



SHIRE OF CARNARVON

AGENDA

ORDINARY COUNCIL MEETING
TUESDAY 25 AUGUST 2026

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

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

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Ordinary Council Meeting
will be held
on Tuesday 25 August 2026
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 05.30pm.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

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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 - 28 July 2026

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

6.1 PETITION - PROPOSED 2026/27 DIFFERENTIAL RATES

File No: ADM0071
 Location/Address: 3 Francis Street, Carnarvon WA 6701
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: Nil
 Schedules:

1. Petition - Proposed 2026/27 Differential Rates - Confidential
2. CEO Correspondence to Mr Shane Aylmore - Finalisation fo Petition - 27 July 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

Council is requested to receive a petition relating to the Shire of Carnarvon's proposed differential rates for the 2026/27 financial year and consider the request and matters raised by the petitioners as part of its deliberations when setting and adopting the 2026/27 Annual Budget.

The petition material submitted to the Shire contains 94 entries, comprising 85 entries relating to Coral Bay and 9 entries relating to Carnarvon. Of the 94 entries, 92 contain signatures.

Administration reviewed the signed entries against the Shire's rate record and owner and occupier roll, 7 signed entries could be verified as belonging to electors of the district: 1 relating to Coral Bay and 6 relating to Carnarvon.

The inability to verify the remaining signed entries does not conclusively establish that those individuals are not electors. Some properties may be recorded under business or company names, while complete

information about tenants and other occupants including spouses or children of identified electors may not be readily available through the Shire's records.

Receiving the petition does not constitute Council's endorsement of its request or confirmation that every entry represents a verified elector. It provides Council with the opportunity to formally acknowledge the petition and consider the matters raised when determining the differential general rates, minimum payments and overall Annual Budget for 2026/27.

Background

As part of the statutory process for setting differential general rates for the 2026/27 financial year, the Shire advertised its proposed differential rates and minimum payments and invited public submissions.

The statutory public submission period closed at 4.00pm on 23 July 2026. On that date, the Shire received correspondence from Mr Shane Aylmore addressed to Commissioner Martin Aldridge, together with several pages forming part of a petition concerning the proposed differential rates.

Mr Aylmore advised that the material submitted on 23 July 2026 did not represent the complete petition and that he intended to present the remaining petition pages at the July 2026 Ordinary Council Meeting. Mr Aylmore was subsequently unable to attend that meeting and, consequently, the remaining petition material was not presented as intended.

To provide Mr Aylmore with a further opportunity to finalise the petition and ensure the complete petition could be appropriately received, validated and reported to Council, the Chief Executive Officer wrote to him on 27 July 2026 setting out the administrative requirements for its final lodgement.

The correspondence confirmed that the Shire would accept one final consolidated lodgement containing all petition pages Mr Aylmore wished Council to consider, including the pages previously provided on 23 July 2026. A deadline of 4.00 pm on Friday, 14 August 2026 was established for receipt of the complete petition.

Mr Aylmore was requested to:

- Lodge the petition as one complete and consolidated package;
- Include all petition pages he wished Council to consider;
- Identify the pages previously submitted on 23 July 2026 to prevent duplication;
- Provide a covering schedule confirming the total number of pages and entries;
- Ensure the same request and summary of reasons appeared on every page; and
- Provide sufficient information to enable Administration to validate the entries, insofar as reasonably practicable.

The deadline was established to provide Administration with sufficient time to:

- Register and reconcile all petition pages;
- Check the completeness of each entry;
- Verify, insofar as reasonably practicable, whether each signatory was an elector of the Shire of Carnarvon;
- Identify duplicate, incomplete, illegible or otherwise unverifiable entries;
- Determine the number of entries satisfying the formal petition requirements; and
- Prepare an officer report for Council's consideration.

No further consolidated petition or additional petition pages were received by the 14 August 2026 deadline. Administration therefore proceeded to assess and report the petition pages previously provided by Mr Aylmore.

The 14 August 2026 deadline related only to finalising and administratively processing the petition. It did not extend or reopen the advertised public submission period for the proposed differential rates, which closed at 4.00pm on 23 July 2026.

The petition process is separate from the statutory differential rates submission process. Receiving the petition enables Council to acknowledge and consider the matters raised but does not alter the statutory status of the advertised submissions.

Stakeholder and Public Consultation

The Shire undertook statutory public consultation on the proposed differential general rates and minimum payments for 2026/27.

Mr Aylmore submitted part of the petition on 23 July 2026 and intended to present the remaining petition pages at the July 2026 Ordinary Council Meeting. After he was unable to attend that meeting, the CEO provided written instructions and a further opportunity for the complete consolidated petition to be lodged by 4.00pm on 14 August 2026.

No further consolidated petition or additional petition pages were received by that deadline. The petition material already held by the Shire has therefore been assessed and presented to Council.

The petition is separate from, and does not extend, the statutory differential rates public submission period.

Statutory Environment

The following legislation is relevant:

- *Local Government Act 1995*;
- *Local Government (Financial Management) Regulations 1996*; and
- clause 6.10 of the *Shire of Carnarvon Meeting Procedures Local Law 2021*.

Council's receipt and consideration of the petition does not replace or alter the statutory requirements applying to the imposition of differential general rates, minimum payments or adoption of the Annual Budget.

Relevant Plans and Policy

Shire of Carnarvon Long Term Financial Plan 2023-24 - 2033-34
Proposed Shire of Carnarvon Annual Budget 2026/27

Financial Implications

There are no direct financial implications arising from receiving the petition.

Any decision by Council to modify the proposed differential general rates, minimum payments or anticipated rate revenue would affect the composition and financial position of the draft 2026/27 Annual Budget. Any such implications will need to be considered as part of Council's overall budget deliberations.

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	Any decision to amend the proposed differential rates or minimum payments in response to the petition may affect anticipated rate revenue and the financial position of the draft 2026/27 Annual Budget.	2C - Moderate	Council will consider the petition as part of the broader budget-setting process. The financial effect of any proposed change will be assessed through budget modelling before the differential rates and Annual Budget are adopted.
Health & Safety	N/A	N/A	N/A
Reputation	There is a risk of reduced community confidence if the petition is not transparently presented or if submitted entries are inaccurately represented as either verified or invalid.	2C - Moderate	The report transparently distinguishes between submitted entries, signed entries and verified electors. It also acknowledges the limitations of the Shire's records and confirms that unverified entries have not been conclusively treated as invalid.
Service disruption	N/A	N/A	N/A
Compliance	There is a risk that the petition may not be handled consistently with the Shire's Meeting Procedures Local Law or may be incorrectly treated as extending the statutory differential rates public submission period.	2C – Moderate	The petition has been assessed against clause 6.10 of the Shire of Carnarvon <i>Meeting Procedures Local Law 2021</i> . The report clearly distinguishes the petition process from the statutory differential rates submission process and confirms that the submission period was not extended or reopened.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	There is a low risk of duplicate, incomplete or unverifiable entries being represented as verified elector signatures.	1D - Low	Administration reconciled the petition pages received and reviewed the entries against the Shire's rate record and owner and occupier roll, where practicable. The report clearly discloses the validation results and limitations.

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

Clause 6.10 of the Shire of Carnarvon *Meeting Procedures Local Law 2021* establishes the requirements applying to the presentation of petitions to Council, including requirements relating to elector status, names, residential addresses, signatures and dates.

Mr Aylmore submitted part of the petition to the Shire on 23 July 2026 and intended to present the remaining petition material at the July 2026 Ordinary Council Meeting. As he was unable to attend that meeting, the Chief Executive Officer provided a further opportunity for the complete petition to be lodged directly with the Shire.

The CEO's correspondence of 27 July 2026 established a clear process and deadline for the petition to be consolidated, lodged, validated and reported to Council. This ensured that Mr Aylmore was not disadvantaged by being unable to attend the July meeting and provided a reasonable opportunity for all petition pages to be included for Council's consideration.

No further consolidated petition or additional petition pages were received by the extended deadline. Administration has therefore assessed and reported the petition material available to the Shire.

The petition material submitted to the Shire contains:

Location	Submitted Entries	Signed Entries	Verified Electors	Signed but Unable to be Verified
Coral Bay	85	85	1	84
Carnarvon	9	7	6	1
Total	94	92	7	85

Administration's review identified the following:

- The Coral Bay component contains 85 entries, all of which contain signatures.
- A majority of the Coral Bay signatories provided the same residential address.
- One Coral Bay signatory was verified through the Shire's records as a ratepayer.
- The remaining 84 Coral Bay signatories could not be verified through the Shire's rate record or owner and occupier roll.
- Some Coral Bay properties may be recorded under business or company names, meaning individual property owners or occupants may not be readily identifiable through the records available to Administration.
- The Carnarvon component contains nine entries.
- Two Carnarvon entries do not contain signatures.

- Six of the seven signed Carnarvon entries were verified through the Shire's rate record or owner and occupier roll.
- One signed Carnarvon entry could not be verified through those records.

The validation process was limited to information reasonably available to Administration. An entry that could not be verified should therefore be treated as unverified rather than conclusively determined to be invalid or submitted by a person who is not an elector.

Administration's review identified limitations affecting the extent to which the petition entries could be validated. These include unsigned entries, multiple signatories providing the same residential address and individuals who could not be matched to the Shire's rate record or owner and occupier roll.

These limitations are disclosed to Council to ensure the petition is considered on an informed and transparent basis. They do not prevent Council from receiving the petition as a record of views submitted by members of the community and considering the substance of its request during the 2026/27 budget-setting process.

There is precedent among Western Australian local governments for petitions to be presented through an officer report, with the outcomes and limitations of the administrative validation process clearly identified.

Receiving a petition does not require Council to accept its assertions, endorse its requested outcome or treat every submitted entry as a verified elector.

The proposed recommendation is therefore confined to:

- Formally receiving the petition;
- Noting the outcome and limitations of Administration's validation;
- Considering the request and matters raised as part of the 2026/27 budget-setting process; and
- Confirming that receipt does not constitute endorsement of the position advanced by the petitioners.

Council retains full discretion when determining the differential general rates, minimum payments and overall 2026/27 Annual Budget, subject to the applicable requirements of the *Local Government Act 1995* and associated regulations.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receives the petition relating to the Shire of Carnarvon's proposed differential general rates for the 2026/27 financial year;***
- 2. Notes that the petition material submitted to the Shire contains 94 entries, comprising:***
 - (a) 85 signed entries relating to Coral Bay; and***
 - (b) 9 entries relating to Carnarvon, of which 7 contain signatures;***
- 3. Notes that Administration's review identified:***
 - (a) 7 signed entries that could be verified through the Shire's rate record or owner and occupier roll as belonging to electors of the district, comprising one Coral Bay elector and 6 Carnarvon electors;***
 - (b) 85 signed entries that could not be verified from the records reasonably available to Administration; and***
 - (c) 2 Carnarvon entries that did not contain signatures;***
- 4. Notes that:***
 - (a) A majority of the Coral Bay signatories provided the same residential address; and***
 - (b) An inability to verify a signatory through the Shire's records does not conclusively establish that the person is not an elector, particularly where property ownership may be recorded under a business or company name or current occupancy information is not otherwise available;***

5. **Notes that:**
 - (a) ***Mr Shane Aylmore submitted part of the petition to the Shire on 23 July 2026 and advised that he intended to present the remaining petition material at the July 2026 Ordinary Council Meeting;***
 - (b) ***Mr Shane Aylmore was unable to attend the July 2026 Ordinary Council Meeting and the remaining petition material was therefore not presented as intended;***
 - (c) ***The Chief Executive Officer subsequently provided Mr Shane Aylmore with written instructions and until 4:00pm on 14 August 2026 to lodge one complete and consolidated petition containing all pages he wished Council to consider; and***
 - (d) ***No further consolidated petition or additional petition pages were received by that deadline;***
6. ***Considers the request and matters raised in the petition as part of Council's deliberations when determining the differential general rates, minimum payments and Annual Budget for the 2026/27 financial year;***
7. **Notes that receiving the petition does not constitute:**
 - (a) ***Verification or acceptance of every submitted entry as a valid elector signature;***
 - (b) ***Endorsement of the statements or requested outcome contained in the petition; or***
 - (c) ***An extension or reopening of the statutory differential rates public submission period that closed at 4:00pm on 23 July 2026; and***
8. ***Requests the Chief Executive Officer to provide a response to Mr Shane Aylmore advising that the petition was presented to Council.***



27 JULY 2026

Mr Shane Aylmore



Dear Mr Aylmore,

PROPOSED 2026/27 DIFFERENTIAL RATES – FINALISATION OF PETITION

I refer to your correspondence dated 23 July 2026 addressed to Commissioner Aldridge, together with the petition pages submitted with that correspondence.

The Shire acknowledges receipt of the petition material provided to date and notes your advice that you intend to collect and collate further signatures for presentation to Council.

Commissioner Aldridge has advised me of his discussion with you regarding the practical arrangements for finalising the petition and the need to provide Administration with sufficient time to review the completed petition, validate the signatory information and prepare an appropriate report for Council.

Accordingly, the Shire will accept one final, consolidated lodgement of the petition.

The complete and final petition, including every signature page that you seek to have considered, must be received by the Shire no later than 4.00pm on Friday, 14 August 2026.

This is a firm administrative deadline. It is necessary to provide Administration with sufficient time to:

1. register and reconcile all petition pages received;
2. confirm that the same request and summary of reasons appear on every page;
3. check that each entry contains the required name, residential address, signature and date;
4. verify, insofar as reasonably practicable, that each person signing the petition is an elector of the Shire of Carnarvon;
5. identify duplicate, incomplete, illegible or otherwise unverifiable entries;
6. determine the number of entries that satisfy the formal requirements for a petition; and
7. prepare an officer report for formal consideration by Council.

Under clause 6.10 of the Shire of Carnarvon Meeting Procedures Local Law 2021, a petition must be made by electors of the district, state the request on every page, include the name, address, signature and date for each elector, contain a summary of the reasons for the request and nominate a person and address to which notice may be given. Once received, the petition is to be referred to the relevant officer for consideration and reporting.

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Fax (08) 9941 0099
Email shire@carnarvon.wa.gov.au
Web www.carnarvon.wa.gov.au

For the avoidance of doubt, a person's status as a resident or ratepayer will not, of itself, establish that the person is an elector for the purposes of the formal petition. Only entries that contain sufficient information to enable the Shire to reasonably confirm compliance with the applicable requirements will be included in the validated petition count.

Final lodgement requirements

Please ensure that the final petition:

- is lodged as one complete and consolidated package, rather than through further separate or progressive batches;
- is addressed to the President or, during the current period of Commissionership, to Commissioner Martin Aldridge as the person exercising the functions of Council.
- includes a covering schedule confirming the total number of signature pages and the total number of entries submitted;
- clearly identifies any pages that were previously provided to the Shire on 23 July 2026, so those entries are not counted twice;
- contains the same petition request and summary of reasons on every signature page;
- contains legible first and last names, residential street addresses, signatures and dates for each person signing; and
- does not include any amended or additional petition wording that was not before all people who signed it.

The Shire will retain the petition pages already provided. Where those pages are incorporated into the final consolidated package, they should be clearly marked as previously lodged on 23 July 2026.

The final petition may be:

- delivered to the Shire of Carnarvon Administration Office at *3 Francis Street, Carnarvon*; or
- emailed as one complete PDF document to shire@carnarvon.wa.gov.au.

The Shire Administration Office is open from 9.00am to 4.00pm, Monday to Friday.

Any additional petition pages received after 4.00pm on 14 August 2026 will not be included in the validation process or officer report prepared from the final consolidated petition.

Any late material may be registered separately as general correspondence.

Subject to the final petition being received by the deadline and the validation process being completed, Administration intends to prepare a report for the Ordinary Council Meeting scheduled for 25 August 2026. If the volume or condition of the material prevents the validation process from being completed in time, the report will be presented at the earliest practicable subsequent meeting.



Differential rates submission period

It is important to clarify that the 14 August 2026 deadline relates only to the finalisation and administrative processing of the petition.

It does not extend or reopen the advertised submission period for the proposed 2026/27 differential rates. That submission period closed at 4.00pm on Thursday, 23 July 2026.

Your correspondence and the material received before the advertised submission deadline of 4.00pm on Thursday, 23 July 2026 will be dealt with in accordance with the advertised submission process. Any signatures collected after that deadline will be dealt with through the separate petition process and will not retrospectively become submissions lodged within the advertised consultation period.

Following Council's consideration of the petition, the Shire will advise you of the outcome as the nominated contact person for the petitioners.

Thank you for your cooperation in ensuring the petition can be received, validated and reported in a fair, transparent and orderly manner.

Yours sincerely,



Amanda Dexter
CHIEF EXECUTIVE OFFICER

Cc: Commissioner Martin Aldridge, Shire of Carnarvon
commissioner.aldridge@carnarvon.wa.gov.au



7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 MINUTES OF THE AWARDS COMMITTEE - 12 AUGUST 2026

File No:	ADM0217
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Jasper Benthien, Executive Services Coordinator
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Nil
Voting Requirement:	Simple
Previous Report:	AC 12/08/2026
Schedules:	- Minutes - Awards Committee - 12 August 2026 - Confidential - Unconfirmed Public Minutes - Awards Committee - 12 August 2026

Authority/Discretion:

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

Summary of Report

This report presents the unconfirmed minutes of the Awards Committee Meeting held on 12 August 2026 for Council to receive and seeks Council endorsement of the Awards Committee's recommendation regarding proposed recipients for the Carnarvon and Coral Bay National Volunteer Week Awards 2026.

The recommendation of the Awards Committee is contained in the confidential minutes attached as Confidential Schedule One with the public unconfirmed minutes presented as Schedule Two.

Background

The Awards Committee met on 12 August 2026 to consider nominations for the Carnarvon and Coral Bay National Volunteer Week Awards 2026.

The Committee resolved to consider Item 4.1 behind closed doors as the matter included information relating to the personal affairs of individuals. The Committee then considered the nominations and resolved to recommend proposed recipients to Council across the relevant award categories.

As the Awards Committee does not make the final Council decision on award recipients, the Committee's recommendation is now 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

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

Nil

Financial Implications

There are no Financial Implications 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	Premature disclosure of proposed award recipients may affect public confidence in the awards process and may impact nominees or recipients prior to formal notification.	Low - D2	Proposed recipient details are contained in Confidential Schedule 1 and withheld from the public report and public schedule until Council endorsement, recipient notification and public announcement.
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	There is a low risk that perceived or actual inconsistencies in the award process may affect confidence in the outcome.	Low - D2	The Committee considered nominations against the approved selection criteria and made a formal recommendation to Council, recorded in the unconfirmed minutes.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The report separates the two council actions required:

1. Council receives the unconfirmed Awards Committee minutes as attached in Schedule One; and
2. Council considers and endorses the Committee recommendation requiring Council decision.

This approach supports clearer governance practice by distinguishing between receiving committee minutes and Council making a substantive decision on a Committee recommendation.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

1. ***Receives the Unconfirmed Minutes of the Awards Committee held on 12 August 2026 as attached in Confidential Schedule One.***
2. ***Endorses the recipients in each of the following award categories as recommended in Committee Resolution AC 5/08/26 from Confidential Schedule One:***
 - ***Community Volunteer Group of the Year (Event and Community Organisations)***
 - ***Community Volunteer of the Year***
 - ***Lifetime Contribution to Volunteering***
 - ***Young Volunteer of the Year***
 - ***Sporting Club of the Year***



SHIRE OF CARNARVON MINUTES AWARDS COMMITTEE WEDNESDAY 12 AUGUST 2026

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on

as a true and accurate record

Chairman

Shire Council Chambers
Stuart Street Carnarvon,
West Australia

Phone: (08) 9941 0000

Fax: (08) 9941 1099

www.carnarvon.wa.gov.au

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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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No responsibility is implied or accepted by the Shire for any act, omission, statement or comment made during a Council or Committee meeting, or during any formal or informal discussion with Shire officers, Council Members, Committee Members or representatives. Any person or organisation who acts, or fails to act, in reliance on such information does so at their own risk.

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.

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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 AND APOLOGIES

The Presiding Member declared the meeting open at 03.01pm

Cmm Martin AldridgeCommissioner

Miss Stephanie Leca Executive Manager, Lifestyle & Community

Miss Helen Tipton Community Development Team Leader

Apologies

Nil

Leave of Absence

Nil

Press Nil

Observers Nil

2 DECLARATIONS OF INTEREST

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

Impartiality – Ms Helen Tipton – Item 4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Awards Committee Meeting - 19 November 2025

COMMITTEE RESOLUTION AC 01/08/26

Moved: Cmm Martin Aldridge

That the minutes of Awards Committee Meeting held on 19 November 2025 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

4 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

COMMITTEE RESOLUTION AC 02/08/26

Moved: Cmm Martin Aldridge

That Council considers the confidential report(s) listed below in a meeting closed to the public at 03.07pm, in accordance with Section 5.23(2) of the Local Government Act 1995:

4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026

This matter is considered to be confidential under Section 5.23 - (4)(b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information relating to the personal affairs of an individual;

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

SUSPENSION OF MEETING PROCEDURES

COMMITTEE RESOLUTION AC 03/08/26

Moved: Cmm Martin Aldridge

A motion was moved that Council suspend meeting procedures at 03.07pm to discuss nominations with the Shire Administration.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

RESUMPTION OF MEETING PROCEDURES

COMMITTEE RESOLUTION AC 04/08/26

Moved: Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 03.28pm.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

Awards Committee Meeting Minutes

12 August 2026

4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026
<u>OFFICER'S RECOMMENDATION</u> <i>That the Awards Committee:</i> <i>1. Reviews and assesses all nominations received for the 2025 National Volunteer Week Awards against the approved selection criteria; and</i> <i>2. Recommends to Council one recipient in each of the following award categories:</i> <i>• Community Volunteer Group of the Year (Event and Community Organisations)</i> <i>• Community Volunteer of the Year</i> <i>• Lifetime Contribution to Volunteering</i> <i>• Young Volunteer of the Year</i> <i>• Sporting Club of the Year</i>
COMMITTEE RESOLUTION AC 05/08/26 Moved: Cmm Martin Aldridge <i>That the Awards Committee:</i> <i>1. Reviews and assesses all nominations received for the 2025 National Volunteer Week Awards against the approved selection criteria; and</i> <i>2. Recommends to Council one recipient in each of the following award categories:</i> <i>• Community Volunteer Group of the Year (Event and Community Organisations):</i> [REDACTED] <i>• Community Volunteer of the Year:</i> [REDACTED] <i>• Lifetime Contribution to Volunteering:</i> [REDACTED] <i>• Young Volunteer of the Year:</i> [REDACTED] <i>• Sporting Club of the Year:</i> [REDACTED] FOR: Cmm Martin Aldridge AGAINST: Nil CARRIED BY SIMPLE MAJORITY 1/0

Awards Committee Meeting Minutes

12 August 2026

COMMITTEE RESOLUTION AC 06/08/26

Moved: Cmm Martin Aldridge

That the meeting be reopened to the public at 03.30pm.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

5 DATE OF NEXT MEETING

Date of next meeting to be confirmed.

6 CLOSE

The Presiding Member declared the meeting closed at 3.30pm

7.1.2 MINUTES OF THE MAJOR PROJECTS & INFRASTRUCTURE COMMITTEE - 28 JULY 2026

File No: ADM2331
 Location/Address: N/A
 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
 Previous Report: N/A
 Schedules: 1. Unconfirmed Minutes - MPIC - 28 July 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 Major Projects & Infrastructure Committee Meeting held on 28 July 2026 for Council to receive.

The Committee considered the Major Projects and Infrastructure Update Report and noted the Major Projects and Infrastructure Dashboard attached to that Committee report. No Committee recommendation requiring a separate Council decision is required for this report.

Background

The Major Projects & Infrastructure Committee met on 28 July 2026 in Council Chambers at 11.30am.

The Committee considers pertaining to the strategic overview of the Shire's major projects portfolio and is intended to function as a governance and project health check, including monitoring of program performance, project risks, funding and delivery progress.

As no Committee recommendation requiring Council endorsement was made, the unconfirmed minutes are now presented to Council for receiving only.

Stakeholder and Public ConsultationEXTERNAL

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 attendance.

INTERNAL

Major Projects & Infrastructure Committee
Office of the CEO
Infrastructure Services
Major Projects Officer's
Governance, Risk & Compliance Manager

Statutory Environment

Local Government Act 1995

Section 5.8 - *provides that a local government may establish committees to assist Council and to exercise the powers and discharge the duties of the local government.*

Section 5.17 - *provides that a committee is to consider and report on matters referred to it by Council or otherwise within the scope of its terms of reference.*

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.*

Relevant Plans and Policy

Community Strategic Plan 2022-2032
Carnarvon Activation Plan
Other adopted Council strategies and project-specific governance documents, where applicable.

Financial Implications

There are no direct financial implications associated with Council receiving the unconfirmed Major Projects & Infrastructure 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	failure to receive and maintain a clear record of Committee proceedings may affect transparency and confidence in committee governance.	Low - D2	Committee minutes are presented to Council for receiving and retained as part of the Shire's public governance records.
Service disruption	N/A	N/A	N/A

Compliance	Committee minutes should be received by Council and confirmed by the relevant Committee in accordance with meeting procedure requirements.	Low - D2	Minutes are presented to Council for receiving, with confirmation to occur at the next Major Projects & Infrastructure Committee Meeting.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

- *Monitor the implementation of our Community Strategic Plan*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report presents the unconfirmed minutes of the Major Projects & Infrastructure Committee Meeting held on 28 July 2026 for Council to receive.

The report separates the two Council actions that may arise from Committee business:

1. Council receives the unconfirmed Committee minutes; and
2. Council separately considers any Committee recommendation requiring a Council decision.

In this instance, the Major Projects & Infrastructure Committee did not make a recommendation requiring Council endorsement.

OFFICER'S RECOMMENDATION

That Council by Simple Majority, receive the unconfirmed minutes of the Major Projects & Infrastructure Committee meeting held on 28 July 2026.



SHIRE OF CARNARVON

MINUTES

MAJOR PROJECTS & INFRASTRUCTURE

COMMITTEE MEETING

TUESDAY 28 JULY 2026

CONFIRMATION OF MINUTES

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

Chairman

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

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- Conditional on time being availability, and an equal and fair opportunity being provided to others to ask their question(s) and receive their response(s), then Meeting Procedures Local Law 2021, 6.7(5) is interpreted as allowing the Presiding Member to permit a member of the public to ask additional questions beyond their initial two.
- 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.
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- 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.

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1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 11.33AM

2 ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

Cmm Martin AldridgeCommissioner

Mrs Amanda Dexter Chief Executive Officer

Mr Colm Stanley Executive Manager, Infrastructure Services

Ms Stephanie Leca..... Executive Manager, Lifestyle & Community

Mr Mark Davis Lead Strategic Projects Manager

Mrs Peta Greening..... Senior Strategic Projects Manager

Mrs Dannielle Hill Special Projects Officer

Mrs Racheal KingGovernance, Risk & Compliance Manager

Mr Jamie Bone.....Executive Business Manager

Mr Jasper Benthien.....Executive Services Coordinator

Apologies

Nil

Leave of Absence

Nil

Press Nil

Observers Nil

3 DECLARATION OF FINANCIAL INTEREST/ PROXIMITY INTEREST/ IMPARTIALITY INTEREST

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

Nil

4 PUBLIC TIME

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

Public Time commenced at 11.33am

4.1 PUBLIC QUESTION TIME

Nil

4.2 PUBLIC QUESTION TIME

Nil

Public Time was closed at 11.33am

5 CONFIRMATION OF MINUTES

5.1 Minutes of the Major Projects and Infrastructure Committee Meeting - 24 March 2026

COMMITTEE RESOLUTION MPIC 01/07/26

Moved: Cmm Martin Aldridge

That the minutes of Major Projects and Infrastructure Committee Meeting held on 24 March 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

6 PRESENTATIONS

Nil

7 REPORTS

SUSPENSION OF MEETING PROCEDURES

COMMITTEE RESOLUTION MPIC 02/07/26

Moved: Cmm Martin Aldridge

A motion was moved that Council suspend meeting procedures at 11.34am for Shire Administration to present a detailed breakdown of Projects as reported in Schedule One of Item 7.1 - Major Projects and Infrastructure Update & Presentation.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

During the suspension of meeting procedures, Mr Mark Davis, Lead Strategic Projects Manager, delivered a presentation to the Committee on the Major Projects and Infrastructure Dashboard, with key executive staff providing an update on the status, progress, risks and key milestones of the Shire's major projects portfolio.

RESUMPTION OF MEETING PROCEDURES

COMMITTEE RESOLUTION MPIC 03/07/26

Moved: Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 12.15pm.

CARRIED BY ABSOLUTE MAJORITY 1/0

Major Projects and Infrastructure Committee Meeting Minutes

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7.1 MAJOR PROJECTS AND INFRASTRUCTURE UPDATE & PRESENTATION

File No:	ADM2331
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Mark Davis, Lead Strategic Projects Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	March 2026
Schedules:	1. Major Projects and Infrastructure Dashboard

Authority/Discretion:

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

Summary of Report

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

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

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

Background

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

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

The Committee's role is to:

- Provide strategic oversight of major projects;
- Monitor project health, delivery and emerging risks;
- Ensure transparency around funding, procurement and governance

Major Projects and Infrastructure Committee Meeting Minutes

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- Monitor strategic alignment with Council priorities; and
- Provide a forum for members to seek additional information on individual projects where required.

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

Stakeholder and Public Consultation

Committee meetings are publicly advertised and open to attendance. Stakeholder consultation is undertaken on an individual project basis and reported by exception through the dashboard where significant matters arise.

Statutory Environment

Local Government Act 1995

Section 2.7 – Council is responsible for governing the local government's affairs, overseeing the allocation of finances and resources, determining policies and providing strategic direction. The Major Projects Committee supports Council by monitoring the progress, governance and strategic delivery of major projects and providing recommendations where appropriate.

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

Section 5.17 – A committee is to consider and report on matters referred to it by Council or otherwise within the scope of its terms of reference. This report provides a progress update to enable the Committee to monitor project delivery and note the current status of the Shire's major projects program.

Relevant Plans and Policy

Community Strategic Plan 2022 - 2032

Carnarvon Activation Plan

Other adopted Council strategies and project-specific governance documents, where applicable.

Financial Implications

No additional financial implications arise from this report. The attached dashboard includes a high-level financial overview of the Shire's major projects, including project values, funding sources, expenditure status and significant funding milestones where applicable.

Any matters requiring Council approval are reported separately through the Ordinary Council Meeting process.

Risk Assessment

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

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Risk Category	Description	Rating	Mitigating Action/s
Financial	Cost escalation, funding shortfalls, grant non-compliance or delayed project delivery may impact project outcomes and Council finances.	D3 - Moderate	Committee oversight, dashboard monitoring, funding management, milestone reporting and project governance controls.
Health & Safety	Construction activities, site works and project delivery may expose workers, contractors and members of the public to health and safety risks.	D2 - Low	Ensure compliance with Work Health and Safety requirements through project planning, contractor management, site-specific safety plans, risk assessments and ongoing monitoring of works.
Reputation	Reputational damage arising from misinformation or inadequate project management.	D3 - Moderate	Implement clear and consistent communication strategies, including regular updates via official channels. Ensure strong project governance and oversight through established committees and reporting frameworks. Actively engage with stakeholders and the community to address concerns and clarify project objectives. Monitor public sentiment and respond promptly to emerging issues or misinformation.
Service disruption	Minor project delays due to funding availability, procurement timing or resource constraints may impact planned delivery schedules but are not expected to significantly affect overall program outcomes.	E2 - Low	Stage project delivery to align with available resources and acquired funding. Engage early with key delivery partners to secure commitments and identify potential resourcing gaps. Maintain regular project monitoring and adjust timelines proactively where required.
Compliance	Failure to comply with funding agreements, procurement requirements, statutory approvals, reporting obligations or grant acquittal requirements may impact project delivery and future funding opportunities.	D3 - Moderate	Maintain robust project governance, procurement controls, funding compliance processes, milestone reporting, grant acquittals and regular project reviews.

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Property	Delays, defects or underperformance in project delivery may affect the condition, availability or long-term value of Council-owned infrastructure and community assets.	D3 - Moderate	Apply appropriate project management, quality assurance, contract management and asset management practices throughout project delivery and handover.
Environment	Environmental impacts resulting from project activities, including potential harm to land, water, flora, and fauna.	D3 - Moderate	Conduct environmental assessments and ensure compliance with all relevant legislation and regulations. Develop and implement an Environmental Management Plan (EMP) prior to project commencement. Engage qualified environmental consultants to monitor and guide works. Incorporate sustainable design and construction practices to minimise environmental footprint.
Fraud	Major projects and procurement activities may increase exposure to fraud, conflicts of interest, inappropriate expenditure or misuse of project funds.	D2 - Low	Maintain procurement controls, segregation of duties, contract oversight, financial monitoring, audit processes and compliance with Council policies and procedures.

The Committee provides strategic oversight of the Shire's major projects portfolio, assisting in the identification and management of financial, delivery, governance and reputational risks.

Key project risks are summarised within the Major Projects Dashboard where appropriate.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Monitor the implementation of our Community Strategic Plan*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Major Projects and Infrastructure Committee Meeting Minutes

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Comments

Since the previous Committee meeting, officers have continued progressing the Shire's major capital program, including procurement, funding administration, design development and project delivery activities.

Overall, the portfolio remains on track. Current key areas of focus include delivery of the Disaster Ready Fund Saltwater Inundation Project, Regional Precincts and Partnerships Program, Lotterywest-funded projects, airport infrastructure, road reconstruction programs and strategic funding opportunities. Key items which have been progressed since the last meeting:

- Successful Delivery of the WA Tourism Conference.
- Disaster Ready Fund Saltwater Inundation Project initiated.
- Regional Precincts and Partnerships Program progressing.
- Lotterywest projects progressing.
- Airport infrastructure program progressing.
- Road reconstruction and Black Spot programs progressing.
- Monthly Major Projects Internal Working Group activated.
- Strategic funding opportunities under development.
- Other significant milestones as outlined in the attached dashboard.

The attached Major Projects Dashboard provides a project-by-project summary including current status, funding, procurement, key milestones, risks and next actions. The committee is invited to use the dashboard as a governance tool and request further information on any project during the meeting.

OFFICER'S RECOMMENDATION

That the Major Projects and Infrastructure Committee:

1. *Receives the Major Projects and Infrastructure Update Report; and*
2. *Notes the Major Projects and Infrastructure Dashboard attached as Schedule 1.*

COMMITTEE RESOLUTION MPIC 04/07/26

Moved: Cmm Martin Aldridge

That the Major Projects and Infrastructure Committee:

1. *Receives the Major Projects and Infrastructure Update Report; and*
2. *Notes the Major Projects and Infrastructure Dashboard attached as Schedule 1.*

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

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

Nil

9 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Nil

10 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Nil

11 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 22 September 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 11.30am

12 CLOSE

The Presiding Member declared the meeting closed at 12.17PM.

7.1.3 APPROVAL OF CEO ANNUAL LEAVE AND APPOINTMENT OF ACTING CEO

File No:	P1564
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:	Financial
Voting Requirement:	Simple Majority
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report seeks Council approval for the Chief Executive Officer to take annual leave from the 9th October 2026 to the 4th November 2026 inclusive and the appointment of an Acting CEO during that period.

The appointment will ensure continuity of executive leadership, statutory decision-making and organisational operations during the CEO's absence.

Background

The CEO has requested annual leave from the 9th October 2026 to the 4th November 2026 inclusive (19 Working Days). In accordance with the CEO's employment arrangements and Shire Policy EME005, the proposed leave arrangements are presented to Council, together with a recommendation regarding the appointment of an Acting CEO.

It is proposed that Mrs Amanda Leighton, Executive Manager Corporate Strategy and Performance, be appointed Acting CEO for the duration of the CEO's absence.

Mrs Leighton is an experienced local government professional, has a strong understanding of the Shire's operations, governance responsibilities and strategic priorities, and has worked closely with the CEO and Executive Management Team. She is well placed to provide effective organisational leadership and ensure continuity of operations during the leave period.

Stakeholder and Public Consultation

No external consultation is required.

The Executive Management Team will be advised of the acting arrangements and provided with a comprehensive handover before the commencement of the leave period.

Statutory Environment

Local Government Act 1995

Section 5.36 requires a local government to employ a person to be its CEO and such other persons as the Council considers necessary to enable the functions of the local government to be performed.

Section 5.39 provides for contracts relating to CEOs and senior employees and permits an employee to act in the position of CEO or senior employee for a term not exceeding one year without entering into a written contract for the acting position.

Section 5.39C requires a local government to adopt a policy setting out the process to be followed in relation to the temporary employment or appointment of a CEO for periods of less than one year.

The proposed appointment should be undertaken in accordance with the Shire's adopted policy governing the temporary appointment of an Acting CEO.

Relevant Plans and Policy

Shire Policy EME005 – CEO Leave and Acting CEO Arrangements

(Currently under review) However, the proposed leave and acting arrangements are intended to ensure:

- continuity of executive leadership;
- appropriate exercise of statutory powers and delegations;
- continued oversight of major projects, financial management and operational matters; and
- appropriate support and direction for the Executive Management Team.

Financial Implications

The CEO's annual leave forms part of the CEO's accrued employment entitlements.

Provision is available within the adopted budget for the additional employee costs associated with Mrs Leighton acting in the CEO position. The additional cost will comprise the difference between Mrs Leighton's substantive remuneration and the remuneration approved for the period of acting service.

The precise acting remuneration arrangements should be confirmed in writing before the commencement of the acting period and must remain consistent with the applicable Salaries and Allowances Tribunal determination and Shire policy.

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	Additional employee costs associated with the Acting CEO appointment	C1 - Low	Costs will be met from the adopted employee-cost budget and confirmed before the acting period commences.
Health & Safety	N/A	N/A	N/A
Reputation	Stakeholder or community concerns regarding continuity of leadership during the CEO's absence	C1 - Low	Relevant stakeholders will be advised of the Acting CEO arrangements.
Service disruption	Failure to appoint an Acting CEO could limit the Shire's ability to exercise statutory functions and maintain operations	B1 - Moderate	Appoint a suitably experienced Acting CEO with the necessary authority and organisational support.
	Delays in decision making or authorisations during the CEO's absence	C2 -Moderate	The Acting CEO will exercise the functions and delegations applying to the office of CEO.
	Reduced oversight on major projects, financial matters or emerging organisational issues	B1 -Moderate	A comprehensive handover will be completed, with ongoing reporting from the Executive Management Team to the Acting CEO.
Compliance	Acting arrangements may not comply with legislation or adopted policy	C1 – Low	Appointment to be made by Council resolution in accordance with section 5.39C and the Shire's adopted policy.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Potential weakening of financial oversight or authorisation controls during the transition	C1 – Low	Existing financial controls, delegations, segregation of duties and reporting requirements will remain in effect.

Community and Strategic Objectives

Maintaining clear, lawful and transparent executive leadership arrangements supports sound governance, organisational accountability and continuity of service delivery.

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

Mrs Leighton has substantial knowledge of the Shire's township, corporate operations, governance framework, financial management, strategic priorities and major projects. She is appropriately positioned to undertake the Acting CEO role for the proposed period.

The Corporate Strategy and Performance Directorate has sufficient management capacity to maintain its core operations during Mrs Leighton's acting appointment. Internal acting arrangements within the Directorate will provide professional development opportunities for suitably experienced managers while maintaining clear accountability and service continuity.

The Executive Management Team will continue to support the Acting CEO and remain responsible for the effective management of their respective portfolios.

A formal handover will be completed before the CEO commences leave. Existing organisational reporting arrangements and delegations will continue to apply, subject to any administrative changes required to give effect to the Acting CEO appointment.

OFFICER'S RECOMMENDATION

That council, by Simple Majority:

- 1. Approves the Chief Executive Officer taking annual leave from Friday, 9 October 2026 to Wednesday, 4 November 2026 inclusive;***
- 2. Appoints Mrs Amanda Leighton, Executive Manager Corporate Strategy and Performance, as Acting Chief Executive Officer from Friday, 9 October 2026 to Wednesday, 4 November 2026 inclusive;***
- 3. Authorises Mrs Leighton, during the period of appointment, to perform the functions and duties and exercise the powers and delegations applying to the office of Chief Executive Officer; and***
- 4. Approves Mrs Leighton receiving remuneration equivalent to the remuneration applicable to the Office of Chief Executive Officer, calculated on a pro-rata basis for the period of the acting appointment.***

7.1.4 CARNARVON SPACE & TECHNOLOGY MUSEUM LEASE REQUEST

File No:	ADM0229
Location/Address:	Portion of the former OTC Site, Lot 2 (no.35) Mahoney Avenue, Browns Range, WA 6701
Name of Applicant:	Carnarvon Space and Technology Museum
Name of Owner:	Shire of Carnarvon
Author(s):	Caroline Ballard, Governance & Information Coordinator
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM – 26 February 2016 – Item 8.3.2
Schedules:	1. Letter - Request Lease Renewal 2026 2. Prev Executed Lease - 2016 3. Prev Executed Lease Variation - April 2022

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 a request from Carnarvon Space and Technology Museum Inc. (CSTM) to enter into a new lease over the existing leased area at the former OTC Site, Lot 2, No. 35 Mahony Avenue, Brown Range.

The proposed lease would support the continued operation of the Space Museum and education facility for a term of 10 years, with one further 10-year option, subject to final lease documentation and Council approval.

Background

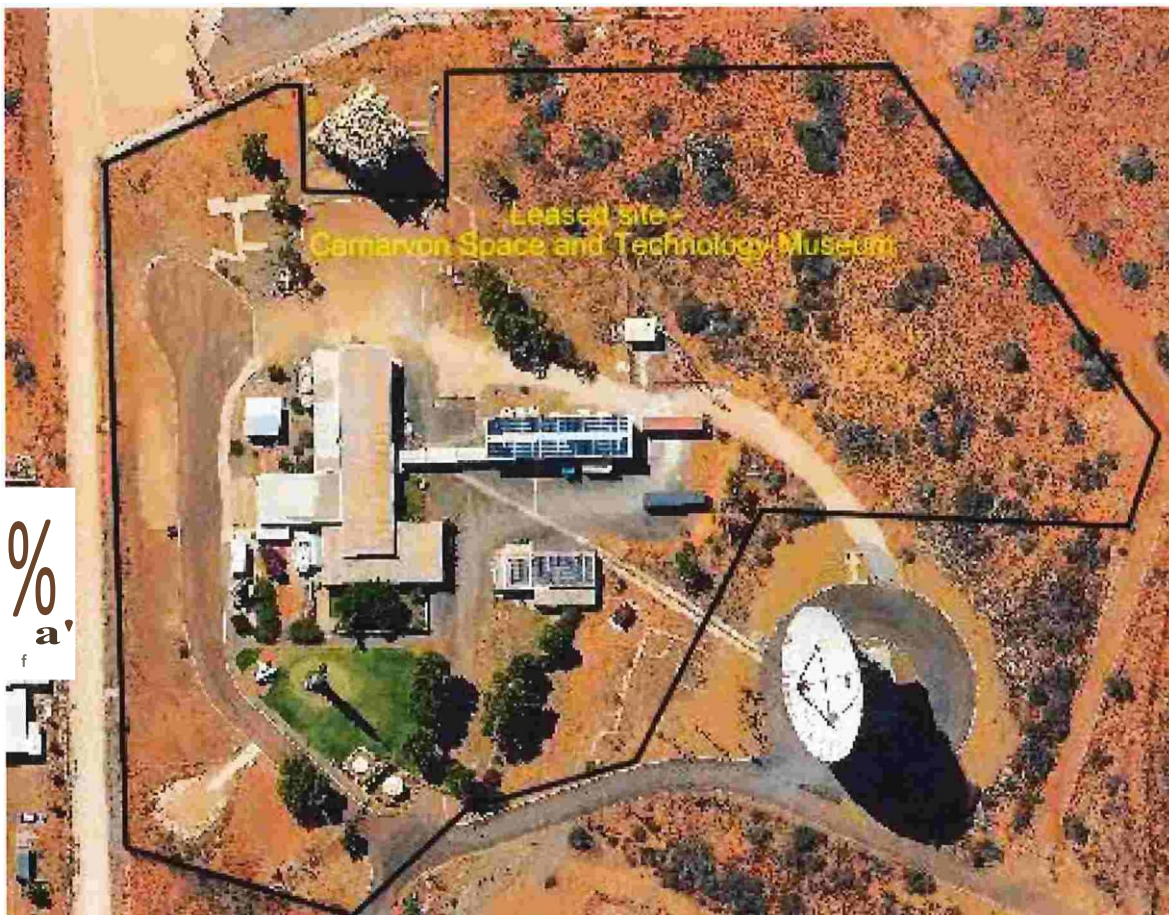
The Carnarvon Space and Technology Museum has requested Council Approval for a renewal of their lease over Portion of the former OTC Site, Lot 2 (no.35) Mahoney Avenue, Browns Range as per Schedule One (1).

At the Ordinary Council Meeting held September 2015, Council resolved to cancel the existing caretaker lease arrangement and approve a new lease to include the old power station and approve a Development Application for a tunnel between the museum and old power station and create a new entrance to the Space Museum.

Following these changes it became apparent that the leased area needed to be expanded to cover changes to traffic movement and parking areas. At OCM February 2016 Council approved a ten-year lease over a portion of the former OTC Site, Lot 2 (no.35) Mahoney Avenue, Browns Range was granted to the CSTM. This lease agreement commenced on 4 April 2016 and expired on 3 April 2026 (**Schedule Two**) and is currently continuing under a holding-over arrangement while the new lease is considered.

On 24 September 2021 a variation to the lease was executed to allow for the establishment of a lease of the OTC dish between the Shire of Carnarvon and ThothX. On 11 April 2022, as part of the lease negotiations with ThothX it was determined that a slightly larger area surrounding the OTC dish was required as per *Figure One (1)*; and a second variation of the lease was signed (**Schedule Three**); the amendment was discussed with and approved by the CSTM.

Figure 1: Amendment to Lease Section – Annexure 1 – Sketch of premises



Carnarvon Space and Technology Museum Lease Request

CSTM currently occupies buildings within the leased area shown above under a Lease with the Shire, executed in 2016. The documented purpose of occupation is as a Space Museum and education facility.

In April 2026 (received May 2026), CSTM submitted a request seeking to renew their lease over the land and buildings at Lot 2 (no. 35) Mahoney Avenue, Browns Range.

CSTM's April 2026 written request (the request) included a proposed 10-year lease term with a further 10-year option, which would provide for long term planning and investment. The request also asked that both

parties review of item 10 of the lease – Additional terms and conditions (this can be undertaken when a new draft lease has been raised and is reviewed by both parties).

The request also included a request for the Shire to support the sealing of the overflow car park; due to budget constraints this proposal is not recommended for action at this time and should be scheduled for a possible separate consideration at a later date.

The request asked for clarification of lease preparation costs and assistance with costs for Buildings Insurance; under the current Shire policy CF018 (lease and Licensing Classifications Category 2 Not- for profit) the Lessee is responsible for all lease preparation costs and Public Liability Insurance. Buildings Insurance will be covered under the Shire's insurance framework; any contents insurance should be covered by the CSTM.

The matter before Council is therefore limited to the proposed lease over the existing fenced CSTM area, inclusive of the buildings and infrastructure located within that area, for a term of 10 years, with one further 10-year option. Any option term would be subject to the Shire being satisfied that CSTM has complied with the lease terms, maintained required insurances, continued to operate for the approved purpose, and met any other requirements specified in the lease.

Stakeholder and Public Consultation

External Consultation

Carnarvon Space and Technology Museum Inc.

Internal Consultation

Corporate Strategy and Performance Officers

Statutory Environment

Local Government Act 1995

Section 3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
- (d) any other disposition that is excluded by regulations from the application of this section.*

Local Government (Functions and General) Regulations 1996

Regulation 30 - Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

- (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and—*
 - (i) its market value is less than \$5 000; and*
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
- (b) the land is disposed of to a body, whether incorporated or not —*
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or*
- (c) the land is disposed of to —*
 - (i) the Crown in right of the State or the Commonwealth; or*
 - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) another local government or a regional local government; or*
- (d) it is the leasing of land to an employee of the local government for use as the employee's residence; for the disposition; and*
 - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*

The proposed lease to CSTM constitutes a disposal of property for the purposes of section 3.58 of the *Local Government Act 1995*. However, regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* provides an exemption from section 3.58 where land is disposed of to a body, whether incorporated or not, whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and whose members are not entitled or permitted to receive pecuniary profit from the body's transactions.

Based on the information provided, including CSTM's incorporated not-for-profit status and its cultural, educational and tourism-related purpose, the proposed lease appears capable of being treated as an exempt disposition under regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*. On that basis, local public notice under section 3.58 of the *Local Government Act 1995* is not proposed to be required. This should be confirmed as part of final lease preparation.

Relevant Plans and Policy

CF018 Lease and Licensing Classifications Policy

Council Policy CF018 applies to Shire-owned or controlled property available for lease or licence to not-for-profit organisations, community groups, government agencies and commercial entities. The policy provides a framework for assessing lease and licence requests, including eligibility, classification, rent, outgoings, insurance, maintenance and approval requirements.

Financial Implications

In accordance with Council Policy CF018 and the assessment of CSTM as a Category 2 – Not for Profit, the annual lease fee would be \$300 per annum, subject to annual CPI rent reviews.

Under the Category 2 classification, CSTM would be responsible for lease preparation costs which are estimated to be approximately \$950-\$1200 (inclusive of GST and subject to confirmation), utilities, rates, Emergency Services Levy, bins, public liability insurance, non-structural building maintenance and garden maintenance, unless otherwise resolved by Council or addressed in the final lease documentation.

The costs to the Shire to provide buildings insurance cover is estimated to be \$2135.61 annually (FY 26/27); this figure is provided by the Shire's insurers - LGIS and is consistent with the values recorded in the Shire's Asset Valuation Register.

Administrative activities associated with progressing the lease will be undertaken within existing officer roles and budgeted staffing resources. There is no proposed Shire capital allocation associated with this report.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Concessional lease income provides limited direct financial return for the Shire.	C1 - Low	Lease annual rent of \$300 plus CPI, community benefit, outgoings, insurance and maintenance responsibilities in accordance with CF018.
Health & Safety	Use of the site and any future works may create health and safety risks if not appropriately controlled.	C2 - Moderate	Lease to require CSTM to manage the premises safely, maintain appropriate insurance, seek Shire approval for works where required, and comply with relevant statutory approvals.
Reputation	Not renewing the lease may impact the ongoing operation of a recognised tourism and community attraction.	C2 - Moderate	Council decision, documented CF018 assessment, demonstrated community benefit, clear lease conditions and statutory/policy pathway.
Service disruption	N/A	N/A	N/A
Compliance	Incorrect application of section 3.58, regulation 30, CF018, or future	C2 - Moderate	Council approval, statutory and policy assessment, confirmation of the regulation 30(2)(b) exemption, and lease

	non-compliance with lease conditions.		documentation to include permitted use, insurance, maintenance, access, approval, termination and make-good provisions.
Property	Risk if damage or loss to the property if left vacant	C2 - Moderate	Lease for continued occupation; allocate maintenance, cleaning, security, insurance, access and reporting obligations.
Environment	N/A	N/A	N/A
Fraud	No specific fraud risk identified.	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The CSTM has increased its operations at the Space & Technology Museum (the museum) site since the inception of the current lease in 2016. CSTM's request states that the Museum has invested more than \$750,000 since 2016 in maintenance, repairs and capital improvements, including building improvements, exhibition expansion, access road and parking improvements; enhancing the visitor experience and showing a huge commitment to the maintenance and upkeep of a large area of land which includes multiple buildings and amenities.

The Museum has proved to be an extremely popular tourism destination for visitors to Carnarvon and local residents alike, their visitor numbers have increased year on year including during difficult times for local businesses - when travel restrictions were imposed during the COVID pandemic. During the recent Tourism WA Annual Conference held in Carnarvon in May 2026, the Museum was chosen to host the Tourism Conference Awards dinner; delegates were treated to experiencing one of Carnarvon's most unique attractions at night, showcasing the iconic satellite dish and tasting local produce.

This community contribution is relevant to Council's consideration of the proposed lease, the CSTM lease request is supported by its demonstrated value to the local community, its volunteer contributions and ongoing willingness to improve and maintain Shire-owned assets.

Council Policy CF018 – Lease and Licensing Classifications

Council Policy CF018, Lease and Licensing Classifications (CF018), provides the relevant policy framework for leasing and licensing Shire-owned or controlled property to not-for-profit organisations, community groups, government agencies and commercial entities. The policy provides guidance on eligibility, classification, rent, outgoings, insurance, maintenance and approval requirements.

Under CF018, eligible not-for-profit and community groups must be incorporated, demonstrate community benefit and align with the Shire's strategic objectives.

CSTM incorporated, not for profit and non-distribution status is also relevant to the statutory pathway for the lease renewal. Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* provides an exemption from the advertising requirements of section 3.58 of the *Local Government Act 1995* where land is disposed of to a body, whether incorporated or not, whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and whose members are not entitled or permitted to receive pecuniary profit from the body's transactions.

Officers have assessed CSTM as 'Category 2 - Not for Profit' under CF018, this classification is considered appropriate because they are an incorporated not-for-profit association with capacity to raise revenue through admission fees, memberships, events and fundraising activities.

For Category 2 Not for Profit arrangements, CF018 provides for annual rent of \$300, CPI, responsibility for lease preparation, utilities, rates, ESL charges, bins, public liability insurance, non-structural building maintenance and garden maintenance. Any proposed lease should be prepared on that basis.

Lease Term

The proposed lease term is 10 years, with one further 10-year options, the proposed term is considered appropriate in the circumstances. It provides CSTM with sufficient tenure to seek funding, apply for grants, plan improvement works and progressively maintain ageing Shire-owned buildings. At the same time, the use of option terms allows the Shire to retain appropriate control, as the exercise of any option can be linked to CSTM's compliance with the lease, maintenance of required insurances, continued incorporated status, use of the premises for the approved purpose, and satisfaction of any other lease requirements.

This approach provides a balance between supporting community investment in Shire-owned assets and ensuring the Shire retains appropriate oversight of the site.

Request for the Shire to support the sealing of the overflow car park

To also note in CSTM's April 2026 request, they included a request for the Shire to support the sealing of the overflow car park. Following discussion with officers, the Shire Executive team confirmed that due to budget constraints this proposal should be deferred and considered separately from the current lease request at a later date. This matter is not proposed to form part of the lease renewal decision and should be considered separately.

It is proposed the lease is to not authorise development, building works, structural alterations, residential occupation or any other activity requiring separate approval. Any future works or changes in use should be subject to prior written Shire approval and any required planning, building, health, or other statutory approvals.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, pursuant to section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996, and Council Policy CF018 Lease and Licencing Classifications:

- 1. Approves In accordance with section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996, and Council Policy CF018 Lease and Licencing Classifications, the lease of the existing leased area, inclusive of buildings and infrastructure within that area, to Carnarvon Space and Technology Museum for the permitted purpose of space museum and educational resource***

- 2. Approves a lease term of 10 years, with one further 10-year option, noting that any option term is to be subject to Carnarvon Space and Technology Museum complying with the lease terms, maintaining required insurances, continuing to operate for the approved purpose, and satisfying any other requirements specified in the lease;**
- 3. Notes that Carnarvon Space and Technology Museum is assessed as Category 2 – Not for Profit under Council Policy CF018 Lease and Licensing Classifications, with annual rent and conditions as set out under the Policy for Category 2; and**
- 4. Authorises the Chief Executive Officer to finalise and execute the lease with Carnarvon Space and Technology Museum, including making any minor administrative amendments necessary to give effect to Council's resolution.**



Carnarvon Space and Technology Museum Inc.
Mahony Ave, Carnarvon, WA 6701
ABN: 87 882 586 320

18 April 2026

Amanda Dexter
Chief Executive Office
Shire of Carnarvon
3 Francis Street
Carnarvon WA 6701

Dear Mrs Dexter,

REQUEST FOR LEASE RENEWAL – CARNARVON SPACE AND TECHNOLOGY MUSEUM

The Carnarvon Space and Technology Museum (the Museum) is pleased to present this submission to Council, supporting the continuation of its operations as a valued tourism and community attraction within Carnarvon. The Museum celebrates the region's unique role in space history and continues to provide an engaging, educational experience for visitors while contributing to the broader tourism offering of the Gascoyne.

Since its establishment, the Museum has evolved into a high-performing and largely self-sufficient asset, contributing meaningfully to the region's visitor economy and community identity. Through consistent visitation, strong volunteer support, and ongoing reinvestment into the site, the Museum continues to deliver a high-quality and engaging experience for both visitors and the local community, while helping to position Carnarvon on the map as a must-visit destination.

Since the commencement of the existing lease, the Museum has demonstrated its value as a reliable and resilient attraction, maintaining strong visitation even through periods of disruption. It is regularly included within tour operator itineraries and plays an important role in positioning Carnarvon as a destination.

For Council's reference, visitation data is outlined below:

- 2018 – 16,345
- 2019 – 18,867
- 2020 (COVID) – 14,386
- 2021 (COVID) – 22,718
- 2022 – 17,923
- 2023 – 16,879
- 2024 – 16,873
- 2025 – 17,501
- 2026 (Jan–Feb) – 683
- Total visitation: 142,175

These figures reflect the Museum's consistency and ongoing relevance within the regional tourism landscape.

In addition to visitation outcomes, the Museum has made a substantial financial and operational commitment to the upkeep and enhancement of the leased premises. Supported by dedicated

Page 1 of 3

volunteers and local contractors, the Museum has invested more than \$750,000 since 2016 into maintenance, repairs, and capital improvements, including:

- Maintenance and repairs – \$220,000
- Exhibition expansion (Phase 4 – Lunar Lander Module, 2021/22) – \$195,000
- Building improvements (since 2022) – \$245,000
- Roof repairs, painting, electrical and switchboard upgrades, insulation works
- Access road and parking improvements (since 2023) – \$94,000
- Construction of new exit road, road resealing, and car park improvements
- Total investment: \$754,000

Further works are currently being progressed, including the replacement of aging air-conditioning systems at an estimated cost of \$30,000.

This level of reinvestment highlights the Museum’s strong governance, long-term commitment, and ability to operate as a self-sustaining facility, while continuing to enhance the visitor experience and reduce reliance on Shire resources.

The Museum has also implemented operational improvements to the site, including the establishment of an alternative exit route via the NBN access road (Variation V002), which has improved safety and site circulation. The Committee confirms that no amendments to the current leased area are being sought.

While the Museum has continued to invest in core infrastructure, increasing visitation particularly during peak winter periods has placed pressure on parking capacity. An overflow car park has been established near the Sugar Scoop Dish; however, this remains unsealed and requires ongoing maintenance following rainfall events. Quotes obtained in early 2025 indicate sealing costs more than \$100,000, which is currently beyond the Museum’s financial capacity.

Requests for Council Consideration

Considering the above, the Committee respectfully seeks Council’s consideration of the following:

Lease Renewal: Approval of a new lease to support the continued operation of the Museum, including a 10-year term with a further 10-year option, providing certainty for long-term planning and investment.

Additional Lease Terms: Review of Item 10 – Additional Terms and Conditions within the current lease, with a view to removing provisions that are no longer required.

Car Parking and Infrastructure Support: Consideration of Shire support for the sealing of the overflow car park, including:

- Integration with planned Shire resealing programs to achieve cost efficiencies; and/or
- A financial contribution toward the upgrade.

Lease Preparation Costs: Clarification of responsibility for lease preparation costs under Shire Policy CF018 (Lease and Licensing Classifications – Category 2 Not-for-Profit), and whether any variation to the policy is proposed.

Building Insurance: Clarification of building insurance arrangements, including the potential for the Museum to maintain contents insurance only, with the building covered under the Shire’s insurance framework.

The Museum remains committed to working collaboratively with the Shire of Carnarvon and continuing to deliver a high-quality, self-sustaining attraction that contributes to the region's tourism offering, economic activity, and community identity.

Please feel free to utilise this information in your report to Council. Should you require any further detail, we would be pleased to assist.

Thank you for your ongoing support, and we look forward to your response.

Kind regards,

Yours sincerely,

A handwritten signature in black ink that reads "Stephanie Leca". The signature is written in a cursive style with a large initial 'S'.

Stephanie Leca
Chairman
Carnarvon Space and Technology Museum Inc.

Lease of Portion of the former OTC Site - Lot 2 (No. 35) Mahony Avenue, Brown Range

Shire of Carnarvon

Carnarvon Space and Technology Museum Inc.



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

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Ref - TF:CARN 34638

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Details

Parties

Shire of Carnarvon

of Post Office 459, Carnarvon, Western Australia 6701
(Lessor)

Carnarvon Space and Technology Museum Inc.

(Registration Number A1014791H)
of Post Office 194, Carnarvon, Western Australia 6701
(Lessee) 194

Background

- A The Lessor is the registered proprietor of the Land.
- B The Land was previously used by the Overseas Telecommunications Commission (OTC) for a satellite earth station.
- C The Lessee was the successful offer or following a request for offers by the Lessor for lease of a portion of the Land, including buildings constructed on the Land.
- D The Lessor has agreed to grant the Lessee a lease of the portion of the Land, more particularly described in **Item 1** of the Schedule (**Premises**), on the terms and conditions contained within this agreement.

Agreed terms

1. Defined terms and interpretation

1.1 Defined terms

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the consent or implied consent of any person mentioned in paragraph (a);

Basic Consideration means all consideration (whether in money or otherwise) to be paid or

provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Lessor under this Lease (other than tax payable pursuant to this clause);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Conservation Plan means the conservation plan entitled '*Conservation Plea for OTC Satellite Earth State (fmr), Carnarvon*' prepared by John Taylor Architect and dated November 2002;

Contamination has the same meaning as the word "contaminated" in the Contaminated Sites Act;

Contaminated Sites Act means the *Contaminated Sites Act 2003*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DEC means the Department of Environment and Conservation of Western Australia;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Expression of Interest Document means the document submitted by the Lessee to the Lessor entitled '*Expression of Interest Document – Lot 1 Mahoney Avenue: Use of OTC Buildings for Community/Tourist Purpose: EOI No. 1/2013*' and dated 11 September 2013;

Further Term means each further term specified in **Item 3** of the Schedule;

GST has the meaning that it bears in the GST Act;

GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act;

GST Adjustment Rate means the amount of any increase in the rate of tax imposed by the GST Law;

GST Law has the meaning that it bears in section 195-1 of the GST Act;

GST Rate means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

Input Tax Credit has the meaning that it bears in section 195-1 of the GST Act.

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee's Obligations means the agreements and obligations set out or implied in this Lease or imposed by law to be performed by any person other than the Lessor;

Lessor's Obligations means the agreements and obligations set out or implied in this Lease, or imposed by law to be performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Permitted Purpose is described in **Item 6** of the Schedule;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule as varied from time to time under this Lease;

Rent Period means each period from the Commencement Date or a Rent Review Date to the next Rent Review Date or Termination;

Rent Review Date means a date identified in **Item 8** of the Schedule;

Schedule means the Schedule to this Lease;

Tax Invoice has the meaning which it bears in section 195-1 of the GST Act;

Taxable Supply has the meaning which it bears in section 195-1 of the GST Act.

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by lapse of time or sooner determination of the Term or any period of holding over.

1.2 Interpretation

In this Lease, unless expressed to the contrary:

- (a) words using:
 - (i) the singular include the plural;
 - (ii) the plural include the singular; and
 - (iii) any gender includes each gender;
- (b) a reference to:
 - (i) a natural person includes a body corporate or local government; and
 - (ii) a body corporate or local government includes a natural person;

- (c) a reference to a professional body includes a successor to or substitute for that body;
- (d) a reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
- (e) a reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;
- (f) a reference to a right includes a benefit, remedy, discretion, authority or power;
- (g) a reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (h) a reference to this Lease or provisions or terms of this Lease or any other deed, agreement, instrument or contract include a reference to:
 - (i) both express and implied provisions and terms; and
 - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
- (i) a reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
- (j) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (k) if a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;
- (l) the agreements and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) an agreement not to permit that act or thing to be done or omitted to be done by the Lessee's Agents; and
 - (ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done.

1.3 Headings

Headings do not affect the interpretation of this Lease.

1.4 Schedules etc

Each Schedule (and an Annexure or document incorporated by reference, if any) forms part of this Lease. In the event of any conflict or inconsistency between any part of:

- (a) the terms and conditions contained in the clauses of this Lease;

- (b) a Schedule;
- (c) an Annexure, if any; and
- (d) a document incorporated by reference, if any,

the material mentioned in any one of paragraph (a)-(d) of this **clause 1.4** has precedence over material mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

2. Grant of lease

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

3. Quiet enjoyment

Except as provided in the Lease, for so long as the Lessor is the registered proprietor of the Premises, and subject to the performance and observance of the Lessee's Obligations the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

4. Rent and other payments

4.1 Rent

The Lessee AGREES with the Lessor to pay to the Lessor the Rent in the amount and manner set out at **Item 5** of the Schedule from the Commencement Date clear of any deductions whatsoever.

4.2 Rent Review

- (1) The Rent will be reviewed by CPI on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.
- (2) The CPI rent review will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period.
- (3) Notwithstanding the provisions of this clause, the Rent payable from any Rent Review Date will not be less than the Rent payable in the period immediately preceding such Rent Review Date.
- (4) The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which

case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

4.3 Outgoings

The Lessee AGREES with the Lessor to pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges (if applicable), assessed or incurred in respect of the Premises:

- (a) local government services and other charges, including but not limited to rubbish collection charges;
- (b) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
- (c) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

4.4 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 30 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

4.5 Costs

- (1) The Lessee AGREES with the Lessor to pay to the Lessor on demand:
 - (a) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies;
 - (b) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease; and
 - (c) all registration fees in connection with this Lease.
- (2) The Lessee AGREES with the Lessor to pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
 - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of an obligation or agreement by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 4.5** or any matter arising out of this Lease.

4.6 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

4.7 Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

5. Insurance**5.1 Insurance required**

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being adequate public liability insurance for a sum not less than the sum set out in **Item 7** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require; and

5.2 Details and Receipts

In respect of the insurances required by **clause 5.1** the Lessee must:

- (a) on demand supply to the Lessor details of the insurances and give to the Lessor copies of the certificates of currency in relation to those insurances;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

5.3 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might;

- (a) render any insurance effected under **clause 5.1** on the Premises, or any adjoining premises, void or voidable;
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

5.4 Reports

Each party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and

- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person who is lawfully using or may lawfully use the Premises.

5.5 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any insurance required by **clause 5.1**.

5.6 Lessor as attorney

The Lessee appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 5.1**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 5.1**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

5.7 Lessee may be required to pay excess on insurances

The Lessee agrees with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 5.1**.

5.8 Lessee's equipment and possessions

The Lessee acknowledges it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

6. Indemnity

6.1 Lessee responsibilities

The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

6.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (d) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (e) any work carried out by or on behalf of the Lessee on the Premises;
- (f) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (g) the presence of any Contamination, pollution or environmental harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (h) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
- (i) an act or omission of the Lessee.

6.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 6.2** will be reduced by the extent of such payment.
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

6.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

6.5 Release

- (1) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and

- (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, pollution or environmental harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

7. Use

7.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which

might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

The Lessee must not suffer or permit a person to use or allow the Premises to be used for the consumption of alcohol without first obtaining the written consent of the Lessor.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

7.2 No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licenses required by the Lessee under any statute for its use of the Premises.

7.3 Premises subject to restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

7.4 Indemnity for costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this clause.

8. Keys and access

8.1 No additional copies without approval

Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut.

8.2 Notify the Lessor of lost keys

- (1) The Lessee must notify the Lessor of any loss of keys immediately; and
- (2) To ensure all keys conform with the Lessor's master keys, the Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee's cost.

8.3 No change of locks without approval

- (1) The Lessee must not change any of the Premises' locks, without the prior approval of the Lessor.
- (2) If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.

8.4 Cost of re-entry

If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

9. Maintenance, repair and cleaning

9.1 Maintenance

- (1) The Lessee will maintain at its own expense the Premises including but not limited to any buildings, structural parts, plate glass, electrical installations, gas and water pipes and fittings, toilets, sanitary appliances, drains, septic tanks, leach drains, paths, paving, park or garden furniture, retaining walls, fences and reticulation in good, safe order repair and condition.
- (2) The Lessee must comply with all reasonable conditions that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance of the Premises.
- (3) The Lessee must take such reasonable action as is necessary to:
 - (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
 - (b) rectify or otherwise ameliorate,
 the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

9.2 Repair

The Lessee must promptly repair at its own expense to the satisfaction of the Lessor any damage to the Premises including damage of a structural nature, regardless of how it is caused.

9.3 No obligation to Lessor to repair or maintain

- (1) The Lessee is wholly and solely responsible for the maintenance and repair of all buildings and improvements comprising the Premises, regardless of the cause of the need to repair or maintain, and regardless of the type of repair or maintenance required. The Lessor has no obligation whatsoever to repair or maintain any buildings or improvements comprising the Premises.
- (2) Any further development proposed on the Premises during the Term shall be the responsibility of and carried out by (and at the cost of) the Lessee, subject to the Lessee having obtained the prior consent of the Lessor, and all necessary statutory approvals.

9.4 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

9.5 Maintain surroundings

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens lawns, shrubs, hedges and trees.
- (2) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

9.6 Pest control

The Lessee must keep the Premises free of any vermin and the cost of extermination will be borne by the Lessee.

9.7 Structural state of Premises

The Lessee acknowledges that it has inspected the structure of the Premises internally and externally prior to the execution of this Lease and enters into the Lease with full knowledge of the structural state and state of repair of the Premises.

9.8 Heritage Acknowledgement

The Lessee acknowledges that the Premises:

- (a) is subject to the heritage listings in **Item 9** of the Schedule; and
- (b) any works, any development or alteration to the Premises must be in accordance with any applicable heritage requirements and the Conservation Plan.

10. Alterations

10.1 Restriction

The Lessee must not without prior written consent from the Lessor or any other person from whom consent is required under this Lease or required under statute in force from time to time, including but not limited to the planning approval of the Lessor under a local or town planning scheme of the Lessor and the consent of the Heritage Council:

- (a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (b) subject to the performance of the Lessee's obligations in **clause 9**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

10.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 10.1** the Lessor may:
 - (a) give such consent subject to conditions; and
 - (b) require that the works be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (c) require that any works be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant.
- (2) If the Lessor consents to any matter referred to in **clause 10.1**:
 - (a) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (b) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

10.3 Cost of Works

All works undertaken under this clause will be carried out at the Lessee's expense.

10.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

11. Report to Lessor

The Lessee must immediately report to the Lessor:

(1) Vandalism

Any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware.

(2) Pollution

Any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment.

(3) Notices, etc

All notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

(4) Defects

Any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances known to the Lessee that may be or may cause a risk or hazard to the Premises or to any person on the Premises.

12. Provision of information

The Lessee agrees to provide to the Lessor, upon the Lessor's request, where applicable:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders or its rules of association during the Term; and
- (c) any information on the Lessee's membership and other information on the Lessee reasonably required by the Lessor.

13. No assignment, subletting and charging**13.1 No assignment or sub-letting without consent**

The Lessee must not assign the leasehold estate in the Premises nor sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor (whose consent may be withheld in the Lessor's absolute discretion) and any other persons whose consent is required under the terms of this Lease or at law.

13.2 Lessor's consent to assignment and sub-letting

The Lessee acknowledges and agrees that the Lessor will not provide its consent to an assignment or sublease unless:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Obligations;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or

- (ii) the proposed sublessee of a deed of sublease,

to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and

- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Obligations.

13.3 Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Obligations and will not release the assigning lessee from the Lessee's Obligations.

13.4 Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

13.5 Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (b) any consents required under this Lease or at law; and
- (c) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or sub-letting proceeds.

13.6 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

14. No caveat or other interest

14.1 No caveat or other interest

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat, subject to claim or any other interest including any lease, sublease, mortgage, charge over the Land or Premises or part thereof, without the prior written consent of the Lessor.

14.2 Removal of interest

If any caveat or other interest is lodged without the consent of the Lessor, the Lessee irrevocably appoints the Lessor (or any person authorised by the Lessor for that purpose) jointly and severally:

- (a) for the Term;
- (b) for any holding over under this Lease; and
- (c) for a period of six (6) months after Termination of this Lease,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate -

- (d) a withdrawal of any absolute caveat lodged by or behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by on or behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease.

14.3 Costs of removal, Indemnity and Ratification

- (1) The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.
- (2) The Lessee indemnifies the Lessor against any loss arising from any act done under this clause.

15. Statutory obligations and notices

15.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licenses and permits required under any statute for the Permitted Purpose;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

15.2 Indemnity if fails to comply

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 15.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 15.1**.

16. Obligations on expiry or termination of lease

16.1 Restore Premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the performance by the Lessee of the Lessee's Obligations under

this Lease fair wear and tear excepted.

16.2 Remove Lessee's property prior to termination

Prior to Termination, the Lessee must remove from the Premises all property of the Lessee including the Lessee's signs, fixtures, fittings, plant, equipment and other articles upon the Premises in the nature of trade or tenant's fixtures brought upon the Premises by the Lessee (other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises) and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

16.3 Lessor can remove Lessee's property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing such property.

16.4 Peacefully Surrender

On Termination the Lessee must:

- (a) peacefully surrender and return to the Lessor the Premises in a condition consistent with the performance of the Lessee's Obligations under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor;

16.5 Obligations to continue

The Lessee's obligations under this clause will continue, notwithstanding the end or Termination of this Lease.

17. Lessor's right of entry

17.1 Entry on reasonable notice

The Lessee must permit entry by the Lessor or an Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to undertake property inspections to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes

as little inconvenience as is reasonably possible to the Lessee;

- (iii) to comply with the Lessor's Obligations or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

17.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 17.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

18. Limit of Lessor's liability

18.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

18.2 Limit on Liability for Breach of Lessor's obligations

- (1) The Lessor is only liable for breaches of the Lessor's Obligations set out in this Lease which occur while the Lessor is registered as the management body for the Land.
- (2) the Lessor will not be liable for any failure to perform and observe any of the Lessor's Obligations due to any cause beyond the Lessor's control.

19. Option to renew

If the Lessee at least one month, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term as specified in **Item 3** of the Schedule and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Obligations,

the Lessor agrees to grant to the Lessee a lease for the Further Term at the Rent and on the same terms and conditions other than this clause in respect of any Further Term previously taken.

20. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to

one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

21. Default

21.1 Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Obligations for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the association is wound up whether voluntarily or otherwise;
- (c) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

21.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 21.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Obligations or releasing the Lessee from liability in respect of the Lessee's Obligations.

21.3 Lessor may remedy Lessee's default

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Obligations,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

21.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers of the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

21.5 Essential Terms

Each of the Lessee's Obligations in **clauses 4** (Rent and Other Payments), **5** (Insurance), **6** (Indemnity), **7** (Use), **9** (Maintenance, Repair and Cleaning), **13** (No Assignment, Subletting and Charging) and **24** (Goods and Services Tax) is an essential term of this Lease but this clause does not mean or imply that there are no other essential terms in this Lease.

21.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee AGREES with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by lapse of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the obligation set out in this **clause 21.6(c)** will survive

termination or any deemed surrender at law of the estate granted by this Lease;

- (e) the Lessee may deduct from the amounts referred to at **clause 21.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by lapse of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

22. Disputes

22.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**Original Meeting**).

22.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 22.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the Chairman of the Lessee for the purpose of resolving the dispute.

22.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 22.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

22.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

23. Consents

If for any reason whatsoever this Lease requires the consent of the Western Australian Planning Commission or other consent under the *Planning and Development Act 2005*, then this Lease is made expressly subject to and conditional on the granting of that consent in accordance with the provisions of the *Planning and Development Act 2005*.

24. Goods and services tax

(1) Lessee must Pay

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Premises or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

- (a) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (b) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

(2) Increase in GST

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 24(1)(a)**.

(3) GST invoice

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 24(2)**, the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

25. Notice

25.1 Form of delivery

A Notice to a person must be in writing and may be given or made:

- (a) by a delivery to the person personally; or
- (b) by addressing it to the person and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by notice to the other.

25.2 Service of Notice

A Notice to a person is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 25.1**, at the time of leaving the Notice provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 25.1**, on the second business day following the date of posting of the Notice.

25.3 Signing of Notice

A Notice to a person may be signed:

- (a) if given by an individual by the person giving the Notice;
- (b) if given by a corporation by a director, secretary or manager of that corporation; or
- (c) if given by a local government, by the CEO or a person authorised to sign on behalf of the local government; or
- (d) by a solicitor or other agent of the person, corporation or local government giving the Notice.

26. Amendments to lease

Subject to such consents as are required by this Lease or at law, this Lease may be varied by the agreement of the parties in writing.

27. Waiver

27.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

27.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

28. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

29. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

30. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

31. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

32. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

33. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

34. Additional terms, covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

Schedule

Item 1 Land and Premises

Land

Lot 2 on Deposited Plan 401280 being the whole of the land comprised in Certificate of Title Volume 2847 Folio 593.

Premises

Those portions of the Land identified on the plan, annexed to this Lease as **Annexure 1**, as “Lease Area” and specifically excluding those areas identified on the plan as “Special area of excluded lease responsibility”, and for the avoidance of doubt the “Premises” includes without limitation:

- (a) the building formerly known as the OTC Administration and Operations building, the ablutions facility building and surrounding area to the north and east of the OTC Administration and Operations building;
- (b) the caretakers unit, of the OTC Administration and Operations building;
- (c) the former power station building and connecting tunnel; and
- (d) all carpets and floor coverings, window treatments (including but not limited to curtains and blinds) and other fixtures and fittings belonging to the Lessor therein and all additional or modifications and replacements for the time being.

Item 2 Term

10 (Ten) years.

Item 3 Further Term

Not applicable.

Item 4 Commencement Date

Upon execution of this Lease by both parties.

Item 5 Rent

\$100 (one hundred dollars) per annum, payable annually in advance with the first payment due on the Commencement Date.

Item 6 Permitted Purpose

Space Museum and education facility.

Item 7 Public liability insurance

\$20,000,000 (Twenty Million Dollars).

Item 8 Rent Review

Annually on each anniversary of the Commencement Date by CPI.

Item 9 Heritage Requirements

Heritage of Western Australia Act 1990, Memorials H350068 and H350072.

Item 10 Additional Terms and Conditions

1. Lessee fully responsible to ensure buildings are compliant

- (A) The Lessee acknowledges the contents of the “Support Buildings – Structural and Electrical Audit” and acknowledges that it will not be able to use the Premises as a ‘public building’ until such time as the works specified in the Audit have been completed and the building complies with the requirements of the Building Code of Australia.
- (B) The Lessee acknowledges and agrees with the Lessor that it is fully responsible at its cost and expense to undertake and complete all works necessary to ensure that the Premises is appropriate for the Permitted Purpose, including without limitation any works necessary to ensure that the buildings comprising the Premises are compliant with the Building Code of Australia and all other standards required by law.

2. Lessee to comply with its Expression of Interest Document

The Lessee agrees to substantially adhere to the stated use and proposed development of the Premises as specified in the Expression of Interest Document.

3. Lessor may terminate if Premises not a public building and utilised for the Permitted Purpose within five years

The Lessor and the Lessee covenant and agree that the Lessor may terminate this Lease on three months written notice, in the event that within five years of the Commencement Date:

- (A) the buildings comprising the Premises are not yet compliant with the Building Code of Australia for use as a public building; and
- (B) the Premises are not being utilised for the Permitted Purpose.

4. Lessee to accommodate shared community use where possible

The Lessee agrees with the Lessor to accommodate use by other community organization where possible and practicable.

5. **Lessee to minimise nuisance**

The Lessee acknowledges that the Premises are located in close proximity to residential premises, in particular the 'caretaker unit'. The Lessee agrees to take all reasonable action to minimise and prevent disruption, nuisance and disturbance to surrounding residential premises. The Lessee must comply with all reasonable conditions and directions that may be imposed by the Lessor from time to time in relation to the minimisation and prevention of disruption, nuisance and disturbance to surrounding residential premises.

6. **Surrender of existing leases**

The parties covenant and agree that upon execution of this Lease by both parties, any previous leases or licences granted to the Lessee over the Land will automatically be surrendered.

7. **Excluded Areas**

For the avoidance of doubt, the parties acknowledge and agree:

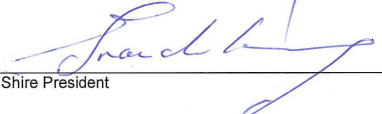
- (A) that those areas of the Land identified on the plan, annexed hereto as Annexure 1, as "Special area of excluded lease responsibility" are specifically excluded from this Lease, and do not comprise part of the "Premises" (**Excluded Areas**); and
- (B) the Lessee must allow the Lessor and any person authorised by the Lessor access to the Excluded Areas at all times.

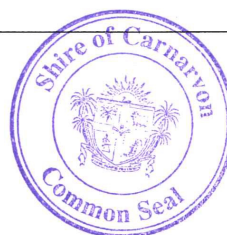
Signing page

EXECUTED Fourth April 2016

THE COMMON SEAL of the Shire of Carnarvon is affixed in the presence of:


 Chief Executive Officer

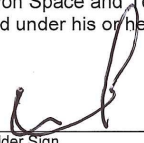

 Shire President



IAN LINDSAY JAREY
 (Print full name)

KARL BRANDENBURG
 (Print full name)

THE COMMON SEAL of **Carnarvon Space and Technology Museum Inc.** was affixed pursuant to the constitution of the Carnarvon Space and Technology Museum Inc. in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Carnarvon Space and Technology Museum Inc. indicated under his or her name:


 Office Holder Sign

Chairman
 Office held

Philip Yood
 Full name




 Office Holder Sign

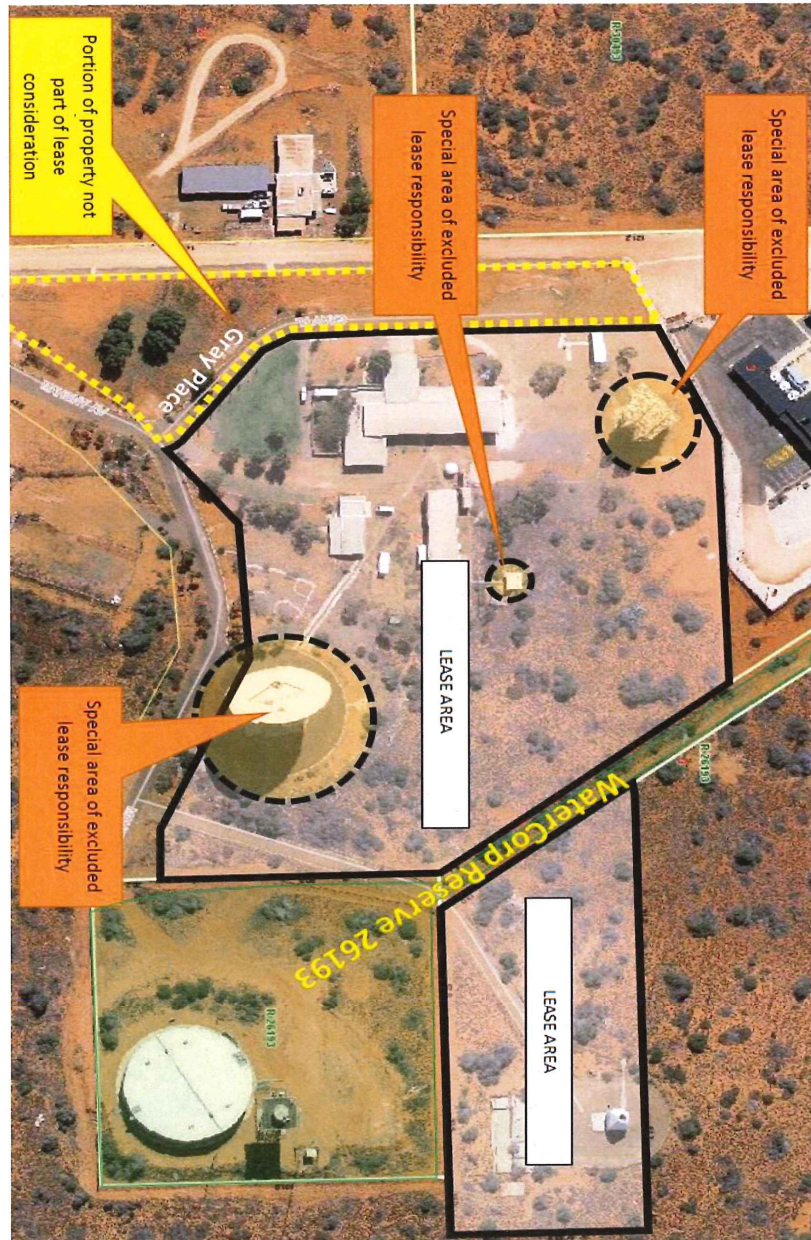
VICE CHAIR
 Office held

JOHN L. SPEHR
 Full name

8 Kelliff Close Cunderdy 6018
 Address

77 OLIVERA TCE CARNARVON
 Address

Annexure 1 – Sketch of Premises



© McLeods

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Shire of CARNARVON

ADM0229; OCOR2225314
Enquiry: Carolien Claassens

11 April 2022

Carnarvon Space And Technology Museum
Stephanie Leca - Chairman
PO BOX 194
CARNARVON WA 6701

Dear Stephanie,

**VARIATION TO LEASE OF PORTION OF THE FORMER OTC SITE - LOT 2 (NO. 35) MAHONY AVENUE,
BROWN RANGE - V002**

A lease for a portion of the former OTC site - Lot 2 (No. 35) Mahony Avenue Brown Range, between the Shire of Carnarvon (Shire) and the Carnarvon Space and Technology Museum (Museum) has been executed on 4th of April 2016 for a term of 10 years.

On 24 September 2021 the first variation to the lease was executed. The variation included an amendment to the leased site to allow for the establishment of a lease for the OTC Dish with Thoth Technology Inc (Thoth). In negotiations with Thoth a further amendment to the leased site was requested. The required amendment to the lease site was discussed and approved by the Museum.

Attached to this letter is the 'Variation to Lease Form V002'. This form includes a sketch of the new leased site and a signing page for both parties to formally accept the 2nd variation to the lease. Please sign and return the completed form to the Shire.

May it be known that the Shire and museum, for good consideration, do hereby agree to accept the varied lease and shall be made valid as if they are included in the original lease.

Should you require any clarification on this matter please contact Carolien Claassens by phone: 0455 947 536 or by email claassens.c@carnarvon.wa.gov.au.

Yours faithfully,

Andrea Selvey
CHIEF EXECUTIVE OFFICER

Attached: 'Variation to Lease Form'

3 Francis Street
PO Box 459
Carnarvon WA 6701



Phone (08) 9941 0000
Fax (08) 9941 0099
Email shire@carnarvon.wa.gov.au
Web www.carnarvon.wa.gov.au

Shire of Carnarvon
**VARIATION TO
LEASE FORM – V002**



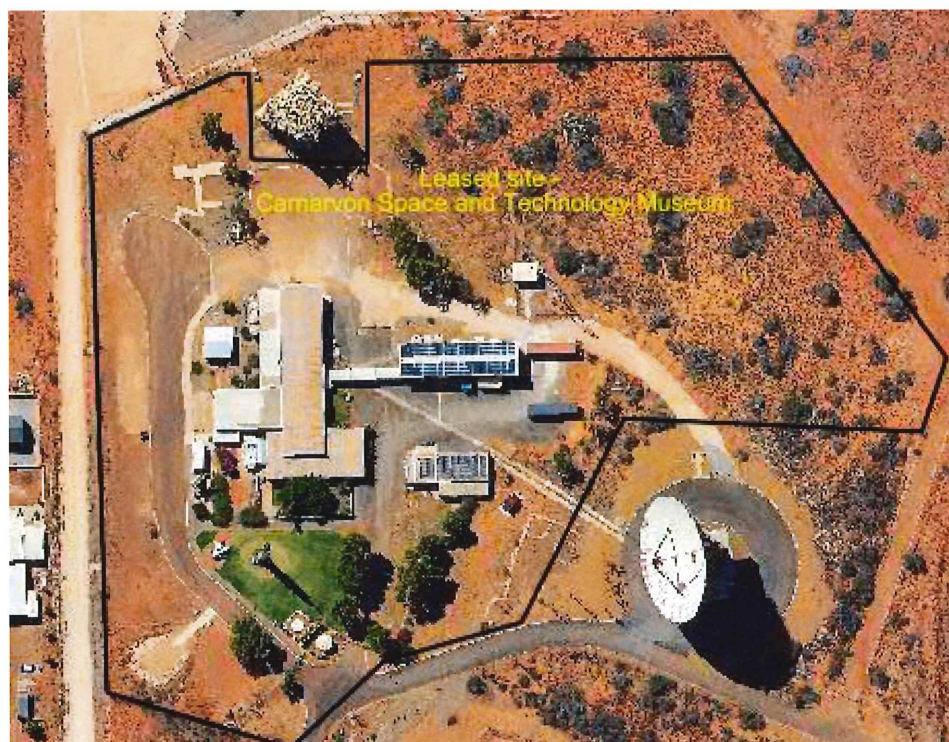
Office Use Only	
File No	ADM0229
Document No	OCOR2225314
Date	

VARIATION TO LEASE OF PORTION OF THE FORMER OTC SITE – LOT 2 (NO. 35) MAHONEY AVENUE, BROWN RANGE

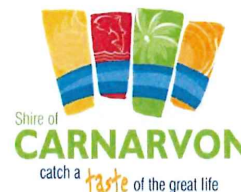
This document is in reference to the above mentioned lease between the Shire of Carnarvon ('the Principal') and Carnarvon Space And Technology Museum (Lessee).

May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes that are outlined below. These changes shall be made valid as if they are included in the original stated Lease

AMENDMENT TO LEASE SECTION 'ANNEXURE 1 – SKETCH OF PREMISES'



Shire of Carnarvon
**VARIATION TO LEASE FORM
V002 - SIGNING PAGE**

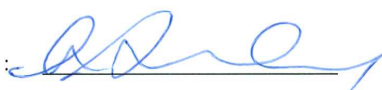


Office Use Only	
File No	ADM0229
Document No	OCOR2225314
Date	

By signing this form, I accept the variation of Lease of portion of the former OTC Site – Lot 2 (No. 35)
Mahony Avenue, Brown Range.

No other terms or conditions of the above mentioned contract shall be negated or changes as a result
of this here stated extension:

LESSOR

SIGNATURE: 

PRINT NAME: Andrea Selvey

DATE: 12/4/22

CHIEF EXECUTIVE OFFICER
SHIRE OF CARNARVON

WITNESS SIGNATURE: 

PRINT NAME: Danielle Hill

DATE: 12.4.22

LESSEE

SIGNATURE: 

PRINT NAME: Stephanie Leary

DATE: 12 April 2022

CARNARVON SPACE AND TECHNOLOGY MUSEUM
CHAIRMAN

WITNESS SIGNATURE: 

PRINT NAME: MICHAEL MALLON

DATE: 12-4-22

7.2 CORPORATE & FINANCIAL

7.2.1 AIRPORT COMPOUND PROPERTY ARRANGEMENTS - CARNARVON STATE EMERGENCY SERVICE RELOCATION AND CARNARVON RIDERS ASSOCIATION LEASE REQUEST

File No:	ADM2295
Location/Address:	Airport Compound, Lot 547, 26 James Street, Carnarvon Airport
Name of Applicant:	Carnarvon Riders Association Inc. / Carnarvon State Emergency Service
Name of Owner:	Shire of Carnarvon
Author(s):	Jamie Bone, Executive Business Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Carnarvon Riders Association - Lease Request 2023 & 2026 2. Carnarvon State Emergency Service Agreement for Use of Shed for Storage - 7 October 2016 3. Carnarvon Riders Association Memorandum of Understanding - Airport Compound

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 relates to two connected matters:

1. the proposed relocation of Carnarvon State Emergency Service (SES) storage from the Airport Compound to the House 7 Airport Crescent shed; and
2. the Carnarvon Riders Association inc. (CRA) request for a formal lease over the existing fenced Airport Compound area.

The proposal provides an opportunity to formally document and consolidate existing occupation arrangements within the Airport Compound, while continuing to support emergency service storage requirements and community use of Shire owned airport assets.

Background

The CRA has requested a formal lease over the whole of the existing fenced Airport Compound area within the Carnarvon Airport precinct, located at Lot 547, 26 James Street, Carnarvon.

The Airport Compound contains several Shire-owned buildings and has historically accommodated a mix of Shire-approved community and operational uses.

The current documented occupation arrangements within the compound are CRA's use of buildings under a Memorandum of Understanding (MOU), and Carnarvon SES storage use within one of the sheds under a separate *Agreement for Use of Shed for Storage*. Carnarvon SES is the only other current occupier of the Airport Compound. Accordingly, to facilitate Council's consideration of CRA's request for a lease over the whole of the existing fenced compound area, an alternative storage arrangement for SES/DFES has also been considered.

Figure 1: Airport Compound location within the broader Carnarvon Airport precinct



Carnarvon Riders Association Lease Request

CRA currently occupies / uses buildings within the Airport Compound under an executed MOU with the Shire, executed in 2024. The documented purpose of occupation is recreational motorbike activities, associated operations and community fundraising activities.

CRA first requested consideration of a lease over land and sheds at Carnarvon Airport Compound in October 2023. In that request, CRA described itself as a Carnarvon-based, family-oriented, not-for-profit organisation established in 2020, supporting community fundraising activities and seeking a home base for meetings, events and storage. CRA acknowledged that the buildings were in disrepair and advised it was willing to repair and maintain the buildings and surrounds at no cost to the Shire.

In April 2026, CRA submitted a further request seeking a lease over the land and buildings at the Airport Compound. CRA advised that, during its occupation under the MOU, clean-up and maintenance works had continued at no cost to the Shire, including rubbish removal, mowing and weed control, internal painting, reinstatement of hardstand areas, toilet cleaning and repairs, and electrical works undertaken by a licensed electrician. CRA also advised that it is willing to continue maintaining the compound at no cost to the Shire, including proposed re-roofing of a large shed at an estimated cost of \$30,000 and painting of all buildings at an estimated cost of \$40,000.

CRA's April 2026 written request included a proposed 25-year lease term and a caretaker / security presence within the Airport Compound. Following discussion with officers, CRA confirmed by email on 7 July 2026 that it was prepared to amend its request to a proposed lease term of 10 years, with two further 5-year options, and to defer the caretaker / security proposal for a possible separate consideration at a later date.

The request now before Council is therefore limited to the proposed lease over the existing fenced Airport Compound area, inclusive of the buildings and infrastructure located within that fenced compound, for a term of 10 years, with two further 5-year options. Any option term would be subject to the Shire being satisfied that CRA has complied with the lease terms, maintained required insurances, continued to operate for the approved community / recreational purpose, and met any other requirements specified in the lease.

The caretaker / security proposal does not form part of this report and is not recommended for approval as part of the proposed lease. Any future caretaker or residential occupation proposal would require separate consideration, including planning, building, land tenure, airport operational and other relevant approval requirements.

CRA has also confirmed that it will maintain and repair all buildings within the proposed lease area as funds and grants allow, noting the buildings are in a poor state of repair and that this may take some time.

Figure 2: Existing CRA occupation footprint under current MOU



Figure 3: Proposed lease area being the existing fenced Airport Compound



Carnarvon State Emergency Service Storage Arrangement

Carnarvon SES currently occupies a shed within the Airport Compound under an *Agreement for Use of Shed for Storage*, executed on 7 October 2016. The purpose of the agreement is the storage of SES / Department of Fire and Emergency Services (DFES) plant, equipment and associated operational items.

Under the agreement, SES is responsible for its own property and is required to keep the shed clean, tidy, unobstructed and free from dirt and rubbish. The agreement also contains termination provisions allowing either party to terminate the agreement on three months' written notice.

Figure 4: Existing SES shed location within the Airport Compound



As CRA's lease request relates to the whole of the existing fenced Airport Compound area, and Carnarvon SES is the only other current occupier of the compound, officers have considered an alternative storage arrangement for SES to support Council's consideration of the proposed lease while maintaining SES/DFES operational storage requirements.

An alternative Shire-owned shed at House 7 Airport Crescent has been identified for SES storage. The proposed replacement arrangement relates to the shed only and does not include occupation or use of the residential dwelling. The dwelling has been deemed unsuitable for habitation, is currently vacant and may be considered for future demolition subject to future budget and strategic direction.

SES have inspected the House 7 Airport Crescent shed and advised it is suitable for operational storage requirements, subject to minor access works. The identified works are blue stone on the driveway to improve shed access, with responsibility for those works identified as Carnarvon SES.

The proposed new MOU would formalise SES occupation of the House 7 Airport Crescent shed for the storage of SES plant, equipment and associated operational items. The MOU would document the permitted use, access arrangements, responsibility for minor access works, maintenance expectations, insurance, security, compliance requirements, termination provisions and any other operational matters required by the Shire.

Figure 5 and 6: Proposed SES relocation shed at House 7 Airport Crescent





Subject to Council's consideration of this report, the existing SES Airport Compound arrangement would be ended in accordance with the existing agreement, and a new MOU would be prepared for the House 7 Airport Crescent shed. The timing of any relocation would be confirmed following Council's decision, finalisation of the MOU and agreement with SES/DFES on practical transition arrangements.

Stakeholder and Public Consultation

EXTERNAL

Carnarvon Riders Association Inc. (CRA)
Carnarvon State Emergency Service (SES)
Department of Fire and Emergency Services (DFES)

INTERNAL

Corporate Strategy and Performance Governance Officers
Airport Operations Staff

Statutory Environment

Local Government Act 1995

Section 3.58 - Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or*
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- (i) describing the property concerned; and*
- (ii) giving details of the proposed disposition; and*
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) any other disposition that is excluded by regulations from the application of this section.*

Local Government (Functions and General) Regulations 1996

Regulation 30 - Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) A disposition of land is an exempt disposition if —*
- (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and-*
 - (i) its market value is less than \$5 000; and*
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
 - (b) the land is disposed of to a body, whether incorporated or not —*
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or*
 - (c) the land is disposed of to —*
 - (i) the Crown in right of the State or the Commonwealth; or*
 - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) another local government or a regional local government; or*
 - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; for the disposition; and*
 - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*

The proposed lease to CRA constitutes a disposal of property for the purposes of section 3.58 of the *Local Government Act 1995*. However, regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* provides an exemption from section 3.58 where land is disposed of to a body, whether incorporated or not, whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and whose members are not entitled or permitted to receive pecuniary profit from the body's transactions.

CRA has provided its Constitution / Rules in support of its incorporated, not-for-profit and non-distribution status. Based on the information provided, CRA's objects and non-distribution provisions support the application of the regulation 30(2)(b) exemption. Accordingly, local public notice under section 3.58 is not required for the proposed lease.

Relevant Plans and Policy

Local Planning Scheme No. 13

The Airport Compound forms part of the broader Carnarvon Airport precinct. Local Planning Scheme No. 13 identifies Strategic Infrastructure as a local reserve objective to set aside land required for port or airport facilities.

Local Planning Strategy

The Local Planning Strategy identifies that the Carnarvon Airport Precinct Structure Plan will guide future land uses and development within the airport and immediate surrounds, and that Carnarvon Airport is to be included as a Strategic Infrastructure reserve.

CF018 Lease and Licensing Classifications Policy

Council Policy CF018 applies to Shire-owned or controlled property available for lease or licence to non-for-profit organisations, community groups, government agencies and commercial entities. The policy provides a framework for assessing lease and licence requests, including eligibility, classification, rent, outgoings, insurance, maintenance and approval requirements.

Financial Implications

In accordance with Council Policy CF018 and the assessment of CRA as Category 2 – Not for Profit, the annual lease fee would be \$300 per annum, subject to CPI.

Under the Category 2 classification, CRA would be responsible for lease preparation costs, utilities, rates, Emergency Services Levy, bins, public liability insurance, non-structural building maintenance and garden maintenance, unless otherwise resolved by Council or addressed in the final lease documentation.

The proposed SES MOU would replace the existing SES storage agreement for the current Airport Compound shed. The new MOU would relate to the House 7 Airport Crescent shed only. There are no material financial implications identified for the Shire in relation to the SES relocation, other than officer time associated with coordinating the relocation and preparing the replacement MOU.

CRA has advised that it is willing to maintain and repair the buildings within the proposed lease area as funds and grant opportunities allow. Any such works would be at CRA's cost and subject to the lease terms, Shire approval where required, and any relevant statutory approvals.

There is no proposed Shire capital allocation associated with this report. Any Shire costs are expected to be limited to officer time associated with progressing the lease, MOU, stakeholder coordination and administrative documentation.

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	Concessional lease income provides limited direct financial return to the Shire.	Low – C1	Lease to document annual rent of \$300 plus CPI, community benefit, outgoings, insurance and maintenance responsibilities in accordance with CF018.
Health & Safety	Ageing buildings, community use of the site and any future works may create health and safety risks if not appropriately controlled.	Moderate – C2	Lease to require CRA to manage the premises safely, maintain appropriate insurance, seek Shire approval for works where required, and comply with relevant statutory approvals.
Reputation	Perception of favourable treatment to one community group.	Moderate – C2	Council decision, documented CF018 assessment, demonstrated community benefit, clear lease conditions and statutory/policy pathway.
Service disruption	SES relocation may affect emergency storage arrangements if timing is not coordinated.	Low – D2	Relocation to occur after Council decision, finalisation of the MOU and agreed transition timing with SES/DFES.
Compliance	Incorrect application of section 3.58, regulation 30, CF018, planning requirements, airport operational requirements, or future non-compliance with lease/MOU conditions.	Moderate – C2	Council approval, statutory and policy assessment, confirmation of the regulation 30(2)(b) exemption, and lease/MOU documentation to include permitted use, insurance, maintenance, access, approval, airport operational, termination and make-good provisions.
Property	Continued underuse or deterioration of Shire assets if occupation and responsibilities are not clearly documented.	Moderate – C2	Lease/MOU to formalise occupation and allocate maintenance, cleaning, security, access and reporting obligations.
Environment	Storage of fuel, oil, chemicals or waste could create environmental or contamination risk.	Low – D2	Lease to control dangerous goods, waste, pollution, storage and reporting obligations.
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Airport Compound has historically accommodated a range of community and operational uses. The proposed lease to the CRA would provide a clearer and more contemporary tenure arrangement for the future use of the whole fenced compound, while the proposed SES relocation would ensure Carnarvon SES continues to have suitable storage for operational plant, equipment and associated items.

Carnarvon State Emergency Service Relocation and New Memorandum of Understanding

The proposed relocation of Carnarvon SES storage is considered appropriate in the context of CRA's request for a lease over the whole of the existing fenced Airport Compound area.

Carnarvon SES is the only other current occupier of the Airport Compound. Relocating SES storage to the House 7 Airport Crescent shed would allow Council to consider CRA's lease request over the whole compound, while maintaining SES operational storage requirements within the broader airport precinct.

SES has inspected the proposed House 7 Airport Crescent shed and advised that it is suitable for operational storage requirements, subject to minor access works. The identified access works relate to blue stone on the driveway to improve shed access, with responsibility for those works identified as Carnarvon SES / DFES.

The proposed new MOU would be limited to the shed only and would not authorise use or occupation of the residential dwelling. This is important, as the dwelling has been deemed unsuitable for habitation and any future decision regarding the dwelling would be subject to separate budget, asset and strategic considerations.

The new MOU would provide a practical replacement arrangement for SES while enabling the Shire to consolidate and formalise future use of the Airport Compound.

A MOU is considered appropriate for the SES arrangement because the proposed occupation is limited to storage of SES operational plant, equipment and associated items within one Shire owned shed. The arrangement is not intended to provide broader site occupation, exclusive long-term tenure over a compound area, or authorisation for community events or improvement works.

In contrast, the CRA request relates to the whole fenced Airport Compound area, including buildings and infrastructure, and is intended to support ongoing community, recreational, storage, event and fundraising activities. A lease is therefore considered the more appropriate tenure instrument for CRA, as it provides stronger and clearer control over the premises, permitted use, term, rent, insurance, maintenance, outgoings, approvals, compliance and termination obligations.

CRA Lease Request and Community Benefit

CRA's lease request is supported by its demonstrated community purpose, volunteer contribution and ongoing willingness to improve and maintain underutilised Shire-owned assets.

CRA has described itself as a Carnarvon-based, family-oriented, not-for-profit organisation established in 2020. CRA has advised that it has supported a range of local organisations and community causes, including the Women's Refuge, Junior Soccer, Royal Flying Doctor Service, Toy Library, Silver Chain, Windfest, RSL, community events and other local initiatives.

This community contribution is relevant to Council's consideration of the proposed lease. The request is not simply for private use of a Shire asset, it is a request from an incorporated community association seeking a formal base to support recreational motorbike activities, associated operations, meetings, storage and community fundraising activities.

The proposed lease area reflects CRA's request to formalise use of the existing fenced Airport Compound area rather than only an individual building. The Airport Compound provides space for club rooms, meetings, event preparation, storage associated with CRA activities and community fundraising functions. The lease is not intended to authorise private motorcycle storage or unrelated private use of the premises. The permitted use will be limited through the lease to recreational motorbike association activities, associated operations, meetings, storage, events and community fundraising activities.

CRA has also demonstrated a willingness to contribute directly to the improvement and stewardship of Shire-owned property. Since occupying the Airport Compound under the current MOU, CRA has undertaken clean-up, maintenance and minor improvement works at no cost to the Shire, including rubbish removal, mowing and weed control, internal painting, reinstatement of hardstand areas, toilet cleaning and repairs, and electrical works undertaken by a licensed electrician.

As part of the lease request, CRA has advised that it is willing to continue maintaining the Airport Compound at no cost to the Shire, including proposed works such as re-roofing a large shed currently used for SES storage and painting buildings, as funds and grant opportunities allow. Given the age and condition of the buildings, any maintenance or improvement works undertaken by CRA are expected to occur progressively over time and would remain subject to available CRA funding, lease requirements, Shire approval where required, and any other statutory approvals.

Officers also note that CRA has previously sought Shire approval before progressing activities or works associated with its occupation. This includes seeking approval for minor security upgrades at the Airport Compound, including improved locks, reinforcement of door frames and internal security measures. CRA sought written confirmation from the Shire before proceeding with those works.

This supports the view that CRA has demonstrated an understanding that occupation of Shire property is subject to Shire approval, lease requirements and any relevant statutory approvals.

Council Policy CF018 – Lease and Licensing Classifications

Council Policy CF018, Lease and Licensing Classifications (CF018), provides the relevant policy framework for leasing and licensing Shire-owned or controlled property to not-for-profit organisations, community groups, government agencies and commercial entities. The policy provides guidance on eligibility, classification, rent, outgoings, insurance, maintenance and approval requirements.

Under CF018, eligible not-for-profit and community groups must be incorporated, demonstrate community benefit and align with the Shire's strategic objectives. CRA has provided its Constitution / Rules in support of its incorporated, not-for-profit and non-distribution status. The Association has also provided insurance documentation indicating current public liability cover.

CRA's incorporated, not for profit and non-distribution status is also relevant to the statutory pathway for the proposed lease. Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* provides an exemption from the advertising requirements of section 3.58 of the *Local Government Act 1995* where land is disposed of to a body, whether incorporated or not, whose objects are of a charitable,

benevolent, religious, cultural, educational, recreational, sporting or other like nature, and whose members are not entitled or permitted to receive pecuniary profit from the body's transactions.

Based on the Constitution / Rules provided by CRA, the Association's objects and non-distribution provisions support the application of the regulation 30(2)(b) exemption. Accordingly, local public notice under section 3.58 is not required for the proposed lease.

Officers have assessed CRA as 'Category 2 - Not for Profit' under CF018. This classification is considered appropriate because CRA is an incorporated not-for-profit community group with capacity to raise revenue through memberships, events and fundraising activities.

For Category 2 Not for Profit arrangements, CF018 provides for annual rent of \$300, CPI, responsibility for lease preparation, utilities, rates, ESL charges, bins, public liability insurance, non-structural building maintenance and garden maintenance. Any proposed lease should be prepared on that basis.

Lease Term

The proposed lease term is 10 years, with two further 5-year options. This differs from CRA's April 2026 written request, which sought a 25-year lease term.

The proposed term is considered appropriate in the circumstances. It provides CRA with sufficient tenure to seek funding, apply for grants, plan improvement works and progressively maintain ageing Shire-owned buildings. At the same time, the use of option terms allows the Shire to retain appropriate control, as the exercise of any option can be linked to CRA's compliance with the lease, maintenance of required insurances, continued incorporated status, use of the premises for the approved community / recreational purpose, and satisfaction of any other lease requirements.

This approach provides a balance between supporting community investment in Shire-owned assets and ensuring the Shire retains appropriate oversight of the site.

Caretaker / Security Proposal

CRA's April 2026 request included a caretaker / security presence within the Airport Compound. Following discussion with officers, CRA confirmed that this proposal could be deferred and considered separately from the current lease request at a later date.

The proposed lease before Council should not approve caretaker accommodation, residential occupation or sleeping accommodation. Any future caretaker or residential occupation proposal would require separate consideration, including planning, building, land tenure, airport operational, insurance, risk and other relevant approval requirements.

To avoid ambiguity, the lease should expressly state that the premises must not be used for residential occupation, caretaker accommodation or sleeping accommodation unless separately approved by Council and all required statutory approvals are obtained.

Overall Assessment

The proposed lease is considered generally consistent with the planning context for the Airport precinct, provided the permitted use remains limited to recreational motorbike association activities, associated storage, meetings, events and community fundraising activities.

The lease should not authorise development, building works, structural alterations, residential occupation or any other activity requiring separate approval. Any future works or changes in use should be subject to prior written Shire approval and any required planning, building, health, airport operational or other statutory approvals.

On balance, the proposal provides a practical and beneficial outcome. It supports CRA's community and volunteer activities through a formal lease over the fenced Airport Compound, preserves SES operational storage requirements through a more limited MOU for shed storage, and provides the Shire with clearer governance arrangements for future occupation and use of the site.

OFFICER'S RECOMMENDATION

That council, by Simple Majority, pursuant to section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996, and Council Policy CF018 Lease and Licencing Classifications:

- 1. Approves the relocation of Carnarvon State Emergency Service storage from the current Airport Compound shed to the Shire owned shed at House 7 Airport Crescent;***
- 2. Authorises the Chief Executive Officer to give effect to the cessation or termination of the existing Agreement for Use of Shed for Storage between the Shire of Carnarvon and Carnarvon State Emergency Service, in accordance with the terms of that agreement and subject to agreed transition arrangements;***
- 3. Authorises the Chief Executive Officer to prepare and execute a new Memorandum of Understanding with Carnarvon State Emergency Service for the House 7 Airport Crescent shed, noting that:***
 - a. The arrangement is for the shed only;***
 - b. The arrangement does not authorise occupation or use of the residential dwelling;***
 - c. The permitted use is limited to storage of SES plant, equipment and associated operational items; and***
 - d. The Memorandum of Understanding is to include appropriate provisions relating to access, security, insurance, maintenance expectations, minor access works, compliance and termination.***
- 4. Approves the lease of the existing fenced Airport Compound area, being approximately 3,341.1m² and inclusive of buildings and infrastructure within that fenced compound, to Carnarvon Riders Association for the permitted purpose of recreational motorbike association activities, associated operations, meetings, storage, events and community fundraising activities;***
- 5. Approves a lease term of 10 years, with two further 5-year options, noting that any option term is to be subject to Carnarvon Riders Association complying with the lease terms, maintaining required insurances, continuing to operate for the approve community / recreational purpose, and satisfying any other requirements specified in the lease;***
- 6. Notes that Carnarvon Riders Association is assessed as Category 2 – Not for Profit under Council Policy CF018 Lease and Licensing Classifications, with annual rent and conditions as set out under the Policy for Category 2;***
- 7. Confirms that the caretaker / security proposal referred to in Carnarvon Riders Association April 2026 request does not form part of this approval and that the proposed lease must not authorise caretaker accommodation, residential occupation or sleeping accommodation; and***
- 8. Authorises the Chief Executive Officer to finalise and execute the lease with Carnarvon Riders Association, including making any minor administrative amendments necessary to give effect to Council's resolution.***

**CARNARVON RIDERS ASSOCIATION**

Email- hill289@bigpond.com

Mrs Amanda Dexter
Chief Executive Officer
Shire of Carnarvon
PO Box 459
CARNARVON WA 6701

23 April 2026

Dear Amanda

PROPOSED LEASE – AIRPORT COMPOUND – CARNARVON RIDERS ASSOCIATION (CRA)

The CRA sought approval from the Shire of Carnarvon to lease the land and sheds located at the Carnarvon Airport on 23 October 2023. A copy of the letter is attached for your information.

During the CRA tenure under the MOU agreement, clean up and maintenance works have continued in the compound at no cost to the Shire and include –

- Removal of all rubbish;
- Mowing and weed control;
- Painting of shed internal walls currently being utilised by the CRA;
- Reinstatement of hard stand areas within the compound
- Cleaning and fixing of toilets
- Electrical works (carried out by licensed electrician)

In relation to the remaining shed which was occupied by the SES for housing their boat, we have been advised that SES have relocated and the shed is now empty. We have also been advised that the rubbish truck wash down area has also been relocated.

With the SES and the Shire no longer using the area it is requested that the Shire of Carnarvon consider leasing the land and all buildings (known as the airport compound) to the CRA for a period of 25 years. The CRA are willing to pay a lease fee as determined under Council Policy CFR018. The CRA are a not-for-profit organisation and would sit under “Tier One” of Council Policy CF018, however we are agreeable for a Classification “Tier Two” at \$300/year. The CRA are willing continue to maintain the facility/compound at no cost to the Shire including the re-roofing of the large shed (estimated cost \$30,000) and painting of all buildings (estimated cost \$40,000).

The CRA would also like to seek permission to enable a caretaker to be located at the compound due to the increase in crime rate in Carnarvon. We have a lot of valuable equipment stored at the compound and a caretaker would provide that extra security and deter any would-be vandals onto the site.

Your favourable consideration to our request to lease the compound to the CRA is requested and please do not hesitate to contact me should you wish to discuss this matter further on 0417 919 659.

Regards

Rowland Hill

For CARNARVON RIDERS ASSOCIATION

**CARNARVON RIDERS ASSOCIATION**

Email- hill289@bigpond.com

Mrs Andrea Selvey
Chief Executive Officer
Shire of Carnarvon
PO Box 459
CARNARVON WA 6701

23 October 2023

Dear Andrea

REQUEST TO LEASE

The Carnarvon Riders Association (CRA) would like to request consideration be given to allowing the Association to lease the land and sheds located at the Carnarvon Airport (refer attached aerial photo of area requested).

The CRA was established in 2020 and are a not-for-profit organisation which comprises a group of motorbike riders who enjoy riding as a recreational activity. The Association is Carnarvon based and family orientated and we continue to support the community in a variety of fundraising activities with numerous local groups being the benefactors of this fundraising. Some of these groups include –

Carnarvon Womens Refuge
Royal Flying Doctor Service
Silver Chain
RSL Gascoyne Branch

Carnarvon Junior Soccer Association
Carnarvon Toy Library
Carnarvon Windfest
Carnarvon Street Party

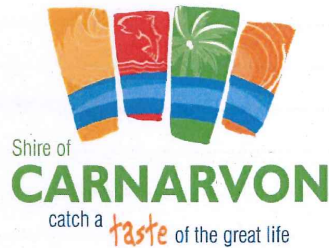
Our Association membership continues to grow and we entertain visiting riders on occasions as part of fundraising rides and with this in mind are looking into securing an area as a meeting place for the Association's meetings, events, and storage requirements. We have identified the requested area as a home base for the CRA and request that Council consider leasing the property to the CRA. We understand that the buildings are in disrepair however the CRA are willing to repair and maintain the buildings and surrounds to a suitable condition at no cost to the Shire.

The CRA are willing to pay a lease fee as determined under Council Policy CFR018. As mentioned, the CRA are a not-for-profit organisation and would sit under "Tier One" of Council Policy CF018, however we are agreeable for a Classification "Tier Two" at \$300/year.

Please do not hesitate to contact Rowland Hill on 0417 919 659 should you need further information.

Regards

CARNARVON RIDERS ASSOCIATION



Agreement for Use of Shed for Storage

Shire of Carnarvon

The Carnarvon State Emergency
Service

Shire of Carnarvon

3 Francis Street, Carnarvon WA 6701

PO Box 459, Carnarvon WA 6701

Tel: 08 9941 0032 or 08 99410024

Email: mgov@carnarvon.wa.gov.au

govo@carnarvon.wa.gov.au

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Details

Parties

Shire of Carnarvon

Of PO Box 459 Carnarvon, Western Australia
(Shire)

Carnarvon State Emergency Services

Of PO Box 1052 Carnarvon, Western Australia
(Group)

Background

- A. The Shire owns the shed located at the airport depot ("the Shed")
- B. The Group has sought permission from the shire to use the Shed for the storage of items of plant, equipment and sundries.
- C. The Shire has agreed to the Group's request on the terms and conditions of this Agreement

Agreed Terms

1. Use of Shed

The Shire AGREES to permit the Group to use the Shed for storage on the terms and conditions of this Agreement, and payment of one peppercorn upon demand.

2. Group's Equipment and Possessions

The Group ACKNOWLEDGES it is responsible to obtain all relevant insurances to cover any damage and /or theft to its property (or any property stored by it including items owned by the Department Fire and Emergency Services) and that the Shire does not accept any responsibility for the loss or damage of the Group's property.

3. Indemnity

The Group indemnifies the Shire against any liability or loss arising from and any costs, charges and expenses incurred in connection with the Group's use of the Shed, including:

- a) Any damage to the Shed, or any loss of or damage to anything in it; and
- b) Any injury to any person in the shed

and for which the Shire becomes liable. The parties agree that nothing in this clause shall require the Group to indemnify the Shire, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Shire, or its servants, agents, contractors or invitees.

4. Permitted Use

- a) The Group must not and must not suffer or permit a person to use the Shed for any purpose other than for storage.
- b) The Group must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Shed

5. Cleaning

The Group must keep the Shed clean, tidy, unobstructed and free from dirt and rubbish.

6. Limit of Liability

The Shire will not be liable for loss, damage or injury to any person or property in or about the Shed however occurring.

7. Termination

- a) Either party may terminate this Agreement upon three (3) months written notice to the other party.
- b) If this Agreement is terminated in accordance with paragraph (a), the Group must
 - i. Peacefully surrender and yield up to the Shire the Shed in the same condition as at the commencement of this Agreement; and
 - ii. Surrender to the Shire all keys and security access devices and combinations for lock providing access to the Shed held by the Group

8. Interpretation

In this Deed:

- a) Headings have been inserted for guidance only and shall be deemed not to form part of the text.
- b) Where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several.
- c) Reference to the parties includes their personal representatives, successors and lawful assigns.
- d) The Schedule and Annexures (if any) form part of the Deed.

Signing Page

EXECUTED 7 OCTOBER 2016

THE COMMON SEAL of the Shire of Carnarvon is affixed in the presence of -



A handwritten signature in blue ink, appearing to be "Ian J. Arey", written over a horizontal line.

Signature of Chief Executive Officer

A handwritten signature in blue ink, appearing to be "Frank 17", written over a horizontal line.

Signature of Shire President

A handwritten signature in blue ink, "IAN J. AREY", written over a horizontal line.

Name of Chief Executive Officer

A handwritten signature in blue ink, "Karl Brandenburg", written over a horizontal line.

Name of Shire President

Signed for and on behalf of the Carnarvon State Emergency Services

A handwritten signature in blue ink, appearing to be "Michael Strodt", written over a horizontal line.

Signature of Authorised Representative

A handwritten signature in blue ink, "MICHAEL STRODT", written over a horizontal line.

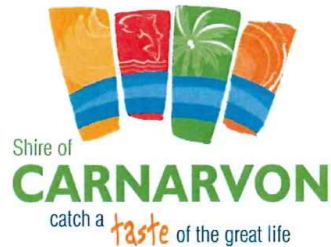
Name of Authorised Representative

Annexure A – Premises



Premise locations – Bank of Sheds at Airport Depot.

SHIRE COPY



Memorandum of Understanding

Shire of Carnarvon and Carnarvon Rider's Association

Shire of Carnarvon

3 Francis Street, Carnarvon WA 6701
PO Box 459, Carnarvon WA 6701
Tel: 08 9941 0000 / shire@carnarvon.wa.gov.au

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Details

Parties

Shire of Carnarvon (the Shire)

Of 4 Francis Street Carnarvon / PO Box 459 Carnarvon, Western Australia

Carnarvon Riders Association (CRA)

James Street, Airport Compound - portion of Lot 547 Carnarvon Airport

Background

- A. The Shire owns **the Old Men's Shed Buildings (the buildings)** the buildings located at the Airport Compound - portion of lot 547 Carnarvon Airport, Carnarvon WA 6701
- B. CRA have sought permission from the Shire to use the buildings for activities related to purpose of CRA.
- C. The purpose of CRA is to support activities and projects around recreational motorbike riding and undertake a variety of fundraising activities in the community (permitted purpose).
- D. The Shire has agreed to CRA's request on the terms and conditions of this Memorandum of Understanding.

Agreed Terms

1. Permitted use of the Building

The Shire AGREES to permit CRA to use the buildings for the PERMITTED PURPOSE on the terms and conditions of this Agreement.

2. Insurance**Public liability insurance**

CRA must obtain adequate Public Liability insurance for a sum not less than \$20,000,000.00 in respect of any on claim or such greater amount as the Shire may from time to time reasonable require.

Property and theft insurance

CRA must obtain adequate insurance to cover any damage and/ or theft to its property (or any property stored by CRA including items owned by CRA).

In respect of the insurances CRA must:

- i. On demand supply to the Shire details of the insurance and give the Shire copies of the Certificates of Currency;

- ii. Promptly pay all premiums and produce to the Shire each certificate of currency;
- iii. Notify the Shire immediately:
 - When an event occurs, which gives rise or might give rise to a claim; or
 - Any cancellation of the policy

The Shire does not accept any responsibility for the loss or damage of CRA property.

3. Indemnity

CRA indemnifies, and shall keep indemnified, the Shire against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Shire, or brought, maintained or made against the Shire, in respect of:

- a) any loss whatsoever (including loss of use);
- b) injury or damage of, or to, any kind of property or thing; and
- c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- i. the use or occupation of the buildings by the CRA or the CRA's Agents;
- ii. any work carried out by or on behalf of the CRA on the Buildings;
- iii. the CRA activities, operations or business on, or other use of any kind of, the buildings; or
- iv. a negligent or unlawful act or omission of the CRA.

4. Maintenance, repair and cleaning

Subject to 'fair wear and tear':

- a) CRA must maintain, at its own expenses, the buildings (including but not limited to any structural parts, plate glass, fences and electrical installations) in good, safe order, repair and conditions; and
- b) CRA must comply with all reasonable conditions that may be imposed by the Shire from time to time in relation to the CRA's maintenance of the buildings.
- c) CRA must keep the buildings and the area around the buildings clean, tidy, unobstructed and free from dirt and rubbish.

5. Permitted Use

CRA must not and must not suffer or permit a person to:

- a) use the buildings for anything outside the purpose;
- b) use the buildings as the residence or sleeping place of any person;

- c) Use the buildings for any purpose which is not permitted under any law relating to health;
- d) do or carry out any harmful, offensive or illegal act, matter or thing in and around the buildings;
- e) do or carry out anything which causes a nuisance, damage or disturbance to the Shire or to owners or occupiers of adjoining properties; Any nuisance subsequent arising from the purpose of the CRA needs to be minimised;
- f) cause damage in, outside and around the building or cause damage to property from the Shire or the owners adjoining properties;
- g) store any dangerous compound or substance around or in the buildings;
- h) remove, alter or add any structural parts of the buildings without prior written consent of the Shire;
- i) display or affix any signs without the prior written consent of the Shire;
- j) smoke inside the buildings;
- k) use or allow the consumption of Alcohol in or around the buildings (unless prior approval has been obtained in writing from the Shire); or
- l) park any vehicle other than in the designated parking bays.

6. Outgoings

CRA will be responsible for all utility and any services charges.

If the buildings are not separately charged CRA will pay the Shire a proportionate part of any charges.

7. Limit of Liability

The Shire will not be liable for any loss, damage or injury to any person or property in or around the buildings.

8. Termination

- a) Either party may terminate this Memorandum of Understanding upon three (3) months written notice to the other party.
- b) If this Agreement is terminated in accordance with paragraph (a), CRA must
 - i. Peacefully surrender and yield up to the Shire the buildings in a suitable condition as at the commencement of this Agreement; and

- ii. Surrender to the Shire all keys and security access devices and combinations for lock providing access to the buildings held by CRA.
- iii. At or prior to termination, CRA may remove from the buildings all property of CRA including CRA's fixtures. CRA must promptly repair, to the satisfaction of the Shire, any damage caused by the removal of that property or fixture.
- iv. If CRA fails to remove any property of CRA prior to or at termination the Shire may at its option:
 - o charge to CRA any cost related to the removal and storage of property from CRA including any damage caused by the removal; or
 - o treat any such property as abandoned by CRA as property of the Shire.

9. Report to the Shire

CRA must immediately report to the Shire:

- a) any damage to the buildings of which they are or might be aware of and which are likely to be a danger or cause any damage or danger to the buildings or to any person in or around the buildings
- b) any act of vandalism or any incident which occurs in or near the buildings which involves or likely to involve a breach of the peace
- c) any occurrence or circumstances in or around the buildings, of which CRA becomes aware, or might reasonably be expected to cause pollution of the environment

10. Interpretation

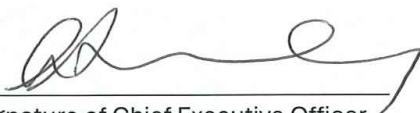
In this Memorandum of Understanding:

- a) Headings have been inserted for guidance only and shall be deemed not to form part of the text.
- b) Where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several.
- c) Reference to the parties includes their personal representatives, successors and lawful assigns.
- d) The Schedule and Annexures (if any) form part of the Memorandum of Understanding.

Signing Page

EXECUTED _____ **2024**

THE COMMON SEAL of the **Shire of Carnarvon** is affixed in the presence of -



Signature of Chief Executive Officer

Signature of Shire President



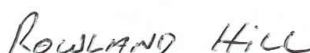
Name of Chief Executive Officer

Name of Shire President

Signed for and on behalf of the
Carnarvon Riders Association



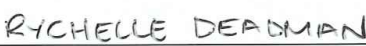
Signature of Authorised Representative



Name of Authorised Representative



Signature of Witness



Name of Witness

Annexure A – Premises



7.2.2 RATES EXEMPTION APPLICATION - GASCOYNE MEMORIAL FUND

File No: A3095 & A2904
 Location/Address: Multiple Properties
 Name of Applicant: Gascoyne Memorial Fund inc.
 Name of Owner: Gascoyne Memorial Fund inc.
 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: Nil
 Schedules: 1. Rates Exemption Application - Gascoyne Memorial Fund

Authority/Discretion:

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

Summary of Report

An application has been received from Gascoyne Memorial Fund **inc.** (GMF) seeking a rates exemption for the properties located at 7-11 George Street and 74-76 Douglas Street in the Shire of Carnarvon.

The application has been lodged in accordance with the Shire's rates exemption process and includes supporting information to allow assessment against section 6.26 of the Local Government Act 1995, with particular consideration given to the use of the land, the nature of activities conducted, and whether these are undertaken for a charitable or public purpose without private commercial gain.

Following an assessment of the application against legislation and relevant case law, the application is considered to meet the criteria for exemption.

Background

GMF submitted a signed application dated 22 May 2026 on 25 May 2026, seeking a full rates exemption for the subject property. The application has been lodged in accordance with the Shire's Rates Exemption Policy and includes supporting information to allow assessment against the requirements of the Local Government Act 1995 (WA).

In assessing applications for rates exemptions, consideration is given to the use of the land rather than solely the status of the organisation. Eligibility for exemption requires assessment of whether the land is used

exclusively for charitable purposes and whether the use provides a demonstrable public benefit in accordance with relevant legislative requirements and policy provisions.

A statutory declaration provided in support of the application states that the properties are used by Gascoyne Memorial Foundation Inc. for aged/seniors independent living accommodation and that the activity conducted on the properties is residential accommodation.

The application has been reviewed by officers and is now presented to Council for consideration and determination.

Stakeholder and Public Consultation

External

Gascoyne Memorial Foundation Inc.

Internal

Corporate Strategy and Performance
Rates/Finance Officers

No public consultation is required for the assessment of a rates exemption application. Officers have considered the information provided by the applicant, relevant legislative requirements and applicable legal principles.

Statutory Environment

Local Government Act 1995

Section 6.26(1) - *provides that, except as provided in section 6.26, all land within a district is rateable land.*

Section 6.26(2)(g) - *provides that land used exclusively for charitable purposes is not rateable land.*

In determining whether section 6.26(2)(g) applies, the relevant consideration is the use of the land. The status or objects of the organisation may be relevant, but the exemption depends on whether the land itself is used exclusively for charitable purposes.

Established interpretation (including tribunal decisions) confirms that the dominant test is the use of the land, rather than the status of the organisation.

Relevant Plans and Policy

The application has been assessed in accordance with the Shire's Rates Exemptions Policy, which requires the following information to be considered:

- The actual use of the land;
- Demonstrated community benefit;
- Non-commercial or cost-recovery operations;
- Exclusive or dominant qualifying use of the land; and
- Whether sufficient supporting documentation has been provided.

Financial Implications

Approval of the requested full rates exemption would result in the Shire foregoing rates revenue associated with the relevant assessments. For the 2025/26 financial year, the applicable rates levied are:

- Assessment 1: \$10,139.44; and
- Assessment 2: \$68,342.56.

This represents a total potential reduction in rates revenue of \$78,482.00 for the 2025/26 financial year should a full exemption be approved.

Any approved exemption would reduce rates income recognised by the Shire and will have a corresponding impact on future budget considerations and will need to be addressed as part of future budget considerations along with long-term financial planning where exemptions continue across multiple rating periods.

Where Council approves an exemption for a three-year period, the ongoing financial impact would remain subject to annual review and confirmation that the property continues to satisfy exemption eligibility requirements, including continued compliance with legislative requirements and the approved basis for exemption.

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	Approval of the exemption will result in foregone rate revenue. Conversely, refusal may result in review proceedings through the State Administrative Tribunal of Western Australia and associated legal/administrative costs.	2C - Moderate	Financial impact has been quantified. Application assessed against relevant legislation and case law to minimise likelihood of appeal.
Health & Safety	N/A	N/A	N/A
Reputation	Inconsistent application of exemptions or refusal contrary to established precedent may result in reputational damage to the Shire and perceptions of unfair decision-making.	2C - Moderate	Assessment undertaken using consistent legislative criteria, supporting documentation, and relevant tribunal decisions.
Service disruption	Minimal operational disruption; however, a dispute or appeal process may require additional officer time and resources.	1C - Low	Matter assessed thoroughly prior to Council determination to reduce likelihood of further disputes.
Compliance	Incorrect application of section 6.26(2)(g) of the Local Government Act 1995 may result in non-compliance or successful review action.	2C - Moderate	Legal principles reviewed against relevant case law and supporting documentation obtained from applicant.

Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Risk of inaccurate or misleading information being provided in support of the application.	1C - Low	Supporting documentation reviewed and publicly available organisational information independently verified

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

In assessing the application, the Shire has applied the requirements of Section 6.26 of the Local Government Act 1995 (WA).

Administration has assessed the application against section 6.26(2)(g) of the Local Government Act 1995 and relevant State Administrative Tribunal decisions.

The applicant has demonstrated that the properties are used to provide affordable accommodation for financially vulnerable aged residents and veterans in a manner consistent with charitable purposes. The evidence provided supports that the land use is not commercial in nature and delivers a clear public benefit. GMF operates on a not-for-profit basis and provides 55 independent one-bedroom accommodation units for vulnerable members of the community. The organisation's activities directly contribute to housing stability, social wellbeing and community sustainability within the Carnarvon region. Information provided by GMF indicates that all income generated through rental arrangements is reinvested into the ongoing operation, maintenance and improvement of facilities and services.

Administration notes that the land is used exclusively for accommodation and associated functions directly supporting the organisation's charitable objectives, including residential accommodation units, communal resident facilities and administrative functions directly related to managing and operating the facility. No commercial, retail, hospitality or private profit-making activities are undertaken on the land.

GMF has advised that rental charges are limited under community housing arrangements to a maximum of 30% of a tenant's Centrelink pension income. Administration considers this supports the position that the accommodation model operates on a subsidised rather than commercial basis.

Administration notes there is no evidence of commercial activity being undertaken by GMF. Information provided indicates that revenue sources are limited to rental income, interest income and National Rental Affordability Scheme (NRAS) credits, supporting the position that the organisation operates for community benefit rather than private profit.

Administration further notes that rental income is constrained under community housing requirements and does not reflect commercial market rates. All funds generated are directed toward the ongoing operation, maintenance and improvement of accommodation facilities and associated services rather than being distributed for private gain.

Collectively, these factors support the view that the activities undertaken on the land are charitable and non-commercial in substance and align with the requirements of section 6.26(2)(g) of the Local Government Act 1995.

Assessment Against Relevant Case Law

WASAT 17

This matter is relevant as it involved a community housing provider seeking exemption for multiple residential properties used to support disadvantaged individuals through a consistent housing model.

The Tribunal determined that:

- The provision of accommodation to disadvantaged persons constituted a charitable purpose; subsidised or cost-recovery rental arrangements did not make the activity commercial; and
- Where an organisation operates under a consistent housing model, individual assessment of each property is not necessarily required where the broader operational model has been sufficiently demonstrated.

GMF aligns with this decision as:

- Accommodation is provided to financially vulnerable aged residents and veterans;
- Rental levels are capped under the community housing requirements and do not reflect commercial market rates;
- All income is reinvested into the facilities and services provided; and
- The organisation operates under a consistent accommodation model across properties subject to the application.

WASAT 89

This matter reinforced that the actual use of land is the primary consideration when determining whether an exemption applies.

GMF has demonstrated that the relevant properties are used exclusively for residential accommodation and associated activities aligned with its charitable objectives.

WASCA 233

This decision confirmed that a charitable purpose may still exist where benefits are directed toward a particular class of persons rather than the public generally, provided a genuine public benefit is established.

GMF's accommodation services are directed toward financially vulnerable aged residents and Veterans, which administration considers aligns with this principle.

WASC 108

This matter supported the principle that activities aimed at improving social outcomes may constitute charitable purposes where a clear public benefit exists.

GMF's accommodation services contribute to improved housing security, community connection and wellbeing outcomes within the region.

Administration considers that the application sufficiently demonstrates:

- Land is used exclusively for charitable accommodation purposes;
- Accommodation is provided on a subsidised and non-commercial basis;
- No commercial activities are undertaken on the land;
- The organisation delivers a clear public benefit; and

- The operational aligns with relevant tribunal precedent.

Based on the above, administration considers the application meets the exemption requirements under section 6.26(2)(g) of the Local Government Act 1995 and recommends approval.

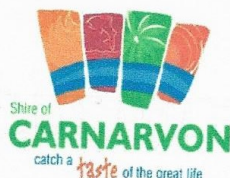
Should Council determine not to approve the exemption contrary to officer recommendation, there is potential for the applicant to seek a review through the State Administrative Tribunal of Western Australia. Given the existence of relevant tribunal decisions that appear supportive of the applicant's position, an unsuccessful defence may result in legal costs, officer time and reputational impacts associated with defending a decision that is inconsistent with established legal principles.

While each application must be assessed on its own merits, administration considers the current application is supported by sufficient evidence and relevant precedent.

OFFICER'S RECOMMENDATION

That Council by simple majority:

- 1. Determines, pursuant to section 6.26(2)(g) of the local government act 1995, that the following properties occupied and used by the Gascoyne Memorial Fund are used exclusively for charitable purposes and are therefore not rateable land:
A. Assessment a3095; and
b. Assessment a2904;*
- 2. Approves the rates exemption taking effect from 1 July 2025, subject to the properties continuing to be used exclusively for charitable purposes;*
- 3. Authorises the chief executive officer to adjust the shire's rate records and reverse or credit the general rates levied for the 2025/26 financial year, totalling \$78,482.00;*
- 4. Requires the Gascoyne Memorial Fund to provide the shire with an annual statutory declaration confirming that there has been no material change to the ownership, occupancy, use or operation of the properties that may affect eligibility for the exemption, and to notify the Shire immediately of any such material change. A formal review of the exemption is to be undertaken in 2029, and every three years thereafter; and*
- 5. Instructs the Chief Executive Officer to advise the Gascoyne Memorial Fund of Council's determination.*



APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the Shire of Carnarvon for the sole purpose of providing requested and related services. Information will be stored securely by us and will not be disclosed to any third parties without your express written consent.

Shire of Carnarvon

PO Box 459
CARNARVON WA 6701

ABN: 89 534 312 469

Phone: (08) 9941 0035

Fax: (08) 9941 0099

Email: rates@carnarvon.wa.gov.au

Website: www.carnarvon.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address 7-11 GEORGE ST + 74-76 DOUGLAS ST
Suburb CARNARVON WA 6701
Rates Assessment Number (if known) A3095 + A2904

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

PLEASE SEE ATTACHED EMAIL
AGED/SENIORS INDEPENDANT LIVING ACCOM/COMPLEX

3. PROPERTY OWNER DETAILS

Organisation:	GASCOYNE MEMORIAL FOUNDATION INC		
Property Owner: <i>if different to above</i>	-		
Postal Address:	PO BOX 677		
Telephone:	9941 1081	Postcode:	6701
Mobile:	0409 088 939	Facsimile:	
E-mail:	gmfa@westnet.com.au		

4. APPLICANT DETAILS

Contact Person:	JESSIE ANDREOLI		
Position Title:	MANAGER		
Postal Address:	PO BOX 677 CARNARVON WA 6701		
Telephone:	9941 1081	Postcode:	6701
Mobile:	0409 088 939	Facsimile:	
E-mail:	gmfa@westnet.com.au		

5. ORGANISATION INFORMATION

Is/does the organisation:
An incorporated body as per the Associations Incorporations Act 1987 (WA)?
If yes, provide a Certificate of Incorporation.

Yes ☒ No ☐

Provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

Have a tax exemption from the Australian Tax Office (ATO)?
If yes, provide a certificate of tax exemption from the ATO.

Yes ☒ No ☐

Leasing the property?
If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates.

Yes ☐ No ☒

Have planning approval for the land use of the property?
A site inspection may be required before the application is processed.

N/A Yes ☐ No ☐

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- ☒ Organisation's Constitution
- ☒ Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Confirm the grounds upon which an objection is being made to the rate record under Section 6.76 of the Local Government Act 1995
- Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995
- Use and occupancy of the land, inclusive of date of commencement
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service
- If there is commercial activity conducted on the land, provide details of the activity and if revenue is raised, where it is disbursed

☒ A plan of the property, showing all buildings and outbuildings

OR

☐ A floor plan of the leased property area, if only part of the property is the subject of this application

☒ A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	JESSIE ANDREOLI	
Position:	MANAGER	
Organisation:	GASCOYNE MEMORIAL FOUNDATION INC.	
Signature of Applicant:		Date: 22/5/26

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with Town Planning Scheme?

YES

☐

NO

☐

Has the property been inspected?

YES

☐

NO

☐

Recommend for non-rateable status?

YES

☐

NO

☐

Applicant/Owner Name: _____

Section of the Local Government Act 1995 6.26(2) _____

Exemption Description: _____

Reason for non-rateable status: _____

New Application ☐

Review of Exemption ☐

Amount of rates to be exempted and dates to be applicable from (application date). The approval will be for a period of _____ years, unless circumstances change.

Amount: _____

Date (from): _____

Rubbish bin changes to be levied and dates to be applicable from:

Amount: _____

Date (from): _____

2. DECISION UNDER DELEGATED AUTHORITY

This application has been:

DECLINED for
non-rateable status ☐

APPROVED for partial
non-rateable status ☐

APPROVED for
non-rateable status ☐

Name:

Signature:

	Date:	

OR

Council Resolution Reference: _____

Date of Council Meeting: _____

WESTERN AUSTRALIA**OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005****STATUTORY DECLARATION****APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.****STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 2025**

(1) Christian name or names and surname of declarant in full I JESSIE ANDREOLI
 (2) Address 42 CLARIS STREET
of CARNARVON WA 6701
In the State of Western Australia
 (3) Occupation OFFICE MANAGER

Sincerely declare as follows:-

The property located at 7-11 GEORGE STREET CARNARVON +
74-76 DOUGLAS STREET CARNARVON
 is used by GASCOINE MEMORIAL FOUNDATION INC.
 for the purposes of AGED/SENIORS INDEPENDANT LIVING
ACCOMODATION.
 Description of the activities the
 property is used for RESIDENTIAL ACCOMMODATION.
 for the period << to >> or from to CURRENTLY + ONGOING.

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*Declared at CARNARVON POST OFFICE.this 22 day of MAY 2026In the presence of [Signature]

(Signature of authorised witness)

Andrew Gaunt

(Name of authorised witness and qualification as such a witness)

Carnarvon Post Office
8 Camel Lane
Carnarvon WA 6701

(4) Signature of person making the declaration

(4)

[Signature]

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
 Accountant
 Architect
 Australian Consular Officer
 Australian Diplomatic Officer
 Bailiff
 Bank Manager
 Chartered secretary
 Chemist
 Chiropractor
 Company auditor or liquidator
 Court officer {Judge, magistrate, registrar or clerk}
 Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
 Dentist
 Doctor
 Electorate Officer {State – WA only}
 Engineer
 Industrial organisation secretary
 Insurance broker
 Justice of the Peace {any State}
 Lawyer
 Local government CEO or deputy CEO
 Local government councillor
 Loss adjuster
 Marriage Celebrant
 Member of Parliament {State or Commonwealth}
 Minister of religion
 Nurse
 Optometrist
 Patent Attorney
 Physiotherapist
 Podiatrist
 Police officer
 Post Officer manager
 Psychologist
 Public Notary,
 Public Servant {State or Commonwealth}
 Real Estate agent
 Settlement agent
 Sheriff or deputy Sheriff
 Surveyor
 Teacher
 Tribunal officer
 Veterinary surgeon

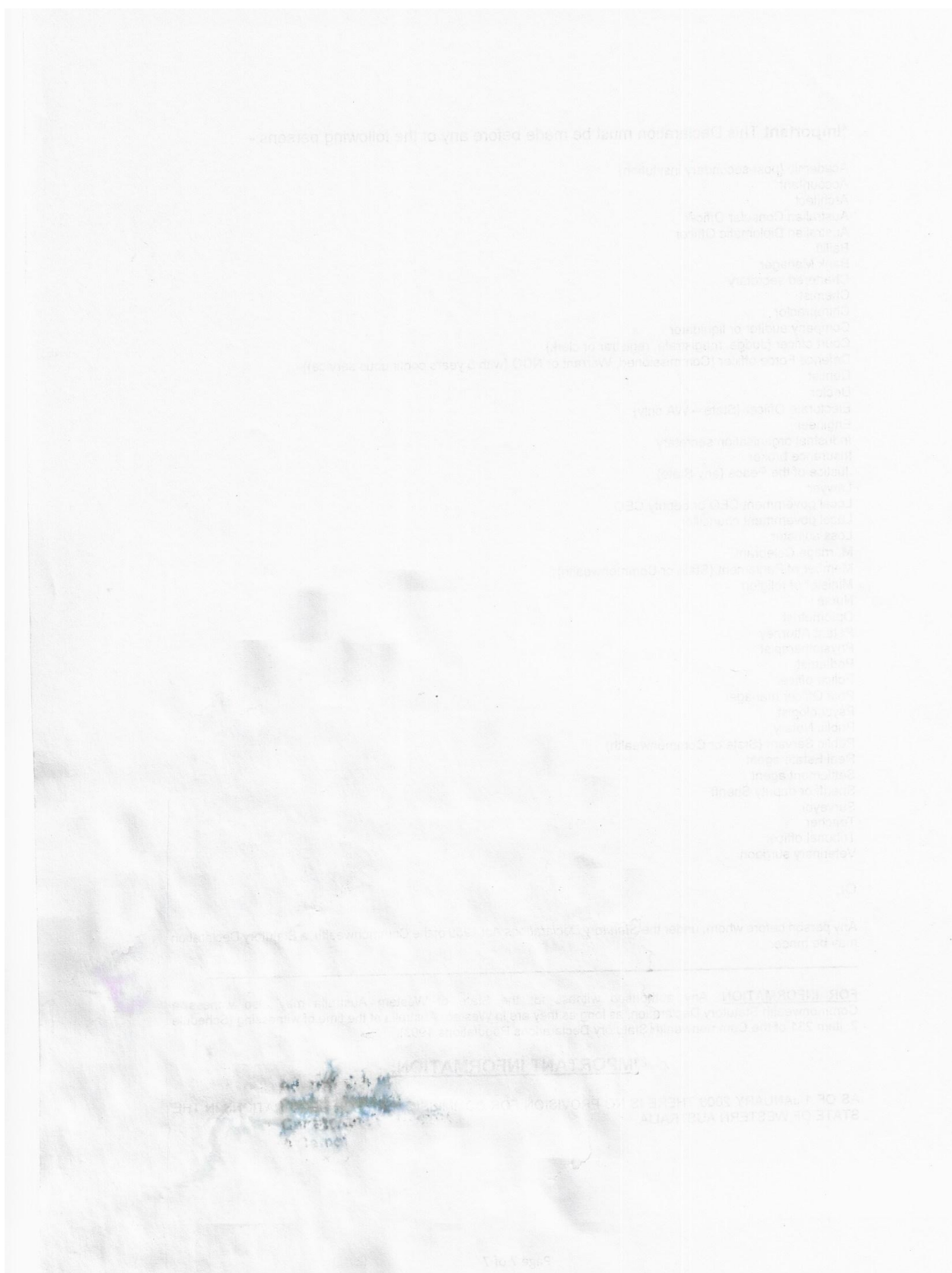
Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA



7.2.3 RATES EXEMPTION APPLICATION - MRAC

File No:	ADM2119
Location/Address:	Multiple Properties
Name of Applicant:	Murchison Regional Aboriginal Corporation
Name of Owner:	N/A
Author(s):	Racheal King, Corporate Assurance and Finance Advisor
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM Nov 2017
Schedules:	1. Properties seeking an Exemption 2. MRAC Exemption Application

Authority/Discretion:

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

Summary of Report

An application has been received from Murchison Regional Aboriginal Corporation (MRAC) seeking a rates exemption for the properties located at multiple addresses in the Shire of Carnarvon.

The application has been assessed against the legislative requirements, with particular consideration given to the use of the land, the nature of activities conducted, and whether these are undertaken for a charitable or public purpose without private commercial gain.

Following an assessment of the application against legislation and relevant case law, the application is considered to meet the criteria for exemption.

Background

In November 2017, Council elected to provide MRAC with an 80% discount. MRAC has now assessed their position and believe they meet the requirements for a full rates exemption for all properties held in the Shire.

Stakeholder and Public Consultation

External consultation was limited to research on legal determinations.

Statutory Environment

Section 6.26 of the *Local Government Act 1995 (WA)* provides that land is exempt from rates where it is:

- Owned and/or occupied by a qualifying entity; and
- Used exclusively for charitable, religious, educational, or other prescribed purposes; and
- Not used for private profit or commercial gain.

Established interpretation (including tribunal decisions) confirms that the dominant test is the use of the land, rather than the status of the organisation.

Relevant Plans and Policy

The application has been assessed in accordance with the Shire's Rates Exemptions Policy, which requires the following information to be considered:

- Demonstrated community benefit;
- Non-commercial or cost-recovery operations; and
- Exclusive or dominant qualifying use of the land.

Financial Implications

MRAC currently receive an 80% discount on rates for all properties. The total value of rates \$31,924.66 were calculated for the 2025/26-year period with MRAC's portion after the 80% discount being \$6,384.93.

For the current 26/27 year, the full rates value is calculated at \$34,888.06 with MRAC's portion after the 80% discount being \$6,977.61.

Any approved exemption would reduce rates income recognised by the Shire and may have a corresponding impact on future budget considerations and long-term financial planning where exemptions continue across multiple rating periods.

Where Council approves an exemption for a three-year period, the ongoing financial impact would remain subject to annual review and confirmation that the property continues to satisfy exemption eligibility requirements, including continued compliance with legislative requirements and the approved basis for exemption.

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	Approval of the exemption will result in foregone rate revenue. Conversely, refusal may result in review proceedings through the State Administrative Tribunal of Western Australia and associated legal/administrative costs.	2C - Moderate	Financial impact has been quantified. Application assessed against relevant legislation and case law to minimise likelihood of appeal.
Health & Safety	N/A	N/A	N/A
Reputation	Inconsistent application of exemptions or refusal contrary to established precedent may result in reputational damage to the Shire and perceptions of unfair decision-making.	2C - Moderate	Assessment undertaken using consistent legislative criteria, supporting documentation, and relevant tribunal decisions.
Service disruption	Minimal operational disruption; however, a dispute or appeal process may require additional officer time and resources.	1C - Low	Matter assessed thoroughly prior to Council determination to reduce likelihood of further disputes.
Compliance	Incorrect application of section 6.26(2)(g) of the Local Government Act 1995 may result in non-compliance or successful review action.	2C - Moderate	Legal principles reviewed against relevant case law and supporting documentation obtained from applicant.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Risk of inaccurate or misleading information being provided in support of the application.	1C - Low	Supporting documentation reviewed and publicly available organisational information independently verified through Office of the Registrar of Indigenous Corporations.

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

In assessing the application, the Shire has applied the requirements of Section 6.26 of the Local Government Act 1995 (WA).

Administration has assessed the application against section 6.26(2)(g) of the Local Government Act 1995 and relevant State Administrative Tribunal decisions.

The applicant has demonstrated that the properties are used to provide subsidised housing to disadvantaged Aboriginal families in a manner consistent with charitable purposes. The evidence provided supports that the land use is not commercial in nature and delivers a clear public benefit.

Relevant tribunal decisions further support the applicant's position that where an organisation operates under a consistent charitable housing model, exemption may apply across multiple properties without requiring each property to be assessed independently.

Assessment Against Relevant Case Law**WASAT 17**

This matter is highly relevant as it involved a similar Aboriginal housing provider seeking exemption for multiple residential properties used to house Aboriginal tenants experiencing housing disadvantage.

The Tribunal determined that:

- the provision of housing to disadvantaged Aboriginal persons constituted a charitable purpose;
- rent charged on a subsidised/cost recovery basis did not make the activity commercial; and
- where an organisation operates under a consistent housing model, individual assessment of each property is not required where the broader operational model has been sufficiently demonstrated.

MRAC aligns with this decision as:

- housing is provided specifically to disadvantaged Aboriginal families;
- tenant eligibility requirements have been established;
- rental arrangements are subsidised and not reflective of commercial market rates; and
- the organisation operates under a consistent housing model across the properties subject to the application.

WASAT 89

This matter reinforced that the actual use of land is the primary consideration when determining whether an exemption applies.

MRAC has demonstrated that the relevant properties are used exclusively for residential accommodation aligned with its charitable housing objectives.

WASCA 233

This decision confirmed that a charitable purpose may still exist where benefits are directed toward a specific group rather than the public at large, provided the purpose delivers genuine public benefit.

MRAC's housing services are directed toward disadvantaged Aboriginal families, which aligns with this principle.

WASC 108

This matter supported the principle that activities aimed at improving outcomes for Aboriginal people may constitute charitable purposes where clear public benefit exists.

MRAC's housing services directly contribute to improved housing stability and social outcomes for Aboriginal families within the region.

Administration considers that the application sufficiently demonstrates:

- land is used exclusively for charitable housing purposes;
- housing is provided on a non-commercial basis;
- the organisation delivers a clear public benefit; and
- the operational model aligns with relevant tribunal precedent.

Based on the above, administration considers the application meets the exemption requirements under section 6.26(2)(g) of the Local Government Act 1995 and recommends approval.

Should Council determine not to approve the exemption contrary to officer recommendation, there is potential for the applicant to seek a review through the State Administrative Tribunal of Western Australia. Given the existence of relevant tribunal decisions that appear supportive of the applicant's position, an unsuccessful defence may result in legal costs, officer time, and reputational impacts associated with defending a decision that is inconsistent with established case law.

While each application must be assessed on its own merits, administration considers the current application is supported by sufficient evidence and relevant precedent.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

- 1. Determines, pursuant to section 6.26(2)(g) of the Local Government Act 1995, that the following properties occupied and used by the MRAC per schedule 1, are used exclusively for charitable purposes and are therefore not rateable land;***
- 2. Approves the rates exemption taking effect from 1 July 2025, subject to the properties continuing to be used exclusively for charitable purposes;***
- 3. Authorises the Chief Executive Officer to adjust the shire's rate records and reverse or credit the general rates levied for the 2025/26 financial year, totalling \$6,384.93;***

- 4. *Requires MRAC to provide the shire with an annual statutory declaration confirming that there has been no material change to the ownership, occupancy, use or operation of the properties that may affect eligibility for the exemption, and to notify the shire immediately of any such material change. A formal review of the exemption is to be undertaken in 2029, and every three years thereafter; and***
- 5. *Instructs the Chief Executive Officer to advise the MRAC of Council's determination.***

Assess No	House No.	Street Name	Street Type	Suburb	Email Address	Name
A1524	33	FOSS	CRES	BROCKMAN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A1630	9	MEIKLEJOHN	CRES	BROCKMAN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A1744	23F	MORGAN	WAY	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A1785	31	MORGAN	WAY	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A1803	52	MORGAN	WAY	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A2030	10	RIDLEY	PL	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A2234	10	TUCKEY	CRT	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A2250	23	WILLESEE	ST	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A2262	22	WILLESEE	ST	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A2796	7	CARSON	PL	BROCKMAN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A3127	16A	OLIVIA	TCE	SOUTH CARNARVON	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A3158	42	RICHARDS	ST	BROCKMAN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A528	43	BABBAGE ISLAND	RD	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A593	49	HUBBLE	ST	SOUTH CARNARVON	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A638	35	BUTCHER	ST	MORGANTOWN	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A900	7	SMART	ST	EAST CARNARVON	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION
A945	71	MARMION	ST	EAST CARNARVON	office@mrac.net.au	MURCHISON REGION ABORIGINAL CORPORATION



MURCHISON REGION ABORIGINAL CORPORATION

ABN 48 700 809 001 ICN 500

Chief Executive Officer
3 Francis Street
CARNARVON WA 6701

10 April 2026

Dear Chief Executive Officer,

Re: Application for Full Rates Exemption – Murchison Region Aboriginal Corporation

I write on behalf of the Murchison Region Aboriginal Corporation (MRAC) to formally confirm MRAC's eligibility for a full rates exemption under section 6.26(2)(g) of the *Local Government Act 1995*.

MRAC is a registered not-for-profit charity operating exclusively for charitable purposes. Its charitable status and entitlement to a full rates exemption have been formally recognised by the following authorities:

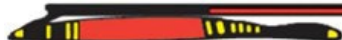
- **State Administrative Tribunal** – Decision WASAT17 confirmed that MRAC's services and properties satisfy the requirements for a full rates exemption as a charitable organisation.
- **Australian Taxation Office (ATO)** – Issued a Notice of Endorsement confirming MRAC's eligibility for charity tax concessions.
- **Australian Charities and Not-for-profits Commission (ACNC)** – Registered as a charity for beneficial purposes since December 2012.
- **Office of the Registrar of Indigenous Corporations (ORIC)** – Recognised as a charity for beneficial purposes since November 1986.
- **Community Housing Registration Office** – Recognised as a Community Housing Organisation through Community Housing Provider Registration.

MRAC is an independent charity that receives no government funding or financial support and relies entirely on its own resources to deliver charitable services.

MRAC operates as a community housing organisation and is a not-for-profit entity that generates no profit. All funds are reinvested directly to improve Aboriginal housing outcomes for disadvantaged families who are unable to access government housing.

25 Crawford Street, Geraldton
PO Box 2072 WA 6531

P: 08 99230055
E: office@mrac.net.au





In light of the above, MRAC respectfully claims a full rates exemption for all properties owned and used by the corporation, on the basis that it is a registered charity operating exclusively for charitable purposes in accordance with the *Local Government Act 1995*.

Please see the attached listed properties for details.

Should you require any further information or supporting documentation, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read "B. Pearce".

Brodie Pearce
Chief Executive Officer
Murchison Region Aboriginal Corporation
Em. ceo@mrac.net.au ph. 08 9923 0055

25 Crawford Street, Geraldton
PO Box 2072 WA 6531

P: 08 99230055
E: office@mrac.net.au



7.2.4 STC NARELLE RECOVERY AND RESILIENCE FUND - ACCEPTANCE OF GRANT FUNDING AND FUNDING AGREEMENTS

File No: ADM2377
 Location/Address: Shire of Carnarvon
 Name of Applicant: Nil
 Name of Owner: Nil
 Author(s): Jamie Bone, Executive Business Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: Nil
 Schedules:

1. RRNLL107 Funding Agreement - Community Recovery Officer and Recovery Delivery Capacity - Confidential
2. RRNLL108 Funding Agreement - Future Ready Industries - Shire of Carnarvon
3. RRNLS131 Funding Agreement - Carnarvon Floodplain Recovery, Responsibility and Resilience Project

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 Council with the outcome of three successful applications under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund, totalling \$350,000 (GST exclusive), to support ongoing recovery, resilience and preparedness activities across the Shire of Carnarvon.

Background

Severe Tropical Cyclone (STC) Narelle and associated flooding impacted the Shire of Carnarvon in March 2026, resulting in social, economic, infrastructure and environmental impacts across Carnarvon, Coral Bay, horticultural areas, pastoral properties and other affected locations.

Following the event, the Shire activated the local recovery arrangements and commenced coordinated recovery activities, including community and industry outreach, agency liaison, recovery communications, grant navigation and the development of longer-term resilience and preparedness priorities. These activities were subsequently consolidated within the Shire's Local Operational Recovery Plan (LORP), endorsed by the Chief Executive Officer (CEO) on 15 July 2026. The LORP identifies four strategic recovery priorities:

1. Community Recovery and Resilience
2. Economic Recovery and Industry Resilience
3. Infrastructure and Service Resilience
4. Environmental Recovery and Future Preparedness

In May 2026, the Department of Fire and Emergency Services (DFES) opened the Severe Tropical Cyclone Narelle Recovery and Resilience Fund (Fund), established through a \$1.5 million contribution from Rio Tinto. The Fund was designed to support locally led recovery, resilience and preparedness activities responding directly to community needs arising from STC Narelle.

The Shire progressed three applications under the Fund, all of which were endorsed by the CEO and required no direct Shire financial contribution. The applications submitted were:

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

The applications sought to maintain dedicated recovery delivery capacity, strengthen industry and business resilience and preparedness, and progress identified floodplain recovery, responsibility and resilience priorities across the Shire.

On 27 July 2026, DFES advised that both applications submitted under the Local Government Recovery Support stream were successful, securing the Shire \$300,000 and reaching the maximum allocation available to the Shire under that stream.

On 7 August 2026, DFES further advised that the Shire had been successful in securing the full \$50,000 requested, being the maximum available per project, under the competitive Social, Economic and Environmental Recovery Flexible Grant stream for the Carnarvon Floodplain Recovery, Responsibility and Resilience project.

The combined funding of \$350,000 (GST exclusive) will provide dedicated capacity and resources to continue recovery delivery, strengthen preparedness and resilience across affected industries and communities, and progress identified floodplain recovery priorities without requiring a direct financial contribution from the Shire.

Stakeholder and Public Consultation

External

Affected residents
 Growers and horticultural operators
 Pastoral operators
 Local businesses
 Community organisation representatives
 Industry groups
 Government Agencies
 Department of Fire and Emergency Services

Internal

Office of the CEO
 Local Recovery Officers

Corporate Strategy and Performance
Infrastructure Services
Community and Economic Development Officers

The three funded projects have been informed by consultation and engagement undertaken through the Shire's STC Narelle recovery activities.

Ongoing stakeholder engagement will form part of project delivery, particularly through farm gate and industry engagement under Future Ready Industries, continued recovery outreach through the Community Recovery Officer function, and targeted agency and horticulture consultation through the Carnarvon Floodplain Recovery, Responsibility and Resilience Project.

Statutory Environment

Local Government Act 1995

Section 6.8 – *Expenditure from municipal fund not included in annual budget*

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
 - a) *Is incurred in a financial year before the adoption of the annual budget by the local government;*
or
 - b) *Is authorised in advance by resolution*;* *or*
 - c) *Is authorised in advance by the mayor or president in an emergency.*
- *Absolute majority required.*

Section 9.49A(4) – *Execution of documents*

- 4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

Emergency Management Act 2005

Section 36(b) – *Functions of local government*

- b) *To manage recovery following an emergency affecting the community in its district.*

Relevant Plans and Policy

Strategic Community Plan 2022-2032

The proposed projects align with the Shire's Strategic Community Plan 2022-2032, particularly the objectives relating to sustainable livelihoods, support for local businesses, improved protection from natural disasters, community engagement and collaboration between government and non-government agencies.

Corporate Business Plan 2023-2027

The projects are consistent with existing Corporate Business Plan activities including supporting emergency management capability and recovery from natural disasters, digital literacy and inclusion, local business capability, community and grower engagement, maintenance of flood infrastructure and the pursuit of external funding opportunities to support Shire and community priorities. The Corporate Business Plan also identifies the management and execution of grants as an organisational supporting function.

Local Operational Recovery Plan – Ex Tropical Cyclone Narelle and Associated Flooding

The Shire's Local Operational Recovery Plan provides the strategic and operational framework for ongoing recovery following STC Narelle. The three funded projects directly support the Plan's priorities of Community Recovery and Resilience, Economic Recovery and Industry Resilience, and Environmental Recovery and Future Preparedness.

CD006 External Grants – Procurement and Grants

Policy CD006 applies to the application, acceptance and ongoing administration of external grant funding received by the Shire. The Policy requires consideration of strategic alignment, financial and resource implications, procurement requirements, grant conditions and the long-term benefits of accepting funding.

Financial Implications

The Shire has been awarded a total of \$350,000 (GST exclusive) under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund. No direct Shire financial contribution is required for any of the three approved projects.

The grant income and corresponding expenditure had not been included in the current proposed 2026/27 Annual Budget. Separate income and expenditure accounts will therefore be established for each project to ensure that grant funds, eligible expenditure and acquittal requirements can be clearly identified and monitored.

Project	Grant Income	Project Expenditure	Shire Contribution
STC Narelle Community Recovery Officer and Delivery Capacity	\$150,000	\$150,000	\$0
Future Ready Industries – Shire of Carnarvon	\$150,000	\$150,000	\$0
Carnarvon Floodplain Recovery, Responsibility and Resilience Project	\$50,000	\$50,000	\$0
Total	\$350,000	\$350,000	\$0

Council approval is required to recognise the additional grant income and authorise the corresponding expenditure in the 2026/27 Annual Budget. The proposed budget amendments will be recorded against the following separate accounts:

Project	Income Account	Expenditure Account	Amount
RRNLL107 - Community Recovery Officer and Recovery Delivery Capacity	To be established following Council consideration	To be established following Council consideration	\$150,000
RRNLL108 - Future Ready Industries – Shire of Carnarvon	To be established following Council consideration	To be established following Council consideration	\$150,000
RRNLS131 - Carnarvon Floodplain Recovery, Responsibility and Resilience Project	To be established following Council consideration	To be established following Council consideration	\$50,000

For RRNLL107 and RRNLL108, the Funding Agreements provide for an initial payment of 80 per cent (\$120,000) following execution of each agreement, with the remaining 20 per cent (\$30,000) payable once DFES is satisfied that approximately 80 per cent of the respective grant has been expended on approved project costs and the required supporting evidence has been provided.

All project expenditure will be managed within the approved grant allocations and in accordance with the relevant Funding Agreements, approved project budgets and Shire financial and procurement requirements. Whilst on this basis the projects should technically have no net direct impact on the Shire's 2026/27 budget, it is unlikely that expenditure will exactly replicate the approved grant funding. There will more likely be either a small surplus (where the balance of the grant may need to be refunded) or a small deficit (where the Shire will need to fund that amount). Notwithstanding that the Shire does have a modest budget capacity to accommodate a small amount of added expenditure on these projects, every effort will be made to ensure that the projects' scope remains tightly controlled and any of the refund/over-run cost are kept to an absolute minimum.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Risk that the expenditure is not eligible under the Funding Deeds or is not adequately evidenced, resulting in grant funding being withheld or required to be repaid.	C2 - Moderate	Separate income and expenditure accounts will be established for each project. Expenditure will be monitored against approved budgets, with supporting financial records retained for reporting and acquittal.
Health & Safety	Project delivery may involve travel, farm-gate visits, site inspections and community engagement activities.	D2 - Low	Activities will be undertaken in accordance with the Shire's WHS requirements, relevant procedures and risk assessments.
Reputation	Failure to deliver the funded activities or meet agreed outcomes may adversely affect the Shire's reputation within the community, stakeholders and funding body.	C2 - Moderate	Projects will be delivered through defined scopes, project oversight, stakeholder engagement and regular monitoring of progress against Funding Deed requirements.
Service disruption	Competing organisational priorities or limited delivery capacity may affect project timeframes or continuity.	D2 - Low	Dedicated recovery capacity is included within the funding program and project delivery will be planned, monitored and coordinated alongside existing Shire priorities.
Compliance	Failure to comply with Funding Deed conditions, procurement requirements, reporting obligations	C2 - Moderate	Funding conditions will be monitored throughout delivery, procurement will be undertaken in accordance with Shire requirements, and reporting and acquittal obligations will be tracked

	or acquittal requirements may result in non-compliance or repayment of funds.		and completed within required timeframes.
Property	Limited property risk may arise from project activities involving Shire, private or Crown land interfaces.	D1 - Low	Any activities involving property or land access will be undertaken subject to appropriate approvals, permissions and existing Shire processes.
Environment	Floodplain and resilience activities may identify or interact with environmental risks, including floodways, waste, erosion and land management issues.	D2 - Low	The funded activities are primarily planning, engagement and capacity-building. Relevant technical advice, agency input and environmental approvals will be obtained where required.
Fraud	Grant funding may be exposed to inappropriate expenditure, misallocation or inadequate financial controls.	D2 - Low	Existing Shire procurement, financial authorisation, segregation of duties, record keeping and audit controls will apply to all grant expenditure under the Shire's current procurement policy.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our 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

The successful funding applications represent a positive outcome for the Shire and provide \$350,000 in externally funded recovery and resilience investment without requiring a direct financial contribution from the Shire. Importantly, the projects have been developed from identified recovery needs following STC Narelle and are aligned with the Shire's Strategic Community Plan, Corporate Business Plan and LORP, rather than being pursued solely in response to the availability of grant funding.

Collectively, the three projects provide a coordinated approach to the next stage of recovery. The Community Recovery Officer project provides dedicated capacity to maintain recovery outreach, coordination and support as immediate recovery programs transition towards longer-term resilience and preparedness. Future Ready Industries provides the resources to translate that engagement into practical preparedness, business continuity, digital inclusion and industry resilience activities. The Carnarvon Floodplain Recovery, Responsibility and Resilience Project addresses a separate but complementary priority by consolidating previous floodplain work, clarifying responsibilities and identifying practical actions and future priorities arising from STC Narelle.

The funding outcome is significant in that the Shire has secured the full \$300,000 available under the Local Government Recovery Support stream, together with the maximum \$50,000 available per project under the competitive Social, Economic and Environmental Recovery Flexible Grant Stream. The approved Funding Agreements are consistent with the activities and budgets submitted by the Shire and provide defined project timeframes, expenditure requirements and reporting acquittal obligations.

The applications were progressed with CEO endorsement and did not commit the Shire to a financial contribution. Council consideration at this stage will provide formal acceptance of the successful funding, establish the necessary 2026/27 budget authority and enable the associated Funding Agreements to be executed and administered in accordance with the Shire's external grants, procurement and financial management requirements.

Acceptance of the funding will allow the Shire to continue the recovery work already underway while progressively shifting the focus from the immediate recovery assistance towards preparedness, resilience and reducing vulnerability to future events.

OFFICER'S RECOMMENDATION

That Council by Simple majority:

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

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

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

Funding Agreement

Severe Tropical Cyclone Narelle Recovery and Resilience Fund

Local Government Recovery Support

1. Parties

This Funding Agreement is made between:

Party 1 (Administering Agency)	Department of Fire and Emergency Services (DFES) (ABN 39 563 851 304) Emergency Services Complex 20 Stockton Bend Cockburn Central WA 6164
Party 2 (Fund Recipient)	Shire of Carnarvon Local Government Entity ABN: 89 534 312 469 Address: 3 Francis Street Carnarvon, WA, 6701 Email: bone.j@carnarvon.wa.gov.au Telephone: +61 8 9941 0000

2. Background

Severe Tropical Cyclone (STC) Narelle and associated flooding in March 2026 impacted communities in Western Australia, resulting in damage, disruption and recovery needs.

Rio Tinto has made a one-off contribution of \$1.5 million to support locally led recovery, resilience and preparedness activities in communities impacted by STC Narelle.

DFES administers the Severe Tropical Cyclone Narelle Recovery and Resilience Fund (Fund) in accordance with the Program Guidelines (May 2026).

The Fund includes the Local Government Recovery Support stream, which provides needs-based and responsive grants of up to \$150,000 per activity (capped at \$300,000 per local government).

DFES has approved funding for the Fund Recipient to deliver the Activity described in Schedule A (Fund Details), and the Fund Recipient agrees to deliver that Activity in accordance with this Funding Agreement.

3. Funding Agreement

This Funding Agreement comprises:

- a) this document (Terms and Conditions);
- b) Schedule A – Fund Details (including Activity, Budget, Reporting and Payment terms); and
- c) any written variations agreed by the Parties in accordance with clause 16.

4. Definitions and interpretation

Key definitions used in this Funding Agreement include:

- Activity means the project/activity described in Schedule A.
- Completion Date means the date the Activity is completed, as set out in Schedule A.
- Fund means the amount payable by DFES to the Fund Recipient under this Funding Agreement, as set out in Schedule A.
- Fund Recipient means the entity named in clause 1.
- Program Guidelines means the Rio Tinto Severe Tropical Cyclone Narelle Recovery and Resilience Fund – Program Guidelines (May 2026).
- Report means a short progress report submitted for the duration of the Activity, as described in Schedule A.

5. Purpose and scope

5.1 Purpose

The purpose of this Funding Agreement is to set out the terms and conditions under which DFES provides funding to the Fund Recipient to deliver the Activity under the Local Government Recovery Support stream.

This stream supports local governments to address unfunded recovery priorities arising from STC Narelle, including activities in Local Operational Recovery Plans.

5.2 Recipient scope

This template is intended for use with: Impacted local governments within the eligible locations.

6. Use of funds

6.1 Approved purposes

The Fund Recipient must use the Fund only for the approved Activity and costs described in Schedule A (and not for any other purpose).

6.2 Exclusions

The Fund Recipient must not use the Fund for costs that are ineligible under the Program Guidelines or for costs that are fully insured or funded from another source.

7. Payment

7.1 Payment structure

Unless otherwise specified in Schedule A, DFES will pay:

- (a) 80% of the approved Fund amount following execution of this Funding Agreement; and
- (b) the remaining 20% once DFES is satisfied that approximately 80% of the Fund has been expended on approved Activity costs, and the Fund Recipient has provided the evidence required in Schedule A.

7.2 Withholding payments

DFES may withhold any payment where it reasonably believes the Fund Recipient has not complied with this Funding Agreement or is unable to undertake the Activity. DFES will provide reasons and the steps the Fund Recipient can take to address those reasons.

8. Reporting and acquittal

8.1 Reporting

The Fund Recipient must provide a Report using templates provided by DFES for the duration of the Activity. Reporting is intended to support monitoring, assurance, and early identification of delivery issues.

8.2 Final report and acquittal

At project completion, the Fund Recipient must provide a Final Report and acquittal in accordance with Schedule A. DFES may request additional information where required for assurance purposes.

9. Records, assurance and audit

9.1 Record keeping

The Fund Recipient must maintain accurate records (including invoices, receipts, contracts and supporting evidence) sufficient to demonstrate that the Fund was spent on the approved Activity and retain these records for five (5) years after the Completion Date.

9.2 Assurance activities

DFES may undertake assurance activities, including desk-based reviews or site validation. The Fund Recipient must cooperate and provide information reasonably required for those activities.

9.3 Audit

The Auditor General for Western Australia may audit this Funding Agreement and the use of the Fund, in accordance with applicable legislation.

10. Privacy and confidentiality

10.1 Privacy

When dealing with Personal Information in carrying out the Activity, the Fund Recipient must comply with applicable privacy legislation and must not do anything which, if done by DFES, would breach an Australian Privacy Principle.

10.2 Confidentiality

Each Party must keep the other Party's confidential information confidential and must not disclose it without prior written consent unless required or authorised by law.

11. Insurance and risk

The Fund Recipient must maintain adequate insurance for the duration of this Funding Agreement (and any relevant post-completion period), including public liability insurance, and provide proof to DFES upon request.

12. Indemnity

The Fund Recipient indemnifies DFES, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity, except to the extent the claim, loss or damage is caused or contributed to by DFES.

13. Conflicts of interest

The Fund Recipient must promptly notify DFES of any actual, perceived or potential conflict of interest that could affect performance of this Funding Agreement and must manage conflicts in accordance with its governance arrangements and any reasonable directions of DFES.

14. Acknowledgement

Funding provided under this Funding Agreement may be described as a "donation", "contribution" or "support" from Rio Tinto.

15. Subcontracting

The Fund Recipient may subcontract aspects of the Activity, but remains responsible for compliance with this Funding Agreement and the performance of any subcontractors.

16. Variations

Any variation to the Activity, budget, timeframe or payment arrangements must be requested in writing and approved by DFES in writing before it takes effect.

17. Repayment

Where any part of the Fund is not used in accordance with this Funding Agreement, DFES may require repayment of the misused amount. DFES may also recover funds where this Funding Agreement is terminated, and funds remain unspent or are not otherwise eligible to be retained.

18. Dispute resolution

If a dispute arises, the Parties will first attempt to resolve the dispute through good faith negotiation. This clause does not prevent either Party from seeking urgent injunctive relief.

19. Termination**19.1 Termination for default**

DFES may terminate this Funding Agreement by written notice if the Fund Recipient materially breaches this Funding Agreement and does not remedy the breach within ten (10) business days of receiving notice.

19.2 Termination for convenience

DFES may terminate this Funding Agreement for convenience due to a change in Government policy or where DFES reasonably considers the Fund Recipient is no longer able to deliver the Activity. DFES' liability is limited to payment for eligible Activity costs properly incurred up to the date of termination, subject to the total Fund amount and the Fund Recipient's compliance with this Funding Agreement.

20. Notices

Notices under this Funding Agreement must be in writing and may be given by email or post to the addresses in Schedule A. Notices given by email are taken to be received on the date of transmission (or the next Business Day if sent after 5:00pm).

21. Governing law

This Funding Agreement is governed by the laws of Western Australia and the Parties submit to the exclusive jurisdiction of the courts of Western Australia.

22. Signatures

Executed as an agreement:

Signed for and on behalf of DFES

Name: Linley Brown

Title: Director Recovery Operations

Signature:

Date: 03 / 08 / 2026



Signed for and on behalf of the Fund

Recipient

Name: Jasper Benthien

Title: Executive Services Coordinator, Shire of Carnarvon

Signature: _____

Date: ____ / ____ / 2026

Schedule A – Fund Details

1. Stream

Local Government Recovery Support (Stream 6.2)

2. Activity

Activity title: Future Ready Industries – Shire of Carnarvon

Activity description (what, where, why): Delivery of the Future Ready Industries. Within the Shire of Carnarvon the project will provide practical farm-gate and industry engagement, business continuity support, digital inclusion, translated resources, referral pathways and preparedness activities ahead of future cyclone and flood seasons.

Eligible locations (Ashburton / Exmouth / Carnarvon): Shire of Carnarvon

Delivery timeframe (start/end): 01/09/2026 to 31/08/2027

3. Approved budget (GST exclusive)

Total approved amount: \$150,000.00 (GST exclusive)

Budget breakdown:

• Business continuity and preparedness planning support	\$34,000.00
• Farm-gate outreach packs, templates and preparedness tools	\$26,000.00
• Interpreter services and culturally appropriate engagement support	\$22,000.00
• Translation, plain-English and visual resource design/printing	\$20,000.00
• Digital inclusion resources and online access support materials	\$16,000.00
• Industry resilience workshops and small group session delivery	\$14,000.00
• Targeted specialist facilitation / local content adaptation	\$10,000.00
• Outcome evaluation, participant feedback and reporting tools	\$8,000.00

4. Payment schedule

Payment 1 (80%): \$120,000 payable following execution of this Funding Agreement.

Payment 2 (20%): \$30,000 payable once DFES is satisfied that approximately 80% of the Fund has been expended on approved Activity costs and the requirements below have been met.

5. Reporting

Progress Reports (short): due for the duration of the Activity.

Report dates (if known): to be advised by DFES

Report content will generally include: progress update, emerging risks/issues, and expenditure to date against approved budget.

Final Report and acquittal: due within 2 weeks of Completion Date and will include: narrative summary of activities delivered, expenditure confirmation, and supporting evidence where appropriate.

6. Evidence required for final payment

To support release of the final payment, DFES will generally require: a brief progress update and evidence of expenditure proportionate to the grant size and risk (e.g., invoices, records, photographs).

7. DFES representative (notices and management)

Name/Position: Craig Scott / Manager Grants and Program Coordination

Email: recoverygrants@dfes.wa.gov.au

Phone: 1800 490 678

8. Fund Recipient representative (notices)

Name/Position: Jamie Bone, Local Recovery Coordinator

Email: bone.j@carnarvon.wa.gov.au

Phone: +61 8 9941 0000

Postal address: 3 Francis Street Carnarvon, WA, 6701

9. Supplementary terms (if any)

None

Funding Agreement

Severe Tropical Cyclone Narelle Recovery and Resilience Fund

Social, Economic and Environmental Recovery – Flexible Grants

1. Parties

This Funding Agreement (Agreement) is made between:

Party 1 (Administering Agency)	Department of Fire and Emergency Services (DFES) (ABN 39 563 851 304) Emergency Services Complex 20 Stockton Bend Cockburn Central WA 6164
Party 2 (Fund Recipient)	Shire of Carnarvon Local Government ABN: 89 534 312 469 Address: 3 Francis Street Carnarvon WA 6701 Email: bone.j@carnarvon.wa.gov.au Telephone: 08 9941 0000

2. Background

Severe Tropical Cyclone (STC) Narelle and associated flooding in March 2026 impacted communities in Western Australia, resulting in damage, disruption and recovery needs.

Rio Tinto has made a one-off contribution of \$1.5 million to support locally led recovery, resilience and preparedness activities in communities impacted by STC Narelle.

DFES administers the Severe Tropical Cyclone Narelle Recovery and Resilience Fund (the Fund) in accordance with the Program Guidelines (May 2026).

The Fund includes the Social, Economic and Environmental Recovery – Flexible Grants stream, which provides competitive, merit-based grants of \$2,500 to \$50,000.

DFES has approved funding for the Fund Recipient to deliver the Activity described in Schedule A (Fund Details), and the Fund Recipient agrees to deliver that Activity in accordance with this Funding Agreement.

3. Funding Agreement

This Funding Agreement comprises:

- a) this document (Terms and Conditions);
- b) Schedule A – Fund Details (including Activity, Budget, Reporting and Payment terms); and
- c) any written variations agreed by the Parties in accordance with clause 16.

4. Definitions and interpretation

Key definitions used in this Funding Agreement include:

- Activity means the project/activity described in Schedule A.
- Completion Date means the date the Activity is completed, as set out in Schedule A.
- Fund means the amount payable by DFES to the Fund Recipient under this Funding Agreement, as set out in Schedule A.
- Fund Recipient means the entity named in clause 1.
- Program Guidelines means the Severe Tropical Cyclone Narelle Recovery and Resilience Fund – Program Guidelines (May 2026).
- Report means a short progress report submitted for the duration of the Activity, as described in Schedule A.

5. Purpose and scope

5.1 Purpose

The purpose of this Funding Agreement is to set out the terms and conditions under which DFES provides funding to the Fund Recipient to deliver the Activity under the Social, Economic and Environmental Recovery – Flexible Grants stream.

Activities must be locally led, time-limited, proportionate to demonstrated impact, and clearly linked to community needs arising from STC Narelle.

5.2 Recipient scope

This template is intended for use with: Eligible applicants including impacted local governments, incorporated not-for-profit and community organisations, and industry bodies/peak organisations where funding is sought solely to deliver eligible activities that provide direct benefit to impacted communities.

6. Use of funds

6.1 Approved purposes

The Fund Recipient must use the Fund only for the approved Activity and costs described in Schedule A (and not for any other purpose).

6.2 Exclusions

The Fund Recipient must not use the Fund for costs that are ineligible under the Program Guidelines or for costs that are fully insured or funded from another source.

7. Payment

7.1 Payment structure

Unless otherwise specified in Schedule A, DFES will pay:

- a) 80% of the approved Fund amount following execution of this Funding Agreement; and
- b) the remaining 20% once DFES is satisfied that approximately 80% of the Fund has been expended on approved Activity costs, and the Fund Recipient has provided the evidence required in Schedule A.

7.2 Withholding payments

DFES may withhold any payment where it reasonably believes the Fund Recipient has not complied with this Funding Agreement or is unable to undertake the Activity. DFES will provide reasons and the steps the Fund Recipient can take to address those reasons.

8. Reporting and acquittal

8.1 Reporting

The Fund Recipient must provide a Report using templates provided by DFES for the duration of the Activity. Reporting is intended to support monitoring, assurance, and early identification of delivery issues.

8.2 Final report and acquittal

At project completion, the Fund Recipient must provide a Final Report and acquittal in accordance with Schedule A. DFES may request additional information where required for assurance purposes.

9. Records, assurance and audit

9.1 Record keeping

The Fund Recipient must maintain accurate records (including invoices, receipts, contracts and supporting evidence) sufficient to demonstrate that the Fund was spent on the approved Activity, and retain these records for five (5) years after the Completion Date.

9.2 Assurance activities

DFES may undertake assurance activities, including desk-based reviews or site validation. The Fund Recipient must cooperate and provide information reasonably required for those activities.

9.3 Audit

The Auditor General for Western Australia may audit this Funding Agreement and the use of the Fund, in accordance with applicable legislation.

10. Privacy and confidentiality

10.1 Privacy

When dealing with Personal Information in carrying out the Activity, the Fund Recipient must comply with applicable privacy legislation and must not do anything which, if done by DFES, would breach an Australian Privacy Principle.

10.2 Confidentiality

Each Party must keep the other Party's confidential information confidential and must not disclose it without prior written consent unless required or authorised by law.

11. Insurance and risk

The Fund Recipient must maintain adequate insurance for the duration of this Funding Agreement (and any relevant post-completion period), including public liability insurance, and provide proof to DFES upon request.

12. Indemnity

The Fund Recipient indemnifies DFES, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity, except to the extent the claim, loss or damage is caused or contributed to by DFES.

13. Conflicts of interest

The Fund Recipient must promptly notify DFES of any actual, perceived or potential conflict of interest that could affect performance of this Funding Agreement and must manage conflicts in accordance with its governance arrangements and any reasonable directions of DFES.

14. Acknowledgement

Funding provided under this Funding Agreement may be described as a “donation”, “contribution” or “support” from Rio Tinto.

15. Subcontracting

The Fund Recipient may subcontract aspects of the Activity but remains responsible for compliance with this Funding Agreement and the performance of any subcontractors.

16. Variations

Any variation to the Activity, budget, timeframe or payment arrangements must be requested in writing and approved by DFES in writing before it takes effect.

17. Repayment

Where any part of the Fund is not used in accordance with this Funding Agreement, DFES may require repayment of the misused amount. DFES may also recover funds where this Funding Agreement is terminated, and funds remain unspent or are not otherwise eligible to be retained.

18. Dispute resolution

If a dispute arises, the Parties will first attempt to resolve the dispute through good faith negotiation. This clause does not prevent either Party from seeking urgent injunctive relief.

19. Termination**19.1 Termination for default**

DFES may terminate this Funding Agreement by written notice if the Fund Recipient materially breaches this Funding Agreement and does not remedy the breach within ten (10) business days of receiving notice.

19.2 Termination for convenience

DFES may terminate this Agreement for convenience due to a change in Government policy or where DFES reasonably considers the Fund Recipient is no longer able to deliver the Activity. DFES' liability is limited to payment for eligible Activity costs properly incurred up to the date of termination, subject to the total Fund amount and the Fund Recipient's compliance with this Agreement.

20. Notices

Notices under this Agreement must be in writing and may be given by email or post to the addresses in Schedule A. Notices given by email are taken to be received on the date of transmission (or the next Business Day if sent after 5:00pm).

21. Governing law

This Agreement is governed by the laws of Western Australia, and the Parties submit to the exclusive jurisdiction of the courts of Western Australia.

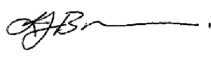
22. Signatures

Executed as an agreement:

Signed for and on behalf of DFES

Name: Linley Brown

Title: Director Recovery Operations

Signature: 

Date: 12 / 08 / 2026

Signed for and on behalf of the Fund Recipient

Name: Amanda Dexter

Title: Chief Executive Officer

Signature: _____

Date: ____ / ____ / 2026

Schedule A – Fund Details

1. Stream

Social, Economic and Environmental Recovery – Flexible Grants

2. Activity

Activity title: Carnarvon Floodplain Recovery, Responsibility and Resilience Project

Activity description (what, where, why): Delivery of the Carnarvon Floodplain Recovery, Responsibility and Resilience Project, within the Lower Gascoyne River floodplain and Carnarvon horticultural district. This project will review the 2021 Floodplain Working Group material, 2025 HARC Flood Study and Severe Tropical Cyclone Narelle 2026 impacts to develop a practical floodplain recovery action plan.

Eligible locations (Ashburton / Exmouth / Carnarvon): Carnarvon

Delivery timeframe (start/end): 01/09/2026 to 31/03/2027

3. Approved budget (GST exclusive)

Total approved amount: \$50,000.00 (GST exclusive)

Budget breakdown:

• Specialist consultant engagement	\$38,000.00
• Stakeholder engagement and consultation costs	\$4,500.00
• Technical review and mapping synthesis	\$3,500.00
• Horticulture facing materials	\$2,500.00
• Final report design and production	\$1,500.00

4. Payment schedule

Payment 1 (80%): \$40,000.00 payable following execution of this Agreement.

Payment 2 (20%): \$10,000.00 payable once DFES is satisfied that approximately 80% of the Fund has been expended on approved Activity costs and the requirements below have been met.

5. Reporting

Progress Reports (short): due for the duration of the Activity.

Report dates (if known): to be advised by DFES

Report content will generally include: progress update, emerging risks/issues, and expenditure to date against approved budget.

Final Report and acquittal: due within 2 weeks of Completion Date and will include: narrative summary of activities delivered, expenditure confirmation, and supporting evidence where appropriate.

6. Evidence required for final payment

To support release of the final payment, DFES will generally require: a brief progress update and evidence of expenditure proportionate to the grant size and risk (e.g., invoices, records, photographs).

7. DFES representative (notices and management)

Name/Position: Craig Scott / Manager Grants and Program Coordination

Email: recoverygrants@dfes.wa.gov.au

Phone: 1800 490 678

8. Fund Recipient representative (notices)

Name/Position: Jamie Bone, Executive Business Manager

Email: bone.j@carnarvon.wa.gov.au

Phone: 08 9941 0000

Postal address: 3 Francis Street Carnarvon, WA 6701

9. Supplementary terms (if any)

None

7.2.5 ACCOUNTS PAID UNDER DELEGATION - JULY 2026

File No: ADM0186
 Location/Address: N/A
 Name of Applicant: Shire of Carnarvon
 Name of Owner: N/A
 Author(s): Sachin Kumar, Accountant
 Authoriser: Racheal King, Governance, Risk & Compliance Manager
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM - 28 July 2026
 Schedules:

1. Credit Cards - July 2026
2. List of Accounts Paid - July 2026
3. Direct Debits - July 2026

Authority/Discretion:

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

Summary of Report

To present 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 July 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 ConsultationExternal

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

Internal

Corporate Strategy and Performance Directorate
Finance officers

Statutory Environment

Local Government Act 1995

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

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

Local Government (Financial Management) Regulations 1996

Regulation 12 – provides that payments from the municipal fund or trust fund may only be made by the CEO where the local government has delegated the power to make those payments, or otherwise by Council resolution.

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

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

Relevant Plans and Policy

Nil

Financial Implications

There are no 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

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments are made without appropriate budget authority	C1 - Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A

Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	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 1, 2 & 3 at a total value of \$3,853,130.84 as presented for the month of July 2026, incorporating the following;***

<i>Payment reference from:</i>	<i>Payment reference to:</i>	<i>Payment type</i>	<i>Payment Amount</i>
<i>EFT48041</i>	<i>EFT48360</i>	<i>Muni EFT</i>	<i>\$2,842,908.34</i>

-	-	<i>Trust EFT</i>	<i>\$0.00</i>
-	-	<i>Cheque</i>	<i>\$0.00</i>
<i>DD42738.1</i>	<i>DD42792.1</i>	<i>Bank Directs Debits</i>	<i>\$1,010,222.50</i>
		<i>TOTAL</i>	<i>\$3,853,130.84</i>

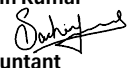
2. the credit card transactions for the statement period 25 May 2026 to 22 June 2026, paid on 6 July 2026, totalling \$13,548.64, as provided in Schedule 1.

SCHEDULE 1 - CREDIT CARDS

JOB NUMBER	DATE PAID	PAYEE	DESCRIPTION	ACCOUNT NAME	AMOUNT
M247	19.06.2026	Bayview Crl Bay	Accommodation For Depot Street Sweeper Driver In Coral Bay	Urban Operations Manager	\$ 272.70
CO008	24.05.2026	Mate Communication	Internet for 10 Foss Cresent for the Period June 2026	Special Projects Officer	\$ 77.47
06C6	29.05.2026	Rebrandly	Subscription Fees for March-April 2026	Special Projects Officer	\$ 63.88
CO004	01.06.2026	Starlink	Internet for Shire Admin Building for the Period June 2026	Special Projects Officer	\$ 139.00
73	01.06.2026	Starlink	Internet for Bushfire Brigade for the Period June 2026	Special Projects Officer	\$ 99.00
ECE001	01.06.2026	Starlink	Internet for Camp Host for the Period June 2026	Special Projects Officer	\$ 80.00
111FE0.04	01.06.2026	Starlink	Internet for DFES Car for the Period June 2026	Special Projects Officer	\$ 8.50
CO009	01.06.2026	Starlink	Internet for Waste Facility for the Period June 2026	Special Projects Officer	\$ 46.00
147720.03	01.06.2026	Starlink	Depot Terminal Access Charge For June 2026	Special Projects Officer	\$ 190.00
06C6	01.06.2026	Starlink	Internet for Depot for the Period June 2026	Special Projects Officer	\$ 69.00
06C6	01.06.2026	Starlink	Internet for Media for the Period June 2026	Special Projects Officer	\$ 139.00
147720.03	01.06.2026	Starlink	Internet for Visitor Centre for the Period June 2026	Special Projects Officer	\$ 139.00
06C6	02.06.2026	Dropbox	Monthly Subscription For Drop For June 2026	Special Projects Officer	\$ 39.58
06C6	07.06.2026	Rebrandly	Subscription Fees for the Period June 2026	Special Projects Officer	\$ 20.50
101220.04	08.06.2026	Facebook	Advertising - Campaigns For Carnarvon And Coral Bay	Special Projects Officer	\$ 230.24
ECE001	09.06.2026	Starlink	Internet (Camp Host - Residential) for the Period June 2026	Special Projects Officer	\$ 48.30
154520.04	17.06.2026	Seek	Advertising for Infrastructure Services Officer	Special Projects Officer	\$ 539.00
170020.04	22.05.2026	Rezdy	Booking System, Accelerated Plan & Booking Fees	Executive Manager Lifestyle & Community	\$ 957.60
1951	23.05.2026	Facebook	Advertising - Carnarvon and Coral Bay	Executive Manager Lifestyle & Community	\$ 20.59
1951	23.05.2026	Facebook	Advertising - Which Way Home & 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 99.09
3584	23.05.2026	Facebook	Advertising - Gnulli Festival	Executive Manager Lifestyle & Community	\$ 194.20
3721C	27.05.2026	Starlink	Internet for Art Hub for the Period June 2026	Executive Manager Lifestyle & Community	\$ 46.00
3721C	27.05.2026	Starlink	Local Priority 50GB Data Block for Art Hub for the Period June 2026	Executive Manager Lifestyle & Community	\$ 38.01
1951	01.06.2026	Facebook	Advertising - 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 39.34
170020.04	02.06.2026	Funtopia	Face Paint for School Holiday Activities	Executive Manager Lifestyle & Community	\$ 109.20
CO004	02.06.2026	Starlink	Shire Admin Building (Residential Plan)	Executive Manager Lifestyle & Community	\$ 139.00
111FE0.04	02.06.2026	Starlink	CESM Mini Starlink (Residential Plan)	Executive Manager Lifestyle & Community	\$ 80.00
3570	04.06.2026	Kmart	Pots for Worlds Elder Abuse Week	Executive Manager Lifestyle & Community	\$ 68.00
3570	05.06.2026	Kmart	Pots for Worlds Elder Abuse Week	Executive Manager Lifestyle & Community	\$ 100.00
101420.04	04.06.2026	Kmart	Pots for Worlds Elder Abuse Week (Refund)	Executive Manager Lifestyle & Community	-\$ 68.00
3570	08.06.2026	MYO	World Elder Abuse Awareness Day Merchandise	Executive Manager Lifestyle & Community	\$ 447.15
169620.04	09.06.2026	Temu	Decorations for NAIDOC Ball (School Holiday Program)	Executive Manager Lifestyle & Community	\$ 323.28
3570	11.06.2026	Woolworths	Items for Gift Bags for Elder Abuse Awareness Raising	Executive Manager Lifestyle & Community	\$ 589.60
1951	14.06.2026	Facebook	Advertising - 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 75.93
1957	14.06.2026	Facebook	Advertising - Showcasing Carnarvon (TC)	Executive Manager Lifestyle & Community	\$ 251.51
169620.04	16.06.2026	Kmart	Items for School Holiday Activities (Mini Terracotta Pods)	Executive Manager Lifestyle & Community	\$ 78.00
169620.04	16.06.2026	Spotlight	Items for School Holiday Activities: Tie-Dye	Executive Manager Lifestyle & Community	\$ 216.00
1951	19.06.2026	Facebook	Advertising for Carnarvon & Coral Bay	Executive Manager Lifestyle & Community	\$ 20.59
170020.04	01.06.2026	PLIXI	Social Media Development for Visitor Centre Instagram Page A1 Generated Engagement	Executive Manager Lifestyle & Community	\$ 142.70
91	03.06.2026	Mitre 10	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 25.90
101420.04	03.06.2026	Mitre 10	New Shelving for Council Chambers	Chief Executive Officer	\$ 178.00
101420.04	03.06.2026	Tropics Home Hardware	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 30.95
101020.04	04.06.2026	Mitre 10	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 80.00
104720.04	08.06.2026	Tribe Perth	Accommodation for Commissioner - President Meetings	Chief Executive Officer	\$ 275.14
104720.04	08.06.2026	Bayview Crl Bay	Accommodation for Commissioner, CEO and Executive Managers for Commissioner/Council Community Meeting	Chief Executive Officer	\$ 959.50
P135	15.06.2026	Bayview Crl Bay	Accommodation for Executive Managers for WALGA Gascoyne Zone meeting & Main Roads Regional Road Group	Chief Executive Officer	\$ 252.50
1957	17.06.2026	Nexion Oceania Pty Ltd	Replacement Rubber Pads for Hoist	Executive Manager - Infrastructure	\$ 99.00
1957	21.05.2026	Sea Harvest Fishing Co Carnarvon	3x 10kg Mackerel for WA Tourism Conference Dinner	Executive Manager - Infrastructure	\$ 840.00
102520.04	21.05.2026	Sea Harvest Fishing Co Carnarvon	5kg Shark Bay King Prawns for WA Tourism Conference Dinner	Executive Manager - Infrastructure	\$ 720.00
102520.04	20.05.2026	Ningaloo Coral Bay Bills Tavern	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 26.26
102520.04	20.05.2026	Ningaloo Coral Bay Bills Tavern	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 29.29
102520.04	21.05.2026	P & S Bakery Pty Ltd	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 12.19
160080.04	21.05.2026	Ningaloo Reef Cafe Coral Bay	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 50.75
111920.04	22.05.2026	Express Online Training	Training for WA Tourism Conference - RSA Certificate	Executive Manager Planning & Sustainability	\$ 29.43

73	25.05.2026	Express Online Training	Training for WA Tourism Conference - RSA Certificate	Executive Manager Planning & Sustainability	\$	29.43
102520.04	05.06.2026	Gascoyne Bakery Cafe	Catering for the FCO Course (Internal)	Executive Manager Planning & Sustainability	\$	94.94
102520.04	09.06.2026	Booking.com	Accommodation for WALGA Waste Management Advanced Course	Executive Manager Planning & Sustainability	\$	664.20
3570	18.06.2026	Ningaloo Reef Cafe Coral Bay	Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$	16.24
1957	21.05.2026	Express Online Training	RSA Course For WA Tourism Conference	Executive Manager Corporate Strategy & Performance	\$	47.63
141B20.04	25.05.2026	Australian Communication & Media	Broadcasting/ Retransmission For Airport	Executive Manager Corporate Strategy & Performance	\$	96.00
91	27.05.2026	Tropics Home Hardware	Purchase Of Various Painting Supplies For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	158.20
91	28.05.2026	Mitre 10	Purchase Of Accent Int S/Gloss 10l Paint For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	161.50
226	29.05.2026	Pestrol Asnia Australia	Purchase Of Pest Items For Mosquito Control	Executive Manager Corporate Strategy & Performance	\$	399.00
2	02.06.2026	Outback FtoDesigns Floral Designs	Purchase Of Flowers For Civic Reception Personnel	Executive Manager Corporate Strategy & Performance	\$	70.00
2	03.06.2026	Aus Post	Purchase Of Office Supplies For Admin	Executive Manager Corporate Strategy & Performance	\$	5.00
183	05.06.2026	Woolworths	Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	110.84
102520.04	05.06.2026	Full Colour Branding	Purchase Of Name Badges For New Staff	Executive Manager Corporate Strategy & Performance	\$	40.18
183	06.06.2026	Pineapple Traders	Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	99.75
CO010	08.06.2026	Armour	Purchase Of iPad And iPhone Covers	Executive Manager Corporate Strategy & Performance	\$	986.74
91	10.06.2026	Mitre 10	Purchase Of Paint Brushes For Admin Office	Executive Manager Corporate Strategy & Performance	\$	5.40
91	10.06.2026	Mitre 10	Purchase Of Accent Int S/Gloss 4l Paint For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	74.50
06C6	10.06.2026	Mailchimp	Mailchimp Subscription For Emailing Of Community Newsletter	Executive Manager Corporate Strategy & Performance	\$	94.72
183	12.06.2026	Kmart	Furniture/ Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	622.25
183	12.06.2026	Kmart	Furniture/ Housing Supplies For Shire Rental House - Refund	Executive Manager Corporate Strategy & Performance	-\$	5.75

Completed By:	Riley Amai
Signature:	
Position:	Finance Officer
Date:	12.08.2026

Checked By:	Sachin Kumar
Signature:	
Position	Accountant
Date:	12.08.2026

SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	EFT PAYMENT AMOUNT
EFT48041	01/07/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	CATERING ITEMS FOR ELDER ABUSE AWARENESS EVENTS.	\$ 735.70
EFT48042	01/07/2026	ALANA NICOLE BYRON	RATES REFUND FOR ASSESSMENT A1019, 47 WILLIAM ST, EAST CARNARVON, WA, 6701	\$ 667.95
EFT48043	01/07/2026	CARNARVON CENTRAL APARTMENTS 2	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 175.00
EFT48044	01/07/2026	CARLO MASSIMO POLINELLI	RATES REFUND FOR ASSESSMENT A752, 52 BOUNDARY RD, EAST CARNARVON, WA, 6701	\$ 283.79
EFT48045	01/07/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	1X KING GEE REFLECTIVE JACKET (K55034) - SIZE L - MATHEW BERESFORD 1 X KING GEE ZIP HOODIE (K55019) - SIZE XL - JAYDEN FINCH 1 X KING GEE ZIP HOODIE (K55109) - SIZE XL - MARKO COOK	\$ 512.39
EFT48046	01/07/2026	CATOURS PTY LTD T/AS COASTAL ADVENTURE TOURS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 3,521.85
EFT48047	01/07/2026	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 603.74
EFT48048	01/07/2026	CORAL COAST TOURIST PARK	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 48.12
EFT48049	01/07/2026	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 1,421.86
EFT48050	01/07/2026	CORAL COAST HELICOPTER SERVICES PTY LTD	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 437.50
EFT48051	01/07/2026	CARNARVON HERITAGE GROUP INC	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 55.00
EFT48052	01/07/2026	DETMOLD AUSTRALIA SALES PTY LTD T/A PAPER-PAK	4 CARTONS C425S0010 #6 PET 3 CARTONS C252S0009 #16 BR 1 CARTON A166S00009A FLAT #1 SML BROWN PAPER BAGS	\$ 268.28
EFT48053	01/07/2026	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	CENTRIFUGAL CLUTCH T4/C715 AS PER QUOTE 5979 #5	\$ 665.00
EFT48054	01/07/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 262.50
EFT48055	01/07/2026	NINGALOO CLUB PTY LTD	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 332.50
EFT48056	01/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	ESTIMATED 10 DAYS (11HR DAYS) TO CONDUCT OPENING GRADE ON THE MINILYA LYNDON ROAD FROM NWCH TO SLK154.2 AS A DIRECT RESULT OF TC NARELLE, AT CONTRACTED (RFT 04/2023) RATE OF \$185 PER HR (+GST) EXCLUDING FUEL	\$ 42,531.50
EFT48057	01/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/AS NORWEST PROJECT SOLUTIONS	REPLACE DAMAGED TOILET DOOR CAUSED BY VANDALS AT PREMIER OVAL ON 10.5.28 AS PER QUOTE QU-0672	\$ 1,488.31
EFT48058	01/07/2026	PARKWOOD UPHOLSTERY	MANUFACTURE ONE BASE CANVAS COVER WITH PLASTIC LINING FOR STREET SWEEPER (P347)	\$ 570.00
EFT48059	01/07/2026	PROJEX PARTNERS PTY LTD	FASCINE TO HARBOUR WALK - DUE DILIGENCE, DESIGN AND DOCUMENTATION AS PER CONTRACT RFQ 11/2025	\$ 10,522.88
EFT48060	01/07/2026	REPCO PTY LTD	FILTERS FOR SERVICING ISUZU RUBBISH TRUCK - P376 AS PER QUOTE 912904	\$ 690.22
EFT48061	01/07/2026	RIVERGUMS PLANTATION	GRANT FUNDED - DEPARTMENT OF COMMUNITIES - WORLD ELDER ABUSE AWARENESS WEEK 2026. CATERING FOR ON COUNTRY LUNCH AT RIVERGUMS PLANTATION \$25 PER HEAD X 30 SENIORS	\$ 750.00
EFT48062	01/07/2026	SANDHURST SECURITY SERVICES PTY LTD	DAILY PATROLS - AIRPORT FOR 2025/26 AS PER CONTRACT RFQ 12/2021	\$ 3,812.20
EFT48063	01/07/2026	SEA CONTRACTING PTY LTD	REPLACE HARD DRIVE AT 11 PARNAA VIEW - Q002477	\$ 121.00
EFT48064	01/07/2026	SOUVENIRS AUSTRALIA PTY LTD	24 X AUSSIE TOILET ROLLS CRAP JOKES AND 24 X AUSSIE TOILET ROLLS RIDDLES	\$ 290.62
EFT48065	01/07/2026	H AND R FAMILY TRUST T/AS ABBL CONTRACTING & MAINTENANCE	GRIDS AND SIGNAGE INSTALLATION - MINILYA LYNDON ROAD - SLK21.61, SLK 38.46, SLK 54.98, SLK 61.79 & SLK 65.21	\$ 431,640.00
EFT48066	01/07/2026	AUSTRALIA POST	POSTAGE FOR THE DATE OF: 29 / 06 / 2026	\$ 5.04
EFT48067	01/07/2026	AVELING	TRAINING BUNDLE AS PART OF THE INDUCTION & RECRUITMENT PROCESS	\$ 2,970.00
EFT48068	01/07/2026	BTX CONTRACTING	CARNARVON AQUATIC CENTRE - MAINTENANCE. CARRY OUT VARIOUS MAINTENANCE WORKS PRIOR TO SEPTEMBER POOL OPENING	\$ 10,287.60
EFT48069	01/07/2026	CARNARVON RACE CLUB INC T/AS RACING ON COUNTRY	WA TOURISM CONFERENCE - HIRE OF DISHWASHER AT RACE CLUB TO WASH GLASSES	\$ 200.00
EFT48070	01/07/2026	CARNARVON YACHT CLUB	COMMUNITY SUPPORT FOR COMMUNITY EVENTS - CHRISTMAS DAY LUNCH RUN BY KYLIE CONIGLIO. HIRE OF THE CARNARVON YACHT CLUB ON 24 DECEMBER CHRISTMAS EVE \$120+GST KITCHEN AND 25 DECEMBER 2025 CHRISTMAS DAY \$480+GST VENUE HIRE PLUS \$120+GST KITCHEN	\$ 1,272.00
EFT48071	01/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECT AND REPAIR LIGHT AT THE PREMIER OVAL / FOOTBALL GROUND	\$ 3,930.78
EFT48072	01/07/2026	CENTRAL REGIONAL TAFE	ACCOMMODATION FOR APPRENTICE MECHANIC FROM 07/06/2026 TO 20/06/2026 INCLUSIVE OF APPLICATION FEE, BOND, RENT, ANCILLARY FEE AND LINEN HIRE - \$1,120.00 INCL. GST.	\$ 1,305.00
EFT48073	01/07/2026	CIVIL ENGINEERING ASSIGNMENTS PTY LTD AS TRUSTEE FOR TODD FAMILY TRUST TRADING AS CIVIL ENGINEERING ASSIGNMENTS	CONCEPTS FOR AN INTERSECTION UPGRADE AND SAFETY UPGRADES FRANCIS/WHITLOCK STREET; CLEAVER STREET AND OLIVIA TERRACE CARNARVON	\$ 1,523.50
EFT48074	01/07/2026	CLARITY CORPORATE COMMUNICATIONS PTY LTD	PROVISION OF MEDIA AND CRISIS MANAGEMENT SUPPORT SERVICES, INCLUDING STRATEGIC COMMUNICATION ADVICE, MEDIA RESPONSE ASSISTANCE, STAKEHOLDER COMMUNICATIONS, AND CRISIS COMMUNICATION SUPPORT.	\$ 12,471.25
EFT48075	01/07/2026	THE DUNCAN FAMILY TRUST T/AS COUNTRY ROAD CONTRACTING PTY LTD	MECHANICAL CONTROL SERVICES - MESQUITE REMOVAL 1. SITE MOBILISATION AND DEMOBILISATION - LUMP SUM - \$22,642.40	\$ 22,642.40
EFT48076	01/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	ITEMS FOR STAFF HOUSING - JOHNSON STREET	\$ 163.45
EFT48077	01/07/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LIMITED	FEES FOR BOOKING OF THE DEVIL WEARS PRADA 2 ON 06/06/26 \$275 MG - TERMS TBC	\$ 366.00
EFT48078	01/07/2026	FARMBOT AUSTRALIA PTY LTD T/AS FARMBOT MONITORING SOLUTIONS	FARMBOT RAIN MONITORING STATION - ANNUAL SERVICE & ACCESS PLAN - SATELITE	\$ 4,249.30
EFT48079	01/07/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2025/26 ESL QUARTER 4 CONTRIBUTION	\$ 32,467.90
EFT48080	01/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	PUMP-OUT OF DUMP POINTS AND TOILETS AT THE BLOWHOLES CAMPING AREA 25.05.2026	\$ 5,049.19
EFT48081	01/07/2026	GASCOYNE FOOTBALL ASSOCIATION INC	COMMUNITY GROWTH FUNDING - ROUND 03 OCT 2025, AS RECOMMENDED BY COMMUNITY GROWTH FUND ON 18 NOVEMBER 2025, RESOLUTION 041125 AND ENDORSED BY COUNCIL ON 25 NOVEMBER 2025. RESOLUTION OCM 021125	\$ 5,000.00
EFT48082	01/07/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	PURCHASE OF FURNITURE FOR STAFF HOUSING - 6A JOHNSON STREET	\$ 24,041.10
EFT48083	01/07/2026	HORIZON POWER (BENTLEY OFFICE)	POWER CONSUMPTION LOT 547 JAMES ST - AIRPORT	\$ 48,518.20
EFT48084	01/07/2026	KAREN MAREE RYAN	NAIDOC ART AT THE HUB; MON 11:00AM-1:00PM AT GWOONWARDU MIA; TUE 9:00AM - 2:00PM AT THE HUB; WED 10:00-11:00AM PAINTING STATION AT THE HUB	\$ 371.00
EFT48085	01/07/2026	LG BEST PRACTICES PTY LTD	RATES SERVICES (OFFSITE) FOR THE MONTH OF APRIL 2026	\$ 22,440.00
EFT48086	01/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	REMUNERATION COSTS FOR WORK HEALTH AND SAFETY COORDINATOR FOR PEIOD OF MAY 2026	\$ 17,337.24
EFT48087	01/07/2026	MESSAGES ON HOLD AUSTRALIA PTY LTD	PROVISION OF AUDIO PRODUCTIONS - 3 MONTHS	\$ 324.99
EFT48088	01/07/2026	MOORE AUSTRALIA (WA) PTY LTD	PROGRESSIVE BILLING FOR THE PERIOD ENDING 31 MAY 2026	\$ 32,179.81
EFT48089	01/07/2026	NAOMI MELITA MCMAHON	ACRYLIC POUR WORKSHOP WITH TAYUNNA COOK FOR GNULLI STREET FESTIVAL - 23 MAY	\$ 350.00
EFT48090	01/07/2026	JL ANDREOLI & D.P DICKS T/AS NO BOUNDARIES CONTRACTING	WA TOURISM CONFERENCE - HIRE OF BARREL TABLES AND STOOLS FOR JETTY TO THE STARS 27 MAY X 10 AS PER QUOTE #309 TOTAL \$440. SUPPLY, DELIVER AND INSTALLATION OF FESTOON LIGHTING FOR CONFERENCE DINNER 26 MAY AS PER QUOTE #310 TOTAL \$836	\$ 1,342.00
EFT48091	01/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	OPENING GRADE ON THE MINILYA LYNDON ROAD FOR THE PERIOD 15/05/26 TO 27/05/26 AGRN1280 EMERGENCY WORKS	\$ 13,431.00
EFT48092	01/07/2026	OUTBACK FLORAL DESIGNS	1X \$30 VOUCHER FOR STAFF VALUE AWARDS, 2X \$30 VOUCHER FOR STAFF MEETING - GENERAL AWARDS	\$ 90.00
EFT48093	01/07/2026	ROY CHRISTOPHER JOSEPH MARTINEZ	GNULLI FESTIVAL PROVIDING BACK UP FOR LOCAL ARTISTS	\$ 2,000.00
EFT48094	01/07/2026	SOUNDBAY PTY LTD	PURCHASE OF ITEMS FOR THE CIVIC CENTRE THEATRE. ITEMS REQUIRED FOR NORWEST CUP AS PER QUOTE BELOW	\$ 20.00
EFT48095	01/07/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SUPPLY: 65 OUTDOOR AED BUNDLE \$2400 AND G5 PAEDIATRIC PADS \$220	\$ 2,800.00
EFT48096	01/07/2026	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T-SHIRTS AND CLOTHING	TOURISM CONFERENCE - PROMOTIONAL MATERIAL X 300 LANYARDS	\$ 1,089.00
EFT48097	01/07/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	TC22018 FRENCH STREET, CORAL BAY - REDESIGN - PROPOSAL REV 3	\$ 17,336.00
EFT48098	01/07/2026	TOURISM COUNCIL WESTERN AUSTRALIA LTD	2026 WA TOURISM CONFERENCE - REGISTRATIONS	\$ 72,398.35

EFT48099	01/07/2026	KDMJ (WA) PTY LTD T/AS KJ SANDS & EARTHMOVING (U2 BOBCAT HIRE)	HIRE OF SKID STEER WITH SWEEPER BROOM FOR OTC SPACE MUSEUM IN PREPARATION FOR TOURISM CONFERENCE DINNER - PURCHASE ORDER WAS OVER-LOOKED AT TIME OF ENGAGEMENT	\$	752.40
EFT48100	01/07/2026	VALERIA LUCCHITTO	RFQ 04/2026 CATERING FOR WA TOURISM CONFERENCE.; FOOD AND MENU DELIVERY DAY 3 MORNING TEA: \$15 PER HEAD X 150 GUESTS = \$2,250; FOOD AND MENU DELIVERY DAY 3 LUNCH: \$25 PER HEAD X \$150 GUESTS = \$3,750; TOTAL = \$6,000; PAYMENTS WILL BE MADE IN ACCORDANCE WITH THE FOLLOWING PROGRESS CLAIM SCHEDULE, AS SUBMITTED AND ACCEPTED: 20% DEPOSIT UPON ISSUE OF PURCHASE ORDER; 20% COMPLETION OF STAGE 1 AND APPROVAL BY THE PRINCIPAL (APPROVED MENU, PERSONNEL CONFIRMED AND KEY BOOKINGS FINALISED); 40% COMPLETION OF STAGE 2 AND APPROVAL BY THE PRINCIPAL (ONE MONTH PRIOR TO THE EVENT TO SUPPORT PROCUREMENT AND PURCHASE OF GOODS; 20% FINAL CLAIM FOLLOWING COMPLETION OF ALL SERVICES AND APPROVAL BY THE PRINCIPAL AFTER DELIVERY OF THE EVENT.	\$	1,320.00
EFT48101	01/07/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CONTRACT ADMINISTRATION AND MANAGEMENT - FULL DAY COURSE FOR 16 ATTENDEES	\$	5,500.00
EFT48102	01/07/2026	WESLEY MICHAEL MONGO	PERFORMANCE INF BAND 2026 GNULU FESTIVAL	\$	600.00
EFT48103	02/07/2026	ALISHA SPRATT	SUSTENANCE ALLOWANCE 14.06.2026 - 20.06.2026 - HSR TRAINING GERALDTON	\$	883.91
EFT48104	02/07/2026	AMANDA DEXTER	REIMBURSEMENT OF ITEMS PURCHASED FOR MAINTENANCE OF 51 YARDI QUAYS	\$	1,411.90
EFT48105	02/07/2026	AMANDA JANE KING (LEIGHTON)	STAFF ATTRACTION AND RETENTION CLAIM - FITNESS SUBSIDY	\$	300.00
EFT48106	02/07/2026	APRILLA GRIDS PTY LTD	SUPPLY AND DELIVERY OF 1 X GRID (S8DMROE2.45 25i) - AS PER QUOTATION DATED 29 MAY 2026	\$	28,719.90
EFT48107	02/07/2026	ASHFUELS (WA) PTY LTD	FUEL SUPPLIES - DIESEL	\$	5,543.81
EFT48108	02/07/2026	AUSSIE INSPIRED PTY LTD	REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE - INCL. FREIGHT AND REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE - INC FREIGHT	\$	2,706.63
EFT48109	02/07/2026	CARNARVON ENGINEERING	FABRICATE AND INSTALL DOOR LOCK AT THE JIM RICHARDS PAVILION AS PER QUOTE QU-1082	\$	1,384.35
EFT48110	02/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	SUPPLY AND INSTALL NEW LIGHTING CONTROLS, DIMMER CIRCUITS AS REQUIRED FOR THE 7 NEW LIGHTING TRACKS.	\$	24,103.71
EFT48111	02/07/2026	CONTROLLED IRRIGATION SUPPLIES	SUPPLY AND DELIVER VARIOUS RETICULATION SUPPLIES AS PER QUOTE QU-0025	\$	17,835.13
EFT48112	02/07/2026	RK & L SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	1 X DLECO BATTERY FOR SKID STEER TRAILER (P387)	\$	490.20
EFT48113	02/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	INSPECT AND RECTIFY NO WATER COMING OUT OF DRINK FOUNTAIN AT THE PUMP TRACK. WATER FOUNTAIN IS ALSO COMING LOOSE.	\$	21,729.13
EFT48114	02/07/2026	HELEN TIPTON	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP	\$	100.00
EFT48115	02/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1 PER USER 90 X \$110 = \$9,900.00 EXC GST CONNECTWISE AUTOMATIC NODE 50+ 114 X \$5.00 = \$570.00 EXC GST TOTAL \$10,470.00 PER MONTH EXC GST X12 = \$125,640.00 GST \$1,047.00 X 12 = \$12,564.00 MONTHLY BILLING FOR APRIL 2026	\$	10,730.50
EFT48116	02/07/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	1 X PUNCTURE REPAIR KIT - 4WD/ SUV/ TRAILER/ RV/ OTHER - 20 PSI	\$	50.00
EFT48117	02/07/2026	JUJURLU BABA YAMITJI PTY LTD TRADING AS BABA MARDIA ROAD SERVICES	MOBILISATION - GERALDTON TO CARNARVON AS QUOTED 2/4/2026	\$	2,156.00
EFT48118	02/07/2026	LOCHLAN ANDREW DUNN	SUSTENANCE ALLOWANCE 10TH AND 11TH JUNE 2026 - CORAL BAY AIRPORT	\$	106.00
EFT48119	02/07/2026	MICHAEL HARVEY	SUSTENANCE ALLOWANCE - HSR TRAINING GERALDTON	\$	666.00
EFT48120	02/07/2026	MICHAEL JAMES COOKE	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP AND FITNESS SUBSIDY	\$	290.80
EFT48121	02/07/2026	NADENE DIANNE ATAHUA HINGSTON	STAFF ATTRACTION AND RETENTION CLAIM - FITNESS SUBSIDY 25/26	\$	84.00
EFT48122	02/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	ESTIMATED 5 DAYS (11 HR DAYS) TO CONDUCT OPENING GRADE ON THE LYNDON-MINNIE CREEK RD FROM MINILYA LYNDON RD TO SHIRE BORDER (SLK 30.65) AS A DIRECT RESULT OF TC NARELLE. CONTRACTED RATE (RFT 04/2023) OF \$185 PER HR (+GST) EXCLUDING FUEL	\$	24,013.00
EFT48123	02/07/2026	OLIVIA JANE REIHANA	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP AND FITNESS SUBSIDY 25/26	\$	400.00
EFT48124	02/07/2026	RICHER888 PTY LTD	CATERING FOR MORNING TEA - SHIRE COUNCIL MEETING 16/06/2026	\$	346.50
EFT48125	02/07/2026	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALL TWO ASSISTANCE CALL BUTTONS IN DISABLED TOILETS - AQUATIC CENTRE	\$	4,309.77
EFT48126	02/07/2026	THE TRUSTEE FOR HAYTO TRUST T/AS SOCO STUDIOS	COUNCIL CHAMBERS - WINDOW SKINNING X 34 WINDOWS	\$	5,500.00
EFT48127	02/07/2026	TEAM GLOBAL EXPRESS PTY LTD	HEALTH SAMPLES	\$	54.13
EFT48128	02/07/2026	SARAH ELIZABETH BOOTH T/AS VISUAL CONTRAST	MURAL TRAIL SIGN - GRAPHIC DESIGN 2 X 3M MURAL ART SIGN	\$	297.00
EFT48129	03/07/2026	AUSTRALIA POST	POSTAGE	\$	6.72
EFT48130	03/07/2026	MATHEW BERESFORD	SUSTENANCE ALLOWANCE - TAFE GERALDTON 27TH - 20TH JUNE 2026 - 10 DAYS	\$	1,060.00
EFT48131	03/07/2026	KF & PD BURKETT	AGRN 1280 IN PREPARATION OF TC NARELLE, REMOVE OVERGROWN TREES AND SHRUBS THAT ARE BLOCKING THE FLOW OF EXPECTED FLOOD WATER ALONG LEWERS CREEK	\$	4,611.75
EFT48132	03/07/2026	CARNARVON MOTOR GROUP PTY LTD	ANNUAL INSPECTION OF TOYOTA HIACE - C28428 (P340) ON TUESDAY 16TH JUNE 2026	\$	468.90
EFT48133	03/07/2026	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION TRISTAN MCKENZIE - VIDEOGRAPHY/PHOTOGRAPHY GNULU FESTIVAL CHECK IN 26 APRIL - CHECK OUT 01 MAY. 5 NIGHTS @ \$159 PN	\$	795.00
EFT48134	03/07/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	REMOVE AND REPLACE BROKEN GLASS IN PANEL DOOR LEADING TO COURT YARD AT CIVIC CENTRE	\$	495.56
EFT48135	03/07/2026	CARNARVON GROWERS ASSOCIATION INC	SUPPLY VARIOUS RETICULATION PARTS AS PER QUOTE QU-04121	\$	5,412.84
EFT48136	03/07/2026	CARNARVON PEST CONTROL	CONDUCT PEST SPRAYING AT THE LIBRARY ON MONDAY 13TH APRIL	\$	330.00
EFT48137	03/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	PAINTING SUPPLIES - MISCELLANEOUS ITEMS FOR COMMUNITY EVENTS 2025/26	\$	112.69
EFT48138	03/07/2026	DETMOLD AUSTRALIA SALES PTY LTD T/A PAPER-PAK	2 CARTONS C425S0010 #6 PET BROWN PAPER BAGS	\$	75.97
EFT48139	03/07/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	1 X DRUM OF EXPRESS KFH ECOGROWTH WA AS PER QUOTE 101-SQ000018475-1 AND 6 X GYPSUM 1T BULK BAGS MANNA AS PER QUOTE 101-SQ000018475-1	\$	7,024.26
EFT48140	03/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARE; MARK DAVIS; BROOME TO PERTH - 8 JUNE 2026; PERTH TO BROOME - 9 JUNE 2026	\$	950.00
EFT48141	03/07/2026	FARMBOT AUSTRALIA PTY LTD T/AS FARMBOT MONITORING SOLUTIONS	SUPPLY OF POLE MOUNT MONITOR PLUS SHIPPING AS PER QUOTE 00015268	\$	86.90
EFT48142	03/07/2026	PAUL GERARD FERRANTE T/AS FERRANTE ADVISORY	PREPARATION OF THE CARNARVON DEVELOPMENT STRATEGY	\$	2,596.00
EFT48143	03/07/2026	A & N ENTERPRISES (AUSTRALIA) PTY LTD T/AS INTEGRITY COACH LINES	INTEGRITY BOOKINGS FOR MAY 2026	\$	3,213.27
EFT48144	03/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1 PER USER 90X\$110 = \$9,900.00 EXC GST CONNECTWISE AUTOMATIC NODE 50+ 114 X \$5.00 = \$570.00 EXC GST TOTAL \$10,470.00 PER MONTH EXC GST X12 = \$125,640.00 GST \$1,047.00 X 12 = \$12,564.00 - MONTHLY BILLING FOR FEBRUARY 2026	\$	23,508.91
EFT48145	03/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/AS NORWEST PROJECT SOLUTIONS	COMPLETION OF CIVIC CENTRE UPGRADES AS PER CONTRACT RFQ 05/2025	\$	244,972.93
EFT48146	03/07/2026	DAVID ALLEN ROSE	REFUND OF CAT TRAP BOND - TRAP C230194	\$	81.00
EFT48147	03/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COMMISSION PAYMENT FOR THE MONTH OF MAY 2026	\$	567.03
EFT48148	03/07/2026	SIMON C SMILOVITIS	NOTICE NUMBER CC4709 & CC4710 WERE PAID & THEN APPROVED FOR WITHDRAWAL.	\$	400.00
EFT48149	03/07/2026	SOUTHERN CROSS AUSTREO PTY LTD	RADIO ADVERTISING 30 MARCH TO 23 MAY FOR GNULU FESTIVAL. AS PER CONTRACT BK10129311 AND BK10129307	\$	297.00
EFT48150	03/07/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	STOCK: DEFIBRILLATOR PADS, HEARTSINE SAMARITAN PADS (FOR HEARTSINE 360P), \$270.00 X 2 = \$540.00	\$	540.00
EFT48151	03/07/2026	STRIKEOUT SOLUTIONS PTY LTD ATF THE THOMPSON FAMILY TRUST TRADING AS GERALDTON PARTY & EVENT HIRE	HIRE OF WINE GLASSES X 350 FOR CONFERENCE DINNER	\$	383.90
EFT48152	03/07/2026	TELOMAC TACKLE AND CAMPING	\$145 FOR 2 X YETI'S AND 3 X \$30 VOUCHER	\$	235.00
EFT48153	03/07/2026	TELSTRA LIMITED	TELEPHONE SERVICE CHARGES - EXECUTIVE BUSINESS MANAGER - 10 JUNE TO 9 JULY 2026	\$	92.98
EFT48154	03/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND FREIGHT	\$	107.24
EFT48155	03/07/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	TC MITCHELL DAMAGES - BAXTER PARK TOILETS; REPLACE 2 X BARGE CAPPING AND 2 X ROOF SHEETS AS PER QUOTE #2404	\$	3,388.00
EFT48156	03/07/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	2 X LOCK SECURITY DOOR TASMAN BLK	\$	416.30

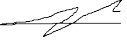
EFT48157	08/07/2026	ACIL ALLEN PTY LTD	PROVISION OF ECONOMIC RESEARCH AND DATA ANALYSIS SERVICES TO SOURCE, COMPILE AND VERIFY REGIONAL INVESTMENT, INDUSTRY AND ECONOMIC STATISTICS FOR THE SHIRE OF CARNARVON INVESTMENT PROSPECTUS, INCLUDING THE COLLECTION AND PRESENTATION OF RELEVANT DATA TO SUPPORT INVESTMENT ATTRACTION AND ECONOMIC DEVELOPMENT INITIATIVES.	\$	11,275.00
EFT48158	08/07/2026	BLUE REGION TOURISM ORGANISATION INC T/A AUSTRALIA'S CORAL COAST	MEMBERS INCLUSION IN THE FOOD AND BEVERAGE GUIDE DEVELOPED BY AUSTRALIA'S CORAL COAST FOR THE 26/27 FINANCIAL YEAR.	\$	907.50
EFT48159	08/07/2026	AUSTRALIA POST	POSTAGE	\$	16.42
EFT48160	08/07/2026	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BCITF PAYMENT FOR JUNE 2026	\$	2,134.74
EFT48161	08/07/2026	BILL'S BAY PTY LTD	COUNCIL/COMMISSIONER CORAL BAY STAKEHOLDER RECEPTION - 18 JUNE 2026 - CATERING - 4X \$150.00 PLATTERS	\$	600.00
EFT48162	08/07/2026	CARNARVON CLEANERS PTY LTD	PROVISION OF CLEANING SERVICES IN ACCORDANCE WITH CONTRACT RFT 03/2022 - CARNARVON AIRPORT FOR 2025/26 INCLUDING, DAILY, MONTHLY AND QUARTERLY CLEANING TASKS	\$	13,312.15
EFT48163	08/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	MAIN ADMIN OFFICE ANNUAL TEST AND TAG OF ELECTRICAL EQUIPMENT, INCLUDING RCD TESTING. SCHEDULED FOR SEPTEMBER	\$	247.00
EFT48164	08/07/2026	CORAL COAST WATER PTY LTD	COMMERCIAL CONSUMPTION 01/05/2026 - 31/05/2026	\$	12,590.71
EFT48165	08/07/2026	COMMONWEALTH BANK OF AUSTRALIA	MONTHLY SUBSCRIPTION TO COUNCIL IQ - DATA INSIGHTS ON SPEND CATEGORIES IN THE CARNARVON REGION FOR VISITORS & RESIDENTS FOR THE PERIOD DECEMBER 2025 TO JUNE 2026. 6 MONTHS AT \$1155/MTH (INC GST)	\$	8,085.00
EFT48166	08/07/2026	CUPPA & CRUMB CAFE	SANDWICH & MUFFINS FOR COUNCIL MEETING - 10PP	\$	140.00
EFT48167	08/07/2026	CARNARVON CHAMBER OF COMMERCE	COMMUNITY GROWTH FUND - OUTGOING SPONSORSHIP ROUND 2, JULY 2025, AS AGREED BY COUNCIL 26 AUGUST 2025	\$	11,000.00
EFT48168	08/07/2026	CARNARVON COMMUNITY COLLEGE T/AS CARNARVON SENIOR HIGH SCHOOL	SUPPORT FOR COMMUNITY EVENTS. ASSISTANCE TO HELP STUDENTS TO ATTEND COUNTRY WEEK	\$	500.00
EFT48169	08/07/2026	DEPARTMENT OF TRANSPORT	7 X (SUCCESSFUL) DISCLOSURE OF INFORMATION FEES AND 1 X (UNSUCCESSFUL) DISCLOSURE OF INFORMATION FEES	\$	40.80
EFT48170	08/07/2026	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	THE PURCHASING OF SCHEME MAPPING FOR SCHEME AMENDMENT 13 MAPPING REQUEST. PROPERTY 541 ROBINSON STREET, KINGSFORD ON SCHEME MAP TO BE REZONED FROM PRIORITY AGRICULTURE TO LIGHT INDUSTRY	\$	89.00
EFT48171	08/07/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL PAYMENT FOR JUNE 2026	\$	7,962.70
EFT48172	08/07/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	4 X FOOD DOG ADULT BEEF & VEG 20KG SWAGMAN AIRR	\$	404.00
EFT48173	08/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	GASCOYNE ART AWARDS 2026 BOOKING FLIGHTS FOR 2X JUDGES AND 1X MC TO ATTEND THE OPENING AND AWARDS NIGHT ON 3 JULY 2026	\$	10,015.00
EFT48174	08/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - PUTRESIBLE WASTE PIT EXCAVATION \$15,641.47 INCL GST, PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY FISH OFFAL BIN COLLECTION & DISPOSAL 2025/26 - \$51,207.20 INCL GST AND PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY ROADSIDE LITTER BIN COLLECTION AND DISPOSAL 2025/26 - 19030.46	\$	20,874.51
EFT48175	08/07/2026	THE TRUSTEE FOR LFA UNIT TRUST T/A LFA FIRST RESPONSE	BASIC LIFE SUPPORT KIT - DFES (NEW & ONLY BLS KIT - \$673.98 (INCL. GST) EMPTY OXYGEN BAG - ROYAL BLUE BAG SIZE 70X30X25CM - \$126.17 (INCL. GST) TOTAL: \$808.15	\$	800.15
EFT48176	08/07/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	PRE-EMPLOYMENT ASSESSMENT FOR VICKI ANDREOLI	\$	924.00
EFT48177	08/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	UP TO \$1000 (EXCL GST) FOR CALL OUT TO LEAKING TOILET AT THE COMMUNITY ART HUB	\$	1,259.81
EFT48178	08/07/2026	GARRY POSTANS T/AS MILLENNIUM REMOVALS	COLLECTING AND TRANSPORTATION OF ARTWORKS FROM PERTH AND GERALDTON TO THE CARNARVON LIBRARY & ART GALLERY FOR THE GASCOYNE ART AWARDS 2026	\$	3,872.00
EFT48179	08/07/2026	GASCOYNE OFFICE EQUIPMENT	JUNE 2026 COMMUNITY NEWSLETTER	\$	1,856.00
EFT48180	08/07/2026	HAMES SHARLEY WA PTY LTD	STAGE 2 - PRELIMINARY ENGAGEMENT AND DRAFTING VARIATION - SOCIAL PINPOINT	\$	21,842.15
EFT48181	08/07/2026	INCA LIFTS PTY LTD	MAJOR SERVICE AND INSPECTION AND LIGHT VEHICLE INSPECTION (MOLNAR HOIST)	\$	1,265.00
EFT48182	08/07/2026	INFOCOUNCIL PTY LTD	INFOCOUNCIL CLOUD DATABASE MIGRATION FROM ON PREMISE ASSISTED UPGRADE MANAGED DATABASE HOSTING IN AZURE	\$	4,427.50
EFT48183	08/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1; PER USER 90X\$110 = \$9900.00 EXC GST; CONNECTWISE AUTOMATIC NODE 50+ 114X\$5.00 = \$570.00 EXC GST; TOTAL \$10470 PER MONTH EXC GST X12 = \$125640.00; GST \$1047.00X12 = \$12564.00	\$	17,990.50
EFT48184	08/07/2026	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	IMPLEMENTATION SERVICES PREPARATION TIME ALTUS PROCUREMENT LICENCE FEES PRO-RATA (23/1/2026-30/6/2026)	\$	10,297.69
EFT48185	08/07/2026	KICK SOLUTIONS	PRINTING OF 200 FOLDED A5 THANK YOU CARDS (10 DESIGNS X 20 COPIES), PRINTED DOUBLE-SIDED ON; 340GSM UNCOATED CARD STOCK, INCLUDING SCORING AND FOLDING FROM A4 TO A5 FORMAT	\$	429.00
EFT48186	08/07/2026	KLEENIT PTY LTD	RFT 03/2022 - PROVISION OF CLEANING SERVICES FOR NETBALL FACILITIES (1ST JUNE TO 30TH JUNE 2026)	\$	4,048.00
EFT48187	08/07/2026	LESLEY BARNES, PHIL SMITH	ALLOWANCE FOR CAMP HOSTING DUTIES AT THE QUOBBA BLOWHOLES ECO CAMPGROUND FROM 22 JUNE - 28 JUNE 2026	\$	250.00
EFT48188	08/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	REMUNERATION COSTS FOR WORK HEALTH AND SAFETY COORDINATOR FOR MAY 2026 AND JUNE 2026	\$	5,779.08
EFT48189	08/07/2026	MARTIN ALDRIDGE	REIMBURSEMENT FOR PARKING FEES AND TRAVEL ALLOWANCES AS PER ATTACHED RECIEPTS AND SPREADSHEET FOR MAY - JUNE 2026	\$	3,878.69
EFT48190	08/07/2026	MASON CONTRACTING SERVICES	MONTHLY ROAD SAFETY SIGNAGE INSTALLATION SERVICE FEE @ \$100 (+ GST) PER MONTH FOR THE PERIOD OCTOBER 25 TO JUNE 26 (8 MONTHS)	\$	110.00
EFT48191	08/07/2026	OFFICEWORKS LTD	STATIONERY ORDER APRIL 2026 + DELIVERY AND TEXAS INSTRUMENTS SCIENTIFIC CALCULATOR TI-30XB MULTIVIEW	\$	4,025.47
EFT48192	08/07/2026	REPCO PTY LTD	1 X FILTER - FUEL AND 1 X FILTER - FUEL	\$	59.87
EFT48193	08/07/2026	RILEY JOHN BROWN	0.5 X REQUEST FOR COMMENT - GASCOYNE FOOD BOWL PROJECT, 0.5 X WOORAMEL RIVER RETREAT ADVICE, 0.25 X EGAN STREET FENCE REPLACEMENT ENQUIRY, 0.25 X 127 OLIVIA TERRACE SEA CONTAINER ENQUIRY, 1.5 X P3/26 ASSESSMENT AND DETERMINATION, 0.5 X CORAL BAY BEACH HOUSE ENQUIRY, 0.25 X LEAN-TO SEA CONTAINER ENQUIRY, 1 X P31/26 AND P32/26 ASSESSMENT AND DETERMINATION, 1 X SCHEME AMENDMENT 13 - COUNCIL REPORT, 0.75 X P36/26 ASSESSMENT AND DETERMINATION	\$	643.50
EFT48194	08/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	BOOEASY COMMISSION FOR THE MONTH OF MAY 2026	\$	1,718.07
EFT48195	08/07/2026	SCOTT EDWARD PLUME	CREATE TRAVEL STYLE CONTENT SHOWCASING 4 X LOCAL BUSINESSES & ATTRACTIONS @ \$300 EACH; AS PER ATTACHED QUOTE	\$	1,200.00
EFT48196	08/07/2026	WILLIAM BUCK AUDIT (WA) PTY LTD	AUDIT SERVICES FOR THE ACQUITTAL OF THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY THROUGH THE DEPARTMENT OF COMMUNITIES GRANT SERVICE FUNDING FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025	\$	3,190.00
EFT48198	10/07/2026	THE TRUSTEE FOR MAKELA FAMILY TRUST T/AS LARK INDUSTRIES PTY LTD	STORAGE IN PERTH FROM ARRIVAL DATE UNTIL 17TH AUGUST FOR BIG BANANA	\$	5,852.00
EFT48199	17/07/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR PUTE30, P340, P351, P353, P393, PBF81 & PBF82	\$	2,452.44
EFT48200	17/07/2026	ASHFUELS (WA) PTY LTD	SUPPLY OF 4000 LITERS OF DIESEL + 0.19% FUEL LEVY	\$	7,689.71
EFT48201	17/07/2026	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	SUPPLY GLOVES, EARPLUGS AND RID INSECT SPRAY AS PER QUOTE Q56835	\$	427.06
EFT48202	17/07/2026	AUSSIE INSPIRED PTY LTD	POSTCARDS FOR RETAIL SALE AT THE VISITOR CENTRE	\$	203.50
EFT48203	17/07/2026	AUSTRALIA POST	POSTAGE	\$	29.76

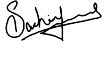
EFT48204	17/07/2026	BARE CREATIVE	2026 CARNARVON AND CORAL COAST DESTINATION GUIDE. DESIGN AND LAYOUT TO FINISHED ART. 32PP VISITORS GUIDE PUBLICATION AS PER QUOTE 0000116	\$	2,290.00
EFT48205	17/07/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT FROM LOCAL CREATE AND CONNECT TO CARNARVON TREE ARCH AND ANGEL WINGS	\$	7,916.84
EFT48206	17/07/2026	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON FLEET VEHICLES, PLANT BLACKBOX JUNE 2026	\$	1,155.00
EFT48207	17/07/2026	BOOEASY AUSTRALIA PTY LTD	BOOEASY RESERVATION FEES INCLUDING 3.3% COMMISSION	\$	369.80
EFT48208	17/07/2026	CARNARVON LUXURY CANAL HOLIDAY HOME	OPERATOR PAYMENT FOR THE PERIOD 13/05/2026 - 13/05/2026	\$	1,454.25
EFT48209	17/07/2026	KEMPTON FAMILY TRUST T/A KEMPLAZE	SUPPLY AND INSTALLATION OF REPLACEMENT AUTOMOTIVE GLASS FOR TOYOTA LANDCRUISER PRADO - REGO 1XK147 AS PER QUOTE 2342	\$	414.13
EFT48210	17/07/2026	A CASEY & B.D CASEY & JENALUP PTY LTD	45 x WILDFLOWER BOOKS	\$	225.00
EFT48211	17/07/2026	CORAL COAST TOURIST PARK	ACCOMMODATION BOOKED FOR 2026 WA TOURISM CONFERENCE: CHECK IN: MON 25 MAY CHECK OUT: WED 27 MAY. 2 X DELUXE BEDROOM CABINS, 1 X ENSUITE CABIN, 1 X PARK HOME. TOTAL OF 4 CABINS.	\$	2,080.00
EFT48212	17/07/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	10 TONNE OF CRACKER DUST AT \$79 (+ GST) P/T - AS PER VERBAL QUOTE	\$	869.00
EFT48213	17/07/2026	CORAL COAST HELICOPTER SERVICES PTY LTD	WA TOURISM CONFERENCE 10 MINUTE SCENIC FLIGHT	\$	594.00
EFT48214	17/07/2026	CORSIGN WA PTY LTD	SUPPLY OF TRAFFIC WARNING SIGNS FOR VARIOUS LOCATIONS IN RURAL AND URBAN AREAS AS QUOTED - 00103199	\$	14,861.00
EFT48215	17/07/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	B/GOLD H/HOLD WIPES ROLL 50S, PALM S/WSH MILK/HON PMP250ML, EARTHS CHCE D/WSH TEA/LIMS500ML, EARTHS CHCE D/WSH ALOE LIQ 1L, EARTHS CHCE D/WSH LIQ 1L, CLOROX H/HANDY F/CLNR GRN 750ML, MAGIC SUPERGLUE TUBE 3ML, VIT COFF CAPS ALUM ITALIAN10PK, VIT COFF CAPS ALUM ITALIAN10PK, PALM S/WSH MILK/HON PMP250ML, AJAX S/WPE OCN FRSH TRG 500ML, AJAX S/WPE LEM TRG 500ML, CHUX SCRUB KITCHN N/SCRATCH 3PK, COMM CO INSECT KILL SWAT 300GM, GLEN 20 BERRY BREEZE #3000GMULTIX GARB BG E/WD 56L 50S	\$	502.71
EFT48216	17/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	MAKITA 18V GREASE GUNS AS PER QUOTE 12010312	\$	1,990.05
EFT48217	17/07/2026	DAVID AND TAMMY BUMBAK	QUARTERLY (3 MONTHS OF RENT) IN ADVANCE 18/06/25 - 17/09/26	\$	9,750.00
EFT48218	17/07/2026	DUN DIRECT PTY LTD	UNLEADED PETROL FOR PSPARK AND P386	\$	306.51
EFT48219	17/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	GNULLI FESTIVAL - TRAVEL & ACCOMMODATION, CAR HIRE FOR BROOKE BLURTON. FLIGHTS MELB-PERTH-CYON \$955.00, ACCOOM - PERTH, CAR HIRE \$343 EST AS PER ATTACHED QUOTE	\$	4,557.00
EFT48220	17/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY FACILITY CLEANING JUNE 2026	\$	6,995.63
EFT48221	17/07/2026	GASCOYNE MACHINING PTY LTD	SUPPLY HOSE AND QUICK CONNECTS FOR CLAW BUCKET ON EXCAVATOR AT WASTE FACILITY AS PER QUOTE 1454 (P390)	\$	669.60
EFT48222	17/07/2026	GASCOYNE OFFICE EQUIPMENT	2 X LAMINATING A1 SHEETS @ \$35 EACH - RETIC PLANS	\$	100.00
EFT48223	17/07/2026	GASCOYNE SAFETY ASSETS PTY LTD	HIRE OF FIRE EXTINGUISHERS AND FIRE BLANKET FOR OTC DINNER AS PER QUOTE 1124	\$	77.00
EFT48224	17/07/2026	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	CLUTCH DRUMS, CLUTCH, CABLE THROTTLE AND AIR FILTERS FOR PSPARK	\$	1,570.20
EFT48225	17/07/2026	GRAEME PETER SINCLAIR	MEAL REIMBURSEMENT GRAEME SINCLAIR	\$	106.00
EFT48226	17/07/2026	HIGHWAYONE INVESTMENTS PTY LTD	8 WEEKS RENT - 9 RICHARDS STREET, BROCKMAN 6701 - 8TH JUNE 2026 TO 26TH JULY 2026	\$	3,800.00
EFT48227	17/07/2026	JASMINE HOPKINS	POLICE CLEARANCE REQUIRED FOR EMPLOYMENT	\$	64.90
EFT48228	17/07/2026	HOWARD & HEAVER PTY LTD TRADING AS H + H ARCHITECTS	CONSTRUCTION PHASE ENGINEERING CONTRACT ADMIN SERVICES - VAN DONGEN PARK AND TRAMWAY & HEALING SHELTERS	\$	4,834.50
EFT48229	17/07/2026	IAN MURRAY FIRTH	WET HIRE OF 6X4 TIPPER FOR DELIVERY OF ROCK EX PIT AT THE TREMOR QUARRY TO THE MINILYA RIVER CROSSING @ \$165 PER HOUR (+GST) AS PER VERBAL QUOTE AND 18% FUEL LEVY AS PER VERBAL QUOTE (+GST)	\$	2,570.04
EFT48230	17/07/2026	JUSTIN LO	STAFF ATTRACTION AND RETENTION PCYC	\$	300.00
EFT48231	17/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	CONTRACTING SERVICES - STEPHEN LOCKIE WEEK ENDING 27 JUNE 2026 - WHS COORDINATOR	\$	4,687.45
EFT48232	17/07/2026	BUCHER MUNICIPAL PTY LTD	SIDE ROLLERS FOR BIN LIFT - PART NUMBER SL4-M-0028, ROTARY SENSOR - PART NUMBER SL5-E-0308, PROXIMITY SENSOR - PART NUMBER IM18-05BPP-ZC1, CABLE/WIRING LOOM INSIDE THE CHAIN - PART NUMBER SL6-E-00050, REPLACEMENT HYDRAULIC RAM FOR SL185515 - PART NUMBER SL5-H-0010, HYDRAULIC RAM SEAL KIT - PART NUMBER KIT10089 AND ESTIMATED FREIGHT TO CARNARVON - FREIGHT COULD BE IN MULTIPLE DELIVERIES	\$	6,216.55
EFT48233	17/07/2026	MAXIMIANO TENDAI MAPURISA	FINAL RENT - UNIT 2/6 JAMES STREET, CARNARVON 6701 - 29TH JUNE 2026 TO 20TH JULY 2026	\$	1,020.00
EFT48234	17/07/2026	MICHAEL HARVEY	REIMBURSEMENT OF FUEL COSTS FOR TRAVEL TO TRAINING TO GERALDTON FOR HSR TRAINING AS PART OF BEING A WHS MEMBER OF THE ORGANISATION FOR AERODROME REPORTING OFFICER	\$	207.32
EFT48235	17/07/2026	THE TRUSTEE FOR D & ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	TREE MAINTENANCE AT VARIOUS LOCATIONS POST CYCLONE	\$	88,176.00
EFT48236	17/07/2026	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 1 X ICB 1000L OF EMULSION AS PER QUOTE 260409SC FOR PATCHING REPAIRS TO AIRPORT APRON	\$	1,925.00
EFT48237	17/07/2026	CEI PTY LIMITED T/A RAECO	MISCELLANEOUS MATERIALS FOR BOOK PROCESSING (BOOK GUARD COVERING, BAR CODE PROTECTORS AND SPINE LABELS) AND MISCELLANEOUS MATERIALS FOR BOOK PROCESSING (BOOK GUARD COVERING, BAR CODE PROTECTORS AND SPINE LABELS)	\$	836.26
EFT48238	17/07/2026	RAYMOND EDNEY	GASCOYNE ART AWARDS 2026 WELCOME TO COUNTRY - RAY EDNEY	\$	500.00
EFT48239	17/07/2026	ROSSLYN LLOYD	RESIN WORKSHOP FOR 12 PEOPLE ON TUESDAY 7 JULY AS PART OF THE SCHOOL HOLIDAY PROGRAM. FUNDED BY DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM.	\$	960.00
EFT48240	17/07/2026	SEA CONTRACTING PTY LTD	QUARTERLY MONITORING FEES JULY TO SEPTEMBER 2026	\$	2,341.58
EFT48241	17/07/2026	TREMOR MINING & CIVIL PTY LTD	AGRI EMERGENCY WORKS, HILLS SPRINGS RD SLK 15, 10-17.90 - UNSEALED ROAD FORMATION REPAIRS, GRADING, DRAINAGE, AND EROSION WORKS FOLLOWING STORM DAMAGE	\$	218,143.20
EFT48242	17/07/2026	VICTOR AND NELLA BARRETT	WA TOURISM CONFERENCE WELCOME PACK - 250 X PRESERVES FOR THE WELCOME PACKS AT \$2.50EA	\$	500.00
EFT48243	17/07/2026	HAZEL ANNE WALGAR	ARTISTIC PERFORMANCE FOR GNULLI FESTIVAL 23 AND 24 MAY 2026	\$	750.00
EFT48244	17/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	DISCONNECT CABLEING TO REMOVE BOARDWALK ALONG MAIN STREET AND REINSTATE NEW CABLEING AND PITS AFTERWARDS (UP TO 4000) AND RESECURE DATA SERVICE PILLAR AT MAIN ADMIN BUILDING (UP TO 2000)	\$	12,662.47
EFT48245	17/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	CHECK AND REPAIR A/C SYSTEM ON TOYOTA HILUX C12942 (PUTE30) AND CHECK AND REPAIR A/C SYSTEM ON TOYOTA HILUX C12942 (PUTE30)	\$	4,977.26
EFT48246	17/07/2026	CARNARVON GROWERS ASSOCIATION INC	PTO SAFETY GUARD 1M	\$	157.71
EFT48247	17/07/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	VARIOUS TEA ROOM SUPPLIES FOR WASTE FACILITY	\$	197.90
EFT48248	17/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	1 X PADLOCK BRASS ECONOMY 20MM AND 2 X KEY ** CUT HOUSE/PADLOCK	\$	17.44
EFT48249	17/07/2026	THE TRUSTEE FOR SILVERS PRING TRUST T/A TJ DEPAZZI & SONS	SUPPLY AND DELIVER 36M3 OF LAWN MIX TO CARNARVON SHIRE DEPOT @ \$315.29M3 (+GST) INCLUDING FUEL LEVY @ \$148.92 (+GST)	\$	12,649.29
EFT48250	17/07/2026	MESSAGE4U PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	STANDING PO FOR ONLINE SMS COMMUNICATION SERVICE USED TO MARKET AND PROMOTE EVENTS AND FOLLOWUP ON BOOKINGS WITH BOOEASY PROFESSIONAL 49 PLAN (INCLUDES 650 STANDARD PLUS SMS PER MTH) FOR THE PERIOD JULY 2025 - JUNE 2026 12 MTHS @ \$53.90 EACH professional 49 plan	\$	107.80
EFT48251	17/07/2026	FROTH CRAFT BREWERY	TOURISM CONFERENCE 2026, PAYMENT OF ALCOHOL FOR JETTY TO THE STARS CLOSING EVENT	\$	999.35
EFT48252	17/07/2026	GASCOYNE FOOD COUNCIL	2 X GENERAL ADMISSION TICKETS FOR THE PLANTATION FEAST - \$175.00+ \$8.79 FEE GIVEAWAY AT THE WA TOURISM CONFERENCE - CLOSING CEREMONY	\$	404.34
EFT48253	17/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	UP TO 10 PUMP OUTS OF DUMP POINTS AND TOILETS AT THE BLOWHOLES CAMPING AREA FOR THE PERIOD 1ST JULY 25 TO 30TH JUNE 26. ESTIMATE OF \$1700 (EXCL GST) PER PUMP OUT.	\$	3,126.57
EFT48254	17/07/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	TC NARELLE - AGRI 1280 - (EMERGENCY WORKS); - VISUAL ROAD FLOOD DAMAGE INSPECTION AND COLLECTION OF DAMAGE EVIDENCE - PREPARATION OF AN EPAR APPLICATION UNDER THE DFWA AND SUBMISSION TO THE SHIRE FOR REVIEW; - LIAISON WITH THE SHIRE AND DFES DURING THE ASSESSMENT PROCESS TO RESPOND TO QUERIES AND ADDRESS COMMENTS; - ASSIST WITH ANY EMERGENCY WORKS AND ADMINISTRATION AS REQUIRED	\$	8,778.00

EFT48255	17/07/2026	A & N ENTERPRISES (AUSTRALIA) PTY LTD T/A INTEGRITY COACH LINES	INTEGRITY COACHLINES - 15/06/2026 ICL009185 \$2,058.11 - 30/06/2026 ICL009194 \$591.44	-\$	2,649.55
EFT48256	17/07/2026	INTEGRATED ICT	LABOUR SERVICE FOR COPILOT ROLLOUT AT \$18,595.00 EXC GST	-\$	33,387.11
EFT48257	17/07/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FIT 2 X TYRES ON FORD RANGER 1HHY219 (P369) INCLUDING WHEEL BALANCE AND DISPOSAL	-\$	920.00
EFT48258	17/07/2026	JUURLU BABA YAMITJI PTY LTD TRADING AS BABA MARDIA ROAD SERVICES	DEMOLIBUSATION - CARNARVON TO GERALDTON AS QUOTED 2/4/2026	-\$	1,878.80
EFT48259	17/07/2026	KICK SOLUTIONS	(7X) ET4 2508 RITE GRAPHIC PANEL STAKES- \$342 + GST; (7X) 600 MM X 900 MM DOUBLE SIDED PRINTED CORFLUTE SIGNS - \$722 + GST	-\$	2,313.30
EFT48260	17/07/2026	KLEENIT PTY LTD	PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - PUBLIC TOILET BLOCKS 2025/26 FOR CULTURAL CENTRE TOILETS, CIVIC CENTRE EXCELOO, TOWN BEACH TOILETS, BAXTER PARK TOILETS, AND PELICAN POINT TOILETS INCLUDING WEEKLY, MONTHLY TASKS	-\$	18,262.75
EFT48261	17/07/2026	MARKET CREATIONS AGENCY PTY LTD	COUNCILCONNECT ANNUAL SSL (WILDCARD) - 1 YEAR * CARNARVON.WA.GOV.AU TO 01/07/2027, COUNCILCONNECT ANNUAL SSL (STANDARD) - 1 YEAR CARNARVON.ORG.AU TO 01/07/2027, COUNCILCONNECT ANNUAL TEIR 5 - PLUS TO 01/07/2027 AND 10 X ADDITIONAL WEBSITE SUPPORT & MAINTENANCE HOURS	-\$	18,760.50
EFT48262	17/07/2026	MIGRATION AFFAIRS PTY LTD	STAGE 2 PROFESSIONAL FEES AND DISBURSEMENTS FOR 186 VISA NOMINATION FOR ACCOUNTANT	-\$	20,643.52
EFT48263	17/07/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	UP TO 26 WEEKLY COLLECTIONS (1ST JAN 26 TO 30TH JUNE 26) OF 2 X 4.5M3 FRONT LIFT BINS AS PER QUOTE 6863 AT BLOWHOLES CAMPING AREA AT \$760.00 PER WEEK (EXCL GST)	-\$	1,672.00
EFT48264	17/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	STANDING PURCHASE ORDER 2025/26 - PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023	-\$	76,321.75
EFT48265	17/07/2026	PHIL YOUD T/A CLASSIC 87.6	CASUAL RADIO ADVERTISEMENTS WITH CLASSIC 87.6 FROM THE 1ST JULY UNTIL THE 3RD OCTOBER 2026 FOR THE REMAINING COURTYARD CRAFT MARKETS SEASON, SCHEDULED WED, THU, FRI & SAT MORNINGS AT \$100 PER WEEK.	-\$	1,400.00
EFT48266	17/07/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	HIRE OF CRANE WITH DOGGER AND RIGGER FOR GRID LIFT AT SHIRE DEPOT.	-\$	258.50
EFT48267	17/07/2026	RAW CREATIVE	2026/27 CARNARVON AND CORAL BAY DESTINATION GUIDE MAGAZINE REWORK. DESIGN ESTIMATE: INITIAL CONCEPT COVER AND SPREAD DESIGN \$462 AND DESIGN, ARTWORK & FINISHING FOR PRINT PRODUCTION \$3,696. AS PER ATTACHED QUOTE	-\$	4,158.00
EFT48268	17/07/2026	R.C.THORNHILL T/A R AND L TRANSPORT	WET HIRE OF MACHINERY (CRANE, PRIME MOVER & FLATBED AND 4WD FORKLIFT) FOR RELOCATION OF CACTUS FROM SOUTH RIVER ROAD TO NEW LOCATION ON ROBINSON ST	-\$	4,675.00
EFT48269	17/07/2026	REPCO PTY LTD	RATCHET COMB WRENCH, 7/16 IN FLEX HEAD COMB WRENCH, SPC L-STYLE TORX KEY SET	-\$	152.55
EFT48270	17/07/2026	ROAD RUNNER MECHANICAL SERVICES	4 X SHOCKERS FOR NECO TIPPER - C27746 - P294 FREIGHT VIA R&L COURIERS	-\$	528.00
EFT48271	17/07/2026	RURAL PRESS PTY LIMITED T/A AUSTRALIA COMMUNITY MEDIA (ACM)	ADVERTISING APRIL ISSUE RIFE/FARM WEEKLY. ADVERTORIAL \$750 +GST FULL PAGE 31.5CM X 4 COLUMNS (226MM) PUBLICATION DATE 30 APRIL	-\$	825.00
EFT48272	17/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COACH LINES COMMISSION FOR JULY 2026	-\$	675.30
EFT48273	17/07/2026	SEVEN NETWORK (OPERATIONS) LIMITED	3 MONTH CAMPAIGN APRIL TO JUNE - 30 SEC COMMERCIAL ON SW AND SE SPLITS OF WA. SCHEDULE ATTACHED 7 WESTERN AUSTRALIA SOUTH EAST	-\$	4,400.00
EFT48274	17/07/2026	THE TRUSTEE FOR HAYTO TRUST T/AS SOCO STUDIOS	PROVISION OF GRAPHIC DESIGN SERVICES FOR THE CREATION OF THANK YOU CARDS FOR THE GNULLI FESTIVAL AND WA TOURISM CONFERENCE, INCLUDING CONCEPT DEVELOPMENT, ARTWORK DESIGN, AND PREPARATION OF PRINT READY FILES. PROVISION OF VIDEOGRAPHY SERVICES FOR THE WA TOURISM CONFERENCE, INCLUDING EVENT COVERAGE, CONTENT CAPTURE, EDITING, AND PRODUCTION OF PROMOTIONAL AND MARKETING ASSETS FOR TOURISM, COMMUNICATIONS, AND STAKEHOLDER ENGAGEMENT PURPOSES.	-\$	2,035.00
EFT48275	17/07/2026	T-QUIP	BEARINGS, SHIELD, TEETH BELT, ASSY BELT TENSIONER AND FLAIL SHAFT PANTHER FOR P335 AS PER QUOTE 34494 #21	-\$	277.20
EFT48276	17/07/2026	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	1 X HANDLING FEE AND 1 X WAREHOUSING FEE	-\$	56.76
EFT48277	17/07/2026	WATER CORPORATION	WATER USE AND SERVICE CHARGE ACCOUNT FOR THE HOUSE AT 51 YARDI QYS BROCKMAN LOT 819 - 142KL 10/03/2026 - 12/05/2026	-\$	4,753.12
EFT48278	17/07/2026	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISING FOR RFT 02-2026 SPEEDWAY ROAD ALIGNMENT (BLACKSPOT PROJECT)	-\$	1,198.70
EFT48279	17/07/2026	WESTBOOKS	MISCELLANEOUS ADULT FICTION, NON-FICTION AND CHILDREN'S BOOKS, INCLUDING CATALOGING/PROCESSING COSTS AND FREIGHT	-\$	981.71
EFT48280	24/07/2026	ALLIED FORKLIFTS	1 X 2.5 TON EXTENDABLE LIFTING JIB 1 X 1780MM SLIPPERS 1 X TOW BALL JIB 1 X NEW LOAD PLATE (PROVIDED AT NO CHARGE) SEE ATTACHED PHOTO. FOR P375.	-\$	3,212.00
EFT48281	24/07/2026	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD T/A ONEMUSIC AUSTRALIA	COUNCILS MUSIC RURAL LGA POPULATION: 5528 - ANNUAL MUSIC LICENSE	-\$	914.55
EFT48282	24/07/2026	J BLACKWOOD & SON PTY LTD	SUPPLY MAXICUT AND MAXIFLEX GLOVES AS PER QUOTE BWS0001672086.	-\$	232.14
EFT48283	24/07/2026	B & L BUILDING	SUPPLY LABOUR AND MATERIALS TO REMOVE EXISTING DAMAGED ROLLER DOOR AND REPLACE WITH NEW SERIES 2 WINDLOCKED COLORBOND ROLLER DOOR. REMOVE EXISTING ELECTRIC DOOR MOTOR AND RE-INSTALL ON NEW ROLLER DOOR. REMOVE WORK RELATED RUBBISH FROM SITE AS QUOTED 29TH APRIL 2026	-\$	12,674.00
EFT48284	24/07/2026	BOC LIMITED (AUST)	BOC CONTAINER SERVICE FOR THE PERIOD 29.05.2026 - 27.06.2026	-\$	79.08
EFT48285	24/07/2026	BUCCI HOLDINGS PTY LTD (T/A VISIMAX)	HUSH ANTIBARK DEVICE, MUZZLES ASSORTED SIZES, EMBROIDERED CAP X 3 ID WALLET AND INFRINGEMENT BOOKS FOR RANGER SERVICES	-\$	834.11
EFT48286	24/07/2026	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR THE COMMISSIONER - UNIT 4 - 02.06.2026 - 06.06.2026	-\$	890.00
EFT48287	24/07/2026	CARNARVON CLEANERS PTY LTD	PROVISION OF CLEANING SERVICES CARNARVON AIRPORT FOR JUNE 2026 - ADDITIONAL PAYMENT AS INVOICE WAS PAID LESS GST AMOUNT PREVIOUSLY	-\$	520.25
EFT48288	24/07/2026	KEMPTON FAMILY TRUST T/A KEMPGAZE	EMERGENCY WORKS TO ROLLER SHUTTER AT BASTON PAVILLION AFTER BREAK IN	-\$	914.38
EFT48289	24/07/2026	CORAL COAST VETERINARY HOSPITAL	VETERINARY SERVICE FOR THE CARE OF BOOF - 19.06.2026	-\$	1,541.95
EFT48290	24/07/2026	COENRAAD STEFANUS JAKOBUS LOUW	REIMBURSEMENT OF ACCOMMODATION FOR TRAINING ATTENDANCE FRIDAY 17TH JULY 2026	-\$	294.00
EFT48291	24/07/2026	THE DUNCAN FAMILY TRUST T/AS COUNTRY ROAD CONTRACTING PTY LTD	MECHANICAL CONTROL SERVICES - MESQUITE REMOVAL - JUNE 2026 1. SITE MOBILISATION AND DEMOLIBUSATION - LUMP SUM - \$22642.40 2. MECHANICAL CLEARING OF MESQUITE (BULLDOZER WITH CUTTER BAR) - (PER HA - \$460.00) - \$69,000.3. ON-SITE SUPERVISOR - \$100.00 PER DAY - \$2500.00 4. POST-TREATMENT RAKING INTO WINDROWS/PILES - (PER HA - \$300.00) - \$45,000.00 5. GPS MAPPING OF TREATED AREA - LUMP SUM \$1500.00 6. BEFORE AND AFTER PHOTOS - LUMP SUM - \$150.00	-\$	49,500.00
EFT48292	24/07/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	COMMUNITY DEVELOPMENT STANDING PO FOR PROGRAMS AND EVENTS 26/27 BUDGET	-\$	134.22
EFT48293	24/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	VARIOUS PAINTING EQUIPMENT AS PER QUOTE 1201057	-\$	1,570.44
EFT48294	24/07/2026	DEPARTMENT OF TRANSPORT	STANDING ORDER FOR DISCLOSURE OF INFORMATION SEARCH FEES JUNE 2026	-\$	20.40
EFT48295	24/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	MARK DAVIS - FLIGHTS - 20.07.2026 - 24.07.2026	-\$	5,869.00
EFT48296	24/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY CLEAN UP - CYCLONE NARELLE - REF NO. AGRN1280 - EXTROPICAL CYCLONE NARELLE	-\$	5,137.00
EFT48297	24/07/2026	GAVIN GRIFFITHS INVSMENTS PTY LTD	STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL ASSESSMENTS AS PART OF THE RECRUITMENT PROCESS - MONIKA ZAWADZKA	-\$	660.00
EFT48298	24/07/2026	GASCOYNE LANDSCAPING	RFQ 05/2026 NORTHWATER HOUSING LANDSCAPING & IRRIGATION 11 PARNAA VIEW, BROCKMAN WA 6701	-\$	97,582.28
EFT48299	24/07/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	TC NARELLE - AGRN 1280 - (EMERGENCY WORKS) - VISUAL ROAD FLOOD DAMAGE INSPECTION AND COLLECTION OF DAMAGE EVIDENCE - PREPARATION OF AN EPAR APPLICATION UNDER THE DFWA AND SUBMISSION TO THE SHIRE FOR REVIEW - LIASION WITH THE SHIRE AND DFES DURING THE ASSESSMENT PROCESS TO RESPOND TO QUERIES AND ADDRESS COMMENTS - ASSIST WITH ANY EMERGENCY WORKS AND ADMINISTRATION AS REQUIRED	-\$	431.61
EFT48300	24/07/2026	HEMA MAPS	REORDER OF STOCK FOR RETAIL SALE AT THE VISITOR CENTRE	-\$	834.33
EFT48301	24/07/2026	HOWARD & HEAVER PTY LTD TRADING AS H + H ARCHITECTS	SUB-CONSULTANT - BUILDING SURVYOR - COMPLYWEST	-\$	8,261.17
EFT48302	24/07/2026	LESLEY BARNES, PHIL SMITH	BLOWHOLE CAMPHOST ALLOWANCE 13/07/2026 TO 26/07/2026	-\$	500.00
EFT48303	24/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC SAMPLING SCHEME ANNUAL FEE 2026/2027	-\$	1,368.02

EFT48304	24/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	INITIAL 50% FEE FOR THE PERMANENT RECRUITMENT OF MANAGER PLANNING & SUSTAINABILITY	\$	27,857.44
EFT48305	24/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	RFT 04/2023 - AGRN 1280 EMERGENCY WORKS - SEVERE TROPICAL CYCLONE NARELLE 11/05/26 - 19/05/26	\$	19,943.00
EFT48306	24/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/A NORWEST PROJECT SOLUTIONS	SUPPLY AND INSTALLATION OF A NEW FLOOR-TO-CEILING INTERNAL WALL, SINGLE DOOR AND FRAME WITH GLAZED VISION PANEL, INCLUDING DEMOLITION OF EXISTING CURVED WALL, ASSOCIATED BUILDING MATERIALS, LABOUR AND CONSUMABLES, TO ESTABLISH A DEDICATED GOVERNANCE OFFICE WITHIN THE COUNCIL CHAMBERS PRECINCT IN ACCORDANCE WITH QUOTE QU-0682, DATED 12 JUNE 2026.	\$	11,660.00
EFT48307	24/07/2026	CAM HOLLA PTY LTD T/A NORWEST SURF	\$25 VOUCHER FOR STAFF AWARDS	\$	25.00
EFT48308	24/07/2026	REPCO PTY LTD	10 x P-PENBLUE-DIESEL EXHAUST FLUID 3.5L 10 x P-GREASE-XTREME PRESSURE 450G CTG AS PER QUOTE TA02883	\$	1,260.72
EFT48309	24/07/2026	RICHER888 PTY LTD	CATERING FOR MORNING TEA FOR RIED MONTHLY SUPPORT CIRCLE FOR 20 PEOPLE	\$	330.00
EFT48310	24/07/2026	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALL ACCESS CONTROL TO BACK DOOR OF COUNCIL CHAMBERS AS PER QUOTE Q002516.	\$	4,741.35
EFT48311	24/07/2026	SPACETOCO PTY LTD	ANNUAL SUBSCRIPTION FOR SPACETOCO - PARTNER BUNDLE PRO	\$	1,980.00
EFT48312	24/07/2026	TELSTRA LIMITED	TELEPHONE ACCOUNT 780 3346 000 - MAY AND JUNE 2026	\$	3,324.54
EFT48313	24/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - C/N 24010744410 PARCEL FROM CUNDERDIN TO CARNARVON	\$	45.02
EFT48314	24/07/2026	TRISTAN SHAUN MCKENZIE	TOURISM VIDEO AND PHOTO PROJECT AND FURTHER EDITING AS PER ATTACHED QUOTE	\$	6,600.00
EFT48315	24/07/2026	A & M H ZAKNICH TRUST T/A CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY RIGGER GLOVES AND GARDEN GLOVES AS PER QUOTE 101000421	\$	954.50
EFT48316	24/07/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORMS FOR THE FOLLOWING TEAM MEMBERS: LIBRARY & YOUNGER SERVICES PROGRAM OFFICER	\$	622.57
EFT48317	24/07/2026	VEND LIMITED	MONTHLY TRANSACTION FEE OF SALES THROUGH VEND LIGHTSPEED - MAY 2026	\$	345.00
EFT48318	31/07/2026	H AND R FAMILY TRUST T/A ABBL CONTRACTING & MAINTENANCE	INSTALLATION OF WIDTH MARKERS TO GRIDS AND ROAD SIGNPOSTS - GASCOYNE/MINILYA ROAD INCLUDES MOBILISATION, LABOUR AND ACCOMMODATION	\$	9,720.57
EFT48319	31/07/2026	ASHFUELS (WA) PTY LTD	FUEL SUPPLIES - DIESEL	\$	6,792.16
EFT48320	31/07/2026	BLUE REGION TOURISM ORGANISATION INC T/A AUSTRALIA'S CORAL COAST	DIGITAL MARKETING PACKAGE - CORAL COAST HIGHWAY CAMPAIGN	\$	1,275.00
EFT48321	31/07/2026	BANNO LIGHTING	PROCUREMENT OF LIGHT TRACKING AND SUSPENSION KITS AS OUTLINED IN QUOTE NUMBER QU-0013	\$	9,689.90
EFT48322	31/07/2026	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	RE-ORDER OF STOCKED PRODUCTS	\$	1,247.00
EFT48323	31/07/2026	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON FLEET VEHICLES - 28.07.26 - 27.08.2026	\$	1,193.50
EFT48324	31/07/2026	BTX CONTRACTING	MANAGEMENT OF CARNARVON AQUATIC CENTRE AS PER SCHEDULE JULY 2026	\$	22,000.00
EFT48325	31/07/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	TINT - DUAL CAB	\$	575.00
EFT48326	31/07/2026	CENTRAL REGIONAL TAFE	ENROLMENT OF AERODROME REPORTING OFFICER AND TOURISM OFFICER TRAINEE INTO HSR REPRESENTATIVE COURSE AS PER QUOTE 2026/CCT/PP - \$2090 INCLUSIVE OF GST	\$	2,090.00
EFT48327	31/07/2026	CORAL COAST WATER PTY LTD	COMMERCIAL SERVICE CHARGE - FESTIVAL GROUNDS	\$	1,339.86
EFT48328	31/07/2026	COOEE PTY LTD	ANNUAL LICENCE FEE FOR COOEE SYSTEM AT THE BROWN RANGE WASTE FACILITY FROM 1ST JULY 2026 TO 30TH JUNE 2027 AS PER QUOTE 2026	\$	10,359.80
EFT48329	31/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	REPLACE BATTERY AND PASSENGER FRONT SEAT BASE ASSEMBLY (SRS AIRBAG REPAIR) ON TOYOTA WORKMATE - C28583 - P355 AS PER QUOTE 6289 & SUPPLY BATTERY FOR BULK FUEL TANK AT WASTE FACILITY AS PER QUOTE 6292	\$	2,713.71
EFT48330	31/07/2026	CARNARVON MEDICAL CENTRE	D&A TEST FOR STAFF MEMBER	\$	110.00
EFT48331	31/07/2026	A.C.P. INDUSTRIES PTY LTD T/A CARNARVON FRESH IGA	COMMUNITY ART HUB CATERING AND DEPOT TEA ROOM SUPPLY ITEMS	\$	244.37
EFT48332	31/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	PARTS, BOLT HEX GAL 10X180MM, WASHER FLAT GAL 10MM, SS NUT HEX HD 3/8 G316	\$	94.22
EFT48333	31/07/2026	DUN DIRECT PTY LTD	UNLEADED FUEL SUPPLIES FOR MAY 2026	\$	814.23
EFT48334	31/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARES FOR GOVERNANCE, RISK & COMPLIANCE OFFICER 13 - 17 JULY	\$	1,507.00
EFT48335	31/07/2026	FIRST CLASS CONSTRUCTIONS (WA) PTY LTD	STAGE 2 BUILDING WORKS, VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION, VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION	\$	188,682.55
EFT48336	31/07/2026	THE TRUSTEE FOR HK&K FAMILY TRUST TRADING AS GASCOYNE BAKERY CAFE	ORDER BY HANA SMITH - BREAD AND FRUIT SALADS FOR SCHOOL HOLIDAYS PROGRAM 7-15 APRIL 2026	\$	3,270.50
EFT48337	31/07/2026	GASCOYNE OFFICE EQUIPMENT	RICOH IM C8010 A3 DIGITAL COLOUR SERVICE AGREEMENT AS PER QUOTE 291025 - FEB 2026	\$	5,133.07
EFT48338	31/07/2026	HOLLY CARKEET T/AS BY HOL AND JOE	GASCOYNE FOOD FESTIVAL 2026 GYOTAKU & FEAST: FISH PRINTING MEETS JAPANESE CUISINE 20 SPOTS AVAILABLE LOCATION: LIBRARY AND ART GALLERY - 18 EGAN STREET, CARNARVON WA 6701 DATE: FRIDAY, 26 AUGUST TIME: 6PM TO 9PM	\$	3,000.00
EFT48339	31/07/2026	JACQUELINE BIRCH	REIMBURSEMENT FOR PURCHASES MADE FOR WA TOURISM CONFERENCE, 26/05/26 WOOLWORTHS - PURCHASE ITEMS FOR DELEGATE BREAKFAST \$54.00 26/05/26 ALESSIO RAMPOLLA - PIZZA'S FOR CONTRACTORS AT TOURISM DINNER	\$	133.00
EFT48340	31/07/2026	KLEENIT PTY LTD	PUBLIC SPACE & FOOTPATH CLEANING	\$	28,259.00
EFT48341	31/07/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SILVER LOCAL GOVT SUBSCRIPTION 2026/2027	\$	2,640.00
EFT48343	31/07/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	SUPPLY BINS AT BLOWHOLES 01/01/2026 - 31/06/2026	\$	836.00
EFT48344	31/07/2026	NINGALOO MARINE INTERACTIONS	\$100 VOUCHER PRIZE FOR THE 2026 TOURISM CONFERENCE. VOUCHER TO BE PUT TOWARDS A TOUR FROM THE COMPANY	\$	100.00
EFT48345	31/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/A NORWEST PROJECT SOLUTIONS	PROFESSIONAL FEES, AGRN 1280 - SEVERE TROPICAL CYCLONE NARELLE. REPLACE DAMAGED FENCE CAUSED BY CYCLONE NARELLE AS PER QUOTE QU-0683	\$	28,952.00
EFT48346	31/07/2026	OFFICEWORKS LTD	STATIONERY ORDER - JUNE 2026	\$	2,789.39
EFT48347	31/07/2026	OUTBACK FLORAL DESIGNS	FLOWERS FOR GASCOYNE ART AWARDS	\$	550.00
EFT48348	31/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A THE PRINTSMITH CO	STEEL PLAQUES & ETCHING	\$	462.00
EFT48349	31/07/2026	REGIONAL AIRPORT MANAGEMENT SERVICES PTY LTD (RAMS)	CARNARVON AERODROME UPGRADE PROJECT - INDEPENDENT TECHNICAL EXPERT (ITE) ENGAGEMENT. CLAIM # 1 A01 \$10,000 EX GST A02 \$8,500 EX GST	\$	20,350.00
EFT48350	31/07/2026	REECE WELDING AND FABRICATION	SUPPLY ALL WORKSHOP MATERIALS & CONSUMABLES AS PER QUOTE QU-0030. LABOUR: REMOVE EXISTING DOOR, FABRICATE NEW DOOR, FIT SEAL TO NEW DOOR, FIT TO TRUCK & STRAIGHTEN HINGES.	\$	5,269.16
EFT48351	31/07/2026	REPCO PTY LTD	TORQUELOCK CHAIN WRENCH	\$	83.60
EFT48352	31/07/2026	SCOTT EDWARD PLUME	CONTENT CREATION SESSION - PHOTOS, CREATE TRAVEL STYLE CONTENT SHOWCASING 4 X LOCAL BUSINESSES & ATTRACTIONS @ \$300 EACH AS PER ATTACHED QUOTE	\$	300.00
EFT48353	31/07/2026	THE JESSEN GROUP PTY LTD SLIMLINE WAREHOUSE (SLIMLINE WAREHOUSE DISPLAY SHOP)	3 METAL A FRAMES - A1 POSTER DISPLAY - DOUBLE-SIDED - ABIRONA1BLK	\$	243.59
EFT48354	31/07/2026	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING 30 MARCH TO 23 MAY FOR GNULLI FESTIVAL. AS PER CONTRACT BK10129311 AND BK10129307	\$	3,278.00
EFT48355	31/07/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	SPECIALIST WASTE SERVICES - CORAL BAY WASTE CONCEPT DEVELOPMENT AS PER RFQ19/2025.	\$	17,235.63
EFT48356	31/07/2026	A & M H ZAKNICH TRUST T/A CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLIES (FILLER & SCOTCH PAINTERS TAPE)	\$	32.55
EFT48357	31/07/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORMS FOR THE FOLLOWING TEAM MEMBERS: LIBRARY & YOUNGER SERVICES PROGRAM OFFICER \$249.50, PART TIME LIBRARY OFFICER - \$109.90	\$	1,209.80
EFT48358	31/07/2026	WATER CORPORATION	WATER USAGE CHARGES - 1 BASTON ST CARNARVON LOT 95 RES 6398	\$	1,600.67
EFT48359	31/07/2026	WICKED STRATEGIES PTY LTD	GRANT FUNDED ACTIVE REGIONAL COMMUNITIES - WINNING ON AND OFF THE FIELD DELIVERED BY WICKED STRATEGIES - TRAVEL	\$	3,129.55
EFT48360	31/07/2026	MARTIN ALDRIDGE	TRAVEL CLAIM FOR JULY - COMMISSIONER ALDRIDGE	\$	2,258.71

-2842908.34

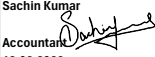
Completed	Riley Amai
Signature:	
Position:	Finance Officer
Date:	12.08.2026

Checked	Sachin Kumar
By:	
Signature:	
Position	Accountant
Date:	12.08.2026

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION
DD42738.1	1/07/2026	ANZ BANK LIMITED	-\$ 554.52	PAYMENT TO ANZ BANK MERCHANT FEE - JULY 2026
DD42738.2	1/07/2026	RICOH AUSTRALIA PTY LTD	-\$ 313.50	RICOH - MONTHLY LEASE PAYMENT FOR ADMIN COPIER - JULY 2026
DD42738.3	1/07/2026	HPE FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-\$ 512.11	HPE FINANCIAL SERVICES - MONTHLY LEASE PAYMENT FOR IT LAPTOPS - JULY 2026
DD42739.1	3/07/2026	TOYOTA FLEET MANAGEMENT	-\$ 395.25	TOYOTA FLEET - MONTHLY LEASE PAYMENT FOR P339 - JULY 2026
DD42740.1	6/07/2026	ANZ BANK LIMITED	-\$ 465.98	PAYMENT TO ANZ TRANS 030726 0000170845_BPP - JULY 2026
DD42741.1	7/07/2026	FLEET CARE PTY LTD	-\$ 4,027.52	FLEET CARE - MONTHLY LEASE PAYMENT FOR P404 - JULY 2026
DD42742.1	14/07/2026	ANZ BANK LIMITED	-\$ 55.00	ANZ BANK - ACCOUNT SERVICING FEE - JULY 2026
DD42759.1	15/07/2026	W.A. TREASURY CORPORATION	-\$ 20,527.35	PAYMENT TO WA TREASURY CORP NET16651-2554
DD42767.1	17/07/2026	IINET LIMITED	-\$ 25.00	IINET - MONTHLY INTERNET CHARGES FOR VISITOR CENTRE FOR THE PERIOD JULY 2026
DD42768.1	31/07/2026	W.A. TREASURY CORPORATION	-\$ 20,286.49	WATC - LOAN 221 QUARTERLY REPAYMENT FOR THE YEAR 26/27
DD42768.2	31/07/2026	ANZ BANK LIMITED	-\$ 1,024.03	ANZ BANK - MONTHLY WORLDLINE 000591840026057 CHARGES - JULY 2026
DD42771.1	16/07/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-\$ 112,065.00	PR392 - 2 EMPLOYEE TERMINATIONS - ATO TAXATION FOR THE PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.2	16/07/2026	ATO - CHILD SUPPORT AGENCY	-\$ 1,662.83	PR391 - CHILD SUPPORT PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.3	16/07/2026	AUSTRALIAN SERVICES UNION	-\$ 27.28	PR391 - UNION FEES PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.4	16/07/2026	MAXXIA PTY LTD	-\$ 2,156.97	PR391 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.5	16/07/2026	BEAM CLEARING HOUSE	-\$ 57,552.71	PR392 - 2 EMPLOYEE TERMINATIONS - SUPERANNUATION FOR THE PERIOD 29.06.2026 - 12.07.2026
DD42771.6	16/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 295,678.46	PR391 - EMPLOYEES SALARY PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42772.1	17/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 20,578.53	PR392 - 2 EMPLOYEE TERMINATIONS - SALARY FOR THE PERIOD 26.09.2026 - 12.07.2026
DD42773.1	30/07/2026	DE LAGE LANDEN PTY LIMITED	-\$ 5,575.11	DE LAGE - MONTHLY IT EQUIPMENT LEASE PAYMENT - JULY 2026
DD42773.2	30/07/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-\$ 97,693.00	PR396 - ATO TAXATION FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.3	30/07/2026	ATO - CHILD SUPPORT AGENCY	-\$ 1,662.83	PR396 - CHILD SUPPORT PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.4	30/07/2026	AUSTRALIAN SERVICES UNION	-\$ 27.50	PR396 - UNION FEES PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.5	30/07/2026	MAXXIA PTY LTD	-\$ 2,156.97	PR396 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.6	30/07/2026	BEAM CLEARING HOUSE	-\$ 54,760.30	PR396 - SUPERANNUATION PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.7	30/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 288,141.86	PR396 - EMPLOYEES SALARY PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42786.1	6/07/2026	ANZ BANK LIMITED	-\$ 13,548.64	ANZ BANK - CREDIT CARD STATEMENT FOR THE PERIOD 25.05.2026 - 22.06.2026
DD42792.1	23/07/2026	W.A. TREASURY CORPORATION	-\$ 8,747.76	PAYMENT TO WA TREASURY CORP AC298467-2825 - JUNE 2026 Loan 216 - 222
			-\$ 1,010,222.50	

Completed By: Riley Amal
Signature: 
Position: Finance Officer
Date: 12.08.2026

Checked By: Sachin Kumar
Signature: 
Position: Accountant
Date: 12.08.2026

7.2.6 BLOWHOLES ECO-FRIENDLY CAMPGROUND - 2025/26 OPERATIONAL REVIEW

File No: ADM0306
 Location/Address: Lot 383 Beach Road, Macleod, WA 6701
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Giana Covella, Strategic Communications & Economic Development Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: SCM - 5 May 2025
 Schedules: 1. Blowholes Eco-Friendly Campground Operational Review – 2025/26

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 Blowholes Eco-Friendly Campground Operational Review – 2025/26, providing Council with an assessment of the campground following its first full financial year of operation.

The review considers visitor activity, financial performance, operational delivery, environmental outcomes and community feedback, and assesses progress against the objectives and recommendations of the April 2025 Blowholes Eco-Friendly Campground Business Case. It also identifies key challenges and priorities for the future management of the campground.

Background

The Blowholes Eco-Friendly Campground was established following Council's consideration of the April 2025 Business Case, which provided a framework for transitioning camping at the Blowholes from informal arrangements to a managed campground model.

The 2025/26 financial year represents the first full year of operation under the new model. During this period, the Shire implemented designated campsites, online bookings, local memberships, seasonal Camp Hosts, improved waste management and increased compliance and visitor management arrangements.

The attached Operational Review has been prepared to assess the first year of operation and establish a baseline for future monitoring and decision-making.

Stakeholder and Public Consultation

The Operational Review has been informed by community and visitor feedback received throughout the first year of operation, together with operational experience and observations from Shire staff, Rangers and Camp Hosts.

No formal public consultation has been undertaken specifically in relation to the preparation of this review.

Statutory Environment

Local Government Act 1995

The Shire is responsible for managing local government property and providing facilities and services in accordance with its functions under the Local Government Act 1995 and other applicable legislation. This report is presented for Council information and does not propose any change to the current statutory or operational arrangements applying to the campground.

Relevant Plans and Policy

Blowholes Eco-Friendly Campground Business Case – April 2025

The Business Case established the framework for transitioning the Blowholes from informal camping arrangements to a managed campground model. The attached Operational Review assesses progress against the relevant actions and recommendations identified within the Business Case.

Financial Implications

The Operational Review provides a detailed assessment of revenue and identified expenditure associated with the Blowholes Eco-Friendly Campground and broader management of the Blowholes Reserve during 2025/26.

During the financial year, the campground generated \$268,965.49 in visitor revenue, while the review identified approximately \$677,915.83 in expenditure associated with the campground and broader management of the Blowholes Reserve. Of the identified expenditure, approximately \$43,932 relates to one-off establishment costs associated with implementing the managed campground model.

The remaining expenditure includes a combination of ongoing campground operating costs and broader Shire costs associated with servicing and managing the Blowholes Reserve. Some of these costs existed prior to formalisation of the campground and are not attributable solely to the managed campground model.

Visitor-generated revenue therefore made a significant contribution towards the overall cost of managing and servicing the site but did not fully recover the identified expenditure. The financial assessment should be read as part of the broader operational review rather than as a standalone profit and loss assessment of the managed campground model.

Future annual reviews will continue to monitor revenue and expenditure to provide a clearer understanding of recurring operating costs and cost recovery over time.

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	Ongoing campground operating costs exceed visitor-generated revenue.	B2 - High	Continue annual monitoring of revenue, expenditure and cost recovery and consider pricing through the annual Fees and Charges process.
Health & Safety	N/A	N/A	N/A
Reputation	Community views regarding campground fees, access and management arrangements remain mixed.	B2 - High	Continue monitoring community feedback and review operational and pricing arrangements as further data becomes available.
Service disruption	N/A	N/A	N/A
Compliance	Ongoing campground operations require compliance with relevant land management, environmental, public health and operational requirements.	Low - D2	Continue Ranger oversight, operational monitoring and consideration of DPLH advice before progressing significant infrastructure or layout changes.
Property	Campground facilities and infrastructure require ongoing maintenance and renewal, with future investment also affected by the unresolved long-term location of campsites behind the foredunes.	C2 - Moderate	Continue routine inspection and maintenance of campground assets and consider the long-term campground location and environmental advice before committing to significant permanent infrastructure.
Environment	Ongoing campground operations may impact sensitive coastal areas, particularly campsites located behind the foredunes.	C2 - Moderate	Consider the advice commissioned by DPLH before significant permanent infrastructure or campground layout changes are progressed.
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The first full year of operation has provided the Shire with improved information regarding campground use, operating costs and the practical requirements of managing the Blowholes Reserve.

During 2025/26, the campground recorded 5,581 camping bookings, 191 local memberships, 264 member camping bookings and 464 day-use passes.

The review identifies both benefits and challenges associated with the managed campground model. Formalisation has improved the structure of camping, booking arrangements, waste management, visitor management, compliance and environmental oversight. However, it has not resolved all of the financial, operational and environmental challenges associated with managing the Blowholes Reserve, including ongoing service costs, day-use pass compliance, community concerns regarding fees and access, and the long-term suitability of the campground location.

The first full year therefore provides a baseline for future monitoring rather than a final assessment of the operating model. Administration will continue to refine existing arrangements through annual review of revenue and expenditure, visitor management, environmental advice, community feedback and progress against outstanding Business Case actions. Matters requiring changes to service levels, infrastructure or broader management arrangements will be presented to Council for future consideration as appropriate.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority:

- 1. Receives the Blowholes Eco-Friendly Campground Operational Review – 2025/26, as provided at Schedule One; and***
- 2. Notes that the first full year of operation provides a baseline for ongoing assessment and that Administration will continue to review the financial, operational, environmental and community performance of the Blowholes Eco-Friendly Campground, including progress against outstanding Business Case actions, with matters requiring future Council direction presented to Council as appropriate.***



FOREWORD

The Blowholes Reserve is one of the Shire of Carnarvon's most valued coastal destinations, providing important recreational, tourism and community benefits while requiring careful management of its environmental and cultural values.

The establishment of the Blowholes Eco-Friendly Campground represented a significant change in the management of camping within the reserve. The new model introduced designated campsites, fees and memberships, online bookings, Camp Hosts, improved waste management and increased compliance measures, with the aim of providing a more structured approach to visitor management and environmental protection.

The 2025/26 financial year represents the first full year of operation under this model. This review considers the financial, operational, environmental and community outcomes experienced during that period and assesses progress against the objectives and recommendations contained within the April 2025 Blowholes Eco-Friendly Campground Business Case.

The first year has demonstrated benefits from formalising campground operations, but it has also identified challenges. These include the cost of servicing a remote location, community concerns regarding fees and access, difficulties associated with day-pass compliance, the administrative requirements of the membership system and areas of the original Business Case that remain outstanding or require further consideration.

This review provides an evidence-based assessment of the first year of operation, including what has worked, what has presented challenges and what requires further attention. In doing so, it establishes a clearer basis for future decisions regarding the management, operation and investment of the Blowholes Reserve.



EXECUTIVE SUMMARY

The Blowholes Eco-Friendly Campground completed its first full year of operation during 2025/26 following implementation of the management approach outlined in the April 2025 Blowholes Eco-Friendly Campground Business Case. The Business Case sought to address issues associated with informal camping and increasing visitation through a more structured approach to visitor management, environmental protection, compliance and cost recovery.

During 2025/26, the campground recorded 5,581 camping bookings, 191 local memberships, 264 member bookings and 464 day-use passes, with demand strongest during the winter tourism period and school holidays.

Revenue of \$268,965.49 was generated through overnight camping fees, memberships and day-use passes, compared with approximately \$677,915.83 in identified expenditure. This expenditure comprises a mix of direct campground operating costs and broader Shire costs associated with servicing and managing the Blowholes Reserve, some of which existed prior to formalisation of the campground. Visitor-generated revenue therefore made a significant contribution towards managing the site but did not fully recover the identified expenditure.

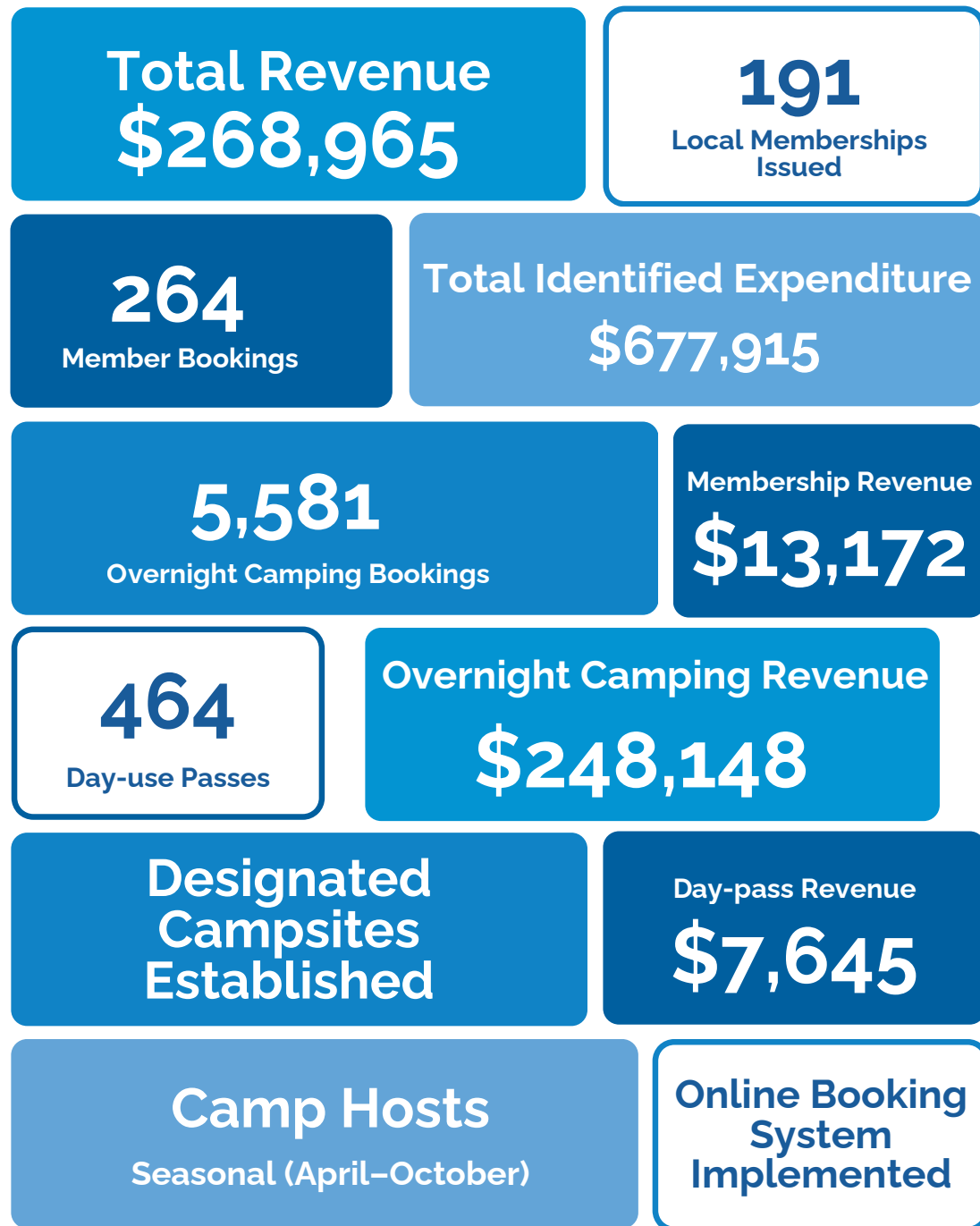
The managed campground model has improved the structure and oversight of camping through designated sites, booking arrangements, waste services, reopened toilet facilities, Camp Hosts and Ranger patrols. Challenges remain, including day-use pass compliance, membership administration and the resources required to manage and service a remote location. Community feedback has also been mixed, with support for improved facilities and management alongside concerns regarding fees, affordability, day-use charges and membership arrangements.

Environmental outcomes include reduced litter, reduced illegal camping and greater use of designated campsites; however, the long-term suitability of the campground location remains unresolved. The Department of Planning, Lands and Heritage (DPLH) engaged Elements Advisory to assess the site, identifying an alternative campground location away from the foredunes for future consideration.

Not all actions identified in the April 2025 Business Case have been completed, with some remaining in progress or not yet actioned. Implementation of an action also does not necessarily demonstrate that it is operating efficiently or remains appropriate over the longer term.

Overall, the first year demonstrates that the managed campground model is working in several areas but has not resolved all of the financial, operational and environmental challenges associated with managing the Blowholes Reserve. The 2025/26 financial year provides a baseline for future assessment, with ongoing monitoring, cost control, refinement of the operating model and future Council consideration required.

2025/26 At a Glance



1. PURPOSE OF THIS REVIEW

This report provides an operational review of the Blowholes Eco-Friendly Campground for the period 1 July 2025 to 30 June 2026 and assesses progress against the objectives and recommendations contained within the April 2025 Blowholes Eco-Friendly Campground Business Case.

The review has been prepared to provide the Council and Chief Executive Officer with a consolidated assessment of the campground following its first full year of operation. It considers visitor activity, financial performance, operational delivery, environmental outcomes, community feedback and implementation of the Business Case.

The review considers four principal questions:

1. How has the campground performed during its first full year of operation?
2. What expenditure has been identified in servicing and managing the campground and Blowholes Reserve, and what contribution has visitor-generated revenue made towards those costs?
3. Which objectives and recommendations of the April 2025 Business Case have been implemented, remain in progress or have not yet been actioned?
4. What operational, financial, community and environmental matters require consideration as the campground moves beyond its establishment phase?

The assessment draws on campground booking and membership data, Shire financial information, operational experience, Ranger and Camp Host observations, community and visitor feedback and environmental advice received during the reporting period.

1.1 Financial Scope

Determining the complete cost of operating the Blowholes Eco-Friendly Campground is complex, as expenditure is distributed across a number of Shire functions.

The financial assessment includes identified costs relating to labour, plant and fleet, contractors, IT and communications, materials, signage and establishment activities, insurance and water supply. It also recognises the staff resources required for administration, management and marketing of the campground.

Where costs cannot be directly extracted from the Shire's financial system, reasonable estimates have been used to provide a more complete representation of the resources required to operate the campground. The basis of these estimates is identified within the financial section of this report.

Some broader corporate and shared organisational costs may remain outside the assessment where they cannot be reliably attributed to the campground. The financial figures should therefore be considered within the stated scope of this review.

2. BACKGROUND

The Blowholes Reserve is a significant coastal recreation and tourism destination within the Shire of Carnarvon. The area attracts local residents and visitors for camping, fishing, boating, beach activities and access to the Blowholes and surrounding coastline.

Historically, camping occurred with limited formal management. While this provided a relatively unrestricted camping experience, increasing visitation created a range of operational and environmental issues, including informal campsite establishment, illegal camping, litter, inappropriate waste disposal, impacts on vegetation and increasing demand on public facilities.

The remote location of the reserve also presents particular service-delivery challenges. Ranger patrols, waste collection, water supply, infrastructure maintenance and other services require significant travel and resources compared with facilities located within the Carnarvon townsite. The establishment of the Eco-Friendly Campground sought to provide a more structured approach to managing these pressures while maintaining public access to the reserve.

The 2025/26 financial year represents both the first full year of operation and an establishment period for the managed campground. Some expenditure incurred during the year relates specifically to establishment, while other costs, including water, insurance, staffing, waste management and Ranger operations, represent ongoing or recurring service requirements.

The first year has also provided information that was not available before implementation, including reliable booking and membership data, practical experience operating the campground and a clearer understanding of the resources required to service a remote coastal location. The 2025/26 year should therefore be considered a baseline for future assessment rather than a final determination of the long-term performance of the campground model.

2.1 April 2025 Business Case

The April 2025 Blowholes Eco-Friendly Campground Business Case provided the framework for transitioning from informal camping to a managed campground model.

The Business Case proposed measures including formalised and numbered campsites, improved waste arrangements, defined pedestrian access, signage and visitor information, chemical toilet requirements, Ranger oversight, Camp Hosts, a booking system, memberships and camping fees.

It also identified environmental and infrastructure actions extending beyond the initial establishment of the campground. Not all of these actions have been completed, and several remain in progress or have not yet been actioned.

A detailed assessment of implementation against the Business Case is provided later in this review, including the status of outstanding actions and the reasons they remain incomplete where known.

2.2 Cost Recovery and Public Access

The introduction of fees was one of the most significant changes associated with formalising camping at the Blowholes and generated concern among some community members, particularly as the area had historically been accessed without a formal fee structure.

The campground operates on a cost-recovery rather than commercial basis, with visitor fees contributing towards facilities, maintenance, environmental protection and reserve management. A similar approach is used across many protected natural areas, where visitor-generated revenue contributes to service delivery while public funding supports costs that are not fully recovered through fees.

The first-year financial assessment demonstrates that campground revenue does not fully recover the identified costs associated with operating the campground and servicing the broader Blowholes Reserve. This provides important context when considering future fees, service levels, infrastructure and affordability.

2.3 Implementation of the Managed Campground Model

The transition to a managed campground introduced a more structured approach to camping at the Blowholes, including designated campsites, online bookings, memberships, seasonal Camp Hosts, improved visitor facilities, waste management arrangements and clearer conditions of use. These changes were intended to improve oversight of campground activity while addressing operational and environmental issues associated with informal camping.

Implementation required considerable administrative and operational effort during the establishment phase and also changed community expectations. In particular, the introduction of fees, booking requirements and membership arrangements generated concerns regarding affordability, access and the way charges apply to different types of visitors. These issues are considered in greater detail later in this review alongside progress against the April 2025 Business Case.

Management Commentary

The first year demonstrates both the benefits and costs of moving from informal camping to a managed campground. Formalisation has provided greater oversight of camping activity and addressed a number of operational and environmental issues; however, it has also confirmed that the service requires substantial Shire resources. Future assessment should therefore consider whether the balance between service level, visitor charges, Shire expenditure, community access and environmental outcomes remains appropriate over time.

3. VISITOR ACTIVITY

The introduction of the online booking system has provided the Shire with reliable information about campground use that was not available under the previous informal camping arrangements. This provides a baseline for understanding demand, seasonal patterns and local use of the campground.

During 2025/26, 5,581 camping bookings were recorded. Demand was strongest during the winter tourism season, particularly during school holiday periods.

The local membership program recorded 191 memberships, with 264 camping bookings made by members during the financial year. A further 464 day passes were recorded.

Visitor Activity	2025/26 Result
Overnight Camping Bookings	5,581
Local Memberships	191
Member Camping Bookings	264
Day-use Passes	464

The data demonstrates substantial use of the campground, particularly for overnight camping. It also provides Administration with a stronger basis for planning Ranger activity, Camp Host coverage, waste servicing and infrastructure maintenance around periods of higher demand.

The figures should not, however, be interpreted as representing the total number of individual visitors to the Blowholes Reserve. A camping booking may include more than one person, while visitors may also access the broader reserve without being captured through campground booking data.

4. FINANCIAL PERFORMANCE

4.1 Financial Overview

The Blowholes Eco-Friendly Campground was established on a cost-recovery basis, with revenue from camping, memberships and day-use passes intended to contribute towards the cost of managing the reserve.

During 2025/26, the campground generated \$268,965.49 in revenue, compared with approximately \$677,915.83 in identified expenditure, resulting in a difference of approximately \$408,950. Based on the costs currently identified, campground-generated revenue was equivalent to approximately 40% of identified expenditure, with the balance not offset by visitor-generated revenue.

The campground was not established on the basis that visitor-generated revenue would make the reserve financially self-sufficient. The first-year result does, however, demonstrate that the cost of delivering the service is substantially greater than the revenue generated and establishes an important baseline for future financial monitoring.

Financial Measure	Amount
Total Revenue	\$268,965.49
Total Identified Expenditure	\$677,915.83
Difference	-\$408,950.34

It is important to note that the identified expenditure does not represent entirely new expenditure created by the introduction of the managed campground model. The total includes a combination of direct campground operating costs and broader Shire costs associated with servicing and managing the Blowholes Reserve, including water supply, waste services, Ranger operations, contract services and other reserve management activities. Some of these costs existed prior to formalisation of the campground and would continue, to varying degrees, irrespective of the current management model.

The financial assessment should therefore be considered as an indication of the overall cost of servicing and managing the site against the revenue generated through the managed campground, rather than as a standalone profit and loss assessment of the campground model.

4.2 Revenue

Revenue was generated through overnight camping fees, local memberships and day-use passes.

Revenue Source	Amount
Membership Fees	\$13,172.10
Day-use Passes	\$7,645.22
Overnight Camping	\$248,148.17
Total Revenue	\$268,965.49

Overnight camping accounted for 92.3% of total revenue, making it the campground's primary source of income. Memberships contributed 4.9%, while day-use passes contributed 2.8%. The relatively small contribution from day-use passes should be considered alongside the administrative and compliance resources required to collect and enforce the fee.

4.3 Expenditure

Operating the Blowholes Eco-Friendly Campground requires resources across a number of Shire functions, as well as external contractors and services.

Expenditure Category	2025/26	Description
Labour	\$52,442.28	Camp Hosts, Rangers and Infrastructure staff directly involved in campground operations
Plant & Fleet	\$21,502.97	Vehicles, plant and equipment used to support servicing and operations
Contractors – Cleaning & Waste	\$69,518.97	Contract cleaning, waste collection and associated servicing
IT & Communications	\$2,087.88	Starlink, Camp Host phone and communications
Materials & Consumables	\$15,212.18	Materials and consumables required for campground operations and maintenance

Expenditure Category	2025/26	Description
Initial Signage	\$32,311.88	Establishment signage installed as part of implementing the managed campground
Other Establishment Costs	\$11,619.71	Defibrillator, trailer, staff accommodation and other establishment-related items
Insurance	\$73,219.96	Insurance costs associated with the campground/reserve
Water	\$300,000.00	Estimated cost of supplying water to tanks servicing the toilet facilities
Additional Staff Resources	\$100,000.00	Estimated administration, management and marketing staff time
Total Identified Expenditure	\$677,915.83	

Of the total identified expenditure, approximately \$43,932 relates to one-off establishment costs associated with implementing the managed campground model, including initial signage and other establishment expenditure. These costs are not expected to recur at the same level in future years.

The remaining expenditure includes a combination of ongoing campground operating costs and broader costs associated with servicing and managing the Blowholes Reserve. Some of these costs, including aspects of Ranger services, water, waste management and broader reserve management, existed prior to formalisation of the campground and should not be interpreted as costs created solely by the managed campground model.

Water costs have been estimated based on the capacity of the water tanks servicing the Blowholes facilities and the frequency of water truck deliveries. Additional staff costs have been estimated based on staff time associated with administration, management and marketing. All other expenditure in the table is based on recorded 2025/26 costs.

The expenditure profile highlights the effect of the campground's remote location. Water alone represents a substantial component of the identified cost, while cleaning and waste services, staffing, insurance and travel-related operational requirements add further costs.

Some expenditure incurred during 2025/26 was associated with establishment and will not necessarily recur at the same level each year. Initial signage and other establishment costs totalled approximately \$43,932. Conversely, water, staffing, insurance, cleaning, waste management, Ranger operations and general maintenance represent ongoing service requirements.

Future annual reporting will provide a clearer understanding of the recurring cost of the campground once establishment expenditure is separated from normal operations.

4.4 Cost Recovery

Campground-generated revenue was equivalent to approximately 40% of the total expenditure identified in this review. This comparison provides an indication of the contribution visitor-generated revenue makes towards managing and servicing the Blowholes; however, it should not be interpreted as a standalone profit and loss assessment of the managed campground model.

The expenditure includes approximately \$43,932 in one-off establishment costs, together with ongoing campground operating costs and broader Shire costs associated with management of the Blowholes Reserve. Some of these broader costs would have been incurred, to varying degrees, irrespective of the introduction of the managed campground model.

Future annual reporting will provide a clearer understanding of recurring operating costs once the establishment year is separated from subsequent years of operation and will assist Council in assessing the appropriate balance between visitor-generated revenue, Shire expenditure, service levels and community access.

Management Commentary

The 2025/26 financial year establishes the first comprehensive financial baseline for the managed campground. Future monitoring will provide a clearer understanding of recurring operating costs and allow Council to assess whether the balance between visitor-generated revenue, Shire expenditure and service levels remains appropriate.

5. OPERATIONAL PERFORMANCE

5.1 Online Booking System

The online booking system is the primary mechanism for managing overnight camping at the Blowholes, allowing visitors to reserve designated sites while providing Rangers, Camp Hosts and Administration with reliable booking information.

Implementation required considerable administrative work, particularly to integrate local memberships so eligible residents could book without paying the standard overnight camping fee while ensuring the benefit remained restricted to eligible members. Despite these establishment challenges, the system has provided the Shire with reliable information about campground use and improved oversight of designated sites.

5.2 Membership Program

During 2025/26, 191 local memberships were issued and 264 member camping bookings were recorded.

Establishing the program required processes to verify local eligibility and ensure members could receive the applicable booking benefit without extending it to non-members. Memberships currently operate on a financial-year basis using annual colour-coded vehicle stickers, allowing Rangers and Camp Hosts to verify membership status relatively quickly in the field.

Community feedback suggested that memberships operate for 12 months from the date of purchase. While this may provide greater value to residents joining later in the year, individual expiry dates would increase administration and make field verification more complex. The financial-year model will therefore remain in place, supported by a new online membership renewal request form to make the application process more convenient for residents.

5.3 Day-Pass System

The day-use pass system has presented both community and operational challenges. Visitors can purchase passes for one day, a week, 14 or 21 days, providing options for short and extended day use of the reserve.

During 2025/26, 464 day-use passes were purchased, generating \$7,645.22, or approximately 2.8% of total campground revenue. Community concerns have been raised regarding paying to access the beach and reserve for day use, while compliance is difficult to monitor consistently due to the size and remote location of the reserve and limited Ranger availability.

Camp Hosts cannot currently process electronic payments on site. Following the Shire's transition to Commonwealth Bank, portable EFTPOS facilities will be investigated, together with other options such as self-service electronic payment facilities used at parks and remote recreation areas.

Given the relatively small financial contribution, the day-use pass system should continue to be assessed against the administrative and compliance resources required, visitor convenience and community expectations.

5.4 Ranger Operations and Compliance

Ranger Services support the day-to-day management of the campground and wider Blowholes Reserve through patrols, booking and membership verification, monitoring campground conditions, illegal camping, chemical toilet requirements, litter and waste issues, visitor assistance and liaison with Camp Hosts and other Shire staff.

During 2025/26, Rangers recorded at least 1,061 hours of work associated with the Blowholes Reserve, demonstrating the level of staff resources required to support campground operations, compliance and visitor management.

The remote location requires considerable travel time for each patrol, while Ranger resources must also be balanced against compliance responsibilities elsewhere across the Shire. Continuous monitoring is therefore not possible, with compliance relying on a combination of Ranger patrols, Camp Host observations, visitor cooperation and clear information.

5.5 Camp Host Program

Camp Hosts are present during the peak visitor season, generally between April and October, providing an on-site point of contact for visitors. Their role includes confirming campsite bookings, checking chemical toilet requirements where applicable, cleaning day-use toilets, monitoring campground presentation, answering visitor questions and reporting illegal camping, anti-social behaviour and maintenance issues.

The program reduces reliance on Rangers being physically present at all times and provides visitors with access to information and assistance. However, occasional gaps between departing and incoming Camp Hosts have resulted in periods without an on-site host, and the program remains dependent on seasonal recruitment and coordination between Camp Hosts and Shire staff.

Operational experience indicates that the on-site presence assists with communication and early identification of issues. Future scheduling should seek to minimise gaps in coverage during the peak season.

6. COMMUNITY FEEDBACK

Community and visitor feedback during the first year has reflected both support for aspects of the managed campground and concerns about elements of the new model.

Positive feedback has focused on the reopening and servicing of toilet facilities, improved waste management and campground presentation, clearer campsite organisation and signage, and the availability of Camp Hosts to provide information and assistance.

Concerns have primarily related to the introduction of fees at a location historically accessed with fewer formal restrictions. The day-use pass has attracted criticism from visitors who question paying to access the beach and reserve, while concerns have also been raised about campsite pricing for solo and senior travellers and the financial-year membership period.

Feedback regarding affordability for senior travellers contributed to the introduction of discounted senior camping rates in the 2026/27 Fees and Charges. The financial-year membership model has been retained due to the administrative and compliance advantages of annual renewals and colour-coded identification.

Community views are therefore not uniform. Visitors may value improved facilities and management while disagreeing with particular fees or conditions. Ongoing feedback will continue to inform future reviews of campground operations, pricing and service delivery.

7. ENVIRONMENTAL OUTCOMES

Environmental protection was a key objective of formalising camping at the Blowholes. During the first year of operation, improved management arrangements have contributed to reduced litter, reduced illegal camping, better management of sanitation and waste, and greater use of designated campsites. Visitor education has also been supported through clearer signage and the presence of Camp Hosts and Rangers.

Formalisation has provided greater control over where camping occurs and how visitors use the reserve; however, it has not resolved all environmental considerations. In particular, campsites remain located behind the foredunes, with advice commissioned by the Department of Planning, Lands and Heritage (DPLH) identifying an alternative campground location away from the foredunes for future consideration.

The long-term location of the campground therefore remains an important environmental and operational consideration. Any future decision regarding relocation will need to consider environmental protection alongside visitor access, existing infrastructure, operational requirements and financial implications.

Overall, the first year demonstrates progress towards the environmental objectives of the April 2025 Business Case, while recognising that environmental management at the Blowholes remains ongoing and that further decisions regarding the campground location may be required.

8. BUSINESS CASE PROGRESS

8.1 Overview

The April 2025 Blowholes Eco-Friendly Campground Business Case identified actions to transition camping at the Blowholes from an informal arrangement to a managed campground model.

Following the first full year of operation, most core establishment measures have been implemented, while several actions remain outstanding or require further consideration. The table below provides the current status of the relevant Business Case actions.

Business Case Action	2025/26 Position	Status
Establish and number designated campsites	Campsites have been established and numbered, providing clearer site allocation and supporting the online booking system.	Implemented
Establish waste facilities	A dedicated waste area has been established with skip bins, together with a dump point for caravans.	Implemented
Establish defined pedestrian pathways	Clear pathways have been established to direct pedestrian movement and reduce unnecessary access through the surrounding coastal environment.	Implemented
Address camping behind the foredunes	Campsites remain located behind the foredunes. The Department of Planning, Lands and Heritage (DPLH) engaged Elements Advisory to undertake an assessment of the site, which identified an alternative campground location away from the foredunes for future consideration.	Not yet achieved / under review
Restrict driving on the beach	Vehicle access to the beach is restricted, with driving permitted within the designated boat-launch area.	Implemented
Undertake heritage survey	This has not yet been actioned.	Not yet actioned
Provide clear visitor information and conditions	Signage has been installed throughout the campground, with campground requirements also communicated through the Terms and Conditions and Shire website.	Implemented
Establish campground booking arrangements	An online booking system has been established and is now used to manage campsite reservations.	Implemented
Provide toilet facilities	Existing toilet blocks have been reopened and are regularly serviced.	Implemented

Business Case Action	2025/26 Position	Status
Provide caravan dump points	Dump points have been reinstated and are available to campground users.	Implemented
Provide waste collection	Waste collection and servicing arrangements are in place.	Implemented
Install solar lighting	This has not yet been actioned.	Not yet actioned
Provide facilities for Camp Hosts	Facilities are provided to support Camp Hosts during the operating season.	Implemented
Introduce campground fees	Fees have been implemented with consideration given to pricing at comparable camping facilities.	Implemented
Introduce seasonal Camp Hosts	Camp Hosts operate during the peak season, generally between April and October.	Implemented
Undertake regular Ranger patrols	Rangers regularly patrol the campground and broader reserve as part of operational and compliance activities.	Implemented

8.2 Overall Implementation Position

The first year demonstrates that the core operational components of the managed campground are largely in place, including designated campsites, bookings, visitor information, waste services, Camp Hosts and Ranger patrols.

Several Business Case actions remain outstanding. Campsites continue to be located behind the foredunes, with advice commissioned by the Department of Planning, Lands and Heritage (DPLH) identifying an alternative campground location for future consideration. The heritage survey and solar lighting identified within the Business Case have also not yet been actioned.

The status of an action as implemented does not necessarily mean its intended outcome has been fully achieved. The first year has provided practical information about how individual measures operate, their resource requirements and whether further adjustment may be required.

The implementation assessment should therefore be considered alongside the operational and financial findings of this review. Completing an action identified in the Business Case does not, on its own, establish whether that action is operating efficiently or remains appropriate over the longer term.

Management Commentary

The majority of establishment actions identified in the Business Case have been implemented. However, implementation and effectiveness are separate considerations. Future assessment should focus on whether the systems established provide appropriate environmental, operational and financial outcomes.

9. KEY CHALLENGES AND LESSONS

The first year of operation identified a number of financial, operational and community challenges associated with managing a remote coastal campground. While formalising camping has improved the Shire's ability to manage activity at the Blowholes, it has also introduced new administrative, compliance and servicing requirements.

The first year has also provided several important lessons for future management. Reliable booking and membership data now provide a stronger basis for decision-making, while the financial assessment has demonstrated the importance of considering the full cost of service delivery. Operational experience has also highlighted the value of simple systems that can be efficiently administered and verified in a remote environment, and the need to ensure that compliance effort remains proportionate to the revenue or management outcome being achieved.

Importantly, establishment of the campground should not be considered the completion of the management process. The operating model will require ongoing review as further information becomes available regarding costs, visitor behaviour, community feedback and environmental impacts. In particular, the cost of remote service delivery, day-use pass compliance and the long-term environmental suitability of the campground location remain matters requiring ongoing assessment.

Challenge	First-Year Experience	Current Position
Cost of service delivery	Identified expenditure associated with servicing and managing the campground and Blowholes Reserve was substantially greater than campground-generated revenue	Ongoing financial monitoring is required to better understand recurring costs beyond the establishment year.
Community response to fees	Concerns were raised regarding the introduction of camping and day-use fees at a location historically accessed with fewer formal restrictions.	Community feedback will continue to inform future reviews of fees and service levels.
Day-use pass compliance	Day visitors are difficult to identify and monitor consistently, while day-use passes generated a relatively small proportion of total revenue.	Payment and compliance arrangements require further review.
Membership administration	Establishing eligibility, booking benefits and verification processes required greater administrative effort than initially anticipated.	The financial-year model has been retained and an online renewal request form introduced.
Camp Host coverage	Camp Hosts provide seasonal on-site support, but occasional gaps occur between outgoing and incoming hosts.	Recruitment and scheduling should seek to minimise gaps during the peak season.
Ranger capacity	Travel time and competing Shire-wide responsibilities limit the ability to continuously monitor the campground.	Compliance continues to rely on Ranger patrols supported by Camp Hosts, visitor cooperation and clear information.
Water supply	Transporting water to service the campground and toilet facilities represents a significant ongoing operational cost.	Water requirements remain a major component of service delivery.
Campground location	Campsites remain behind the foredunes, with subsequent environmental advice identifying an alternative location for consideration.	The long-term campground location remains unresolved and requires further consideration.
Visitor pricing	Concerns were raised regarding affordability, particularly for solo and senior travellers paying the same campsite rate as larger groups.	Senior camping rates have been introduced for 2026/27, while broader pricing will continue to be monitored.

10. FUTURE MANAGEMENT PRIORITIES

The Blowholes Eco-Friendly Campground has moved beyond its initial establishment phase; however, the operating model should not yet be considered settled. Future management should focus on refining existing arrangements, monitoring financial and operational performance, addressing outstanding Business Case actions and considering environmental advice before significant new infrastructure or operational changes are introduced.

10.1 Financial Monitoring

Future annual reviews should continue to monitor campground revenue and expenditure, with clearer separation between establishment costs and recurring operational costs. This will provide a stronger basis for assessing cost recovery over time, while campground pricing should continue to be considered through the Shire's annual Fees and Charges process alongside affordability, community access and service delivery requirements.

10.2 Day-Use Pass Arrangements

The day-use pass should be retained at this stage, with its operation and effectiveness reviewed again following a further year of data. While day-use revenue represents a relatively small proportion of total campground income, visitor fees provide a contribution towards the cost of managing and maintaining the reserve.

The priority should be to improve the efficiency and convenience of payment rather than increase compliance resources. Following the Shire's banking transition, options should be investigated for on-site electronic payment, including portable EFTPOS and self-service payment facilities similar to those used at remote parks and recreation areas. Such options may reduce administrative requirements while making it easier for visitors to comply.

Future reviews should consider revenue, administration and compliance requirements, visitor uptake and community feedback to determine whether the day-use pass continues to provide an appropriate contribution towards reserve management.

10.3 Membership Arrangements

The existing financial-year membership period should be retained at this stage, supported by the recently introduced online membership renewal request form. The current \$110 annual local membership provides eligible Shire residents with membership benefits for the financial year, including access to the applicable member camping arrangements throughout that period.

The membership fee represents a contribution towards the cost of managing and servicing the Blowholes rather than full recovery of those costs. With approximately 6,701 Shire residents, the appropriate balance between recognising the contribution already made by local ratepayers and requiring users of the campground to make an additional contribution should remain under review.

As further operational and financial data becomes available, Administration can consider whether the current membership fee and benefits remain appropriate, including whether a nominal fee, an alternative fee structure or other membership arrangements provide the best balance between local access, administration and cost recovery.

10.4 Visitor Infrastructure

Future infrastructure improvements may include additional toilet facilities, designated fire pits, beach shelters, boardwalks and pedestrian pathways, and solar path lighting where appropriate.

Investment should be staged and assessed against demonstrated visitor need, environmental impact, capital and ongoing maintenance costs, and the long-term location of the campground. Significant permanent infrastructure within the existing campground should therefore be considered alongside the DPLH advice regarding the long-term location of campsites behind the foredunes.

10.5 Environmental Management

Future environmental management should consider the DPLH advice before significant permanent infrastructure or changes to the campground layout are progressed. Ongoing priorities should include monitoring environmental impacts, maintaining designated pedestrian access, protecting sensitive coastal areas and continuing visitor education.

10.6 Camp Hosts and Ranger Coverage

The Camp Host Program should continue during the peak season, with future scheduling seeking to minimise gaps between hosts where practical. Rangers should retain responsibility for formal compliance and broader reserve management, supported by Camp Hosts providing routine visitor assistance and reporting issues requiring Ranger attention.

APPENDICES

Appendix A – Financial Summary

Revenue	2025/26
Memberships	\$13,172.10
Day Passes	\$7,645.22
Overnight Camping	\$248,148.17
Total Revenue	\$268,965.49

Expenditure	2025/26
Labour	\$52,442.28
Plant & Fleet	\$21,502.97
Contractors – Cleaning & Waste	\$69,518.97
IT & Communications	\$2,087.88
Materials & Consumables	\$15,212.18
Initial Signage	\$32,311.88
Other Establishment Costs	\$11,619.71
Insurance	\$73,219.96
Water	\$300,000.00
Additional Staff Resources	\$100,000.00
Total Identified Expenditure	\$677,915.83

Water expenditure is estimated based on water tank capacity and the frequency of water truck servicing. Additional staff resources are estimated based on administrative, management and marketing time associated with the campground.

Appendix B – Visitor Activity

Measure	2025/26
Camping bookings	5,581
Local memberships	191
Member camping bookings	264
Day-use passes purchased	464

Peak visitation: Winter months, particularly school holiday periods.

Appendix C – Future Infrastructure

Potential future infrastructure identified through operational experience and visitor feedback includes:

- Additional toilet facilities;
- Designated fire pits;
- Beach shelters and shade structures;
- Boardwalks and improved pedestrian pathways; and
- Solar path lighting where environmentally appropriate.

Future infrastructure investment should be considered alongside environmental advice regarding the long-term location of the campground to minimise investment in infrastructure that may subsequently require relocation.

7.2.7 2026/2027 CHRISTMAS/NEW YEAR CLOSURE ARRANGEMENTS

File No:	ADM124
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Jasper Benthien, Executive Services Coordinator
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM – 26 August 2025
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 approval for the closure of Shire operations over the Christmas and New Year period for 2026/2027.

The proposed closure extends beyond the closure period provided for under Council Policy EME029 Annual Closure During Festive Season. The closure would require affected staff to utilise annual leave, time in lieu, additional public holiday entitlements or other approved leave arrangements to cover the non-public holiday portion of the closure period, contributing to the effective management of staff leave liabilities.

The proposed arrangement supports operational efficiency, assists with the management of staff leave liabilities and provides employees with the opportunity to travel and spend time with family during the festive season, while maintaining arrangements for essential services, emergency contact and critical operational requirements.

Background

This request is presented to Council as Council Policy EME029 Annual Closure During Festive Season states:

“That the Administration Office, Works Depot, Library and Visitor Centre operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior employees and key personnel and the closures being widely advertised prior.”

The proposed closure period does not strictly conform with Policy EME029, as it proposes closure of non-essential services from close of business Friday 18 December 2026, being earlier than Christmas Eve. Accordingly, Council approval is sought.

For the 2026/2027 festive period, Christmas Day falls on Friday 25 December 2026. Boxing Day falls on Saturday 26 December 2026, with Monday 28 December 2026 also observed as a public holiday. New Year's Day falls on Friday 1 January 2027.

The proposed closure follows previous closure practices for the 2024/25 and 2025/26 seasons and allows staff who need to travel significant distances, to plan and prepare for the festive period, while ensuring essential services, emergency contact arrangements and key operational functions continue as required.

Stakeholder and Public Consultation

External

Advertising of the proposed closure will be placed on the Shire's website, notice boards, social media channels and local communication channels to ensure the community is informed of the closure period.

Internal

Internal consultation will be undertaken with relevant departments and service areas to confirm the operational requirements, on-call arrangements and any essential service coverage required during the closure period. The internal consultation will be undertaken with, but not limited to:

- Chief Executive Officer;
- Executive Management Team; and
- Senior Management Team.

Statutory Environment

Local Government Act

Section 5.2 - (Administration of local governments) outlines that the council is to ensure that there is an appropriate structure for administering the local government.

Relevant Plans and Policy

Shire of Carnarvon

Policy EME029 Annual Closure During Festive Season.

Financial Implications

This proposal is accommodated within the current 2026/2027 financial budget through the salaries and wages allocation for the proposed closure period.

There are no additional financial implications anticipated as a result of this report.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	There is a risk of community dissatisfaction if the closure is not clearly communicated or if community members are unaware of alternative contact arrangements.	Low – C-1	Closure dates will be advertised through the Shire's website, notice boards, social media channels and local communications. On-call and out-of-hours contact arrangements will remain available for urgent matters.
Service disruption	Temporary closure of non-essential facilities may result in reduced access to some Shire services during the festive period.	Low – C-1	Essential services will continue as required. Out-of-hours arrangements will remain in place, with Executive Team and key personnel available to support emergency or critical matters.
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 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

1. **Historical Success:** During the 2024/2025 and 2025/2026 closure periods, no significant complaints or issues were reported, indicating minimal adverse impact on the community.
2. **Seasonal Trends:** The period between Christmas and New Year is historically a quieter time for some Shire administration and non-essential services, with many residents and staff travelling during the holiday period.
3. **Operational Efficiency:** An extended festive season closure ensures improved staff availability in other parts of the year when operational demand is higher.
4. **Enhanced Staff Wellbeing:** The proposed closure supports staff wellbeing by providing an opportunity for family and personal time during the festive season.

The following table sets out the proposed festive season closure arrangements for Shire departments and facilities:

Department / Facility	Closure and Reopening Arrangements	Services Available During the Closure Period
Shire Administration	Closed: Monday, 21 December 2026 to Friday, 1 January 2027 inclusive. Reopens: Monday, 4 January 2027.	Administration services will be unavailable during the closure. Urgent or critical matters may be reported through the Shire's advertised out-of-hours contact arrangements. A member of the Executive Management Team and relevant key personnel will remain available for emergency escalation.
Visitor Centre	Closed: Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. Reopens: Monday, 4 January 2027.	In-person visitor services will be unavailable during the closure. Online visitor information will remain available through the Shire's website and other published tourism channels.
Library	Closed: Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. Reopens: Monday, 4 January 2027.	In-person library services will be unavailable during the closure. Available online library services will remain accessible, subject to existing membership and service arrangements.
Works Depot	Closed: Friday, 25 December 2026, Monday, 28 December 2026 Friday, 1 January 2027. Operational on other ordinary working days during the festive period.	Staffing and service levels will be determined according to approved leave and operational requirements and public notices will be published detailing level of operations over this period. Emergency and critical on-call arrangements will remain available during the public holiday closures.
Waste Site	Closed: Friday, 25 December 2026 Sunday, 27 December 2026 Monday, 28 December 2026 Friday, 1 January 2027 and; Saturday, 2 January 2027. Open on other scheduled operating days.	Waste disposal services will be available during the site's normal operating hours on days not listed as closed. Closure dates and alternative waste arrangements, where applicable, will be advertised in advance.
Carnarvon Airport	No festive season closure. Normal services continue.	Normal airport operations and essential aviation services will continue. Relevant on-call, emergency and operational arrangements will remain in place.

Note: On-call arrangements will be managed through the Shire's out-of-hours service, with a member of the Executive Team available at all times during the closure period.

Staff Impact

The proposed closure will commence from close of business Friday 18 December 2026, with affected services reopening on Monday 4 January 2027.

For standard Monday to Friday staff, the closure period includes 10 weekdays, of which three are weekday public holidays:

- Friday 25 December 2026;
- Monday 28 December 2026; and
- Friday 1 January 2027.

Staff will be required to utilise annual leave, time in lieu, additional public holiday entitlements or other approved leave arrangements for the remaining non-public holiday working days, in accordance with applicable employment arrangements and internal processes.

Communication Plan

- Notifications about the closure will be published on the Shire's website, notice boards, social media channels and local communications.
- Clear signage will be placed at affected facilities in advance of the closure period.
- Public messaging will include closure dates, reopening dates and out-of-hours contact details for urgent or critical matters.

Council's approval of this recommendation will facilitate planning for the holiday period while ensuring that community expectations are managed effectively.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority:

1. Approves the observance of the Christmas/New Year closure for Shire administration and operational staff as follows:

Department / Facility	Closure and Reopening Arrangements
Shire Administration	Closed: Monday, 21 December 2026 to Friday, 1 January 2027 inclusive. Reopens: Monday, 4 January 2027.
Visitor Centre	Closed: Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. Reopens: Monday, 4 January 2027.
Library	Closed: Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. Reopens: Monday, 4 January 2027.
Works Depot	Closed: Friday, 25 December 2026 Monday, 28 December 2026 Friday, 1 January 2027. Operational on other ordinary working days during the festive period.

Waste Site	Closed: Friday, 25 December 2026 Sunday, 27 December 2026 Monday, 28 December 2026 Friday, 1 January 2027 and; Saturday, 2 January 2027. Open on other scheduled operating days.
Carnarvon Airport	No festive season closure. Normal services continue.

2. Requests the Chief Executive Officer to ensure the closure dates and out-of-hours contact arrangements are advertised on the Shire's website, notice boards, social media channels and local communications prior to the closure period.

7.3 PLANNING & DEVELOPMENT

Nil

7.4 INFRASTRUCTURE SERVICES

7.4.1 REGIONAL PRECINCTS AND PARTNERSHIP PROGRAM - CHANGE TO FUNDING FOR FASCINE TO HARBOUR WALK PROJECT

File No:	ADM2352
Location/Address:	Harbour Road, South Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon / Department of Transport and Major Infrastructure
Author(s):	Peta Greening, Senior Strategic Projects Manager Sharmayne Halliday, Project Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	SCM 2 September 2025
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 endorsement to reallocate the remaining funding allocation from the Fascine to Harbour Walk project to the Van Dongen Park project under the Regional Precincts and Partnerships Program (RPPP). Subject to Council's endorsement, officers will work with Main Roads Western Australia, as the State delivery agency for the RPPP Funding Agreement, to seek approval for the necessary variation to the approved project scope and associated funding allocation.

Background

At the Special Council Meeting held on 2 September 2025, Council resolved to accept funding under the RPPP, subject to the endorsed funding conditions as below:

COUNCIL RESOLUTION SCM 10/09/25

Moved: Cr Paul Kelly

Seconded: Cr Luke Skender

That Council:

- 1. Allocate \$8,000,000 from the Regional Precincts and Partnerships Program (RPPP) funding package to Stage 2 of the DG Corp Pier Development project, subject to execution of a commercial agreement, which shall include the following conditions to which the funding is subject:**
 - a) Confirmation of DG Corp's bank finance approval prior to the release of any payments;**
 - b) Payments to be made on a reimbursement basis through performance-based milestones;**
 - c) Submission of overall project financials (covering Stage 1, Stage 2 and boat pens) to the satisfaction of the CEO;**
 - d) Delivery of Stage 1, Stage 2 and the boat pens, including 56 dwellings, bar/bistro, boat pens, and associated amenities; and**
 - e) The Shire reserves the right to reconsider the funding allocation for this sub-project should material changes be made to the project scope or delivery timeline.**
- 2. Authorise the Chief Executive Officer to provide a further report to Council following the impending 2025 Caretaker Period should the conditions above be unable be met in the commercial agreement;**
- 3. Allocate \$7,554,633 from the RPPP funding package to the Shire's five sub-projects, with distribution between projects to be determined by Council;**

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Special Council Meeting Minutes

2 September 2025

- 4. Authorise the Chief Executive Officer to negotiate and finalise the commercial agreement with DG Corp for the provision and expenditure of the RPPP funding in relation to the Pier Development project; and**
- 5. Amend the 2025/26 Annual Budget to recognise RPPP-related income and expenditure of \$15,554,633.**

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Marco Ferreira, Cr Luke Skender, Cr Paul Kelly and Cr Dudley Maslen

AGAINST: Nil

ABSENT: Cr AC Cottrell

CARRIED BY SIMPLE MAJORITY 6/0

This decision followed a Council workshop on 29 July 2025 where elected members considered and confirmed the priorities and scope of the six funded project elements:

- Tramway Walk Trail
- Van Dongen Park
- Urban Forest
- Local Connect and Create
- Fascine to Harbour Walk
- The Pier Development

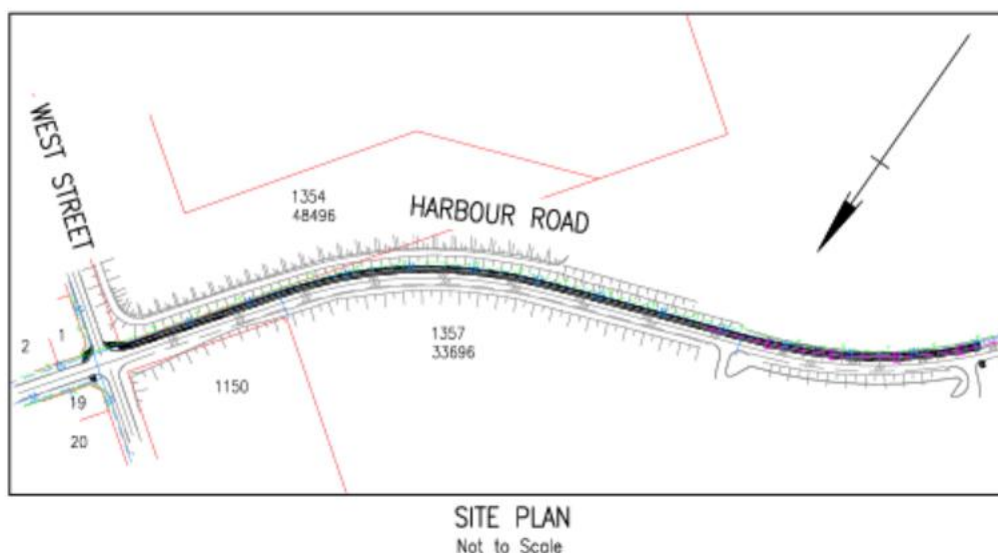
The Shire subsequently secured \$15,554,633 in RPPP funding. Of this amount, \$8,000,000 was allocated to The Pier Development, in accordance with Council's resolution and is administered under a separate

Commercial Agreement between the Shire and DG Corp. The remaining \$7,554,633 is being delivered directly by the Shire across the five remaining project elements, each of which is progressing through various stages of planning, procurement or construction.

The Fascine to Harbour Walk project was developed to provide a continuous shared path linking the existing Fascine foreshore with the Small Boat Harbour, delivering improved pedestrian and cyclist connectivity while enhancing community recreation and the visitor experience. The proposed alignment extends along the southern side of Harbour Road from the West Street intersection to the western end of the Fascine Boat Ramp car park.



Carnarvon Activation Plan (CAP) Concept Plan



Proposed Project Pathway Plan

Significant work has already been undertaken to progress the project, including due diligence investigations, detailed design and preparation of construction documentation. These activities are now approximately 95% complete, placing the project in a position to proceed to public tender.

During project planning, officers identified a significant strategic risk associated with the recently funded Mitigate the Risk of Seawater Inundation of South Carnarvon WA Gascoyne Coast project. The preferred coastal protection solutions currently under investigation has the potential to affect the alignment and ultimate design of the proposed pathway.

At the Ordinary Council Meeting held on 30 June 2026, Council resolved to accept \$5,582,831 under the Commonwealth Disaster Ready Fund to deliver the Seawater Inundation Project, as per:

COUNCIL RESOLUTION OCM 14/06/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority,

- 1. Accepts the Commonwealth Disaster Ready Fund grant of \$5,582,831 for the project "Mitigate the Risk of Seawater Inundation of South Carnarvon WA Gascoyne Coast", noting the current Implementation Plan records total project funding of \$6,207,831;***
- 2. Endorses Funding Agreement DRF2526-001 and the associated Implementation Plan, subject to the Chief Executive Officer being satisfied that:***
 - a. the final agreement and Implementation Plan are consistent;***
 - b. any legal and insurance matters relating to indemnity, insurance, intellectual property, cancellation, asset maintenance and financial liability are appropriately addressed;***
- 3. Authorises, under section 9.49A(4) of the Local Government Act 1995, the Chief Executive Officer to sign the Funding Agreement on behalf of the Shire of Carnarvon and, if use of the Common Seal is determined appropriate, authorises the Shire President and Chief Executive Officer to affix and attest the Common Seal in accordance with section 9.49A(2) and (3);***
- 4. Authorises the Chief Executive Officer to agree to minor administrative amendments that do not materially alter the project scope, total grant, Shire contribution, project timeframe, property impacts or Shire liability, and requires any material amendment to be presented to Council before it is agreed or submitted as a grant variation;***
- 5. Notes that execution of the Funding Agreement:***
 - a. secures funding and authorises the investigation, design and engagement phase; and***
 - b. does not approve the final alignment, crest level, materials, appearance, construction methodology, private-land arrangements, principal construction contract, additional municipal contribution or a guarantee that inundation risk will be eliminated;***
- 6. Endorses a community engagement process that includes:***
 - a. early direct engagement with affected residents, landowners, adjacent businesses and accommodation operators, maritime users, Traditional Owners, emergency services, service agencies and accessibility representatives;***
 - b. separate, documented engagement with the Carnarvon Yacht Club before feasible options are narrowed and throughout design;***
 - c. a minimum of two in-person South Carnarvon sessions, comprising an early listening session and a later feasible-options session;***
 - d. a minimum 42-day formal public consultation period on feasible options;***
 - e. plain-language maps, visible-height information, cross-sections, visualisations, access, parking, drainage, land, cost and residual-risk information; p***
 - f. public access to the "do nothing" and mitigation modelling; and***
 - g. publication of a consultation outcomes and officer-response report, subject to privacy and lawful confidentiality;***
- 7. Requires the preferred design to be returned to Council before award of the principal construction contract, together with:***
 - a. the engagement outcomes and design response;***
 - b. verified survey and option assessment;***
 - c. an independently reviewed cost plan reconciled to the \$6,207,831 funding envelope;***

- d. project cashflow and contingency;*
- e. land tenure, property, services and approvals requirements;*
- f. whole-of-life inspection and maintenance implications; and*
- g. drainage, emergency-management and residual-risk assessments;*
- 8. Requires that no construction contract be entered into where the forecast project cost exceeds available approved project funding, or where an additional Shire cash contribution is required, without a further Council resolution identifying the funding source;**
- 9. Directs the Chief Executive Officer to establish project governance including a named project sponsor and manager, a project steering group, separate financial ledger and cost codes, procurement and probity plan, live risk and issues registers, grant compliance calendar, document-control arrangements and quarterly reporting to Council and the community;**
- 10. Requests that the project and the Shire's in-kind contribution be incorporated into the 2026/27 and future annual budgets and Long-Term Financial Plan, and notes that any expenditure for an additional purpose not included in an adopted budget must be separately authorised in accordance with section 6.8 of the Local Government Act 1995;**
- 11. Notes that structural works will reduce but cannot eliminate seawater inundation risk and that complementary drainage, flap-valve maintenance, emergency warning, evacuation, recovery, property-level preparedness and long-term coastal adaptation measures remain necessary.**

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

Preparations for community engagement and further technical investigations for the Seawater Inundation Project are currently underway, with Council expected to consider the engagement outcomes and a preferred delivery option in early 2027. This timing is immediately prior to the 30 June 2027 completion deadline for RPPP-funded projects, leaving insufficient time to redesign the pathway (if required), undertake any additional consultation and approvals, complete procurement and achieve practical completion within the RPPP funding period.

The Commonwealth, through Main Roads Western Australia (MRWA), has consistently advised that extensions beyond June 2027 will not be granted for project delays or overruns.

Stakeholder and Public Consultation

Regular and ongoing engagement has been undertaken with Main Roads Western Australia, as the State delivery agency for the RPPP Funding Agreement, regarding the status of the Fascine to Harbour Walk project and the options available to manage delivery risks and achieve the best outcome for the overall RPPP program.

Statutory Environment

The Fascine to Harbour Walk was identified as a key project within the Carnarvon Activation Plan (endorsed by Council 12 December 2023).

The recommendation has been prepared having regard to the following legislative and contractual requirements:

- *Local Government Act 1995*
 - Section 2.7 – Council is responsible for governing the affairs of the local government, determining the local government's policies and ensuring that its resources are used efficiently and effectively.
 - Section 6.8 – Council is responsible for authorising expenditure through the adopted budget and any subsequent budget amendments required to give effect to Council decisions.

- Regional Precincts and Partnerships Program (RPPP) Funding Agreement
 - The Funding Agreement requires the Shire to deliver approved project outcomes within the agreed funding period and in accordance with approved project scopes. Any proposed variation to project scope or reallocation of funding requires the prior approval of the Funding Agreement parties.
- *Local Government (Functions and General) Regulations 1996*
 - Procurement and contract management associated with the delivery of the approved projects must continue to comply with the applicable procurement requirements of the Regulations and the Shire's Purchasing Policy.
- Shire Policy – CD006 External Grants – Procurement and Grants
 - This policy applies to the management of external grants, which requires council to consider acceptance of a grant. Given a change in scope for the RPPP grant is proposed, this report has been prepared to meet the requirements of this policy.

The recommendation supports the effective administration of the RPPP Funding Agreement by reducing delivery risk, ensuring prudent stewardship of public funds, and maximising the likelihood of achieving the funding objectives within the prescribed delivery timeframe.

Financial Implications

To date, approximately \$110,000 of RPPP funding has been expended on the detailed design, technical investigations and associated project development for the Fascine to Harbour Walk. Should Council endorse to cease further stages of this project from the RPPP scope, these activities will represent the completed extent of the project, with no further expenditure incurred against this project element. The Shire will not be required to contribute additional funding in relation to the works completed to date.

An approximate amount of \$600,000 (ex GST) was allocated within the RPPP budget for delivery of the Fascine to Harbour Walk. Should the project be deferred, the uncommitted balance of \$490,000 (ex GST) is proposed to be reallocated to the Van Dongen Park project, enabling delivery of additional community infrastructure, including the planned public toilet facility and other complementary Stage 2 improvements. This approach maximises the value of the available grant funding while supporting delivery of projects that can be completed within the RPPP funding timeframe.

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	The RPPP delivery timeframe does not align with the planning and approval Inundation Project. Proceeding	B3 - High	Seek approval to reallocate the remaining RPPP funding to Van Dongen Park, where delivery can be achieved within the funding period. Preserve the completed design work for future

	with the Fascine to Harbour Walk before the coastal protection solution is confirmed may result in inefficient expenditure, abortive works or infrastructure requiring redesign, modification or removal.		delivery once the Seawater Inundation Project is complete.
Health & Safety	Constructing the pathway prior to confirmation of the seawater mitigation solution may expose users to ongoing inundation risks and create construction interfaces with future coastal protection works.	C2 - Moderate	Sequence projects appropriately by completing the Seawater Inundation Project first, allowing the pathway to be designed around the final coastal infrastructure and associated safety requirements.
Reputation	Delivering infrastructure that is subsequently altered, removed or failing to complete RPPP-funded works within the funding period, could diminish community confidence and impact relationships with funding partners.	C3 - High	Maintain transparent communication with Council, the community and funding partners regarding the rationale for the proposed project variation and demonstrate that the reallocation provides a better long-term community outcome.
Service Disruption	Concurrent or successive construction of two interdependent projects within the same corridor could result in repeated disruption to Harbour Road, public access and adjoining businesses.	C2 - Moderate	Sequence delivery so that the Seawater Inundation Project is completed first, minimising duplicate construction activity and reducing disruption to residents, businesses and visitors.
Compliance	Failure to complete the Fascine to Harbour Walk within the RPPP funding period, or varying the approved scope	B3 - High	Obtain formal approval from Main Roads WA and the Commonwealth for the proposed scope variation and funding reallocation before implementing any project changes.

	without approval, may place the Shire in breach of the Funding Agreement.		
Property	Future seawater mitigation infrastructure may require modification of newly constructed pathway assets, resulting in avoidable impacts to public infrastructure and increased lifecycle costs.	B3 - High	Defer pathway construction until the coastal protection alignment and detailed design are confirmed, enabling an integrated and enduring design solution.
Environment	Undertaking pathway construction before the coastal protection design is finalised may result in duplicated environmental disturbance and additional approvals.	B1 - Moderate	Coordinate environmental assessments and future pathway design with the final Seawater Inundation Project to minimise environmental impacts and avoid repeat approvals where possible.
Fraud	Changes to project scope and funding allocations create an increased governance risk if not managed through appropriate approval, procurement and financial controls.	D2 - Low	Continue to apply the Shire's procurement framework, financial delegations, contract management processes and audit controls. Ensure all funding variations are formally approved before expenditure.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Given the anticipated timeframe for Council's consideration of the Seawater Inundation Project (in early 2027), there will be insufficient time to redesign the Fascine to Harbour Walk alignment (if required), undertake the necessary community consultation and statutory approvals, complete procurement, and achieve practical completion before the June 2027 RPPP funding deadline.

From a strategic perspective, proceeding with either an incomplete pathway or infrastructure that may subsequently require modification or removal following delivery of the Seawater Inundation Project would not represent an effective outcome for the community, funding partners or the Shire. It would also introduce unnecessary delivery risk to the overall RPPP program.

Accordingly, officers recommend that any remaining funding allocated to the Fascine to Harbour Walk (Project Element Eight) be reallocated to Van Dongen Park (Project Element Three).

Redirecting these funds would strengthen delivery of the Van Dongen Park project by enabling an expanded Stage 2 scope, including construction of the planned public toilet facility and other complementary park improvements. This approach maximises the value of the available funding, delivers tangible community benefit, and provides a significantly higher level of confidence that the RPPP objectives and delivery timeframe can be achieved.

Following completion of the Seawater Inundation Project, consideration can then be given to progressing the Fascine to Harbour Walk using the investigations, design work and planning completed to date, ensuring any future pathway aligns with the final coastal protection infrastructure.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority:

1. ***Endorse the reallocation of any additional funding allocation from the Fascine to Harbour Project to the Van Dongen Park project; and***
2. ***Directs the Chief Executive Officer to engage with Main Roads WA to advise of the requested change to the project scope of the Fascine to Harbour Project.***

7.4.2 REGIONAL AIRPORTS DEVELOPMENT SCHEME 2027-2029 / CARNARVON AIRPORT NORTHERN APRON REHABILITATION

File No: ADM2388
 Location/Address: Carnarvon Airport
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Jamie Bone, Executive Business Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 01/07/2024 – Regional Airports Development Scheme
 Funding 2025-2027 Project Nominations
 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 authorisation for the Chief Executive Officer to submit an application under the Regional Airports Development Scheme 2027-2029 for rehabilitation and strengthening of the Northern Apron at Carnarvon Airport.

The proposed project responds to identified pavement deterioration and seeks external funding assistance toward the required works.

Background

The Regional Airports Development Scheme (RADS) is administered by the Department of Transport and Major Infrastructure (DTMI) and provides funding assistance for aviation infrastructure at eligible regional airports.

Applications for the 2027-2029 funding round close at 5:00pm on Friday 11 September 2026. More than \$3.8 million is available across the funding round, with RADS grants generally limited to 50 per cent of eligible project costs.

Council previously authorised applications under the 2025-2027 RADS round for works at the Northern and Southern Aprons, with the application being unsuccessful.

In preparing for the current funding round, the Shire has reviewed the previous application, available technical investigations, recent Aerodrome Technical Inspection (ATI) findings and the current condition of both apron areas.

The Northern Apron has been identified as the priority project for the current funding round.

A pavement investigation undertaken in 2019 identified several pavement defects, including cracking, potholes, subsidence, surface deformation, deteriorated basecourse material, and elevated moisture levels within the pavement structure. The investigation concluded that pavement reconstruction was appropriate long-term treatment option to restore structure integrity and ensure the ongoing serviceability of the asset.

The August 2025 ATI subsequently identified the Northern Apron as being in extremely poor condition with numerous pavement failures, with reconstruction to address ponding surface issues classified as '*Action Required*'. By comparison, the Southern Apron was identified as requiring resealing as an '*Action Recommended*'.

The current proposed project area, being the Northern Apron, is approximately 6,000m².

A preliminary scope of works has been prepared which includes geotechnical investigation, pavement assessment and survey, pavement rehabilitation and strengthening, drainage improvements, integration with adjoining pavement infrastructure, assessment of aircraft tie-down areas, line marking and associated construction testing and certification. The final pavement treatment will be determined following further investigation and detailed design.

Stakeholder and Public Consultation

EXTERNAL

- No public consultation has been undertaken at this stage.
- External stakeholder support will be sought as part of finalising the RADS application.

INTERNAL

- Commissioner and Executive team – Briefing during Agenda Forum on 18 August 2026.
- Strategic Projects Manager – Technical review of the Northern and Southern Aprons, including site inspection, project prioritisation, preliminary scope and cost estimation.

Statutory Environment

Local Government Act 1995

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

Relevant Plans and Policy

Strategic Community Plan

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

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

Policy CD006 – External Grants – Procurement and Grants

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

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

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

Regional Airports Development Scheme 2027-2029 Grant Guidelines

The application is to be prepared and submitted in accordance with the RADS 2027-2029 Grant Guidelines, including eligibility, co-contribution, procurement, project delivery and supporting documentation requirements.

At this stage, no funding offer has been made, and the project would be delivered within a future financial year. Accordingly, this report does not seek to commit Council to a specific funding source or future expenditure.

Should the RADS application be successful, a further report will be presented to Council to consider acceptance of the funding offer, the required Shire contribution and the appropriate funding source before the Shire enters into any funding agreement.

Financial Implications

The current project estimate for the Northern Apron is \$1.6 million excluding GST, based on the preliminary scope of works and cost estimate prepared for the RADS application.

The Shire proposes to seek \$800,000 in RADS funding, representing 50 per cent of the current estimated project cost. As the proposed RADS funding request is greater than \$500,000, officers will liaise with the RADS team before submitting the application, in accordance with the 2027-2029 grant guidelines.

No funding allocation is proposed as part of this report. Submission of the application does not commit Council to the future Shire co-contribution or to delivery of the project.

Should the application be successful, a further report will be presented to Council to consider acceptance of the funding offer, the required Shire co-contribution, the appropriate funding source and any resulting future budget implications.

The Shire may also pursue complementary external funding opportunities where available and appropriate to reduce its net contribution to the project.

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	There is a risk that sufficient Shire funds	C3 - High	Submission of the application does not commit Council to future expenditure.

	may not be available in the relevant future financial year to meet the co-contribution and other project costs associated with a successful RADS funding offer.		Any funding offer will be returned to Council for consideration prior to acceptance. Complementary external funding will also be pursued where available.
Health & Safety	Continued deterioration of the Northern Apron may increase risks to aircraft, vehicles and personnel operating within the area.	C3 - High	Continue inspections, maintenance and operational controls while progressing the proposed rehabilitation works.
Reputation	There is a risk to the Shire's credibility with DTMI and other funding bodies if funding is sought and awarded but the Shire is subsequently unable to provide the required contribution or proceed with the project.	C2 - Moderate	Any funding offer will be returned to Council prior to acceptance so that financial capacity and the required contribution can be confirmed before a commitment is made.
Service disruption	Further pavement deterioration or wet weather may restrict availability of the Northern Apron and reduce aircraft parking and operational flexibility.	B2 – High	Continue operational controls and interim maintenance while progressing permanent pavement remediation.
Compliance	Continued pavement deterioration and ponding may result in continuing or worsening non-compliance with applicable aerodrome standards.	C3 - High	Continue management through technical inspection corrective actions and operational controls while progressing rehabilitation of the identified pavement deficiencies.
Property	Continued deterioration may result in accelerated pavement failure, reduced asset serviceability and	B3 - High	Continue inspection and maintenance while seeking external funding to enable planned rehabilitation.

	increased future rehabilitation costs.		
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Northern Apron represents a longstanding pavement renewal requirement at Carnarvon Airport.

The Shire has deliberately prioritised the Northern Apron as its sole project for the 2027–2029 RADS funding round rather than resubmitting both the Northern and Southern Apron projects.

This approach reflects the current technical evidence. The most recent ATI identifies the Northern Apron as being in extremely poor condition and requiring reconstruction, whereas treatment of the Southern Apron is presently identified as recommended rather than required.

Prioritising the Northern Apron also provides a more focused funding application and recognises the significant future co-contribution that would be associated with a successful funding offer.

The proposed scope provides for further geotechnical investigation, pavement assessment, survey and detailed design as part of the project, should funding be awarded and accepted. These activities will inform the final pavement treatment and construction methodology. Council is therefore not being asked at this stage to endorse a particular engineering solution.

The current project estimate is \$1.6 million excluding GST, based on the preliminary scope of works and cost estimate prepared for the RADS application. The Shire proposes to seek \$800,000 in RADS funding, representing 50 per cent of the current estimated project cost. The final pavement treatment and construction cost may be refined through the proposed investigation and detailed design process should the project proceed.

The purpose of this report is to authorise submission of the funding application only. Should RADS funding subsequently be offered, Council will retain a further decision point before the Shire accepts the funding, confirms the required co-contribution and commits to delivery of the project.

OFFICER'S RECOMMENDATION

That Council by Simple Majority pursuant to section 3.18 of the Local Government Act 1995:

- 1. Authorises the Chief Executive Officer to submit an application under the Regional Airports Development Scheme 2027-2029 for the Carnarvon Airport Northern Apron Rehabilitation and***

- Strengthening Project, seeking \$800,000 in Regional Airports Development Scheme Funding, representing 50 per cent of the current estimated project cost;*
- 2. Notes that the current project estimate is \$1.6 million excluding GST, based on the preliminary scope of works prepared for the Regional Airports Development Scheme application, and that the final pavement treatment and construction cost may be refined through further investigation and detailed design should funding be awarded and accepted;*
 - 3. Notes that submission of the application does not commit Council to the future Shire co-contribution of delivery of the project;*
 - 4. Notes that should a Regional Airports Development Scheme funding offer be received, a further report will be presented to Council to consider acceptance of the funding, the required Shire co-contribution, the proposed funding source and any associated future budget implications; and*
 - 5. Authorises the Chief Executive Officer to pursue complementary external funding opportunities for the project where appropriate to reduce the Shire's net contribution.*

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

RECOMMENDATION

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

12.1 AWARD OF TENDER - RFT 02/2026 - SPEEDWAY ROAD REALIGNMENT (BLACK SPOT PROGRAM)

This matter is considered to be confidential under Section 5.23 - (4)(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information contained in a tender received by the local government for a contract to the extent that the information —

(i) Information that is the subject of a direction by the Director General of the Department of Local Government under section 5.23AA(2) of the Act that the matter is to be dealt with on a confidential basis by the meeting

(ii) is a tendered price; or
a tendered methodology for calculating a price;.

13 DATE OF NEXT MEETING

14 CLOSURE