

SHIRE OF CARNARVON

AGENDA

ORDINARY COUNCIL MEETING
TUESDAY 24 NOVEMBER 2026

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

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

NOTICE OF MEETING

Notice is hereby given that the
Shire of Carnarvon

Ordinary Council Meeting
will be held on
Tuesday 24 November 2026 in
the Shire Council Chambers, Stuart Street
Carnarvon
commencing at 5:30 PM.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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By providing your personal information, you consent to the collection, use and disclosure of your information for meeting administration, responding to questions, managing deputation requests, minute taking, recordkeeping and other lawful local government purposes.

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Any discussion or comment made during a meeting about a planning application, licence, permit, approval or other statutory matter is not formal notice of a decision or approval. Applicants and interested parties must rely only on WRITTEN CONFIRMATION issued by the Shire, including any formal decision notice and applicable conditions.

Members of the public should not act on any matter discussed or decision made at a Council or Committee meeting until formal written notification has been issued by the Shire, where applicable. Decisions may also be subject to revocation or change in accordance with legislative requirements.

In accordance with Regulation 11 of the *Local Government (Administration) Regulations 1996*, minutes are a record of decisions made, motions considered, disclosures made, documents attached to the agenda where required, and other matters required by legislation. Minutes include a summary of proceedings and are **not** a verbatim transcript of proceedings.

INFORMATION ON PUBLIC TIME

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

PUBLIC QUESTION TIME

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

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

PUBLIC DEPUTATION TIME

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

SPECIAL MEETINGS OF COUNCIL

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

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1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

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

2 DECLARATION OF INTEREST

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

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Nil

3.2 PUBLIC QUESTION TIME

3.3 PUBLIC DEPUTATION TIME

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 19 October 2026

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

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

File No:	ADM2331
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Billie O'Sullivan, Executive Services Officer, Corporate Strategy & Performance
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 19 October 2026 – Item 7.1.1
Schedules:	1. Unconfirmed Minutes - Audit, Risk and Improvement Committee - 20 October 2026

Authority/Discretion:

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

Summary of Report

This report presents the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 20 October 2026 for Council to receive.

The Committee considered five reports. Two resulted in recommendations to Council:

- Governance and Compliance – Internal Controls (ARIC 11/10/26)
- People, Culture & Wellbeing – Annual Risk and Compliance Report (ARIC 15/10/26) *Note: that the incoming Council will be presented the report in December 2026.*

The Committee received the remaining three reports, with no recommendation to Council:

- Outstanding Debtors Quarterly Report September 2026;
- Swimming Pool Barrier Inspections 2026; and
- Carnarvon Aquatic Centre Progress Report 2026.

Background

The Committee met on 20 October 2026 in Council Chambers at 1:30pm. All members attended.

The Committee assists Council with financial reporting, internal control, risk management, legislative compliance, internal and external audit, and continuous improvement.

Stakeholder and Public Consultation

External Consultation
No public consultation is considered to be required for this report

It is to be noted that Committee meetings are publicly advertised and open to public attendance.

Internal Consultation
Audit, Risk and Improvement Committee
Office of the CEO
Corporate Strategy & Performance
Governance, Risk & Compliance Manager
Relevant Governance officers.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 5.8 – *Establishment of committees. Allows a local government to establish committees to assist the council.*

Section 5.20 – *Decisions of councils and committees. Requires a committee decision to be made by a simple majority, unless another kind of majority is prescribed.*

Section 5.22 – *Minutes of council and committee meetings. Requires minutes to be kept of each committee meeting and submitted to the committee's next ordinary meeting for confirmation. The minutes at Schedule One are unconfirmed and will be put to the Committee for confirmation at its next meeting.*

Local Government (Administration) Regulations 1996
Regulation 13 – *Minutes of council and committee meetings to be published. Requires unconfirmed committee minutes to be published on the Shire's official website within the prescribed timeframe after the meeting. Presenting them to Council does not replace that publication.*

Local Government (Audit) Regulations 1996
Regulation 16 – Functions of audit committee. Sets out the audit committee's functions, including reviewing reports on internal control, risk management and legislative compliance. This is relevant to Item 4.2.

Relevant Plans and Policy

Nil

Financial Implications

There are no direct financial implications associated with Council receiving the unconfirmed Audit, Risk and Improvement Committee minutes.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Reduced confidence in governance if Committee recommendations are not acted on	2-C Moderate	Committee recommendations presented to Council for noting.
Service disruption	N/A	N/A	N/A
Compliance	Minutes not received or published within required timeframes; confidential information disclosed improperly; or the statutory reason for closing a meeting recorded incorrectly.	2-C Moderate	Minutes received by Council and published. Confidential reports and attachments remain confidential and are not attached to this agenda.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report presents the unconfirmed minutes of the Audit, Risk and Improvement Committee meeting held on 20 October 2026 for Council to receive.

Two Committee resolutions recommend that Council note a report. The Internal Controls report is included in the Officer's Recommendation. The confidential People, Culture & Wellbeing report will be presented to the incoming Council in December 2026.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

1. ***RECEIVES the unconfirmed minutes of the Audit, Risk and Improvement Committee meeting held on 20 October 2026 (Schedule One);***
2. ***NOTES the Shire of Carnarvon Internal Controls – October 2026 report, as recommended by the Committee (ARIC 11/10/26); and***
3. ***NOTES the People, Culture & Wellbeing Annual Risk and Compliance Report 2025/26 will be presented at the December OCM.***

7.1.2 MINUTES OF THE AWARDS COMMITTEE - 10 NOVEMBER 2026

File No:	ADM0217
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Helen Tipton, Community Development Team Lead
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 24/08/2026
Schedules:	1. Unconfirmed Minutes - Awards Committee - 10 November 2026 - 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 Council, including accepting tenders, directing operations and approving expenditure.
☐	**Legislative**	Includes adopting local laws, town planning schemes and policies.
☐	**Information**	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	**Quasi-judicial**	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report presents the unconfirmed minutes of the Awards Committee Meeting held on 10 November 2026 for Council to receive and seeks Council endorsement of the Awards Committee's recommendation regarding proposed recipients for the Community Citizen of the Year Awards 2027 run by the Australia Day Council of WA.

The recommendation of the Awards Committee is contained in the unconfirmed minutes attached as Confidential Schedule One.

Background

The Awards Committee met on 10 November 2026 to consider nominations for the Community Citizen of the Year Awards 2027 run by the Australia Day Council of WA.

The Committee resolved to consider Item 4.1 behind closed doors as the matter contained information relating to the personal affairs of individuals. Following consideration of the nominations, the Committee resolved to recommend award recipients to Council for endorsement across the relevant categories.

As the Awards Committee does not have delegated authority to determine award recipients, its recommendations are presented to Council for endorsement.

Stakeholder and Public Consultation

EXTERNAL
No public consultation has been undertaken in relation to this report, as the matter relates to Council's consideration of the Awards Committee's recommendation.

INTERNAL
Awards Committee
Council
Lifestyle & Community Directorate

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

The Awards Committee minutes record that Item 4.1 was considered confidential because it dealt with information relating to the personal affairs of individuals. Awards Committee minutes are therefore provided to Council for receiving, with confirmation of the minutes to occur at the next meeting of the Awards Committee.

Local Government Act 1995
Section 5.23(1) - *provides that Council and committee meetings are generally to be open to members of the public.*

Section 5.23(4)(b) - *provides that a meeting may be closed to members of the public to the extent necessary where information relating to the personal affairs of an individual is to be dealt with on a confidential basis.*

Section 5.23(8) - *requires that, where a decision is made to close a meeting under section 5.23(2), (3) or (4), certain details are to be recorded in the minutes, including the decision, the subsection and paragraph relied upon, and an explanation of how the matter or information falls within that provision.*

Section 5.22(2) - *provides that minutes of a Council or committee meeting are to be submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation. The unconfirmed*

Relevant Plans and Policy

Strategic Community Plan 2022 - 2032
CD003 – Australia Day Awards (17/09/2026)

Financial Implications

The Shire of Carnarvon applies annually for funding to support its Australia Day events and has secured $15,000 through the National Australia Day Council's Community Events Grant Program for 2027. This comprises $10,000 in event funding and an additional $5,000 for incorporating cultural elements.

The funding requires the Shire to deliver a program under the "Reflect. Respect. Celebrate." campaign and will support the annual Australia Day Awards Breakfast and evening fireworks display on Tuesday, 26 January 2027.

There are no additional Financial Implications outside of the adopted budget to be perceived with accepting of the Committee Resolution.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	There is a risk that should the Committee not determine recipients, then there will be no awards confirmed for Australia Day.	Low - D2	The Committee to consider the nominations in the Community Citizen of the Year Awards program and recommend to Council the recipients.
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report seeks two Council decisions relating to the documents contained in Schedule One:

1. Receive the unconfirmed Awards Committee minutes; and
2. Endorse the Committee's recommendation regarding award recipients.

This approach supports clear governance by distinguishing between Council's receipt of the Committee minutes and its decision on the Committee's recommendation.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

1. RECEIVES the Unconfirmed Minutes of the Awards Committee held on 10 November 2026 as attached in Confidential Schedule One.

2. ENDORSES the recipients in each of the following award categories as recommended in Committee Resolution AC 05/11/26 from Confidential Schedule One:

- ***Active Citizen of the Year – Group or Event:***
- ***Community Citizen of the Year:***
- ***Senior Community Citizen of the Year:***
- ***Young Community Citizen of the Year:***

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

File No:	ADM0080
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Jacquie Birch, Executive Assistant, Lifestyle & Community
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Impartiality
Voting Requirement:	Simple Majority
Previous Report:	OCM 22/09/2026
Schedules:	1. Unconfirmed Minutes - CGFC - 18 November 2026 - 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

This report presents the unconfirmed minutes of the Community Growth Fund Committee Meeting held on Wednesday, 18 November 2026 and invites Council to receive and endorse of the Committee's recommendations for Round Three of the 2026 Community Growth Fund program.

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

Background

Seven applications were received under Round Three of the 2026 Community Growth Fund, seeking funding for a range of community projects and operational expenses. The applications are detailed in Schedule One.

The Community Growth Fund Committee met on Wednesday, 18 November 2026 to consider the seven applications. Following its assessment, the Committee resolved to recommend funding allocations to Council.

The Community Growth Fund Committee's role is to assess applications and make recommendations to Council. The Committee's recommended funding allocations are therefore presented to Council for consideration and determination.

Stakeholder and Public Consultation

EXTERNAL

Round Three of the 2026 Community Growth Fund was promoted through the Shire's communication channels. Community groups and organisations had the opportunity to speak with Shire officers during the application period.

Community Growth Fund Committee meetings are open to the public. No members of the public attended the Committee meeting on Wednesday, 18 November 2026.

No further public consultation was undertaken for this report, which presents the Community Growth Fund Committee's funding recommendations to Council for consideration.

INTERNAL

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

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995

5.20. Decisions of councils and committees

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

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

(3) This section does not apply to elections —

(a) by a council of the local government's mayor or president under section 2.11;

(b) by a council of the local government's deputy mayor or president under section 2.15; or

(c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.

5.22. Minutes of council and committee meetings

(1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.

(2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

(3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Relevant Plans and Policy

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

Financial Implications

Council allocates funding to the Community Growth Fund through its annual budget process. The original budget of $110,000 was reported at the Community Growth Fund meeting on 11 September 2026.

The current balance available for allocation is $48,954.55. This balance considers the funding commitment carried forward from 2024/25 for the Gascoyne Gymnastics Club's building upgrades. Council approved the funding at its Ordinary Council Meeting on 24 September 2024 and, on the recommendation of officers, made payment conditional on the Club obtaining the required building approvals. The Shire has since paid the Club $5,000 (inclusive of GST).

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

Organisation	Requested Amount
Carnarvon Arts and Craft Workshop Incorporated	$1,268.48
Carnarvon Golf Club Incorporated	$5,000.00
Carnarvon Pistol Association	$5,000.00
Carnarvon Race Club Incorporated	$4,290.32
Carnarvon Rifle Club Incorporated	$1,096.50
Dalmacija Club Incorporated	$2,888.29
TOTAL – COMMUNITY GROWTH FUND	**$19,543.59**

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

Following the allocation of Round Three funding, a balance of $29,410.96 will remain available for the upcoming round scheduled to open on the 1 January 2027 and close on the 12 February 2027. This will be the final round for the 2026/2027 financial year.

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report separates the two Council actions requested:

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

This approach supports clearer governance practice by distinguishing between (1) receiving the Committee minutes and (2) Council then making a substantive decision on the funding recommendations presented by the Committee.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

1. ***RECEIVES the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 18 November 2026; and***
2. ***ENDORSES the recipients in relating to Round Three of the 2026 Community Growth Fund Program as recommended by Committee Resolution CGFC 04/11/26 in Confidential Schedule One.***

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

File No:	ADM 308
Location/Address:	Council Chambers, 3 Francis Street, Carnarvon WA 6701
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Jasper Benthien, Executive Services Coordinator
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28/07/2026 – Item 7.1.4 OCM 22/09/2026 – Item 7.1.8
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 presents the outcomes of the trial change to the commencement time of Ordinary Council Meetings from 10.00am to 5.30pm. Council approved the trial on 28 July 2026 (OCM 07/07/26), and applied to the Ordinary Council Meetings held on 25 August, 22 September and 19 October 2026.

Background

Before the trial, Ordinary Council Meetings were held on the fourth Tuesday of each month at 10.00am, under the 2026 Schedule of Council and Committee Meetings adopted on 28 October 2025 (OCM 07/10/25). 9.00am for the 2025 November and December meetings.

A 10.00am commencement requires Elected Members who are employed, operate businesses or have other daytime responsibilities to adjust their working arrangements to attend meetings and briefings. It may also be a practical barrier for public who wish to observe Council or participate but cannot leave work during business hours.

The established meeting day and monthly cycle were therefore retained, and a three-meeting trial of a 5.30pm commencement was proposed. The time was intended to reduce conflict with working hours.

A 5.30pm commencement does not remove every difficulty. Some Elected Members, employees and residents may still need to leave work early, travel, manage caring responsibilities, or stay overnight at

required meeting locations (Coral Bay or Carnarvon) if night-time travel home is considered too risky. It did, however, remove a significant barrier created by holding meetings during the working day.

On 28 July 2026, Council resolved (OCM 07/07/26) to trial the 5.30pm commencement from 25 August 2026.

On 22 September 2026, Council amended the schedule so the November and December 2026 Ordinary Council Meetings also commence at 5.30pm. Council noted the costs of meetings at Coral Bay, and that a recent community meeting at Coral Bay had given a better opportunity for two-way engagement than Public Question Time at one Ordinary Council Meeting in a 12 month Councill cycle. Administration is further reviewing Coral Bay engagement and public participation outside Ordinary Council Meetings to better engage with the Coral Bay Ward.

Stakeholder and Public Consultation

External Consultation
The Shire has received anecdotal feedback indicating that daytime Council meeting times can limit attendance by community members who are employed, self-employed, have caring responsibilities, or are otherwise unable to take time away from their commitments during normal business hours.

The proposed three-meeting trial provided an opportunity to assess whether a 5.30pm commencement time improves the accessibility of Ordinary Council Meetings and encourages greater community attendance and participation. Attendance, participation in Public Question Time and feedback received during the trial period has been considered as part of the subsequent evaluation.

The adopted changes were communicated through:

- Council's website;
- social media channels;
- community newsletters;
- public noticeboards;
- the local newspaper or community notice service;
- updated meeting calendars and agenda templates; and
- direct notification to regular meeting attendees and relevant community organisations.

Internal Consultation
Feedback sought from report authors, authorisers and executive managers was positive.

The benefit identified was the additional time the revised commencement provided for Administration to respond to matters raised by Council in the lead-up to the meeting. Under the previous 10.00am commencement, questions raised the day before or on the morning of the meeting left officers with very limited time to prepare a considered response. The 5.30pm commencement provides Administration with a full working day to respond, improving the accuracy and completeness of information provided to Council and reducing the risk of errors or matters being overlooked.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 5.25(1)(g) – Regulations about council and committee meetings and committees. Provides the head of power for regulations governing public notice of the date and agenda for Council and committee meetings.

Local Government (Administration) Regulations 1996
Regulation 12 – Publication of meeting details. Requires the Chief Executive Officer to publish the date, time and place of ordinary council meetings and public committee meetings on the Shire's official website before the beginning of the year in which they are to be held, and requires any change to those details to be published as soon as practicable after the change is made.

Relevant Plans and Policy

Nil.

Financial Implications

The revised commencement time was managed within budgeted employee costs associated with evening operations, comprising of support staff utilising flexi leave where able or overtime if required. Facility costs associated with evening operations remained unchanged.

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	Increased employee costs.	D-2 Low	Provide workforce arrangements to support evening meetings, including adjusting the starting and finishing times of support staff to accommodate later commencement times for Council and Committee meetings.
Health & Safety	Evening meetings introduce potential workforce and safety issues, particularly where employees have already worked during the day or must travel at night.	D-2 Low	Proposed controls include, adjusting the starting and finishing times of affected employees; using a roster rather than requiring all senior employees to attend every meeting; and ensuring employees take appropriate breaks before the meeting;

Reputation	Community attendance does not increase. Change is perceived as symbolic rather than substantive.	D-2 Low	Results over 3 months were positive with increased online and in person attendance an participation. Successful trial of commencement time will be in corporate into the 2027 schedule to provide continuous improvement to community participation.
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	Security or late-night access concerns.	D-2 Low	Review Lighting, Parking, building access and security arrangements before implementation.
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

"Council provides transparent, accountable and accessible civic leadership and creates meaningful opportunities for the community to participate in local decision-making."

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*
- *Our community 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

Indicative Outcomes

Overall, the trial results indicate that the 5.30pm commencement:

1. improved access to Council meetings for community members who work during business hours, with public gallery attendance more than doubling during the trial;
2. can reduce the need for Elected Members, and prospective Elected Members, to take time away from their employment or businesses;
3. supported community participation in Council decision-making; but
4. may require Elected Members and staff to stay overnight at a meeting location other than Carnarvon (Coral Bay) where night-time travel home is considered risky.

Trial results

The minutes of the three trial meetings were compared with the minutes of the eight Ordinary Council Meetings held in the preceding 12 months (25 November 2025 to 28 July 2026).

Measure (avg.)	Pre-trial	5.30pm Trial	Change	%
Public/Observers*	2.5	6.3	+3.8	+153%
Public Question Time participants	1.1	1.7	+0.5	+48%
Questions asked	3.3	4.7	+1.4	+44%
Meeting length	~78 min	~60 min	−18 min	−23%
Deputations (total)	0	1	+1	-
Petitions (total)	0	1	+1	-

**online live participation data is only stored for a limited time, comparison between previous meeting data is no longer available. The Trial meetings averaged 41 live participants through the shire's livestreams.*

Gallery attendance

Average attendance was higher during the trial. The 25 August meeting coincided with a petition on the proposed 2026/27 differential rates, and the 19 October meeting with a deputation on a regional grants item.

Online attendance

Meetings were livestreamed and the recordings were published on the Shire's YouTube channel. In total, the three trial meetings received a total of 149 recorded views (recorded within 24 hours of recording being made publicly available). Those who attended online through live stream averaged 41 live participants.

Comparative local government practice

Initial review indicates that evening Council meetings are an established practice across a range of Western Australian local governments.

Local Government	Ordinary Meeting Commencement
City of Albany	6.00pm
City of Karratha	6.00pm
City of Greater Geraldton	5.00pm
City of Perth	5.00pm
Shire of Murray	5.30pm
Town of Port Hedland	5.30pm
Shire of Exmouth	4.00pm
Shire of Gingin	4.00pm
Shire of Shark Bay	1.00pm
Shire of Upper Gascoyne	10.30am

This comparison is illustrative and is not a statistically representative survey. It nevertheless demonstrates that a 5.30pm commencement is neither unusual nor inconsistent with accepted local government practice.

2027 Schedule of Council and Committee Meetings

A proposed 2027 Schedule will be prepared on the basis of a 5.30pm commencement for Ordinary Council Meetings, consistent with the trial outcomes and Council's decision of 22 September 2026 to apply that commencement time to the remaining meetings of the 2026 calendar year to continue providing the public fair and accessible participation.

A proposed schedule has been workshopped with Commissioner Aldridge at the November 2026 Corporate Information Session, addressing meeting day, commencement time, the relationship between briefings and Ordinary Council Meetings, and the proposed scheduling of Coral Bay Council and Community meetings.

This approach provides the incoming Council with an evidence-based schedule while preserving its discretion to determine its own meeting arrangements.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:
NOTES the outcomes of the trial 5.30pm commencement time for Ordinary Council Meetings held in August, September and October 2026, as detailed in this report.

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

File No:	ADM 308
Location/Address:	3 Francis Street, Carnarvon WA 6701
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Billie O'Sullivan, Executive Services Officer, Corporate Strategy & Performance
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28/07/2026 – Item 7.1.3
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 consideration to cancel the Audit, Risk and Improvement Committee (ARIC) meeting scheduled for Tuesday, 8 December 2026 at 1:30pm, with a further meeting to be convened following the finalisation and availability of the Shire's 2025/26 audited annual financial statements.

The proposed arrangement will enable the Committee to consider the audited financial statements, together with other relevant matters, once the necessary documentation is available

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).

The December 2026 Audit, Risk and Improvement Committee meeting was scheduled for Tuesday, 8 December 2026 at 1:30pm. The primary purpose of this meeting was to receive and consider the Shire's audited annual financial statements for the 2025/26 financial year and other matters identified for consideration.

Given the anticipated timing of the finalisation and availability of the audited annual financial statements, it is proposed that the scheduled December meeting be cancelled, with a further meeting to be convened once the audited financial statements are available for consideration.

This approach will ensure that the Committee is provided with the necessary financial information to undertake its audit, risk and financial oversight responsibilities effectively.

Following consultation with the Committee's Independent Members and Commissioner Aldridge, it is proposed that the Presiding Member request the Chief Executive Officer to convene a further meeting at an appropriate time, subject to the availability of the audited financial statements and Committee members.

Clause 3.4 of the Shire of Carnarvon Meeting Procedures Local Law 2021 provides for the Chief Executive Officer to call a committee meeting when requested by its Presiding Member.

The proposed arrangement will maintain continuity of the Committee's governance and oversight functions while providing flexibility to accommodate the finalisation of the annual financial audit.

Should Council endorse the cancellation, the Chief Executive Officer will arrange for the necessary updates to the Shire's published meeting schedule, with details of the subsequent meeting to be published in accordance with the applicable statutory requirements.

Stakeholder and Public Consultation

External Consultation
Independent Presiding Member – Leah Horton
Independent Deputy Presiding Member – Stephen Brown

Internal Consultation
Commissioner
Chief Executive Officer
Executive Manager Corporate Strategy and Performance
Governance Officers

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 5.25(1)(g) - *provides that 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 - *defines meeting details as the date, time and place of a meeting.*
Regulation 12 requires the Chief Executive Officer to publish meeting details for ordinary Council meetings and Committee meetings that are required to be open, or proposed to be open, to members of the public.

Regulation 12(3) - *provides that any change to the meeting details for such meetings must be published on the local government's official website as soon as practicable after the change is made.*

Shire of Carnarvon Meeting Procedures Local Law 2021
Clause 3.4 provides for the Chief Executive Officer to call a meeting of a committee when requested by its Presiding Member.

Accordingly, Council may resolve to cancel the previously scheduled meeting and acknowledge that the Presiding Member may request the Chief Executive Officer to convene a further meeting following the finalisation and availability of the audited annual financial statements.

Relevant Plans and Policy

Shire of Carnarvon Community Strategic Plan 2022-2032
Supports transparent governance, community confidence and effective decision-making.

Financial Implications

There are no direct financial implications associated with the cancellation of the scheduled meeting.

Any costs associated with convening a subsequent meeting, including applicable Independent Member sitting fees, will be accommodated within the existing operational 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	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Changes to the adopted meeting schedule without appropriate notification may impact public confidence in the Shire's governance arrangements.	D2 - Low	Formal Council resolution and timely publication of the cancellation and subsequent meeting details.

Service disruption	Delays in convening the Committee may impact the timely consideration of audit and financial oversight matters.	D2 - Low	Presiding Member to request a further meeting once the audited financial statements are available.
Compliance	Failure to appropriately amend and publish changes to the adopted meeting schedule may result in non-compliance with statutory notification requirements.	C2 - Moderate	Council resolution and publication of the amended meeting arrangements in accordance with regulation 12(3).
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Monitor the implementation of our Community Strategic Plan*
- *Improve the trust between citizens and the Shire of Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The proposed cancellation of the December 2026 Audit, Risk and Improvement Committee meeting is considered an appropriate administrative arrangement, having regard to the anticipated availability of the Shire's 2025/26 audited annual financial statements.

As the primary purpose of the scheduled meeting is to consider the audited financial statements, convening the Committee following their finalisation will enable members to undertake a comprehensive and informed review of the Shire's financial position and audit outcomes.

The proposed arrangement also provides flexibility for the Presiding Member, in consultation with the Chief Executive Officer and Committee members, to identify a suitable meeting date once the audited financial statements are available.

The cancellation does not remove or diminish the Committee's ongoing governance, risk management and financial oversight responsibilities. Other matters scheduled for consideration will be incorporated into the agenda for the subsequent meeting, where appropriate.

Should Council endorse the proposed cancellation, the Chief Executive Officer will arrange for the adopted meeting schedule to be updated and the cancellation to be published on the Shire's official website in accordance with the applicable statutory requirements.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

1. ***APPROVES the cancellation of the Audit, Risk and Improvement Committee meeting scheduled for Tuesday, 8 December 2026 at 1:30pm, as previously adopted in the 2026 Council and Committee Meeting Schedule.***
2. ***ENDORSES the Presiding Member of the Audit, Risk and Improvement Committee requesting the Chief Executive Officer to convene a further Committee meeting, in accordance with clause 3.4 of the Shire of Carnarvon Meeting Procedures Local Law 2021, once the Shire's 2025/26 audited annual financial statements are available for consideration.***
3. ***REQUESTS the Chief Executive Officer to publish the cancellation of the scheduled meeting and the details of the subsequent meeting, once determined, on the Shire of Carnarvon's official website in accordance with regulation 12 of the Local Government (Administration) Regulations 1996.***

7.1.6 COMMITTEES OF COUNCIL AND BRIEFINGS

File No:	ADM 308
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:	Absolute Majority
Previous Report:	OCM 28/10/2025 – Item 7.1.3 OCM 28/10/2025 – Item 7.1.5
Schedules:	1. Proposed policy for adoption - Councillor Briefing Forums

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 proposes arrangements to give Council adequate opportunity to grow and develop as a governing body. Regular briefings, workshops and concept discussions would help elected members build their knowledge of the Shire's services, finances and strategic priorities, contribute ideas and prepare for informed decisions.

To support this approach, Council is requested to disband the following committees and incorporate their business into Ordinary Meetings of Council for oversight, assessment, consideration and decisions as required:

- Major Projects and Infrastructure Committee;
- Community Growth Fund Committee; and
- Awards Committee.

Each function would be reported to the full Council through a separately identified quarterly report, with earlier reports where a decision or other formal Council action is required before the next quarterly reporting date.

Council is also requested to rename Corporate Information Sessions as Councillor Briefing Forums (CBFs) and adopt the Councillor Briefing Forums Policy as attached in Schedule One. These forums would provide structured opportunities for learning, questions, information sharing and exploration of ideas. They are informal, non-public forums, are not Council meetings and have no decision-making authority.

Background

Council leads and represents its community through engagement, strategic direction and informed decisions. Elected members bring different experiences and perspectives to that role. Effective governance requires time to build a shared understanding of the issues, explore options and consider their implications for the community.

A structured briefing program would give members time to examine complex matters, seek clarification and contribute ideas as Council develops its priorities. It would support constructive scrutiny and respect for different views, while preserving each member's independent judgement when matters come before a formal Council meeting.

The three committees considered in this report, in addition to the Audit, Risk and Improvement Committee (ARIC), are:

- the Major Projects and Infrastructure Committee (MPIC);
- the Community Growth Fund Committee (CGFC); and
- the Awards Committee (AC).

Under the proposed arrangements, the business of the three committees would be reported directly to Council through quarterly agenda items titled:

- Major Projects and Infrastructure;
- Community Growth Fund and Sponsorship; and
- Community Awards.

Each report would identify its reporting period and data cut-off, with a status or nil-activity update where appropriate. Where a funding or nomination deadline, statutory or contractual requirement, project approval, material risk or other time-sensitive matter requires formal Council attention, an earlier report would be submitted to a Council meeting. A Councillor Briefing Forums may provide supporting information beforehand. Quarterly reporting would not alter adopted application rounds, notification periods or program criteria.

The proposed Councillor Briefing Forums would provide opportunities for information sharing, workshops and concept discussions outside formal Council meetings. The Councillor Briefing Forums Policy (Schedule One) sets out their purpose, scheduling, participation, conduct, disclosure of interests and recordkeeping arrangements. The forums would not be open to the public and would have no decision-making authority. Matters requiring a Council decision would be referred to a properly convened Council meeting.

The ARIC is established under section 7.1A of the *Local Government Act 1995* and is not affected.

Stakeholder and Public Consultation

External Consultation

Industry consultation has informed the proposal, with a focus on providing elected members with opportunities to explore ideas, understand complex matters and contribute to the Shire's strategic direction. Councillor briefing forums are a recognised mechanism for supporting informed participation. The Office of the Local Government Inspector was also consulted to seek its perspective on governance arrangements appropriate to the Shire's circumstances.

Councillor Briefing Forums will not be open to the public.

Internal Consultation

The proposal was developed with the Executive Management Team, with reference to relevant legislation and the departmental guidance on council forums. It was discussed with the Commissioner and Local Government Monitor at the Corporate Information Session on 17 November 2026.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

Assessment outcome: *No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995

Section 2.7 – Role of council. Council governs the Shire's affairs and determines its policies. This supports Council determining its committee arrangements and adopting the Councillor Briefing Forums Policy.

Section 5.8 – Establishment of committees. A local government may establish committees of three or more persons to assist the council, by absolute majority. Council therefore decides which committees it keeps. The Act does not state the majority needed to disband one. Disbanding revokes the decisions that established the committees, which regulation 10(2) requires to be made by absolute majority.

Section 5.11 – Committee membership, tenure of. A person's membership of a committee ends when the committee is disbanded. Disbanding the three committees ends all current appointments to them.

Section 5.16 – Delegation of some powers and duties to certain committees. Council may delegate powers and duties to committees, and any decision to amend or revoke a delegation requires an absolute majority. The MPIC, Community Growth Fund Committee and the Awards Committee hold no delegated authority.

Section 5.22 – Minutes of council and committee meetings. The CEO must keep minutes of committee meetings, and the presiding person signs them once confirmed. Section 5.22(2) provides for confirmation at the committee's next ordinary meeting, which will not occur once a committee is disbanded. Council will therefore be asked to receive each committee's final minutes.

Section 5.23 – Meetings generally open to public. Quarterly reports will be open agenda items. Section 5.23(4)(b) allows a meeting to be closed, to the extent necessary, to deal with information relating to the personal affairs of an individual, such as award nominees. No ground in section 5.23 covers commercial information in funding applications generally, so those reports will be open unless the information falls within a listed ground. Where a meeting is closed, the minutes must record the provision relied on, an explanation and the steps taken to limit the closure (section 5.23(8)).

Section 7.1A – Establishment of audit, risk and improvement committee. Requires the Shire to establish this committee under section 5.8. The ARIC is not affected.

Local Government (Administration) Regulations 1996

Regulation 10 – Revoking or changing decisions. A decision to revoke a Council decision requires an absolute majority. Disbanding the committees revokes the decisions that established them.

Regulation 12 – Publication of meeting details. Any change to published committee meeting details must be published on the official website as soon as practicable after it is made.
Shire of Carnarvon Meeting Procedures Local Law 2021

Statement of legal and financial consequences (clause 16.2(2)).

Legally, membership of the three committees ends (section 5.11), their terms of reference are withdrawn, their final minutes are dealt with under section 5.22, and the changed meeting details are published under

regulation 12(3). Financially, there are no direct budget implications, and funding for the Community Growth Fund, Outgoing Sponsorship and Community Awards programs is unchanged.

Relevant Plans and Policy

Shire of Carnarvon Meeting Procedures Local Law 2021; and
Local Government Operational Guideline – Council Forums

Financial Implications

There are considered to be no direct budget implications with Council endorsing the recommendation in this report.

Fewer meetings will reduce the officer's time spent writing reports, preparing agendas, taking minutes and providing secretariat support. Some of that time will move to preparing quarterly Council reports.

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	Major project cost or funding risks are identified later without dedicated committee oversight.	Moderate - C2	Quarterly Major Projects and Infrastructure report with dashboard; earlier reports for material risks; ARIC oversight of risk continues.
Health, Safety & Wellbeing	N/A	N/A	N/A
Reputation	Briefing forums are seen as decision-making behind closed doors, or funding and award outcomes are seen as less transparent.	C2 – Moderate	The Councillor Briefing Forums Policy (Schedule One) establishes non-decision-making forums, requires disclosure of interests and provides for records of attendance, matters discussed and follow-up actions. Matters requiring Council decisions are referred to formal Council meetings. Quarterly reports are included in public Council agendas, subject to applicable confidentiality requirements.
Service disruption	Quarterly reporting delays grant or award decisions beyond program deadlines.	C2 – Moderate	Earlier reports where a deadline requires. Application rounds and notification periods are unchanged.
Compliance	Final minutes, committee records or	D2 – Low	CEO publishes changed meeting details as soon as practicable (regulation

	published meeting details are left unresolved, or a confidential item is closed on the wrong section 5.23 ground.		12(3)), transfers matters and finalises records within 30 days, and records the section 5.23 ground, explanation and steps for any closed item.
Property & Assets	N/A	N/A	N/A
Environment & Heritage	N/A	N/A	N/A
Information & Security	Confidential nominee or applicant information is disclosed in open reports.	Low - D2	Confidential treatment under section 5.23(2) where appropriate.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The central purpose of the proposed arrangements is to provide adequate time and support for Council to grow and develop as a governing body. Their value will depend on the quality of information provided, the time available for questions and reflection, and the opportunity for every elected member to participate.

A rolling program of briefings and workshops would allow members to suggest topics and identify where they need further information. Supporting material should be provided in advance, with follow-up where questions require investigation. Concept discussions would allow members to contribute ideas and explore options without being expected to agree or commit to a position. Agenda briefings would focus on information and clarification, reserving debate for the formal Council meeting.

Bringing these committee functions into the Council reporting program would provide a common basis for oversight and learning across the full Council. The Community Growth Fund Committee and Awards Committee currently make recommendations to Council, which retains responsibility for decisions. Direct reporting would consolidate those steps. The MPIC's monitoring function would continue through a dedicated quarterly report and major projects dashboard, supported by earlier reports when risks or approvals require attention.

Quarterly reporting would give Council a regular view of each function. Earlier Council reports would ensure that funding rounds, award nominations and other time-sensitive matters can be considered within the required timeframes. The briefing program should provide adequate time for preparation and questions alongside this reporting cycle.

The proposed Councillor Briefing Forums policy should protect both meaningful participation and public accountability. Members should have equal access to relevant information and opportunities to contribute, subject to applicable interest requirements. Each member remains free to exercise independent judgement, and no collective decision or commitment is to be made or implied during a session.

A review after twelve months, informed by elected member feedback, would test whether the arrangements provide sufficient preparation time, access to information and opportunities for learning and participation. Feedback during implementation would allow practical issues to be addressed as they arise, with any substantive change to the adopted arrangements returned to Council.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority:

1. ***DISBANDS the following committees, with effect from adoption of this resolution, and withdraws their respective terms of reference:***
   Major Projects and Infrastructure Committee;
   Community Growth Fund Committee; and
   Awards Committee
2. ***INCORPORATES the oversight, assessment consideration and decision-making business of those three committees into Ordinary Meetings of Council, with officers preparing assessments and reports directly to Council, including outgoing sponsorship matters previously considered through the Community Growth Fund Committee.***
3. ***ESTABLISHES separately numbered quarterly agenda items titled Major Projects and Infrastructure, Community Growth Fund and Sponsorship, and Community Awards at the March, June, September and December Ordinary Meetings, commencing at the next such meeting after adoption. Each report is to identify its reporting period and data cut-off and include a status or nil-activity update where appropriate.***
4. ***REQUIRES earlier reports whenever a funding or nomination deadline, statutory or contractual requirement, project approval, material risk or other time-sensitive matter needs Council attention. Quarterly reporting does not alter adopted application rounds, notification periods or program criteria.***
5. ***RENAMES Corporate Information Sessions as Councillor Briefing Forums, providing opportunities for information sharing, workshops and concept discussions.***
6. ***ADOPTS the Councillor Briefing Forums policy, as presented in Schedule One.***
7. ***CONFIRMS that Councillor Briefing Forums have no decision-making authority. Discussion may inform further officer research and preparation of reports but does not constitute a Council decision or direction. Matters requiring a Council decision must be determined at a properly convened Council meeting.***
8. ***REQUESTS the CEO to implement the revised arrangements within 30 days, including:***
   a. ***updating the meeting calendar and published information;***
   b. ***transferring outstanding committee matters to the Council reporting program;***
   c. ***notifying affected participants; and***
   d. ***retaining and finalising committee records;***
9. ***REQUESTS the CEO and incoming President to induct Elected Members into the revised arrangements before the first substantive Councillor Briefing Forum, with particular attention to roles, interests, attendance arrangements, concept discussion and formal decisions.***
10. ***CONFIRMS that this resolution is confined to the three named committees and does not disband the Audit, Risk and Improvement Committee or other active Committees of Council and statutory bodies.***
11. ***REQUESTS a review after twelve months addressing reporting quality, decision timeliness, Council meeting duration, administrative workload, grant and award deadlines, member participation and public transparency.***

7.1.7 POLICY REVIEW | NOVEMBER 2026

File No:	ADM0124
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Jasper Benthien, Executive Services Coordinator Amanda Leighton, Executive Manager, Corporate Strategy & Performance Stephanie Leca, Executive Manager, Lifestyle & Community Stefan Louw, Executive Manager, Community Planning and Sustainability Colm Stanley, Executive Manager, Infrastructure Services
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	OCM 19/10/2026 – Item 7.1.5, 7.1.6, 7.1.7 & 7.1.8 CIS 17/11/2026 – Item 5.3
Schedules:	1. Amended Policies with Tracked Changes 2. Proposed Policies to be Adopted 3. Policies proposed to be Replaced or Revoked

Authority/Discretion:

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

Summary of Report

This report presents the next stage of the 2026 Policy Review and seeks Council's decision on the recommendations for the 36 Council policies as listed in Table One of this report. A further 27 policies are listed in Table Two and are not part of this review, any policies requiring further review will be considered by the incoming council

The review recommends:

- 12 policies to be revoked;
- Replacing or consolidating nine existing policies through five new polices; and
- Amending 15 policies.

Schedule One presents the amended policies with tracked changes. Schedule Two presents the final policies recommended for adoption without tracked changes, comprising of the amended policies and new replacement or consolidated policies. Schedule Three contains the existing policies recommended for revocation, including those being replaced or consolidated as per Table one of this report.

Background

At its Ordinary Meeting held on 28 July 2026, Council considered a report on the review of its policies (Item 7.1.10). The preliminary findings of the 2026 Policy Review were then presented to the Corporate Information Session on 14 October 2026 (Item 2.2). At that session, policies were identified to be updated and reviewed before the caretaker period begins at 4.00pm on 20 October 2026.

At the 19 October 2026 Ordinary Council Meeting, Council considered the first stage of the 2026 Policy Review. It revoked nine policies, adopted or amended others, and endorsed the Communications Agreement.

The Council Policy Manual in 2026 contained more than 70 policies. Many were last adopted in 2022 and have had little substantial reviews since besides minor updates. Since then, amendments to the *Local Government Act 1995*, its regulations and other in force legislation have come to govern some matters previously dealt with by Council policy. Some policies also restated out of date or no longer in force legislation, local laws or delegations. Others deal with operational matters that sit with the Chief Executive Officer under section 5.41 of the Act.

Legislation

Amendments to the *Local Government Act 1995* and its regulations now govern some matters previously dealt with by Council policy. These include the uniform caretaker provisions that first applied at the October 2025 elections. Reforms that have passed Parliament but not yet commenced will also require new instruments, including a Community Engagement Charter and an annual Rates and Revenue Policy. A communications agreement is required once sections 5.92A to 5.92C commence. Council endorsed an interim Communications Agreement on 19 October 2026 and will again presented to the incoming Council for further review.

Some policies also duplicate other instruments. They restate legislation, local laws or delegations, or deal with operational matters that sit with the CEO under section 5.41 of the LGA.

Organisational structure

Changes to the Shire's structure and position titles have left references in several policies out of date. Many policies also list "Office of the CEO" as the responsible area or have no responsible officer. These have been reviewed and identified to be updated.

Gaps

The policies have also been compared with the policy frameworks of other local governments, including some that recently completed comprehensive reviews around their own caretaker periods. This comparison identified some subjects that the Shire's Policy Manual does not currently cover. These will be assessed and workshopped with the incoming Council in future reviews.

Review Approach

Each department has carried out their individual and comparative reviews internally and collaboratively with other departments. Reviews were then present to Executive Managers to review recommendations and changes before being approved for CEO review.

Any policy recommended for revocation is governed by legislation, a local law, another policy, delegations, the Communications Agreement or deals with an operational matter that is the responsibility of the CEO.

Each policy has been assessed in the following ways:

- Applicable legislation, to see whether state or federal law now substantially governs the matter, requires the policy to exist, or leaves it to a Local Government's discretion;
- WALGA's summary of policies required under legislation, to confirm that every statutory policy is retained or replaced, that no required policy is recommended for repeal, and that policies required under forthcoming reforms are identified;
- Policy frameworks adopted by other Western Australian local governments;
- Relevance to current Shire operations and structure; and
- Input from the Executive Management Team and governance advice.

The review presented in this report was also work shopped further with Commissioner Aldridge at the Corporate Information Session on 17 November 2026 prior to finalising the review for November 2026.

Policy presentation and implementation

The policies presented for adoption in Schedule Two have been transferred to the Shire's new contemporary policy template for easier user readability. The template provides a consistent structure for policy objectives, scope, policy statements, responsibilities and document-control information.

Policy identifiers have been removed from the final policies presented for adoption and all policies will be listed alphabetically for accessible findability. Following adoption, policies listed under table two will be transferred over to the new template however its content, text and identifiers will not be changed. This is to assist Council in tracking those policies in its subsequent future reviews.

Stakeholder and Public Consultation

External Consultation

The review has considered:

- Current legislative requirements and Departmental guidance;
- WALGA guidance on legislated policy requirements, including policies required under reforms that have passed and have not yet commenced;
- Governance advice from WALGA on the caretaker provisions;
- The policy framework of other contemporary Local Governments (incl. Town of Port Hedland, as the most recent case study), in completing a comprehensive policy review pre, during and post Caretaker.

No community consultation is considered to be required.

Internal Consultation

Council;
Commissioner;
CEO;
Executive Management;
Strategic Advisor;
Governance, Risk & Compliance Manager;
Executive Services Coordinator; and the
Governance Coordinator.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the *Local Government Act 1995* and regulation 3A of the *Local Government (Functions and General) Regulations 1996*.

Assessment outcome: No significant act identified.
The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 2.7(2)(b) – Role of council Gives, Council responsibility for determining the Shire's policies. This is the basis for Council making decisions on the policies in this report.

Section 3.1 – General function, Gives the Shire the general function of providing for the good government of its district.

Section 3.73 – Restrictions on local government during caretaker period, Restricts significant acts during the caretaker period, which began at 4.00pm on 20 October 2026. Revoking a Council policy, other than a local planning policy, is not a significant act, so the policy review can lawfully continue during and after the caretaker period.

Section 5.41 – Functions of CEO Gives the Chief Executive Officer responsibility for the Shire's day-to-day operations and for employing, managing and directing employees.

Sections 5.92 and 5.92A to 5.92C – Access to information and communications agreements Section 5.92 gives Elected Members access to information relevant to their functions. Sections 5.92A to 5.92C, will require a communications agreement.

Sections 5.103 to 5.106 and Part 8A – Conduct of Elected Members Set out the Code of Conduct and how complaints about Elected Members are handled, including referral to the Local Government Inspector.

Sections 6.14A and 9.56 – Legal matters Section 6.14A restricts the Shire paying certain liabilities of council members, prescribed in regulation 19D of the Local Government (Financial Management) Regulations 1996.

Note: This is not an exhaustive list, for legislation pertaining to individual policies presented in this report, please refer to attachments.

Relevant Plans and Policy

Shire of Carnarvon Council Policies;
Communications Agreement; and
Guide to Caretaker Period Requirements.

Financial Implications

The recommendation concerns the adoption, amendment and revocation of Council policies other than local planning policies. It does not approve a particular contract, funding agreement, expenditure commitment or other significant act.

Any operational directives or procedures needed in place of a revoked policy will be prepared within existing administrative resources.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments, grants, sponsorships or funding commitments are approved outside the adopted budget or applicable authority, or create unapproved ongoing obligations.	D2 – Low	The final policies establish approval requirements, budget controls, assessment and recordkeeping obligations. External Grants distinguishes application, acceptance, execution and expenditure approvals. Incoming Corporate Partnerships identifies matters requiring Council approval.
Health & Safety	Employees or Elected Members are exposed to abuse, threats or harassment through complaints or public communications.	D3 – Moderate	Complaint Handling provides for documented restrictions on unreasonable contact and escalation of psychosocial risks. Media & Public Communications permits moderation of threatening, abusive or otherwise inappropriate content.
Reputation	Inconsistent policy application, unclear approval arrangements or outdated published policies undermine community confidence.	C2 – Moderate	Publish the adopted policies, remove superseded versions, maintain consistent titles and communicate the revised requirements to responsible officers.
Service disruption	Revocation of policies creates gaps in supporting procedures, guidelines or administrative arrangements.	C1 – Low	Identify and implement the supporting administrative arrangements required for each revoked or replaced policy and communicate the transition to relevant officers.
Compliance	Policies or their implementation conflict with legislation, or statutory training, disclosure, reporting and publication requirements are not met.	C3 – High	Maintain statutory compliance independently of Council policy. Assign implementation responsibilities, maintain required registers and records, and review policies and supporting documents when legislation changes.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

Fraud	Entitlements, legal costs, grants or sponsorships are improperly claimed, approved or paid.	D2 – Low	Apply documented approvals, supporting evidence, conflict-of-interest controls, funding agreements, acquittal requirements and financial authorisations.

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Strategic Community 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

Table One summarises the proposed changes to 36 existing Council policies. The final policy wording recommended for adoption is presented in Schedule Two.

The review recommends revoking 12 policies without a new replacement Council policy, replacing or consolidating nine existing policies, and amending 15 existing policies. The nine replaced or consolidated policies are addressed through five new policies and the amended Reference Groups and External Bodies policy.

Schedule Three contains all 21 existing policies proposed for revocation, including those being replaced or consolidated. Revocation and adoption should take effect together to avoid uncertainty about which policy applies.

Table Two identifies 27 existing policies not included in this review. No amendment or revocation of those policies is proposed through this report.

Table One: Policy Changes

Policy	Change Type	Review comments
CD001 CCTV Data Management	Replace	Updated to current surveillance and privacy legislation. Operational detail moves to procedures. Replaced with: CCTV & Other Surveillance
CD002 Market Traders at the Woolshed	Revoke	Stall locations and market trading arrangements at the Woolshed are operational and are managed through administrative arrangements, leases, agreements and event hiring with operators.
CD003 Community Awards	Revoke	Policy relies on the Awards Committee, which Council is being asked to disband in a prior report. Subject to that decision, community awards will go directly to Council through a Community Awards report.
CD004 Community Growth Fund	Replace	Combines outgoing sponsorship and grant funding under one framework for assessment, funding agreements and acquittal. Replaced with: Community Sponsorship & Grants

CD005 Letters of Support	Revoke	Future letters of support will be managed through administrative assessment, approval and recordkeeping processes. Matters requiring a Council decision will be reported to a formal Council meeting.
CD006 External Grants – Procurement and Grants	Replace	Replaced with a new policy that sets clear approval rules for external grants, including when the CEO may apply for or accept funding and when Council approval is required. Council approval is required to accept grants exceeding $250,000 excluding GST unless acceptance has already been expressly authorised by Council within the policy requirements. Replaced with: External Grants
CD008 Consumption of Alcohol on Shire Owned and Managed Properties	Revoke	Alcohol use on Shire land, buildings and facilities will be managed under the applicable local laws, liquor licensing requirements and internal event/facility application and written approval processes.
CD011 Incoming Corporate Partnerships	Major	Expanded into a full framework for incoming partnerships and sponsorships. It adds guiding principles, including protecting the Shire's independence and managing conflicts of interest, and sets how opportunities are sourced and assessed. The CEO may approve eligible arrangements up to $20,000 excluding GST. Higher-value arrangements, multi-year agreements and other specified matters require Council approval.
CD012 Child Safe Awareness	Minor	Minor wording changes and updates to organisational and legislative references, with no change to the policy's intent.
CD014 Outgoing Sponsorship	Replace	Combines outgoing sponsorship and grant funding under one framework for assessment, funding agreements and acquittal. Replaced with: Community Sponsorship & Grants
CF001 Purchasing and Procurement	Minor	Updated procurement threshold tables and requirements for quotations in line with other local governments, and clarified the approval and recordkeeping requirements for departures from quotation requirements. Departures do not provide an exemption from statutory tendering requirements.
CF002 Regional Price Preference Policy	Minor	Updated legislative references and terminology, with minor grammatical amendments to improve clarity. No change to the policy intent or regional price preference arrangements. Renamed: Regional Price Preference
CF013 Significant Accounting Policies	Revoke	The Shire's financial reporting obligations are prescribed by legislation and the applicable Australian Accounting Standards, including requirements for the disclosure of material accounting policy information within the Annual Financial Report. Financial management systems and procedures remain the responsibility of the Chief Executive Officer under regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
CF017 Related Parties Disclosures	Revoke	No specific legislative requirement under the *Local Government Act 1995* or *Local Government (Financial Management) Regulations 1996* for local governments to maintain a standalone policy. The Shire's obligations relating to the identification, assessment and disclosure of related party transactions are governed by Australian Accounting Standard AASB 124 – *Related Party Disclosures*, which continues to apply irrespective of whether a Council policy exists. Revoking the policy will reduce unnecessary duplication within the Shire's policy framework and ensure that operational accounting and reporting requirements are managed through appropriate internal administrative procedures and financial controls.

		The revocation will not diminish the Shire's statutory reporting obligations, accountability or transparency, as all relevant disclosure requirements will continue to be addressed through the Shire's annual financial reporting processes.
EME002 Attendance/Tickets to Events	Major	Restructured and further clarified, with legislative references corrected and community events separated from invitation-only events. Approval pathways, sponsored-event attendance, payments, gift disclosures and recordkeeping requirements are clarified. Renamed: Attendance at Events
EME003 Elected Members Induction, Professional Development and Conference Attendance	Major	Updated to current legislation on training, approval requirements, recordkeeping and reporting. Clarifies the relationship with Attendance at Events and the arrangements applying during caretaker periods. Renamed: Elected Member Professional Development
EME006 Reimbursement of Elected Members' Expenses	Replace	Combined with EME011 and EME016, so fees, allowances, expenses, facilities, Shire vehicles and recognition of service are in one policy tied to the appropriate Acts and regulations, in line with other local government policy frameworks. Replaced with: Elected Member Payments, Facilities and Recognition
EME007 Legal Expenses – Elected Members and Employees	Major	Adds scope, legislation and payments the Shire must not make. Renamed: Legal Representation
EME010 Execution of Documents and Application of Common Seal	Minor	Restructured to provide clarity and legislative references corrected. Clarifies document categories, signing authorities, use of the Common Seal and execution responsibilities. Renamed: Common Seal and Document Execution
EME011 Elected Members – Service Award and Gift	Replace	Combined with EME006 and EME016, so fees, allowances, expenses, facilities, Shire vehicles and recognition of service are in one policy tied to the appropriate Acts and regulations, in line with other local government policy frameworks. Replaced with: Elected Member Payments, Facilities and Recognition
EME013 Public Interest Disclosure	Revoke	No legislative requirement for a standalone Council policy. Legislative requirement for internal procedures remains.
EME015 Elected Members – Access to Information	Revoke	Access to information is governed by section 5.92 of the Act and the Communications Agreement. The policy is narrower than the Act. Covered by: Communications Agreement and applicable statutory access rights
EME016 Elected Members – Access to Shire Vehicles for Official Use	Replace	Combined with EME006 and EME011, so fees, allowances, expenses, facilities, Shire vehicles and recognition of service are in one policy tied to the appropriate Acts and regulations, in line with other local government policy frameworks. Replaced with: Elected Member Payments, Facilities and Recognition
EME017 Use of Shire Logo	Revoke	Operational matter. Internal procedures and corporate branding requirements will govern use of the Shire logo.
EME019 Roles and Responsibilities of Shire Delegates to External Bodies	Major	Combined with EME025 so Reference Groups and external bodies sit in one policy. Renamed: Reference Groups and External Bodies
EME021 Elected Members' Contact with Shire Employees	Revoke	Contact between Elected Members and employees is covered by the Communications Agreement and the Code of Conduct.

		Covered by: Communications Agreement
EME023 Governance Support to Elected Members	Revoke	Requests for support and information are covered by the Communications Agreement and Elected Member Payments, Facilities and Recognition, as applicable. Covered by: Communications Agreement and Elected Member Payments, Facilities and Recognition
EME025 Reference Groups	Replace	Merged with EME019 so Reference Groups and external bodies sit in one policy. Replaced with: Reference Groups and External Bodies
EME026 Employee Gratuity Payments	Minor	Updated the objective. The position that the Shire does not make gratuity payments upon termination is unchanged.
EME027 Acknowledgement of the Traditional Owners	Major	Restructured and expanded to set out how Welcome to Country and Acknowledgement of Country are used at Shire events. A Welcome must be delivered by a person authorised by the relevant Prescribed Body Corporate, with costs included in the event budget. An Acknowledgement is required at specified meetings and events and is the fallback where a Welcome cannot be arranged.
EME029 Annual Closure During Festive Season	Minor	Provides clearer guidelines to Council on how the CEO will manage the Christmas closure period. Replaces fixed closure dates with a flexible period of up to two consecutive weeks encompassing Christmas Day and New Year's Day, while maintaining essential services.
EME030 Complaint Handling	Major	Rewritten for Part 8A, the Code of Conduct and the Customer Service Charter. Response timeframes and internal review arrangements refer to the Customer Service Charter rather than a separate timeframe table within the policy.
EME031 Shire Social Media	Replace	Expanded to cover official media and public communications, including principles, spokesperson roles and social media. Operational matters move to operational directives. Replaced with: Media & Public Communications
EME035 Elected Members Electronic Attendance at Meetings	Revoke	Regulations 14C to 14E of the *Local Government (Administration) Regulations 1996* already set out who may authorise electronic attendance, the limits, and the suitability and confidentiality requirements. Administrative arrangements will support requests, equipment and attendance records.
EME036 Privacy Policy	Minor	Updated to reflect current terminology, related-document references and presentation. Renamed: Privacy
EME037 Data Breach	Minor	Terminology aligned across the policy from "data" to "information" breach, and the alignment statement now refers to the *Privacy Act 1988* (Cth) and WA privacy and responsible information sharing legislation. Reporting responsibilities are clarified. Renamed: Information Breach
Policy updates: As policies are reviewed and updated they will be transferred to the new policy template which will reflect the current style guide of the SOC. Policy identifiers will be only be removed after a Council review.		

Table two: remaining existing policies

Policy	Comments
CD009 Community Engagement	Not included in this review; to be highlighted for review with the incoming Council in preparation for incoming legislative requirements to adopt a Community Engagement Charter.
CD013 Compliance	Not included in this review; to be highlighted for review with the incoming Council.
CD015 Artwork Collection	Not included in this review; to be highlighted for review with the incoming Council.
CF006 Financial Hardship	Not included in this review. Previously considered by ARIC on 25 August 2026, Item 5.4. ARIC recommended.
Debt Collection	Not included in this review. Previously considered by ARIC on 21 April 2026, Item 5.2. ARIC recommended endorsement of the proposed changes.
CF008 Risk Management	Not included in this review. Previously considered by ARIC on 16 June 2026, Item 5.2, and endorsed by Council on 28 July 2026.
CF009 Loans and Borrowing	Not included in this review. Previously considered by ARIC on 25 August 2026, Item 5.4. ARIC requested further workshopping incorporating its feedback and re-presentation to the Committee. The policy remains subject to that further work.
Corporate Credit Cards	Not included in this review. Previously considered by ARIC on 21 April 2026, Item 5.2. ARIC recommended endorsement of the proposed.
Recovery of Rates	Not included in this review. Previously considered by ARIC on 21 April 2026, Item 5.2.
CF012 Rates Charges	Not included in this review. Previously considered by ARIC on 25 August 2026, Item 5.4. ARIC recommended endorsement.
CF014 Investments	Not included in this review. Previously considered by ARIC on 25 August 2026, Item 5.4. ARIC recommended endorsement subject to clarification of the Objectives section.
CF015 Private Works	Not included in this review; to be highlighted for review with the incoming Council.
CF016 Asset Management	Not included in this review; to be highlighted for review with the incoming Council.
CF018 Leasing and Licensing of Shire Property	Not included in this review; to be highlighted for review with the incoming Council.
Rates Exemptions	Not included in this review. Previously considered by ARIC on 21 April 2026, Item 5.2. ARIC recommended endorsement of the proposed changes.
EME001 Code of Conduct for Council Members, Committee Members and Candidates	Not included in this review. Previously considered by ARIC on 16 June 2026, Item 5.2, and endorsed by Council on 28 July 2026. Council noted that associated procedures and complaint-management documentation would be updated as required.
EME004 CEO Standards, Performance and Review Panel	Not included in this review. Amended by Council on 28 July 2026, Item 7.1.11. Council abolished the Management Review Committee and established the CEO Selection and Performance Review Panel. Future review will follow the applicable review cycle.
EME005 CEO Leave and Appointment of Acting or Temporary CEO	Not included in this review. Previously considered by ARIC on 25 August 2026, Item 5.4. ARIC recommended endorsement subject to clarification of "Base Salary". Further review requirements are to be considered with the incoming Council.
EME009 Records Management	Not included in this review; to be highlighted for review with the incoming Council. Related recordkeeping arrangements were considered by ARIC on 17 February 2026, Item 5.1, through the Recordkeeping Plan report.
EME018 Honorary Freeman of the Shire & Notable Awards	Not included in this review; to be highlighted for review with the incoming Council.
EME022 Civic Functions and Hospitality	Not included in this review; to be highlighted for review with the incoming Council.
EME032 Election Signs	Not included in this review; considered by Council in the 19 October 2026 meeting for amendment.

ID001 Crossovers	Not included in this review; to be highlighted for review with the incoming Council.
ID002 Maintenance of Shire Roads, Station Access Roads and Airstrips	Not included in this review; to be highlighted for review with the incoming Council.
ID003 Stock Grids	Not included in this review; to be highlighted for review with the incoming Council. Provisions depend on the outcome of the ID002 review.
ID004 Naming of Roads, Parks, Places and Buildings	Not included in this review; to be highlighted for review with the incoming Council.
Memorials in Public Spaces	Not included in this review. Previously considered by ARIC on 21 April 2026, Item 5.2. ARIC recommended endorsement of the proposed changes. Further review requirements are to be considered with the incoming Council.

Local planning policies are considered separately under the Shire's planning framework and are not included in the adoption or revocation recommendations in this report.
The Shire's planning webpage currently lists Property Fences, Outbuildings, Signs and Advertising, and Alfresco Dining. These policies are available through: https://www.carnarvon.wa.gov.au/services/community-planning-sustainability/planning/local-planning-strategy.aspx.

Any future transfer of local planning policies to a revised template will be managed administratively, without substantive amendment unless the applicable statutory process is followed.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority under sections 2.7, 5.90A & 5.128 of the Local Government Act:

1. ***ACCEPTS the proposed changes as set out in Table One and Schedule One of this report;***
2. ***REVOKES the 21 policies as attached in Schedule Three;***
3. ***ADOPTS the 20 policies as attached in Schedule Two;***
4. ***NOTES that the 27 policies listed in Table Two are not amended or revoked by this resolution and that local planning policies are considered separately from Council Policy Framework; and***
5. ***REQUESTS the Chief Executive Officer to:***
    a. ***PUBLISH the adopted policies on the Shire's website;***
    b. ***ARRANGE the supporting administrative documents and implementation actions required to give effect to this resolution.***

7.2 CORPORATE & FINANCIAL

7.2.1 ACCOUNTS PAID UNDER DELEGATION - OCTOBER 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Riley Amai, Finance Officer
Authoriser:	Racheal King, Governance, Risk & Compliance Manager
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM – 19 October 2026
Schedules:	1. Schedule One - Credit Card Payments 2. Schedule Two - List of Accounts Paid 3. Schedule Three - Direct Debits

Authority/Discretion:

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

Summary of Report

To present Council the listing of accounts paid under delegation from the Municipal Fund and Trust Fund, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*, for the month of October 2026.

Background

Council has delegated to the Chief Executive Officer (CEO), the exercise of its power in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996* and *Delegation 1.2.20* to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with Regulation 13 requiring a list of accounts paid under delegated authority to be prepared monthly, presented to Council at the next ordinary meeting, and recorded in the minutes.

The list of payments is provided at *Schedule One - Credit Card Payments*, *Schedule Two - List of Accounts Paid* and *Schedule Three - Direct Debits* attached.

Stakeholder and Public Consultation

External
No Public Consultation is considered to be required at this time.

Internal
Corporate Strategy and Performance Directorate
Finance officers

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 5.42 – *provides that a local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties under the Act, except those listed under section 5.43. A delegation under this section must be in writing and requires an absolute majority.*

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

Local Government (Financial Management) Regulations 1996
Regulation 12 – *provides that payments from the municipal fund or trust fund may only be made by the CEO where the local government has delegated the power to make those payments, or otherwise by Council resolution.*

Regulation 13 – *requires a list of accounts paid by the CEO under delegated authority to be prepared each month. The list must include the payee's name, amount paid, payment date and sufficient information to identify each transaction, and must be presented to Council at the next ordinary meeting and recorded in the minutes.*

Regulation 13A – *requires a monthly list of payments made by employees using purchasing cards, including credit cards, debit cards and other purchasing cards, to be presented to Council and recorded in the minutes.*

Relevant Plans and Policy

Nil

Financial Implications

There are no additional financial implications arising from this report.

Payments have been made in accordance with the adopted budget, relevant delegations, procurement requirements and financial management procedures.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	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	Failure to present the monthly list of payments and purchasing card transactions to Council may result in non-compliance with the Local Government (Financial Management) Regulations 1996.	C2 - Moderate	Monthly payment schedules are prepared, checked and presented to Council in accordance with Regulations 13 and 13A.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Fraudulent, unauthorised or incorrectly amended creditor details may result in inappropriate payments.	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 directly with the Community Strategic Plan 2022-2032 objective, adopting good governance and compliance practices does lessen the risk of the Shire not achieving its strategic and other community objectives.

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Nil

OFFICER'S RECOMMENDATION

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

1. ***RECEIVES the list of payments made under delegation, as per Schedule One, Two & Three at a total value of $3,773,538.08 as presented for the month of October 2026, incorporating the following;***

Payment reference from:	*Payment reference to:*	*Payment type*	*Payment Amount*
EFT48916	*EFT49227*	*Muni EFT*	*$2,610,162.91*
-	*-*	*Trust EFT*	*$0.00*
-	*-*	*Cheque*	*$0.00*
DD43008.1	*DD43062.1*	*Bank Directs Debits*	*$1,163,375.17*
		TOTAL	*$3,773,538.08*

2. ***RECEIVES the credit card transactions for the statement period 24 August 2026 to 22 September 2026, paid on 6 October 2026, totalling $17,572.51, as provided in Schedule One.***

7.2.2 MONTHLY FINANCIAL REPORT - OCTOBER 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28 July 2026
Schedules:	1. Monthly Financial Report - October 2026 2. Monthly Financial Report October 2026 - Matters Identified

Authority/Discretion:

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

Summary of Report

The Shire prepares a Statement of Financial Activity each month, reporting on the revenue and expenditure for the month as set out in the budget. The *Local Government (Financial Management) Regulations* provide that the statements be presented at an Ordinary Meeting of Council within two months after the end of the month to which the statement relates.

This is a monthly process advising Council of the current financial position of the Shire. Financial integrity is not only essential to the operational viability of the Shire, but also important to produce as the custodian of community assets and provider of local services. An ability to monitor and report on financial operations, activities, and capital projects, is imperative to ensure that financial risk is managed at an acceptable level of comfort.

Background

The Monthly Financial Report (Schedule 1) contains:

- Statement of Financial Activity (by Nature or Type), with Explanation of Material Variances*;
- Note 1 - Composition of Net Current Assets*; and
- Note 2 - Statement of Financial Position*.

(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation;
- Cash and Financial Assets;
- Cash Reserves;
- Capital Acquisition;
- Non-operating grants and contributions;
- Operating grants and contributions;
- Borrowings; and
- Lease Liabilities.

This Monthly Financial Report was prepared by Moore Australia financial consultants.

Stakeholder and Public Consultation

Internal
Corporate Strategy & Performance Directorate

External
MOORE Australia

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995 (WA)
Section 6.4 – *requires a local government to prepare an annual financial report for the preceding financial year, and any other prescribed financial reports, in the prescribed form and manner and containing the prescribed information. The local government must submit its accounts and annual financial report to its auditor by 30 September following each financial year, unless an extension is allowed by the Minister.*

Local Government (Financial Management) Regulations 1996
Regulation 34 **–** *requires a local government to prepare a monthly statement of financial activity reporting on revenue and expenditure against the annual budget, including budget estimates, actual amounts, material variances, and net current assets. The statement and accompanying documents must be presented at an ordinary Council meeting within 2 months after the end of the relevant month and recorded in the minutes.*

Regulation 34(5) **–** *requires the local government to adopt, each financial year, a percentage or value to be used for reporting material variances in statements of financial activity.*

*Note: **Schedule 1** Statement of Financial Activity is structured to include the statutory requirements plus further notes to assist Council in understanding the Shire's financial position at the time of reporting.*

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	N/A
Reputation	The delay in achieving timely reporting has the potential to damage the Shire's reputation.	B2 - High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	N/A
Compliance	*Local Government Act 1995* requires Council receives these statements within two months of the end of the applicable month.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

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 provides an overview of the Shire's financial performance and position for the period ended 31 October 2026, including significant budget variances, capital expenditure, cash holdings and outstanding receivables.

Keys points of Interest for Councillors' consideration:

Funding Position
As at 31 October 2026, the Shire reported a closing funding surplus of $9,006,005, compared with the year-to-date budgeted surplus of $10,772,475, representing a variance of -$1,766,470.

The variance reflects the combined impact of operating, investing and financing activities, particularly the timing of capital expenditure and associated grant revenue recognition.

The opening funding surplus is currently reported at $5,376,966, compared with the adopted budget position of $5,442,152. This remains subject to finalisation of the 2025/26 Annual Financial Report and any resulting audit adjustments.

While the Shire maintains a positive funding position, this should not be interpreted as an anticipated year-end surplus, as significant expenditure and financial commitments remain outstanding.

Operating Activities
Operating activities contributed $5,004,231 to the Shire's funding position, compared with the year-to-date budget of $4,850,100, representing a variance of $154,131.

This result reflects operating expenditure tracking below budget, partially offset by lower-than-anticipated operating revenue.

Operating Revenue
Operating revenue totalled $13,039,282 against the year-to-date budget of $13,228,527, representing an variance of -$189,245.

The principal variances include general rates revenue of $7,230,791, which is $84,512 below budget, and operating grants, subsidies and contributions of $1,695,768, which are $135,176 below budget.

Fees and charges remain consistent with budget expectations, while other revenue is $50,457 above budget.

Revenue performance will continue to be monitored, particularly the timing of grant recognition and any adjustments required following reconciliation of outstanding funding arrangements.

Operating Expenditure
Operating expenditure totalled $10,971,067 against the year-to-date budget of $11,285,923, representing a variance of $314,856.

Employee costs are $669,529 below budget, predominantly reflecting vacant positions across the organisation. These savings are not considered permanent and may be partially offset by increased expenditure on external contractors and service providers.

Materials and contracts expenditure is $254,575 above budget, reflecting operational expenditure pressures, including costs associated with Tropical Cyclone Narelle and ongoing service delivery requirements.

Insurance expenditure is $130,079 above budget, while utility expenditure remains $82,709 below budget.

During October, the Shire recognised $487,837 in new lease arrangements relating to IT equipment and administration and depot copiers.

While these arrangements were not separately identified as leases in the adopted budget, the associated costs had been provided for within operational expenditure.

The variance primarily reflects the accounting treatment of these arrangements rather than additional unbudgeted expenditure. Any required budget adjustments will be reviewed to ensure the leases are appropriately reflected in financial reporting.

Officers will continue to monitor expenditure trends and assess whether any adjustments are required to maintain the adopted budget position.

Investing Activities (Capital Works)
The Shire's adopted 2026/27 Annual Budget provides for a capital works program of $21,379,269.

As at 31 October 2026, expenditure on property, plant, equipment and infrastructure totalled $3,656,199 against the year-to-date budget of $5,186,070, representing expenditure below budget of $1,529,871.

The delayed adoption of the Annual Budget on 28 August 2026 affected the commencement of new capital projects, with limited opportunity to progress works during the first two months of the financial year.

Capital grant revenue recognised to date totals $2,490,988, compared with the year-to-date budget of $5,863,872. This variance is influenced by the timing of capital expenditure and the recognition of grant revenue as the relevant accounting requirements are satisfied.

Grant funding received in advance of eligible expenditure or completion of performance obligations remains recognised as a liability until the applicable requirements have been met.

A detailed assessment of individual project delivery timeframes and anticipated year-end expenditure has not yet been completed. Accordingly, it is premature to determine whether any capital projects will require carry-forward into the 2027/28 financial year.

Officers will continue to monitor capital expenditure and grant obligations, with any identified changes to project delivery timeframes or funding requirements to be reported to Council as further information becomes available.

Cash and Cash Equivalents
As at 31 October 2026, the Shire held cash and cash equivalents totalling $16,124,376, comprising $13,247,202 in unrestricted cash and $2,877,174 in restricted reserve funds.

Description	Classification	Unrestricted	Reserve Accounts	Total
		$	$	$
Cash on hand	Cash and cash equivalents	2,800	0	2,800
Municipal Account	Cash and cash equivalents	9,744,402	0	9,744,402
Municipal Online Account	Cash and cash equivalents	3,500,000	0	3,500,000
Reserve Bank Account	Cash and cash equivalents	0	2,877,174	2,877,174
Trust Bank Account	Cash and cash equivalents	0	0	
Total		**13,247,202**	**2,877,174**	**16,124,376**

Although the Shire maintains substantial cash holdings, a significant proportion is associated with funding received for specific projects and contractual obligations.

As at 31 October 2026, the Shire held $10,201,379 in contract liabilities, comprising $2,231,460 in general contract liabilities and $7,969,919 in capital contract liabilities.
These balances reflect funding for which the relevant revenue recognition requirements have not yet been satisfied and should not be considered available for general operational expenditure.

The Shire's cash position will continue to be monitored alongside its expenditure commitments, capital works program and anticipated funding requirements.

Receivables

Debtor & Rates Receivables

As at 31 October 2026, net rates receivables totalled $5,904,135, compared with $4,171,818 at the corresponding period in 2025.

The rates collection rate was 43.6%, compared with 53.3% in October 2025. The lower collection rate is partly attributable to rates notices being issued in September 2026, compared with August in the previous financial year. Collections in 2025 were also influenced by property settlements and the payment of outstanding rates through the settlement process.

Of the total rates outstanding, $1,641,840 relates to standard instalment arrangements, $177,623 to pensioner deferred rates, and a further $208,956 to current-year pensioner assessments and financial hardship payment arrangements.

Excluding these amounts, $3,875,716 in rates remains overdue. Final notices were issued on 26 October 2026, with officers continuing to monitor outstanding balances and progress appropriate recovery action. General debtor accounts totalled $676,349, of which $496,519 has been outstanding for more than 90 days.

The outstanding debtor balance includes the REX Holdings debt, which has been identified for write-off but has not yet been processed. Once processed, the write-off will reduce the reported outstanding debtor balance.

Officers will continue to monitor overdue rates and debtor accounts, with particular attention to longstanding arrears and accounts without active payment arrangements.

Pensioner Deferred Rates

As at 31 October 2026, pensioner deferred rates totalled $177,622.86.

Eligible pensioners retain the option to pay their current-year rates and receive the applicable rebate until 30 June 2027. Amounts remaining unpaid at year-end may be transferred to deferred rates, subject to eligibility requirements.

Instalments Due
Of the 2,172 rates notices issued for the 2026/27 financial year, 370 ratepayers elected to pay their rates through the standard instalment option.

As at 31 October 2026, $1,641,840 remained outstanding under these arrangements, representing approximately 27.8% of total net rates receivables.

The final instalment is due on 19 April 2027. These balances are not considered overdue where ratepayers remain compliant with their scheduled instalment payments.

Rates Debt Recovery
As at 31 October 2026, overdue rates totalled $3,875,716, excluding standard instalment arrangements, pensioner deferred rates and assessments subject to pensioner payment provisions or financial hardship arrangements.

Following the initial rates payment due date of 12 October 2026, final notices were issued on 26 October 2026 to assessments with overdue balances.

Officers will continue to monitor outstanding rates, assess responses to final notices and progress appropriate recovery action in accordance with the Shire's Debt Collection Policy and applicable legislative requirements.

Particular attention will be given to longstanding arrears and assessments without active payment arrangements.

Reserves
As at 31 October 2026, the Shire's cash-backed reserves totalled $2,877,174, representing an increase of $12,402 from the opening balance of $2,864,772.
The increase reflects interest earned on reserve funds during the reporting period.

The adopted 2026/27 Annual Budget includes transfers from reserves totalling $865,000, comprising $365,000 from the Plant Reserve, $200,000 from the Asset Upgrades and Renewal Reserve and $300,000 from the Strategic Projects Reserve.

These transfers have not yet been processed and will be undertaken in accordance with the adopted budget and relevant expenditure requirements.

Overall Financial Position
As at 31 October 2026, the Shire maintains a positive closing funding position of $9,006,005 and cash holdings of $16,124,376.

While the Shire's cash position remains substantial, this must be considered alongside existing financial commitments, particularly the $10,201,379 held in contract and capital grant liabilities.

Operating expenditure remains below budget, predominantly reflecting employee vacancies, although these savings are not expected to be permanent. Capital expenditure is also tracking below budget following the delayed adoption of the 2026/27 Annual Budget, with expenditure expected to increase as projects progress.

Rates collection performance remains below the corresponding period in the previous financial year, with $3,875,716 currently overdue. Debt recovery activities have commenced following the issue of final notices on 26 October 2026.

The 2025/26 Annual Financial Report is nearing completion, with finalisation dependent on outstanding audit matters, including the assessment of impairment associated with cyclone-damaged assets. Any resulting adjustments to the opening financial position will be reflected in subsequent financial reporting where required.

Officers will continue to monitor operating performance, capital project delivery, grant obligations, rates collections and expenditure commitments, with any required budget adjustments to be presented for Council consideration through the appropriate processes.

OFFICER'S RECOMMENDATION

That Council by Simple Majority,

RECEIVES the Statement of Financial Activity for the period ending 31 October 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.

7.2.3 2026-27 QUARTERLY BUDGET REVIEW

File No:	ADM0027
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 24/02/2026 – Item 7.1.7 SCM 28 August 2026 – Item 4.1.1
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

The budget review provides an assessment of the Shire's financial performance for the three months ended 30 September 2026, including identified variances against the adopted 2026/27 Annual Budget.

The review considers whether variances are permanent, where a difference is anticipated between the adopted budget and the expected outcome at 30 June 2027, or attributable to timing, where revenue or expenditure has occurred earlier or later than originally anticipated.

Background

Council adopted the 2026/27 Annual Budget on 28 August 2026.

Since adoption, Administration has continued to monitor financial performance against the adopted budget, including operational expenditure, revenue projections, capital works and funding arrangements.

Identified variations requiring changes to budget allocations will be presented to Council for consideration through a formal budget amendment.

Due to the caretaker period associated with the local government elections, formal budget amendments have not been progressed. Administration has instead undertaken a review of the current budget position to

identify variances, assess financial implications and determine any adjustments that may require Council consideration following the caretaker period.

Stakeholder and Public Consultation

Internal Consultation
CEO;
Executive Manager, Corporate Strategy & Performance;
Executive Management Team; and
Finance Officers.

External Consultation
Moore Australia.

No public consultation was undertaken.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

Assessment outcome: *No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

The below establish requirements for financial management, expenditure authorisation and financial reporting:

- section 6.8 of the *Local Government Act 1995*
- regulation 34 of the *Local Government (Financial Management) Regulations 1996*

This report provides Council with an additional review of expenditure against the adopted budget to support financial oversight and accountability.

Relevant Plans and Policy

There are no known policy implications arising from this report.

Financial Implications

There are no direct financial implications arising from the recommendation to receive this report.

The review may identify variances requiring future budget adjustments. Any proposed amendments will be subject to separate consideration and approval by Council in accordance with applicable legislative requirements.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Inadequate monitoring of expenditure against the adopted budget may result in unidentified variances, expenditure exceeding budget allocations or emerging financial pressures that impact the Shire's financial position.	2-C Moderate	Regular financial reporting and expenditure reviews enable early identification of variances. Responsible officers monitor expenditure against approved allocations, with material variances investigated and corrective action undertaken where required.
Health & Safety	Insufficient monitoring of expenditure associated with operational safety requirements may result in delays to essential maintenance, equipment or service delivery.	2-D Low	Expenditure relating to workplace health and safety, ranger services, insurance and essential operations is monitored to ensure appropriate resources remain available within approved budget allocations.
Reputation	Inadequate financial oversight or failure to identify significant expenditure variances may undermine confidence in the Shire's financial management and governance practices.	2-C Moderate	Transparent financial reporting to Council, regular expenditure monitoring and timely investigation of material variances support accountability and demonstrate responsible financial management.
Service Disruption	Unanticipated expenditure or delays in project delivery may affect the Shire's ability to deliver planned services, maintenance programs and capital works within approved allocations.	2-C Moderate	Regular monitoring of operational and capital expenditure enables officers to identify emerging pressures, assess project progress and prioritise expenditure to maintain essential service delivery.
Compliance	Expenditure exceeding approved budget allocations without appropriate authorisation may result in non-compliance with the Local Government Act 1995, including section 6.8, and applicable financial management requirements.	2-C Moderate	Expenditure is monitored against the adopted budget, with established purchasing controls, delegated authorities and financial reporting processes supporting compliance. Any expenditure requiring additional authorisation will be referred to Council where required.
Property	Delays in capital expenditure or inadequate monitoring of asset-related expenditure may affect asset maintenance, renewal programs and long-term asset management outcomes.	2-D Low	Capital expenditure is monitored against approved project budgets and delivery schedules. Variances and project delays are reviewed to support effective asset management and alignment with available funding.

Environment	Unanticipated expenditure pressures may affect the delivery of environmental health, waste management or other regulatory services.	2-D Low	Expenditure associated with environmental and regulatory functions is monitored against approved allocations, with essential statutory and operational requirements prioritised.
Fraud	Inadequate expenditure monitoring or ineffective financial controls may increase the risk of unauthorised transactions, inappropriate expenditure or financial irregularities remaining undetected.	2-D Low	Established procurement procedures, delegated purchasing authorities, financial reconciliations and regular expenditure reporting provide oversight and support the identification of irregularities..

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

A review of the Shire's financial performance has been undertaken for the period ended 30 September 2026, with consideration given to actual revenue and expenditure against the adopted 2026/27 Annual Budget and the anticipated financial position at 30 June 2027.

The review has identified a number of variances, including those attributable to timing differences and others requiring adjustments to the adopted budget.

Other key matters identified through the review include:

- Leasing arrangements: Reallocation of expenditure originally budgeted under operating activities to leasing arrangements, ensuring expenditure and associated liabilities are appropriately recognised.
- Coral Bay Special Area Rate (SAR): Identification of reserve transfers required to account for surplus funds raised in previous financial years, including adjustments arising from Landgate valuation changes.
- Opening funding position: A reduction of $128,396 in the opening surplus, from $5,442,152 to $5,313,756, following adjustments to the 2025/26 financial accounts.
- Capital works and grant funding: Variances associated with the timing of capital project delivery, grant receipts and revenue recognition, particularly for major infrastructure projects.
- Operating expenditure: Variances associated with employee vacancies, materials and contracts, cyclone recovery activities and maintenance expenditure.
- Insurance and recovery costs: Continued monitoring of expenditure associated with insurance claims and disaster recovery, including the timing of reimbursements.

The review has also identified reserve movements and expenditure reallocations requiring further consideration to ensure the Shire's financial records accurately reflect its funding commitments and operational requirements.

As formal budget amendments can not progress during the caretaker period, this report is presented for Council's information. Any adjustments requiring formal approval will be presented separately for consideration.

The following graphs outline the financial performance and key variances identified across operating, investing and financing activities for the period ended 30 September 2026.

Description	YTD Variance ($)
Operating Revenue	
General rates below budget following approved rates exemption	(84,512)
Grants, subsidies and contributions above budget	419,982
Interest revenue below budget	(48,753)
Other revenue above budget	49,629
Operating Expenditure	
Employee costs below budget due to vacant positions	595,079
Materials and contracts above budget, including cyclone recovery and maintenance activities	(1,026,562)
Utility expenditure below budget	57,986
Finance costs below budget	18,599
Insurance expenditure above budget	(19,376)
Investing Activities	
Capital grant receipts below YTD budget*	(2,804,621)
Property, plant and equipment expenditure below budget	171,109
Infrastructure expenditure below budget due to project timing	2,609,097
Recognition of new right-of-use assets	(20,746)
Financing Activities and Reserves	
Recognition of new lease liabilities	20,746
Reserve interest transferred	(9,036)
Other Matters Identified	
Adjustment to opening funding position following 2025/26 year-end processing	(128,396)
Operating expenditure requiring reclassification to leasing arrangements	Not quantified
Coral Bay SAR reserve movements requiring reconciliation	Not quantified

**Capital grant revenue below budget, primarily due to funding held as contract liabilities pending expenditure reconciliation and revenue recognition*

The first quarter budget review has identified a number of variances between actual financial performance and the adopted 2026/27 Annual Budget for the period ended 30 September 2026. These variances are primarily attributable to the timing of revenue recognition, capital project delivery, expenditure allocations and adjustments arising from the finalisation of the previous financial year.

The Shire reported a closing funding surplus of $11,287,312 as at 30 September 2026, compared with the year-to-date budgeted surplus of $11,497,101, representing an unfavourable variance of $209,789.

A significant variance relates to capital grants and contributions, which are $2,804,621 below the year-to-date budget. A substantial portion of grant funding received is currently held as contract liabilities and has not been recognised as income pending reconciliation of eligible project expenditure and satisfaction of the associated funding obligations. This variance is predominantly considered a timing difference rather than an indication of reduced grant funding.

Capital Expenditure & Income

Capital expenditure is tracking below the year-to-date budget, primarily due to the timing of budget adoption and the subsequent commencement of capital works.

The 2026/27 Annual Budget was adopted by Council on 28 August 2026, leaving approximately one month of the first quarter for capital projects to commence. As expenditure on new capital projects could not be committed until the budget was adopted, the delayed adoption has had a significant impact on expenditure recorded as at 30 September 2026.

The variance is therefore largely attributable to the limited period available for project commencement, procurement, contractor engagement and delivery, rather than an indication of reduced project scope or anticipated expenditure.

Capital expenditure is expected to increase as projects progress through procurement and implementation during the remaining financial year. However, the delayed commencement may place additional pressure on project delivery timeframes, particularly for larger infrastructure projects.

The timing of capital expenditure also affects the recognition of associated grant revenue. A significant portion of capital grant funding received is currently held as contract liabilities and will be recognised as income as eligible expenditure is incurred, reconciled and the relevant funding obligations are satisfied.

The review has identified expenditure requiring reclassification from operating activities to leasing arrangements to ensure appropriate recognition of right-of-use assets and associated lease liabilities. These adjustments relate primarily to the accounting treatment of expenditure rather than additional operational commitments.

Reserves

Reserve movements associated with the Coral Bay Special Area Rate (SAR) have also been identified. These include the allocation of surplus funds raised in previous financial years, with the required transfers to be considered through a subsequent budget amendment process. The review also identified the impact of Landgate valuation adjustments on SAR revenue.

Opening Position

The opening funding position has decreased by $128,396 following year-end adjustments to the 2025/26 financial accounts. This adjustment has been reflected in the September financial statements and will continue to be monitored through the finalisation of the annual financial reporting process.

Other operating variances include employee expenditure below budget due to vacant positions, offset by higher expenditure in materials and contracts, including cyclone recovery and maintenance activities. These areas will continue to be monitored to determine whether the variances represent timing differences or potential impacts on the full-year financial position.

Summary

As the review has been undertaken during the caretaker period, no formal amendments to the adopted 2026/27 Annual Budget are proposed through this report. Matters identified as requiring budget adjustments will be considered separately when the appropriate approval processes can be undertaken.

Overall, the review provides an assessment of the Shire's financial performance at the end of the first quarter and identifies areas requiring continued monitoring, reconciliation and financial management to support the delivery of the adopted budget and maintain a balanced year-end funding position.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:
NOTES the 2026/27 First Quarter Budget Review for the period ended 30 September 2026, including the financial variances, accounting adjustments and reserve movements identified.

7.3 PLANNING & DEVELOPMENT

7.3.1 CORAL BAY WASTE FACILITY - CONCEPT DEVELOPMENT REPORT

File No:	ADM1851
Location/Address:	Lot 304; Plan 053818, Coral Bay
Name of Applicant:	Shire of Carnarvon
Name of Owner:	State of Western Australia with a lease registered to Baiyungu Aboriginal Corporation (BAC)
Author(s):	Stefan Louw, Executive Manager, Community Planning and Sustainability
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Coral Bay Waste Concept Development Report

Authority/Discretion:

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

Summary of Report

The purpose of this report is to seek Council's endorsement of the Coral Bay Waste Concept Development Report (prepared by Talis Consultants) and to establish a preferred strategic direction for the future provision of waste management services in Coral Bay.

The study was commissioned in response to the limited remaining disposal capacity of the existing Coral Bay Waste Management Facility, and the need to identify a sustainable, environmentally responsible and financially viable long-term waste management solution.

The assessment considered three potential waste management options, incorporating combinations of local landfill disposal, waste transfer, transportation of waste to Carnarvon and the development of a separate landfill facility. All options incorporate resource recovery and circular economy infrastructure.
Following a comprehensive technical and financial assessment, the report identifies Option 2, being the development of an integrated waste management facility and landfill at the Water Corporation site at Lot 304, as the preferred option.

Option 2 achieved the highest overall technical and financial assessment score and represents the lowest estimated whole-of-project cost over the 20-year assessment period.

Officers have reviewed the completed Talis report and consider it suitable for final endorsement by Council. Council's endorsement is sought to formally accept the findings of the report, establish Option 2 as the Shire's preferred option for further investigation, and authorise officers to progress the necessary technical, environmental, statutory, and financial investigations.

Endorsement of the report and preferred option will not constitute approval to construct the proposed facility or commit Council to the associated capital expenditure. A further report will be presented to Council following completion of the necessary investigations and preparation of a detailed business case.

Background

Talis Consultants was engaged by the Shire of Carnarvon to assess potential long-term waste management options for Coral Bay. The purpose of the study was to undertake a technical and financial assessment of available options and assist the Shire in determining which option warrants more detailed investigation for the future delivery of waste management and resource recovery services.

Coral Bay presents unique waste management challenges due to its remote location, small permanent population (approximately 245 residents) and significant seasonal tourism fluctuations. Visitor numbers can increase substantially during peak tourism periods, placing considerable demand on local infrastructure and waste services.

The existing Coral Bay Waste Management Facility is to provide an essential service to the community; however, the landfill is estimated to only have approximately three to five years of remaining capacity. The report concludes that future expansion of the existing landfill is not recommended due to limited remaining land and landfill void space.

The existing facility also has a number of operational constraints, including uncontrolled access, limited waste data, stockpiling of materials, multiple disposal areas and the absence of a formal landfill closure and rehabilitation plan. The facility operates without a disposal gate fee, with service costs recovered through annual rates.

Accordingly, Officers commissioned the concept development study to establish an appropriate long-term direction.

The Report assessed three options:

- Option 1 – a waste transfer station at Lot 304, with residual waste hauled approximately 240 km to the Brown Range Waste Management Facility in Carnarvon;
- Option 2 – an integrated waste management facility and landfill at Lot 304; and
- Option 3 – a waste drop-off facility at Lot 304, with a landfill at the Minilya-Exmouth Junction (Highway) Site.

All options include circular economy infrastructure and the capping and closure of the existing landfill. Options were assessed through a multi-criteria technical assessment (maximum 48 points) and a 20-year whole-of-project financial model.

Option 2 retains local landfill disposal and avoids the ongoing haulage costs and Carnarvon landfill gate fees that drive the higher cost of Option 1. Its capital cost includes approximately $2.8 million for landfill cells constructed in stages over the assessment period. The estimates are concept-level, assume an unlined landfill, and exclude closure and rehabilitation of the existing landfill.

If Lot 304 is found to be unsuitable, the Report recommends a regional site selection study to identify alternative locations.

Stakeholder and Public Consultation

Internal
Relevant Shire officers have been involved throughout the preparation of the Coral Bay Waste Concept Development Report, including participation in meetings and workshops with Talis Consultants to consider the existing waste management arrangements, operational constraints, potential future waste management options and the practical requirements associated with delivering waste services in Coral Bay.

Further internal consultation will continue as the project progresses through detailed site investigations, regulatory approvals, business case development, funding considerations, detailed design and procurement.

External
Talis Consultants undertook consultation with Coral Bay Contracting, the current operator of the Coral Bay Waste Management Facility. This consultation included discussions regarding the existing facility, current operational practices and constraints, together with a site inspection to inform the assessment of future waste management options.

The Shire has also received written support from the Water Corporation to develop Lot 304, subject to the conditions outlined in the Background.

At this stage, broader community consultation has not been undertaken as the project remains at the concept development and site investigation stage and no final decision has been made to construct a new facility. Should the project progress following completion of the required technical, environmental and financial investigations, further consultation will be undertaken with relevant stakeholders, government agencies, the Coral Bay community and other affected parties as appropriate.

Early engagement with the Department of Water and Environmental Regulation (DWER) will also be undertaken to confirm the environmental approval pathway, including requirements associated with works approval, licensing, native vegetation clearing, and any other environmental assessment requirements.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

The report identifies a number of environmental and statutory approvals that will need to be progressed before construction.

The proposed waste facility will constitute a “prescribed premises” under the *Environmental Protection Act 1986* and is expected to require:

- a DWER Works Approval prior to construction;
- a DWER operating licence prior to ongoing operation;
- a native vegetation clearing permit;

- potential consideration of referral under the *Environment Protection and Biodiversity Conservation Act 1999*; and
- consideration of whether referral to the Environmental Protection Authority under Part IV of the *Environmental Protection Act 1986* is required.

The report anticipates the facility falling within prescribed premises categories relating to a solid waste depot and Class II/III landfill.

The report recommends early engagement with DWER to confirm the applicable approval pathway and supporting technical information required.

Planning, land tenure and other ancillary approvals will also need to be confirmed as the project progresses.

Relevant Plans and Policy

Coral Bay Settlement Structure Plan 2015

Financial Implications

The preferred Option 2 has an indicative capital cost of approximately $7.85 million over the assessed project period. This remains a concept-level estimate and should not presently be regarded as an approved project budget.

Further expenditure will be required for:
- technical investigations;
- environmental studies;
- Finalisation of the ILUA;
- DWER approvals;
- detailed engineering design;
- project management;
- procurement;
- construction;
- commissioning; and
- closure and rehabilitation of the existing landfill.

The report recommends preparation of a more detailed business case, including refinement of capital and operating costs, staging arrangements, site layout, and potential funding opportunities.

Officers will also investigate State and Commonwealth funding opportunities to reduce the Shire's direct capital contribution.

The report further recommends reviewing waste disposal fees and charges to ensure that charges appropriately reflect service-delivery costs, promote financial sustainability and encourage resource recovery.

$250,000.00 has been budgeted for investigative studies for the 2026/27 financial year.

Endorsement of the final Concept Development Report and preferred option does not commit Council to construction expenditure. Any future capital commitment will be subject to completion of the detailed business case, confirmation of funding arrangements and a further decision of Council.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Project costs may increase following detailed investigations, design and regulatory assessment. The current approximately $7.85 million capital estimate is conceptual and excludes closure and rehabilitation costs for the existing landfill.	A3 - Extreme	Undertake detailed site investigations and prepare a comprehensive business case before committing to construction. Refine capital, operating and rehabilitation costs; investigate State and Commonwealth funding opportunities; consider project staging; and review waste fees and charges to support long-term financial sustainability.
Health & Safety	Continued operation of the existing facility and the eventual construction and operation of a new facility present risks to employees, contractors and members of the public associated with waste handling, vehicle movements, hazardous materials and construction activities.	C2 - Moderate	Incorporate WHS requirements into detailed design and operating procedures. Improve controlled access, traffic management, waste separation and hazardous waste handling arrangements and require contractors to operate under appropriate WHS management plans.
Reputation	Failure to adequately plan for the limited remaining capacity of the existing landfill, or significant delays in progressing a long-term solution, may adversely affect community confidence in the Shire's management of essential waste services.	C3 - High	Progress investigations and approvals in accordance with an agreed project program; maintain transparent communication with the Coral Bay community and key stakeholders; and provide regular project updates as significant milestones are reached.
Service disruption	The existing landfill has an estimated three to five years of remaining capacity. Delays in delivering an alternative waste management solution could result in reduced disposal capacity or interruption to waste services in Coral Bay.	B4 - Extreme	Progress the preferred option sufficiently early to allow for investigations, approvals, design and construction before the existing landfill reaches capacity. Develop contingency arrangements for waste transfer and disposal should the new facility be delayed.

Compliance	The proposed facility requires a range of environmental, planning, land tenure and other statutory approvals. Commencing development without the necessary approvals could result in regulatory non-compliance, delays or additional costs.	D3 - Moderate	Engage early with DWER and other relevant agencies; establish a statutory approvals register; obtain all required works approvals, licences, clearing approvals and other authorisations before construction or operation; and incorporate approval conditions into design and operating procedures.
Property	Land tenure, access arrangements and Water Corporation infrastructure requirements at Lot 304 may affect the Shire's ability to develop or operate the preferred facility.	D3 - Moderate	Formalise land tenure and access arrangements before committing significant capital expenditure. Continue engagement with Water Corporation and ensure groundwater monitoring infrastructure, access requirements and the required 24-month commissioning notice are incorporated into project planning.
Environment	Development and operation of a new landfill has the potential to impact groundwater, native vegetation, flora and fauna and surrounding environmental values. Inadequate closure of the existing landfill could also result in ongoing environmental liabilities.	B2- High	Complete hydrogeological, geotechnical, flora, fauna, heritage and other required environmental investigations before confirming site suitability. Incorporate appropriate environmental controls into detailed design and prepare and implement a Landfill Closure Plan for the existing facility, including capping, rehabilitation and ongoing monitoring.
Fraud	Future procurement and expenditure associated with investigations, design and construction may expose the Shire to procurement, contract management or financial control risks.	E2 - Low	Apply the Shire's procurement, purchasing, financial management and contract management controls; ensure appropriate separation of duties and approval delegations; undertake competitive procurement where required; and maintain appropriate oversight of project expenditure and contractor performance.

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*

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 final Coral Bay Waste Concept Development Report provides Council with a comprehensive assessment of the available options for securing the long-term provision of waste management services in Coral Bay.

The existing Coral Bay Waste Management Facility has an estimated remaining operational capacity of approximately three to five years. Given the time required to undertake detailed investigations, secure environmental approvals, establish land tenure arrangements, obtain funding and construct a replacement facility, it is important that the Council establishes a clear strategic direction at this stage.

The Talis assessment provides a sound technical and financial basis for identifying a preferred option.

Preferred Waste Management Option

The assessment identifies Option 2, the development of an integrated waste management facility and landfill at Lot 304, as the preferred option.

The proposed facility would incorporate local residual waste disposal, recycling, resource recovery, reuse facilities and supporting waste management infrastructure.

Option 2 achieved the highest technical assessment score of 45 out of 48 and an overall combined technical and financial score of 98.44.

The estimated 20-year whole-of-project cost for Option 2 is $19.68 million, compared with $42.60 million for Option 1 and $24.87 million for Option 3.

Although Option 2 has a higher initial capital cost than Option 1, the assessment demonstrates that retaining local landfill disposal provides substantial long-term financial and operational advantages by avoiding the ongoing transportation of residual waste to Carnarvon.

The preferred option also provides opportunities to improve environmental management, waste separation, recycling and resource recovery, while providing greater certainty regarding future waste disposal capacity. Officers support the findings of the Talis assessment and consider Option 2 to be the most appropriate option to progress to detailed investigation.

Endorsement of the Report

The Talis Coral Bay Waste Concept Development Report has now been finalised and reviewed by officers. Officers are satisfied that the report adequately addresses the objectives of the study and provides an appropriate evidence base for Council to determine the preferred strategic direction for future waste management services in Coral Bay.

It is therefore recommended that Council formally endorses the report and its identification of Option 2 as the preferred waste management solution.

This endorsement will provide officers with a clear direction to progress the next phase of the project, while recognising that the proposed development remains subject to further technical investigations, regulatory approvals, land tenure arrangements and financial considerations.

Further Investigations and Project Development

Notwithstanding the favourable assessment of Option 2, a number of matters must be resolved before Council can make an informed decision regarding construction of a new facility.

These include:

1. Investigating State and Commonwealth funding opportunities to reduce the Shire's financial contribution.
2. Undertaking detailed hydrogeological, geotechnical, flora, fauna, heritage and other environmental investigations to confirm the suitability of Lot 304;
3. Continuing engagement with Water Corporation regarding land tenure, access, groundwater monitoring infrastructure and commissioning requirements;
4. Engaging with the Department of Water and Environmental Regulation to establish the necessary environmental assessment, works approval, licensing and clearing requirements;
5. Subject to satisfactory site investigations, progressing the Indigenous Land Use Agreement and associated land tenure arrangements;
6. Preparing a Landfill Closure Plan for the existing Coral Bay Waste Management Facility, including rehabilitation requirements and estimated costs;
7. Refining the concept design and preparing a detailed business case addressing capital expenditure, operational costs, funding opportunities, staging and long-term financial sustainability; and

Notwithstanding that the Shire will be exploring external funding opportunities, the Shire has allocated, $250,000 in the 2026/27 financial year for investigative studies associated with the project. This allocation provides an opportunity to progress the investigations and further develop the preferred option.

It is proposed that officers progress these investigations within the available budget and return the project to Council once sufficient information is available to consider the next stage of development.

Conclusion

The Coral Bay Waste Concept Development Report represents an important milestone in planning for the long-term provision of essential waste management services in Coral Bay.

The assessment establishes a clear preferred option supported by technical, operational and financial considerations.

Given the limited remaining capacity of the existing landfill, it is important that the Shire progresses the necessary investigations in a timely manner, so as to minimise the risk of a future service disruption.

Endorsement of the final Talis report and Option 2 as the preferred option will provide the strategic direction necessary to progress the project while ensuring that Council retains oversight of future financial commitments and development decisions.

Officers therefore recommend that Council endorses the report and authorises progression of the next stage of investigations, with a further report to be presented before any decision to proceed with detailed design and construction.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, pursuant to Section 2.7 of the Local Government Act 1995 (WA) resolves to:

1. **ENDORSES the Coral Bay Waste Concept Development Report (prepared by Talis Consultants) as presented in Schedule 1;**
2. **Endorses Option 2, (being the integrated waste management facility and landfill at Lot 304 on Plan P053818) as the preferred option for the future provision of waste management services in Coral Bay;**
3. **REQUESTS the Chief Executive Officer to pursue relevant State and Commonwealth funding opportunities to support the future development of the preferred waste management facility;**
4. **AUTHORISES the Chief Executive Officer to progress the next stage of project investigations and planning, within the adopted 2026/27 budget allocation, including:**
    a. **Detailed technical, hydrogeological, geotechnical, flora, fauna, environmental and heritage investigations to confirm site suitability;**
    b. **Engagement with Water Corporation regarding land tenure, access, groundwater monitoring and commissioning requirements;**
    c. **Preliminary engagement with relevant regulatory authorities to establish statutory approval requirements;**
    d. **Progression of the Indigenous Land Use Agreement, subject to satisfactory outcomes from the necessary site investigations;**
    e. **Preparation of a Landfill Closure Plan and associated rehabilitation cost estimates for the existing Coral Bay Waste Management Facility; and**
    f. **Preparation of a detailed business case, including refined capital and operating costs, project staging, financial implications and potential external funding opportunities;**
5. **REQUESTS that a further report be presented to Council following completion of the necessary investigations and detailed business case, to enable Council to consider the project's financial viability, statutory requirements and progression to detailed design and construction;**
6. **AUTHORISES the Chief Executive Officer to investigate, develop and implement appropriate interim waste management arrangements for Coral Bay to ensure the continued provision of waste management services until the proposed new waste management facility is developed and operational, including:**
    a. **Identifying and assessing practical interim waste management options, including the continued use and management of the existing facility, subject to relevant statutory and environmental requirements;**
    b. **Undertaking any necessary operational improvements, temporary infrastructure works and management measures to maintain safe, effective and environmentally responsible waste management services;**
    c. **Engaging with relevant regulatory authorities and stakeholders to identify and address any statutory, environmental or operational requirements associated with the interim arrangements; and**
    d. **Implementing the preferred interim management arrangements within the adopted budget allocations, with any matters requiring additional funding or Council approval to be referred to Council for consideration; and**
7. **NOTES that endorsement of the final Concept Development Report and preferred option does not constitute approval for construction of the proposed facility or a commitment to the estimated capital expenditure of approximately $7.85 million.**

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

File No:	ADM2148
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Stefan Louw, Executive Manager, Community Planning and Sustainability
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	28 April 2026
Schedules:	1. Amendment Documentation

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 follows Council's resolution of 28 April 2026 to advertise Amendment No. 14 to the Shire of Carnarvon Local Planning Scheme No. 13 (LPS13) and now seeks Council's resolution to support the proposed standard amendment and forward it to the Western Australian Planning Commission (WAPC) with a request for the Minister for Planning to grant approval. The amendment was advertised for 42 days and no submissions were received.

The amendment will update LPS13 to ensure consistency with the new 'deemed' and 'model' land use classes and general definitions prescribed under the Planning and Development (Local Planning Schemes) Regulations 2015.

Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among visitors seeking temporary lodging for holidays, business trips or other short stays.

In November 2023, the Western Australian Planning Commission (WAPC) released its Position Statement: Planning for Tourism and Short Term Rental Accommodation, together with associated Planning for Tourism

Guidelines. The Position Statement forms part of a broader suite of State Government reforms aimed at strengthening the planning framework for tourism and STRA, following recommendations of the 2019 parliamentary inquiry Levelling the Playing Field: Managing the impact of the rapid increase of short term rentals in Western Australia. A key outcome of these reforms was the introduction of a state wide registration scheme for STRA.

The state wide STRA Register was established under the Short Term Rental Accommodation Act 2024 and is now operational. Registration became mandatory from 1 January 2025, with all STRA required to be registered prior to commencing or continuing operation. This requirement applies regardless of whether the accommodation is hosted or un-hosted, and irrespective of whether a development approval exemption applies under the Planning and Development (Local Planning Schemes) Regulations 2015. Registration may be completed by either the property owner or a tenant, subject to the owner's consent, and must be renewed annually.

While the registration scheme operates separately from the planning system, concurrent amendments to the LPS Regulations have introduced changes to STRA land use definitions and controls. These amendments necessitate corresponding updates to the Shire's local planning scheme to ensure consistency with the revised statutory framework.

Stakeholder and Public Consultation

Internal Consultation
Commissioner Aldridge was briefed on the amendment at the Corporate Information Sessions on 17 March 2026 and 17 November 2026. The Executive Manager, Community Planning & Sustainability obtained governance advice from WALGA on how the caretaker provisions apply.

External Consultation
Following Council's resolution to initiate the standard scheme amendment, the amendment was referred to the EPA for comment. EPA advised that the amendment was not required to be assessed under Part IV Division 3 of the Environmental Protection Act 1986 (EP Act).

Following direction from the WAPC the amendment was advertised for 42 days in accordance with Regulation 47 of the Planning and Development (Local Planning Schemes) Regulations 2015. The amendment was advertised on the Shire's website; notices were sent to surrounding property owners and published in the Midwest Times.

No submissions were received.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

***Assessment outcome:** No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Planning and Development Act 2005

Section 75 – Amending scheme. A local government may amend a local planning scheme by an amendment it prepares, which the Minister approves and which is published in the Gazette. Council's role is to resolve to support the amendment. It takes effect only after the Minister's approval and gazettal.

Section 81 – Referral of proposed scheme or amendment to EPA. The amendment must be referred to the EPA unless exempt. The EPA advised it need not be assessed.

Sections 83A, 84 and 87 – Approval to advertise, advertising, and approving the amendment. The Minister approves advertising, the Shire advertises and considers submissions, and the amendment is then submitted to the Minister, who may approve it, require modification or refuse it.

Section 257B – Deemed provisions. Deemed provisions form part of every scheme and prevail if inconsistent. This is why the new STRA land uses already apply to LPS13.

Planning and Development (Local Planning Schemes) Regulations 2015

Regulation 34 – Terms used. Defines basic, standard and complex amendments. The classification determines the process and whether Council's resolution is a significant act.

Regulation 35 – Resolution to prepare or adopt amendment. Council's resolution must specify the amendment type and the reasons. Council did this on 28 April 2026 [confirm].

Regulations 46A to 47 – Standard amendment process. Council resolves to seek approval to advertise, the Commission recommends to the Minister, and the amendment is advertised for 42 days.

Regulation 50 – Consideration of submissions. Council must resolve to support the amendment (with or without modification) or not support it before the consideration period ends, or as soon as reasonably practicable if there are no submissions.

Regulations 53 and 55 – Provision to the Commission. The Shire provides the amendment and documents to the Commission within 21 days of the resolution. The Commission endorses it and submits it to the Minister within 60 days.

Local Government Act 1995

Section 1.4A – Caretaker period. Began at the close of nominations (4pm, 20 October 2026) and ends the day after the result is declared.

Section 3.73 – Restrictions during caretaker period. The Shire must not do a significant act during the caretaker period. Significant acts include prescribed acts.

Local Government (Functions and General) Regulations 1996

Regulation 3A – Significant acts. Paragraph (6)(d) prescribes a resolution of the kind in regulation 35(1) of the Planning Regulations in relation to a complex amendment. Council's regulation 50(3) resolution on a standard amendment is not such a resolution.

Caretaker Period Considerations

Amendment No. 14 is a standard amendment as defined in regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, because it:

1. would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
3. is not a complex amendment or a basic amendment

A Council resolution would be a regulation 50(3) resolution on a standard amendment. It is not a resolution of the kind in regulation 35(1) in relation to a complex amendment, and is not a decision to do anything in regulation 3A(6)(a) to (h) of the Functions and General Regulations. It is therefore not a significant act, and the matter may proceed during the caretaker period.

Relevant Plans and Policy

Shire of Carnarvon Local Planning Strategy 2017;
WAPC Position Statement: Planning for Tourism and Short-Term Rental Accommodation and associated Guidelines; and
Planning Bulletin 115/2024 'Short-Term Rental Accommodation (STRA)

Financial Implications

There are no 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	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Confusion for landowners and the community regarding the STRA framework if the scheme is inconsistent with the State planning framework.	2-C Moderate	Support the amendment so LPS13 is consistent with the State framework; publish the outcome through the Shire's usual notification channels.
Service disruption	N/A	N/A	N/A
Compliance	Inconsistency with State planning legislation.	2-C Moderate	Support the amendment and forward it to the WAPC so that LPS13 is aligned with the State's planning reform. The deemed provisions continue to prevail in the interim.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*
- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Scheme Amendment Classification

The proposed amendment has been prepared pursuant to section 75 of the *Planning and Development Act 2005*, with the process enacted under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 defines scheme amendments as basic, standard or complex. It is considered that this proposal satisfies the criteria for a standard scheme amendment, being an amendment that:

a) is consistent with the objectives of the applicable zones and reserves;
b) is consistent with the local planning strategy endorsed by the Western Australian Planning Commission;
c) would have minimal impact on land not subject to the amendment;
d) would not result in significant environmental, social, economic or governance impacts; or
e) is not otherwise classified as a basic or complex amendment.

State Wide Planning Framework

The State Government's planning reforms for STRA are being implemented predominantly through the Local Planning Scheme (LPS) Regulations. Amendments to both Schedule 1 (model provisions) and Schedule 2 (deemed provisions) of the LPS Regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives. These changes include:

i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short term rental accommodation' to ensure these are classified as dedicated land use classes in local planning schemes
ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching Short-Term Rental Accommodation Act 2024, which provides the legal framework for the STRA Register
iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), and other changes to general definitions
iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings)
v. a 90-night (cumulative) exemption within a 12-month period for 'un-hosted short term rental accommodation' in the Perth metropolitan area (not applicable to the Shire of Carnarvon)

Planning Bulletin 115/2024 'Short-Term Rental Accommodation (STRA) – Guidance for local government' (Planning Bulletin 115) outlines the steps and timeframes for implementing recent changes to the Local Planning Scheme Regulations for STRA.

Deemed Land Uses

STRA uses are dwellings (inclusive of ancillary dwellings) being used under a short-term rental agreement. STRA is either hosted – where the host lives on the property during the short-term stay; or un-hosted – where guests have exclusive use of an entire dwelling, for example a whole house, unit or apartment. Accordingly, the LPS Regulations now include two 'deemed' definitions – 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation'.

These new 'deemed' land use classes are automatically read into LPS13 through the LPS Regulations, along with the exemptions (discussed below). However, these uses are still proposed to be incorporated into local planning scheme definitions and the Zoning Table at the direction of the WAPC. This is to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within LPS13.

The Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint as discussed below.

Hosted short-term rental accommodation

'Hosted short term rental accommodation' is where the host lives on the property and includes ancillary dwellings, or 'granny flats', where the host lives in the primary dwelling on the property.

A host may alternatively live in the ancillary dwelling, with the primary dwelling being rented out as short-term rental accommodation. 'Hosted short term rental accommodation' is exempt from requiring development approval within Western Australia but still requires STRA registration.

The proposed land use permissibility for 'hosted short term rental accommodation' reflects the LPS Regulation exemptions (already operative) – being a 'P' (permitted) use in all zones where any type of dwelling is capable of approval.

Un-hosted short-term rental accommodation

Where it is not exempt, the proposed land use permissibility provides for 'un-hosted short term rental accommodation' to be an 'A' (discretionary after advertising) use where it may impact residential amenity, and an 'A' or 'D' (discretionary without advertising) use in other zones where residential land uses are permitted. This approach is consistent with the Position Statement and Planning Bulletin 115.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'tourist and visitor accommodation' has been introduced to the LPS Regulations to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and STRA. STRA uses are dwellings being used under a short-term rental agreement, whereas 'tourist and visitor accommodation' are generally purpose-built short stay accommodation, such as a building or complex managed by a single person/body used to provide accommodation for guests (stays up to 3 months in duration).

In the context of LPS13, 'tourist and visitor accommodation' is a similar use to 'tourist development'. 'Tourist and visitor accommodation' is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Instead, they will be classed as 'residential buildings' (as defined in the Residential Design Codes) for the purposes of the planning framework, as outlined in Planning Bulletin 115.

It is intended to keep the permissibility of this new land use identical to that of tourist development.

Superseded Land uses

To implement the required changes, this amendment proposes deletion of the following superseded land use classes, consistent with Planning Bulletin 115:

- 'bed and breakfast' – replaced by hosted STR;
- 'holiday house' – replaced by hosted or unhosted STRA;
- 'holiday accommodation' – replaced by hosted or unhosted STRA;
- 'motel' – either 'hotel' or 'tourist and visitor accommodation';
- service apartments - replaced by 'tourist and visitor accommodation'; and
- tourist development – replaced by 'tourist and visitor accommodation'.

New and revised Land Use and General Definitions

As part of the LPS Regulation changes, amendments to some other model definitions were also introduced to avoid confusion or conflict with the new STRA land use terms. To reflect these, Amendment No.14 also proposes the following:

- Modifying general model definitions of 'cabin' and 'chalet' as follows, to be in line with the LPS regulations:

From:

Cabin - means a dwelling forming part of a tourist development or caravan park that is —
(a) an individual unit other than a chalet; and
(b) designed to provide short-term accommodation for guests.

Chalet - means a dwelling forming part of a tourist development or caravan park that is —
(a) a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and
(b) designed to provide short-term accommodation for guests.

To:

Cabin - *means a building that -*

(a) is an individual unit other than a chalet; and
(b) forms part of -
  (i) tourist and visitor accommodation; or
  (ii) a caravan park;
  and
(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

Chalet *means a building that —*

(a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and
(b) forms part of –
  (i) tourist and visitor accommodation; or
  (ii) a caravan park;
(c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

Conclusion

The officer's recommendation considers the relevant planning matters associated with this proposal. Should the Scheme Amendment not proceed, the new 'deemed' land use classes will continue to be automatically read into the Local Planning Scheme and will override any existing scheme provision to the extent of any

inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

However, there will be no land use permissibility framework for non-exempt STRA, and the new land use of 'tourist and visitor accommodation'. There will also be numerous inconsistencies between the scheme and the State Planning Framework, creating confusion and uncertainty for landowners and the community regarding STRA and other land uses.

This amendment is an administrative process to integrate new State planning changes into the Shire's Local Planning Scheme No. 13 ensuring alignment with State planning policy and regulations.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, pursuant to Section 75 of the Planning and Development Act 2005 and Part 5, r50 of the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to:

1. ***SUPPORTS without modification Scheme Amendment No. 14 to amend Shire of Carnarvon Local Planning Scheme No. 13 as per Schedule 1 attached to this report;***
2. ***NOTES that pursuant to Regulation 35(A) of the Planning and Development (Local Planning Schemes) Regulations 2015, the amendment to the Shire of Carnarvon Local Planning Scheme No. 13 affects the following structure plans: No Structure Plans applicable;***
3. ***AUTHORISES the affixing of the Common Seal to and endorse the signing of the amendment documentation; and***
4. ***FORWARDS the amendment documentation, to the Western Australian Planning Commission with a request that the Minister for Planning grant approval to the amendment.***

7.4 INFRASTRUCTURE SERVICES

7.4.1 RFT 08/2026 - FRENCH STREET RECONSTRUCTION

File No:	ADM2383
Location/Address:	French Street, Coral Bay
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Colm Stanley, Executive Manager, Infrastructure Services
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28/08/2026 – Item 4.1.1
Schedules:	1. Evaluation & Recommendation Report - 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 Council, including accepting tenders, directing operations and approving expenditure.
☐	**Legislative**	Includes adopting local laws, town planning schemes and policies.
☐	**Information**	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	**Quasi-judicial**	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report presents the outcome of Request for Tender RFT 08/2026 – French Street Reconstruction, Coral Bay, which closed on 7 October 2026, and recommends that Council decline to accept any tender. Both tendered prices materially exceed the approved project funding of $600,000, and Main Roads WA has confirmed that no additional funding is available under the existing Black Spot approval.

This report presents the outcome of Request for Tender RFT 10/2026] for the reconstruction of French Street, which closed on 7 October 2026.

Background

The French Street reconstruction in Coral Bay is included in the Shire's capital works program to improve road safety, pavement condition, drainage performance and long-term serviceability. The adopted budget identifies total project funding of $600,000, comprising $400,000 in Black Spot Program funding and **a** $200,000 Shire contribution funded through the Roads to Recovery allocation.

The scope of works comprises reconstruction of French Street, car parking, drainage, a pedestrian crossing, signage and line marking, and a shared footpath. Streetlight removal and installation is being procured separately by the Shire.

RFT 08/2026 was publicly advertised on 16 September 2026 in The West Australian, the Mid-West Times, on the Shire's website and official Facebook page, and through the Shire's Tenderlink electronic tendering portal, in accordance with the Local Government (Functions and General) Regulations 1996. The tender closed on 7 October 2026 and two submissions were received.

The submissions were assessed by a three-member evaluation panel appointed by the Chief Executive Officer. Panel members declared no conflicts of interest, and each member independently assessed both submissions against the published selection criteria, namely: relevant experience, key personnel skills, respondent resources, demonstrated understanding and pricing performance. Both tenderers completed and signed the Form of Tender, completed the Pricing Schedule in full, addressed the selection criteria and declared no conflicts of interest. Detailed verification of insurances, referee details and supporting attachments was not completed because no tender is recommended for acceptance.

Both tenderers demonstrated relevant experience, resources and delivery methodology, and neither submission has been characterised as non-compliant. However, the overall evaluation result was determined by the relative price criterion, which compares the two tenders with each other and does not establish affordability. Both tendered prices materially exceed the approved project funding.

Administration advises that Main Roads WA, as administrator of the Black Spot Program, has confirmed that no additional funding is available under the existing approval beyond the current $600,000 funding package. Any proposal to proceed at a revised project value would require a new application in the next available Black Spot funding round, and that new application will be subject to a fresh competitive assessment. Neither additional funding nor project delivery is therefore guaranteed.

The detailed assessment, scores, pricing and recommendation are contained in Confidential Schedule 1.

Stakeholder and Public Consultation

The tender was advertised through the Shire's electronic procurement portal, in newspapers and online in accordance with the applicable public notice requirements. Tender enquiries and addenda were managed through the portal to ensure all registered tenderers received consistent information. Both tenderers will be notified in writing of Council's decision, and the Shire will keep nearby residents, businesses and road users informed of the outcome and of the next steps for the project.

Statutory Environment

Note: The officer's recommendation has been assessed against section 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996.

Assessment outcome: *No significant act identified.*

The proposed recommendation does not involve a significant act as defined by the relevant legislation and is not considered to be restricted by the caretaker provisions.

Accordingly, the matter may proceed for Council consideration during the caretaker period.

Local Government Act 1995
Section 3.57 – Tenders for providing goods or services. Requires tenders to be publicly invited, in accordance with the regulations, before a local government enters into a contract for goods or services above the prescribed value. Relevant as RFT 08/2026 was a public tender.

Section 5.23 – Meetings generally open to public. Allows a council to close a meeting to the public to deal with tender information that is a tendered price or a tendered methodology for calculating a price. Relevant to the confidential status of Schedule One.

Local Government (Functions and General) Regulations 1996
Regulation 11 – When tenders must be publicly invited. Requires a public tender where the expected value exceeds the prescribed amount. Relevant as the estimated value of the works exceeded $250,000.

Regulations 14 to 17 – Public invitation, submission period, receipt and opening, and tender register requirements. Set the procedure for inviting, receiving, opening and recording tenders. Relevant as RFT 08/2026 followed this process.

Regulation 18 – Rejecting and accepting tenders, including regulation 18(5), which provides that a local government may decline to accept any tender. Requires a written evaluation of each tender against the criteria and allows a local government to decline all tenders. Relevant as the basis for Recommendation 1.

Regulation 19 – Notification of the tender outcome. Requires the CEO to give each tenderer written notice of the successful tender or that no tender was accepted. Relevant to Recommendation 4.

RFT 08/2026 Tender Conditions
Clause 2.7 — Acceptance of Tenders, which reserves the Shire's right not to accept the lowest tender and to reject any or all tenders.

Relevant Plans and Policy

CF001 — Purchasing and Procurement Policy.
Shire of Carnarvon Community Strategic Plan 2022–2032.
Shire of Carnarvon 2026/2027 Annual Budget.

Financial Implications

The adopted budget provides $600,000 for the French Street project, comprising $400,000 in Black Spot Program funding and a $200,000 Shire contribution funded through the Roads to Recovery allocation.

Both tender prices received materially exceed this approved funding. Main Roads WA has confirmed that no additional funding is available under the existing Black Spot approval, and no alternative source of funds has been identified to meet the shortfall. Awarding either tender would therefore require unbudgeted expenditure without a funded basis. Any expenditure already incurred, or works separately procured, would further reduce the funds available for this contract.

Costs incurred to date will be funded from available allocations and reviewed for program eligibility.

Declining all tenders does not create a financial commitment for the Shire. Any future proposal to proceed at a revised project value would require a revised total-project estimate, a new application in the next available Black Spot funding round and, if successful, be returned to Council as art of the required funding, budget and approval processes.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Awarding a contract at the tendered prices would commit the Shire to expenditure well beyond the approved project funding, with no confirmed source for the shortfall.	3-C High	Do not award; make no contract or commitment under this tender; prepare a revised total-project estimate and new funding application; return to Council with confirmed funding before any future procurement.
Health & Safety	Until funding is secured and the works are delivered, the road safety, pavement and drainage issues the project was intended to address will remain~~ as is~~.	3-C High	Continue routine inspection and maintenance of French Street; maintain existing traffic and pedestrian safety measures; prioritise the revised estimate and new funding application.
Reputation	Delay to the project, or a perception that the tender process did not deliver an outcome, may reduce community and supplier confidence in the Shire.	2-C Moderate	Maintain a documented and transparent evaluation process; notify both tenderers in writing; communicate the outcome and next steps to affected residents, businesses and road users**, including that any new funding application is subject to competitive assessment and is not guaranteed**.
Service disruption	Existing traffic, parking and pedestrian conditions on French Street will continue, and further delay may extend any interim arrangements. A new Black Spot application is subject to competitive assessment, so neither additional funding nor project delivery is guaranteed.	2-C Moderate	Continue interim traffic management arrangements as required; keep nearby residents, businesses and road users informed of project timing**; prepare a revised total-project estimate and new application for the next available funding round; return any future delivery proposal to Council through the required funding, budget and approval processes.**
Compliance	Declining all tenders without a documented basis may not meet tendering requirements.	C-1 Low	Decision relies on clause 2.7 of the tender conditions and regulation 18(5) on documented affordability grounds; retain the evaluation, funding advice and decision reasons on the procurement file; notify tenderers and update the tender register.

Project delivery	A new Black Spot application is subject to competitive assessment, so neither additional funding nor project delivery is guaranteed.	3-C High	Prepare a revised total-project estimate and a new application for the next available funding round; any future delivery proposal to return through the required funding, budget and approval processes.
Fraud	Conflicts of interest or unauthorised disclosure of confidential tender information could compromise the procurement.	C-2 Low	Panel declarations of interest and confidentiality completed; evaluation detail held in Confidential Schedule 1; procurement records retained for audit.

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:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The evaluation panel's assessment is documented in Confidential Schedule 1 to protect commercially sensitive pricing and evaluation information.

The funding shortfall, rather than the relative evaluation ranking, is the determining reason for recommending that no tender be accepted. Relative price scoring does not make either offer affordable, and there is no approved funding available to meet the difference between the tendered prices and the approved budget.

The recommendation exercises the Shire's right under clause 2.7 of the tender conditions and regulation 18(5) of the Local Government (Functions and General) Regulations 1996 to decline to accept any tender, on documented affordability grounds. It does not reflect any finding that either submission was non-compliant.

Following Council's decision, both tenderers will be notified in writing, and Administration will prepare a revised total-project estimate and a new Black Spot funding application for the next available round.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, In accordance with section 3.57 of the Local Government Act 1995, regulation 18(5) of the Local Government (Functions and General) Regulations 1996 and clause 2.7 of the tender conditions:

1. ***DECLINES to accept any tender submitted for RFT 08/2026 – French Street Reconstruction, Coral Bay, and closes the procurement without award;***
2. ***NOTES that both tenders received materially exceed the approved project budget of $600,000, comprising $400,000 in Black Spot Program funding and $200,000 through the Roads to Recovery Program, and that Main Roads WA has confirmed no additional funding is available under the existing Black Spot approval;***
3. ***RECORDS that the funding shortfall, rather than the relative evaluation outcome, is the determining reason for not awarding the tender, and that neither submission has been characterised as non-compliant;***
4. ***REQUESTS the Chief Executive Officer to notify all tenderers in writing that no tender has been accepted and to update the tender register;***
5. ***REQUESTS the Chief Executive Officer to prepare a revised total-project estimate and a new Black Spot funding application for the next available funding round, noting that any application is subject to competitive assessment and neither additional funding nor project delivery is guaranteed.***

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

Nil

13 DATE OF NEXT MEETING

14 CLOSURE