AXXXX	\$103,575.00	21/09/2018	10/09/2024	No	-	Yes
AXXXX	\$198,416.00	<i>Revaluation Pending</i>				
AXXXX	\$289,784.00	<i>Revaluation Pending</i>				
AXXXX	\$384,887.00	26/08/2023	4/11/2025	Yes	Irregular	No
Total	\$1,188,082.00					

While, in accordance with the Valuation of Land Act 1978, the lodging of a valuation objection does not remove or defer the statutory obligation to pay rates when due, the property owners have elected to withhold payment pending the outcome of the revaluation process.

Under normal circumstances, the Shire retains the legal ability to pursue recovery action in line with the Local Government Act 1995, including the application of penalty interest and other recovery mechanisms. However, given the materiality of the assessments and the potential for retrospective adjustment once the valuation is finalised, the balances have been identified and monitored separately pending determination.

Upon receipt of the revised valuation from Landgate, any required adjustments to the rate record will be processed, with overpayments refunded or credited, or additional amounts levied where applicable. In the interim, the outstanding balance continues to be recognised as collectible revenue, with appropriate consideration given to recovery action in line with Council policy and administrative practice.

Debt recovery efforts will continue in line with legislative requirements and Council policy, with a risk-based and proportionate approach applied to each assessment, taking into account valuation disputes, payment capacity, and recovery feasibility.

Reserves

Total reserve balances are \$2,493,273. There is no net movement from January. No unplanned transfers have occurred during the reporting period.

Overall Financial Position

As at 28 February 2026:

- Operating performance is tracking favourably due to expenditure timing and vacancies;
- Capital expenditure is behind YTD profiling but progressing;
- Grant income variances are timing-related; and
- The adopted full-year deficit position remains unchanged.

The current YTD surplus position is not indicative of a revised annual outcome but reflects phasing differences that will normalise as projects and recruitment progress.

OFFICER'S RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations, notes and receives the Statement of Financial Activity for the period ending 28 February 2026.

7.3 DEVELOPMENT AND COMMUNITY SERVICES

7.3.1 PROPOSED RENEWABLE ENERGY FACILITY - HORIZON POWER

File No:	ADM0146
Location/Address:	Lot 584 On Dp69550
Name of Applicant:	Horizon Power
Name of Owner:	State Of Western Australia
Author(s):	Stefan Louw, Executive Manager, Community Planning And Sustainability
Authoriser:	Stefan Louw, Executive Manager, Community Planning And Sustainability
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> 1. Glint And Glare Assessment 2. Location Plan

Authority/Discretion:

<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/>	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
<input type="checkbox"/>	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 brief Council on the key planning matters and statutory considerations associated with a proposal by Horizon Power to establish a renewable energy facility (Wind turbines, solar farm and Battery Energy Storage System) on portion of Lot 584 on Deposited Plan 69550 within the Shire of Carnarvon.

The Department of Planning, Lands and Heritage (DPLH) has received an application from Horizon Power to create a new reserve, management order, and easement, to enable the above. DPLH is seeking comments from Council.

Background

Horizon Power has indicated an intention to investigate or progress the establishment of a renewable energy facility comprising wind and solar generation and Battery Energy Storage System (BESS) infrastructure on land known as Reserve 610 on a portion of Lot 584 on DP 69550. The proposal aligns with broader State

objectives to transition to renewable energy; however, it requires assessment within the planning framework and the Shire's statutory planning instruments.

Reserve land is subject to additional statutory considerations, including its classification, management order, and purpose, which must be addressed alongside planning approvals.

DPLH has received an application from Horizon Power requesting the grant of:

- A section 41 of the Land Administration Act 1997 (LAA) reserve for 'Electricity' over a portion of current Reserve 610 for 'Government purposes', being a portion of Lot 584 on DP 69550 (Proposed Reserve); and
- A section 47 LAA management order over the Proposed Reserve with the power to lease for 50 years (Proposed Management Order).

The process to affect the grant of the proposed Reserve, proposed Management Order and proposed Easement will require:

- Amendment of Reserve 610 to exclude the portion required for the proposed Reserve;
- Creation of the proposed Reserve; and
- Grant of the proposed Management Order over the proposed Reserve, with the power to lease for 50 years, and
- Grant of the proposed Easement.

The proposed Reserve will then support the development of a renewable energy facility comprising wind and solar generation and battery storage, along with associated infrastructure. The proposed Easement will provide a network connection corridor to enable transmission between the renewable facility and the existing Mungullah Power Station.

The proposed Reserve covers approximately 225 Hectares and is located approximately 300m outside the Carnarvon townsite boundary and is accessible by both Harbour Road and Carnarvon Road.

For DPLH to facilitate this proposal, comments are invited on the proposed Reserve, easement, excision and Management Order by end of March 2026.

Stakeholder and Public Consultation

Horizon Power has met with Shire officers regarding their proposal and have requested Council's *in-principal* support for their Land Administration Act 1997 application.

Horizon Power's initial proposal for a wind and solar hybrid generation facility was referred to Airservices for comment, and the following response was received:

Airservices are unable to assess or provide advice without the minimum dataset for the proposal.

Specifically, Airservices has advised it requires the following:

- *For the wind farm, the coordinates and height (including ground elevation) for each individual wind turbine; and*
- *If an assessment is requested for the solar project, the coordinates for the outer boundary of the site.*

As the information provided to the Shire has been preliminary only, Airservices has confirmed this is not sufficient for it to assess impacts to instrument flight procedures or associated protected airspace.

Corporate Information Session (CIS)

This proposal was discussed with Council at the CIS on 12 February 2026, with Council raising the following concerns:

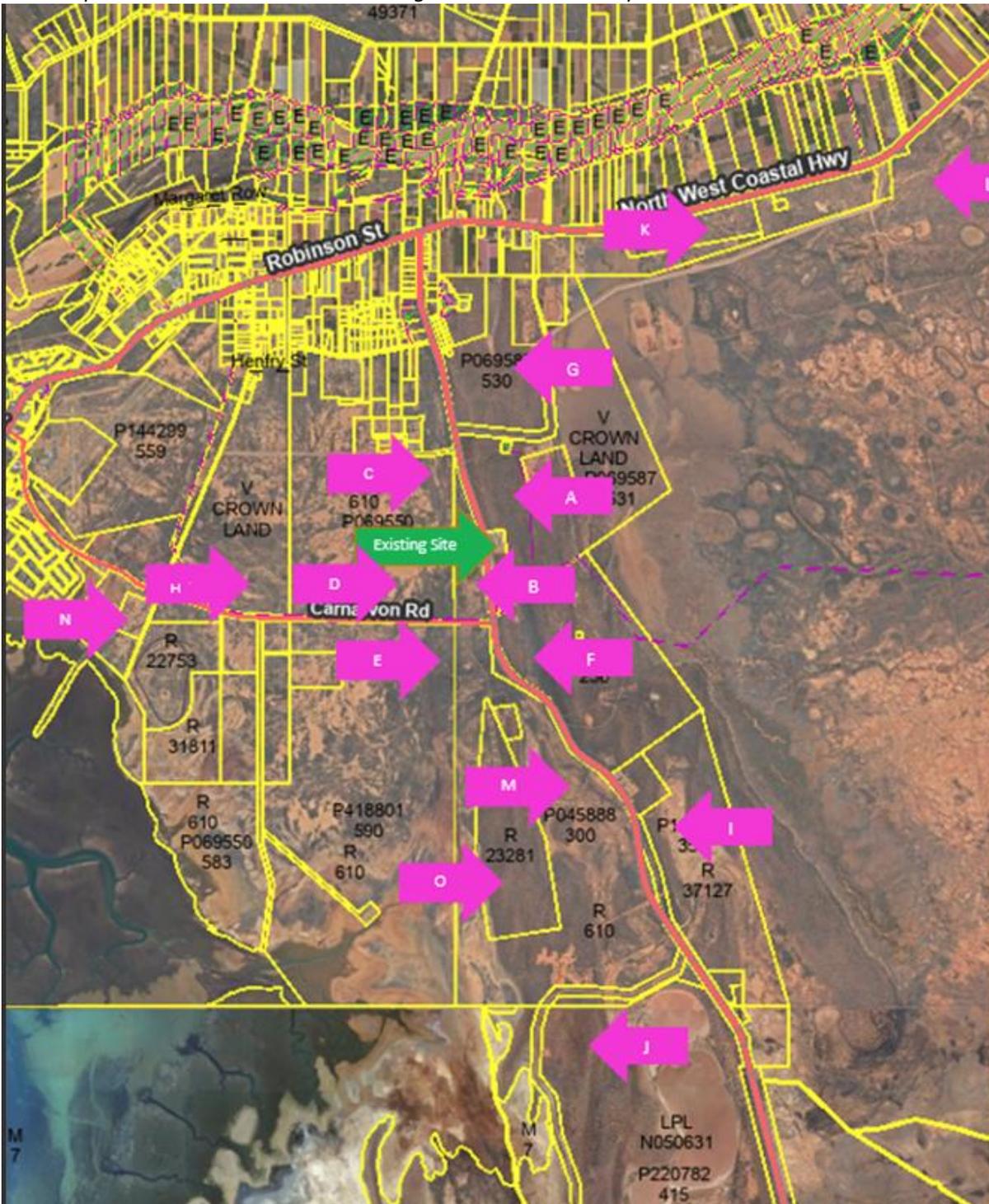
- Visual impact specifically with regards to the wind turbines being so close to town;
- The satellite dish is a heritage icon of Carnarvon and should not be overshadowed, and thereby, losing its focal point through the presence of wind turbines.
- That additional community consultation be carried out by Horizon prior to DPLH considering approval.

In addition to the above, Council also requested further information with regards to the following:

- Why is Reserve 610 considered the preferred site?
- What other locations were considered and what was the rationale for not choosing them?

Horizon Power provided the following response to the above questions:

“The map below shows all sites considering in our site selection process.



In selecting the preferred site, we assessed all options against Horizon Power's land criteria. The preferred site was chosen because it best met the following key considerations:

- *Proximity to existing power infrastructure, reducing connection distance, cost and complexity;*
- *Strong overall performance within our internal scoring framework, which considers cost, deliverability and optimised modelling outcomes;*
- *Land size that can accommodate an optimal renewable energy solution;*
- *Fewer impacts on Native Title, heritage and environmental constraints;*
- *Limited competing land interests (e.g. mining, petroleum, easements);*
- *Favourable ground conditions, terrain and site constructability;*
- *Appropriate buffer from sensitive receptors (noise, visual, glint/glare); and*
- *Alignment with our consultation pathways with the Shire of Carnarvon and DPLH.*

In terms of the community engagement presentations on the 12th of November, we had a strong attendance at both events with good stakeholder representation and diversity across audiences. We had 9 attendees at the Community Art Hub 9:30am session and 21 attendees at the Yacht Club 5:30pm session. Our [Carnarvon Decarbonisation project website](#) has been live since early 2025 and continues to attract steady traffic, providing ongoing access to project updates and information for the community. We also note our strong relationship and ongoing engagement with the Yinggarda Aboriginal Corporation, including a presentation to their Board in April 2025, followed by negotiation and execution of a heritage protection agreement, completion of a heritage survey and development of an ongoing Heritage Protection Plan."

Statutory Environment

Shire of Carnarvon Local Planning Scheme No. 13

- Shire of Carnarvon Local Planning Scheme No. 13 (LPS 13) applies to the subject land and governs zoning, land use permissibility and development control.
- The permissibility of a renewable energy facility will depend on:
 - The zoning/reserve classification of the proposed Reserve;
 - Whether "renewable energy facility" or a similar land use is permitted, discretionary or not listed under the Scheme; and
 - Whether a development application, scheme amendment, or other statutory process is required.

In this instance, Council will need to consider a scheme amendment to facilitate the development.

Land Administration Act 1997

Minister to consult local governments before exercising certain powers in relation to Crown land:

1. *Before exercising in relation to Crown land any power conferred by this Act (other than Part 5), the Minister must, unless it is impracticable to do so, consult the local government of the district in which the Crown land is situated concerning the proposed exercise of power.*
2. *For the purposes of subsection (1), the Minister consults the local government if the Minister:*
 - a) *gives written notice of the proposed exercise of power to the local government; and*

- b) *in the notice invites the local government to provide comments on the proposed exercise of power within 42 days after the date of the notice; and*
- c) *considers any comments received within the 42-day period referred to in paragraph (b) or any longer period allowed under subsection (3).*
3. *The Minister may, on application by the local government, allow a longer period for comments in response to a notice given under subsection (2).*

Civil Aviation Safety Regulations 1998 (CASR)

CASR Part 139 Manual of Standards – Aerodromes

Relevant Plans and Policy

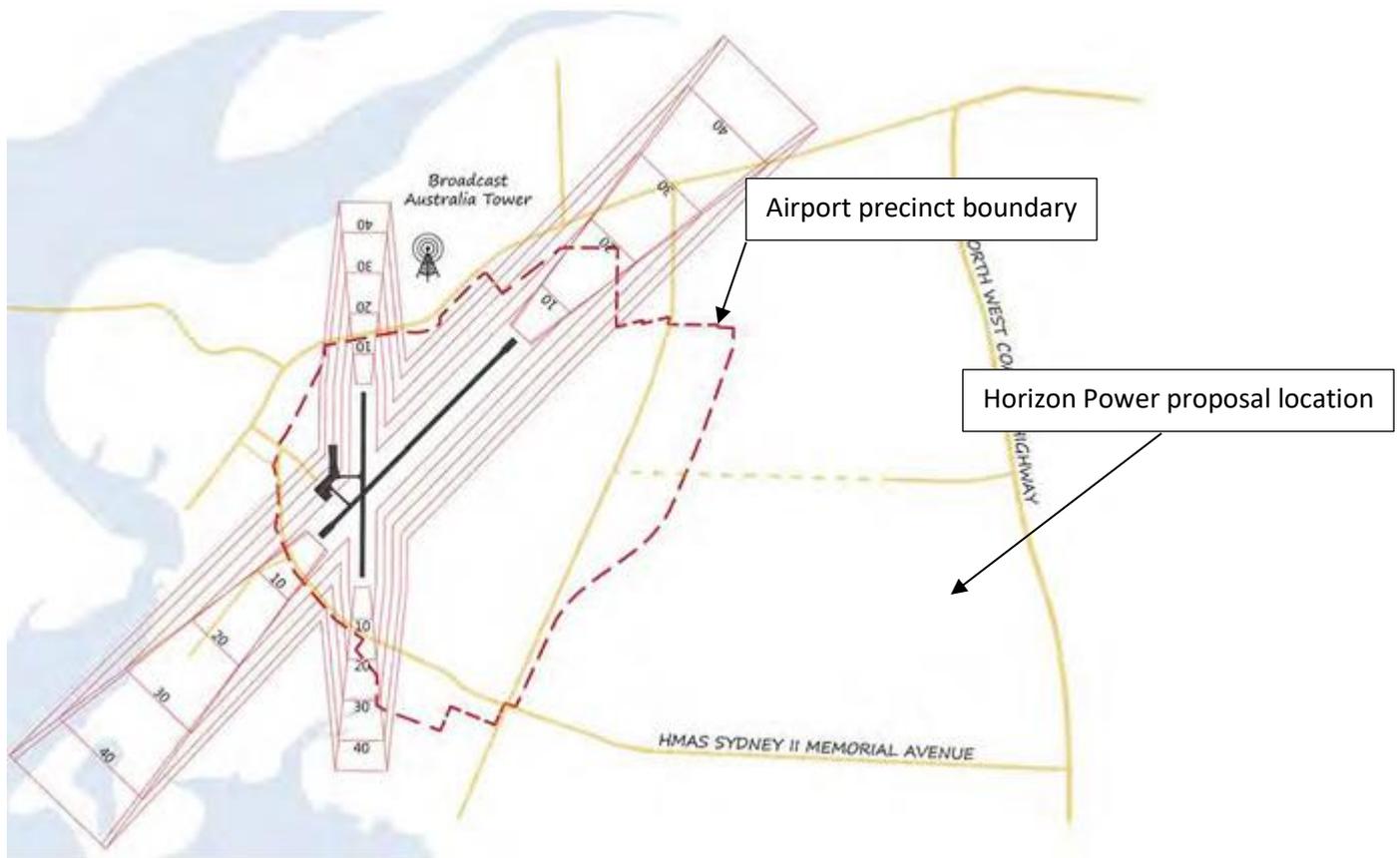
- The proposal must be assessed against relevant State planning guidance, including:
 - The **Western Australian Planning Commission Planning Position Statement – Renewable Energy Facilities**, which provides guidance on the location, siting and assessment of renewable energy infrastructure.
- Key State-level planning considerations include:
 - Land use compatibility;
 - Minimisation of environmental and community impacts;
 - Efficient use of existing infrastructure; and
 - Alignment with strategic planning objectives.

Draft & Emerging Planning Tools - Renewable Energy Planning Code (Draft)

The WA Government is developing a Renewable Energy Planning Code to provide a consistent state-wide assessment framework specifically for wind, solar, and battery projects. Once finalised and incorporated into planning schemes, it will set out specific development standards, application requirements, and assessment criteria (e.g., noise, landscape, setbacks, technical studies).

Carnarvon Airport Precinct Structure Plan 2014

The precinct structure plan mainly covers the current airport site portions of land surrounding the airport. The location for the renewable energy facility proposed by Horizon Power falls outside the Carnarvon Airport Precinct Structure Plan boundary.



Financial Implications

N/A

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 (Consequence x likelihood)	Mitigating Action/s
Financial	N/A	N/A	
Health & Safety	N/A	N/A	
Reputation	Objections Relating To Visual, Noise Or Land Use Impacts	B2-High	Transparent Consultation, Clear Communication And Benefits And Limits.
Service disruption	N/A	N/A	
Compliance	Proposal Conflicts With Local Planning Scheme No. 13 Zoning.	A2-High	Early Planning Advice; Confirm Zoning And Reserve Purpose; Consider Scheme Amendment.

Property	N/A	N/A	
Environment	Visual Impact Of Wind And Solar Arrays Affects Landscape Values.		Visual Impact Of Wind And Solar Arrays Affects Landscape Values.
Fraud	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 sustainable livelihoods create a community that can flourish into the future*
- *Our infrastructure, housing and amenities are high quality and accessible*
- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *Aim towards 100% Renewable Energy*

Comments

Key Planning Matters to consider

Should a formal proposal be lodged, the following planning matters would be expected to be addressed as part of any scheme amendment application:

1. Land Use and Zoning/Reserve classification
 - Need for a scheme amendment.

2. Environmental Considerations
 - Flora and fauna assessments.
 - Vegetation clearing and biodiversity impacts.
 - Soil, water and drainage considerations.
 - Referral to the Environmental Protection Authority.

3. Aboriginal Heritage
 - Aboriginal heritage due diligence and engagement with Traditional Owners.
 - Compliance with the Aboriginal Heritage Act 1972 (or successor legislation, as applicable).

4. Amenity Impacts
 - Visual impact of wind turbines and solar arrays.
 - Noise impacts associated with wind generation.
 - Separation distances from sensitive land uses.

5. Infrastructure and Access
 - Access arrangements, traffic during construction and operation.
 - Grid connection infrastructure and any ancillary development.
 - Servicing and maintenance requirements.

6. Community Engagement
 - Evidence of stakeholder and community consultation.
 - Consideration of submissions received during any advertising period.
7. Decommissioning and Rehabilitation
 - End-of-life management of infrastructure.
 - Rehabilitation and restoration of the land.
8. Aviation Safeguarding and Airport Operations
 - Proximity of the proposed renewable energy facility to Carnarvon Airport (approximately two kilometres east of the aerodrome).
 - Potential impacts of wind turbine infrastructure on aviation safeguarding surfaces, including Obstacle Limitation Surfaces (OLS) and instrument flight procedure protection surfaces.
 - Possible implications for existing instrument flight procedures and obstacle clearance altitudes depending on final turbine heights and locations.
 - Potential glint and glare impacts associated with the proposed solar arrays on aircraft operating in the vicinity of Carnarvon Airport.
 - Requirement for consultation with relevant aviation authorities including Airservices Australia and the Civil Aviation Safety Authority.
 - Proximity of the proposed renewable energy facility to Carnarvon Airport (approximately two kilometres east of the aerodrome).

The establishment of a renewable energy facility has the potential to support regional energy resilience and State renewable energy objectives. However, being located so close to the Carnarvon townsite raises a range of planning, environmental, reserve management and community considerations that will require careful assessment.

OFFICER'S RECOMMENDATION

1. ***That Council, pursuant to section 14 of the Land Administration Act 1997, provide in-principal support for the application made by Horizon Power, subject to the following conditions:***
 - (a) That the wind energy generation component be removed from the proposal due to significant visual impacts on the entrance to town and overshadowing Carnarvon's heritage icon, the OTC Satellite Dish;***
 - (b) That the future scheme amendment application satisfactorily addresses environmental considerations, Aboriginal Heritage, amenity impacts (including visual impacts), infrastructure and access, community engagement and decommissioning and rehabilitation;***
 - (c) That further community consultation be undertaken prior to the approval of the application; and***
 - (d) That the proposal be subject to consultation with the relevant aviation authorities, including Airservices Australia and the Civil Aviation Safety Authority, and demonstrate that the development will not adversely impact aviation safety or operations at Carnarvon Airport.***

7.4 INFRASTRUCTURE SERVICES

Nil

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

12.1 AWARD OF RFT 02/2025 TRAMWAY WALK TRAIL SHELTERS - CONSTRUCTION AND INSTALLATION

This matter is considered to be confidential under Section 5.23 - (4)(d) 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 Information contained in a tender received by the local government for a contract to the extent that —

- (i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
- (ii) the information has not previously been made public; and
- (iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;

13 DATE OF NEXT MEETING

14 CLOSURE