



SHIRE OF CARNARVON

AGENDA

ORDINARY COUNCIL MEETING
TUESDAY 26 AUGUST 2025

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

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

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Ordinary Council Meeting
will be held
on Tuesday 26 August 2025
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 9.00am.

Amanda Leighton
A/CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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

INFORMATION ON PUBLIC QUESTION TIME

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

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

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

Local Government (Administration) Regulations 1996 – Pt 2, r.11 – (in part reads -)

11. Minutes, content of (Act s.5.25(1)(f))

The content of minutes of a meeting of a council or a committee is to include –

(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question.

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

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

SPECIAL MEETINGS OF COUNCIL

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

INDEX

1	ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE	6
2	DECLARATION OF INTEREST	6
3	PUBLIC QUESTION TIME	6
3.1	QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	7
3.1.1	Mrs Creena Baron of Carnarvon.....	7
3.2	PUBLIC QUESTION TIME	8
4	CONFIRMATION AND RECEIVING OF MINUTES.....	8
	CONFIRMATION OF MINUTES	8
4.1	Minutes of the Ordinary Council Meeting - 22 July 2025	8
4.2	Minutes of the Special Council Meeting - 12 August 2025	8
	RECEIVING OF MINUTES	8
4.3	Minutes of the Management Review Committee - 21 July 2025	8
4.4	Minutes of the Major Projects Committee - 22 July 2025	8
4.5	Minutes of the Community Growth Fund Committee - 19 August 2025	8
5	ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION.....	8
6	PRESENTATIONS, PETITIONS AND MEMORIALS.....	9
6.1	Main Roads WA	9
6.2	Horizon Power - What's On the Horizon	9
7	DEPARTMENTAL REPORTS	10
7.1	GOVERNANCE	10
7.1.1	Status of Council Decisions - As At July 2025	10
7.1.2	Actions Performed Under Delegated Authority for the Months July and August 2025.....	13
7.1.3	2025/2026 Christmas/New Year Shut Down for Shire Administration and Operational Staff	17
7.1.4	North West Defence Alliance - Membership and Financial Contribution	21
7.1.5	Tip Amensty for Carnarvon Growers.....	25
7.1.6	Review of the Corporate Business Plan & Strategic Community Strategic Plan	30
7.1.7	CEO's Additional Leave Period and Extension of Appointment of Acting CEO	36
7.2	CORPORATE SERVICES	40
7.2.1	Accounts Paid Under Delegation- July 2025	40
7.2.2	Monthly Financial Report July 2025	44
7.2.3	Amendment to 2025/26 Fees & Charges	48

7.3	DEVELOPMENT AND COMMUNITY SERVICES	52
7.3.1	MOU - Coral Bay Boat Ramp	52
7.3.2	Community Growth Fund Applications and Outgoing Sponsorship - Round 2, 2025.....	57
7.3.3	Public Health Plan 2025 - 2029	60
7.4	INFRASTRUCTURE SERVICES.....	65
7.4.1	Blackspot Funding - Speedway Road.....	65
8	APPLICATIONS FOR LEAVE OF ABSENCE	70
9	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	70
	Nil	
10	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	70
11	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL.....	70
12	MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC	71
12.1	Acquisition of 24 Francis Street, Carnarvon – Workforce Housing Proposal.....	71
12.2	CEO Performance Bonus	71
13	DATE OF NEXT MEETING	72
14	CLOSURE	72

1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

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

2 DECLARATION OF INTEREST

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

3 PUBLIC QUESTION TIME

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

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

3.1.1 MRS CREENA BARON OF CARNARVON

File No:	ADM
Location/Address:	Blowholes Reserve
Name of Applicant:	Mrs C Baron
Name of Owner:	Shire of Carnarvon
Author(s):	Dannielle Hill, Senior Executive Officer
Responsible Executive:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

The following question on notice was received from Mrs Creena Baron.

Question

The Blowholes has been the site of some medical emergencies over the past years, and tragically in the last couple of weeks. There are no defibrillators at the popular tourist destination spot meaning that life saving medical attention is an hour away. Can the Shire consider installing 3 defibrillators at the Blowholes?

Response:

One defibrillator has been purchased and will be installed on the public toilet building at the Aquarium in the coming weeks. In addition to this, a detailed report on the installation of additional defibrillators in the Blowholes Eco Reserve will be presented at the November Council Meeting for Council's consideration

3.2 PUBLIC QUESTION TIME

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 22 July 2025

4.2 Minutes of the Special Council Meeting - 12 August 2025

RECEIVING OF MINUTES

4.3 Minutes of the Management Review Committee - 21 July 2025

4.4 Minutes of the Major Projects Committee - 22 July 2025

4.5 Minutes of the Community Growth Fund Committee - 19 August 2025

5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

6.1 MAIN ROADS WA

Presented by: Ms Janet Hartley-West, Director Mid-West Gascoyne Region, Main Roads WA.

Will be briefing and updating Council on current and projected works that may be in place for Carnarvon.

6.2 HORIZON POWER - WHAT'S ON THE HORIZON

Presented by: Heath Grebert (Senior Regional Manager for Gascoyne/Midwest) and Caroline Forbes (Customer & Community Manager); and

An update provided by Horizon Power on current works, projected and future works and to answer questions that Council may have.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 STATUS OF COUNCIL DECISIONS - AS AT JULY 2025

File No:	ADM0308
Location/Address:	Nil
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple
Previous Report:	Nil
Schedules:	1. Outstanding Council Action Report - As At August 2025

Authority/Discretion:

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

Summary of Report

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

It is therefore recommended that Council notes the Status of Council Decisions Report, as of July 2025 provided in **Schedule 1** to this Report.

Background

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

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

Stakeholder and Public Consultation

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

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	D2 - Low	Increase transparency by providing adequate access to information and data.
Service disruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

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

OFFICER'S RECOMMENDATION

That Council notes the Status of Council Decisions Report as at July 2025, as provided in Schedule 1 to this report.

7.1.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS JULY AND AUGUST 2025

File No:	ADM0043
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	Nil

Authority/Discretion:

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

Summary of Item

To report on actions performed under delegated authority for the months of July and August 2025.

Background

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

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

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 - Section 9.49A

Planning & Development Act 2005 – Part 10 Div. 2

TPS No. 10 – Section 2.4

Shire of Carnarvon Local Government Act Local Laws S.29

Health Act 1911 – S.107; Health Act 1911, Part VI

Health (Public Buildings) Regulations 1992

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications arising from receiving this report.

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following table detailing the actions performed within the organisation under delegated authority for the months of November and December 2024 and January 2025 are submitted to Council for information.

LAND USE AND DEVELOPMENT

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68 Applications to use/develop land					
File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A2333	P26/25	441 BOOLATHANA MACLEOD WA 6701	130M HIGH METEOROLOGICAL MAST	HAMERSLEY AGRICULTURE PTY LTD	01/08/2025
A3760	P27/25	163 BOOR STREET KINGSFORD WA 6701	ANCILLARY ACCOMMODATION	MIKE RICHARDSON	14/07/2025
A3761	P32/25	175 BOOR ST KINGSFORD WA 6701	ANCILLARY ACCOMMODATION	ENGINEERING ON DEMAND (WA) PTY LTD	14/07/2025
A2333	P36/25	441 BOOLATHANA MACLEOD WA 6701	SHED	WHEATBELT STEEL PTY LTD	23/07/2025
A2063	P42/25	21 CRAGGS CRT BROWN RANGE WA 6701	SHED	LISA & MATHEW LAWER	01/08/2025

Hawkers, traders and stall holders

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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
18/07/2025	P37/25	MOBILE TRADING APPLICATION GRANTED	THE TWISTED KITCHEN	Nil
01/08/2025	P38/25	MOBILE TRADING APPLICATION GRANTED	TRANG THI MINH LENSTRA	Nil
23/07/2025	P39/25	MOBILE TRADING APPLICATION GRANTED	CATERING WEST PTY LTD T/A DOUGHBOY DONUTS	Nil
31/07/2025	P41/25	MOBILE TRADING APPLICATION GRANTED	LISA EVESON	Nil

BUILDING

Application No.	Owners Name	Lot & Street	Type of Building Work
B25/033	VAN NGHIA LU & TUYET XUAN VO	LOT 83 (613) NORTH RIVER ROAD, NORTH PLANTATIONS	2 X STORAGE SHEDS
B25/034	HORIZON POWER CARNARVON	LOT 1225 (3) ILES RD, EAST CARNARVON	SOLAR PANELS
B25/041	JESSICA & KIRK FOSTER	LOT 22 (54) SHALLCROSS ST, EAST CARNARVON	BOAT STORAGE
B25/042	JESSICA & KIRK FOSTER	LOT 22 (54) SHALLCROSS ST, EAST CARNARVON	CARPORT

B25/045	HUY THIN PHAM	LOT 1 (1107) NORTH RIVER ROAD, NORTH PLANTATIONS	SOLAR PANELS
B25/046	JUANITO GORGONIO	LOT 2 (1095) NORTH RIVER ROAD, NORTH PLANTATION	SOLAR PANELS
B25/047	PHILLIP BRAUN	LOT L HARBOUR ROAD, SOUTH CARNARVON	SOLAR PANELS

ENVIRONMENTAL HEALTH

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
14/07/2025	HF025/009	Food business registration, change of trading name	Trang Lenstra	
16/07/2025	P39/25	Mobile food trader permit	Robert Scott	N-A
28/07/2025	HF025/012	Old Post Office Café	Dean Barfield	

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, in accordance with Section 5.46 of the Local Government Act, resolves to accept the reports outlining the actions performed under delegated authority for the months of July and August 2025.

7.1.3 2025/2026 CHRISTMAS/NEW YEAR SHUT DOWN FOR SHIRE ADMINISTRATION AND OPERATIONAL STAFF

File No:	ADM0124
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report seeks Council approval for the closure of Shire operations over the Christmas and New Year period for 2025/26. The proposed closure extends beyond public holidays, requiring staff to utilise 6 days of leave to cover the closure period. This arrangement enables employees to travel and spend the festive season with their families while contributing to the effective management of staff leave liabilities. This proposed arrangement ensures operational efficiency while balancing the needs of Shire employees and the community.

Background

This request is presented to Council as Council Policy EME029 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.”

With this in mind, approval from Council is required to close for the extra days as the closing period does not conform with Council's Policy EME029.

Christmas Day falls on Thursday 25 December this year, and it is requested that Council give consideration to allowing closure of non-essential services as of close of business Friday 19 December 2025 to enable those families that need to travel large distances the extra time to plan and prepare.

Stakeholder and Public Consultation

Advertising of the proposed closure will be placed in the local newspaper, social media and on Council's website to ensure the community is informed of the closure period.

Statutory Environment

Nil

Relevant Plans and Policy

Policy – EME029 Annual Closure During Festive Season

Financial Implications

This proposal is accommodated within the current 2025/2026 financial budget through the salary and wages allocation to cater for the proposed closure.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	Possible reputational risk in community not being able to access the administration centre.	C-1 Low	The availability of an out of hours call service will be available to monitor any emergencies and some senior staff and key personnel will be available.
Service disruption	With office being closed for 10 days there will be minimal service disruption to the community.	B-1 Moderate	An out of hours call service will be available to monitor any emergencies and essential senior staff and key personnel to be available to undertake key service delivery and emergency management.
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Rationale for Closure

1. Historical Success: During the 2024/2025 closure period, no complaints or issues were reported, indicating minimal to no adverse impact on the community.
2. Seasonal Trends: The period between Christmas and New Year is historically a quiet time for tourism and local activities, with many residents traveling during the holidays.
3. Operational Efficiency: An extended closure aligns with reduced staff availability and operational demand during the festive season, allowing employees to take leave without impacting essential services.
4. Enhanced Staff Wellbeing: Enhances staff well-being by supporting family and personal time during the festive season.

The Following Table shows the specific dates Shire departments will be closed during the Christmas period:

Department	Festive Season Arrangements Closures	Open
Shire Administration Office	Monday 22 December 2025 – Friday 2 January 2026 inclusive	Monday 5 January 2026
Visitors Centre	Saturday 20 December 2025 – Friday 2 January 2026 inclusive	Monday 5 January 2026
Library	Saturday 20 December 2025 – Friday 2 January 2025 inclusive	Monday 5 January 2026
Depot	Thursday 25 December 2025 Friday 26 December 2025 Thursday 1 January 2026	Open other than public holidays listed
Waste Site	Thursday 25 December 2025 Friday 26 December 2025 Saturday 27 December 2025 Thursday 1 January 2026 Saturday 3 January 2026	Open other than days listed
Airport	Nil – Normal Services	
** On call Arrangements will be managed through the Shires 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 be from close of business Friday 19 December 2025, reopening at 8.00am Monday 5 January 2026 (10 working days in total) with 3 of these days being Public Holidays (i.e. Thursday 25 and Friday 26 December 2025 and Thursday 1 January 2026). Our employees have an additional 2 days of PH that they may wish to use in addition to their annual leave during the closure period.

Communication Plan

- Notifications about the closure will be disseminated through the Shire's website, social media platforms, and local newsletters.
- Clear signage will be placed at the affected facilities well in advance, advising the community of the closure dates and providing emergency contact details for critical services.

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. *Approve the observance of Christmas/New Year stand-down for Shire administration and operational staff as follows –*

Department	Festive Season Arrangements Closures	Open
Shire Administration Office	Monday 22 December 2025 – Friday 2 January 2026 inclusive	Monday 5 January 2026
Visitors Centre	Saturday 20 December 2025 – Friday 2 January 2026 inclusive	Monday 5 January 2026
Library	Saturday 20 December 2025 – Friday 2 January 2025 inclusive	Monday 5 January 2026
Depot	Thursday 25 December 2025 Friday 26 December 2025 Thursday 1 January 2026	Open other than public holidays listed
Waste Site	Thursday 25 December 2025 Friday 26 December 2025 Saturday 27 December 2025 Thursday 1 January 2026 Saturday 3 January 2026	Open other than days listed
Airport	Nil – Normal Services	
** On call Arrangements will be managed through the Shires out of hours service, with a member of the Executive Team available at all times during the closure period.		

2. *Closures to be advertised on the website, notice boards, social media and in the local newspaper.*

7.1.4 NORTH WEST DEFENCE ALLIANCE - MEMBERSHIP AND FINANCIAL CONTRIBUTION

File No:	ADM1898
Location/Address:	Not Applicable
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Neil Hartley, Strategic Advisor
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Nil Applicable
Schedules:	1. North West Defence Alliance Terms of Reference

Authority/Discretion:

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

Summary of Report

This report considers the matter of the Shire's potential membership of the *North West Defence Alliance* (NWDA), which would require an out of budget contribution of \$5,000.

The alliance is made up of seven north west local governments and its purpose is ensuring the region's strategic and economic importance is reflected in Australia's defence posture. The Defence industry is a valuable economic driver for any regional community, and NWDA's main objective is to speak with one combined voice and aligned with Defence West in advocating for greater Defence investment, presence and infrastructure in the north west of Western Australia.

This report recommends membership is warranted in exchange for the value it will provide.

Background

The *North West Defence Alliance* (NWDA) was established in 2020 and is made up of seven local governments in the north west of Western Australia (being the local governments of Broome, Derby-West Kimberley, Exmouth, Halls Creek, Karratha, Port Hedland, and Wyndam-East Kimberley). These local governments are responsible for almost all of the geographic coastline of Australia's north-west. External members to NWDA are currently RDA Kimberley and RDA Pilbara (and RDA Gascoyne will also be invited should the Shire of Carnarvon join the NWDA).

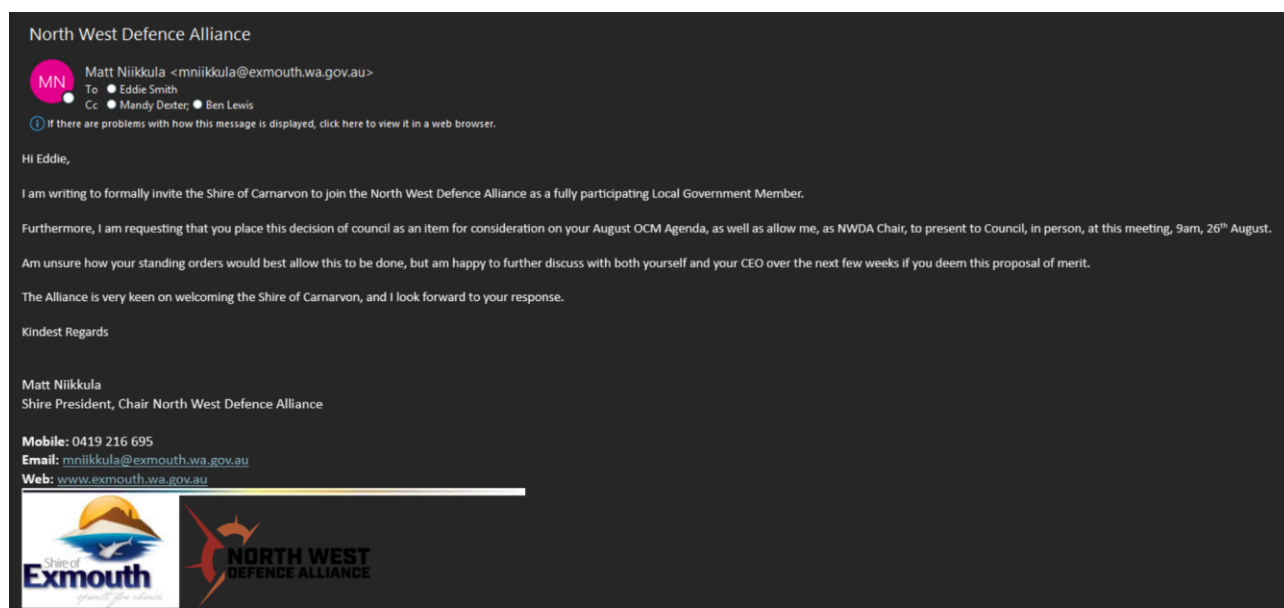
The alliance is a strategic partnership formed to protect and enhance the defence capabilities of Australia's North West region. The purpose of the Alliance is to ensure the region's strategic and economic importance is reflected in Australia's defence posture. It achieves this by lobbying State and Federal Governments, as well as industry leaders, to advocate for the security and resilience of this region and to secure a bigger military presence (so as to deter potential threats from directing aggression, including to our people and our major economic assets - like salt, natural energy production, oil, gas and mining).

The Alliance is incorporated and has its own bank account, but the RDA Pilbara acts as the NWDA's Treasurer. All member local governments contribute equally (\$5,000p.a) towards membership (although the NWDA advises that it is negotiating with Defence-West to formally fund some of its operations, so there is the potential for this sum to reduce if that occurs). For member convenience, the NWDA schedules its AGM to occur at the WALGA State Conference each year.

Representatives to the NWDA are generally the Shire President (or Mayor) who would hold voting rights, plus the CEO or an appropriate senior Executive (as support officers but with non-voting rights).

Stakeholder and Public Consultation

The Shire has been invited by the NWDA Chair (Cr Matt Niikkula, Shire of Exmouth) to consider membership of the North West Defence Alliance. Cr Niikkula has also indicated a willingness to address the Council on this invitation.



It is not considered that there is the need for community public consultation on this occasion.

Statutory Environment

Local Government Act 1995 S3.1 outlines that the general function of a local government is to provide for the good government of persons in its district, and that a liberal approach is to be taken to the construction of the scope of the general function of a local government.

Local Government Act 1995 S6.8(1)(b) outlines that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by resolution (by absolute majority).

Relevant Plans and Policy

Nil applicable.

Financial Implications

There is no current membership allocation for the purpose of the *North West Defence Alliance*, which would require an annual contribution of \$5,000. The Shire has a budget allowance of \$67,900 under Corporate Subscriptions and Software (#0152), which covers costs such as the Shire's WALGA subscription. While no specific allocation for the *North West Defence Alliance* was included in the 2025/26 Budget, there was an approved increase to this line item, which was intended to consolidate all general administration subscriptions into one account and to allow for anticipated price increases.

The 2024/25 actual expenditure for this account was \$55,573, and the increased allocation for 2025/26 provides some additional capacity, so at this stage there is sufficient funding within the account to cover the proposed \$5,000 subscription. Monthly internal budget reviews will continue throughout the financial year, and if required, funds may be reallocated from other budget line items where underspends occur or where works are unable to be completed.

Accordingly, the subscription cost for the *North West Defence Alliance* can be accommodated within the current budget allocation without requiring an amendment at this 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	Committing to an unbudgeted expenditure can result in an end of year deficit of the same amount.	D2 - Moderate	Defer consideration of the allocation until 2026/27 or locate a similar valued saving as part of a future 2025/26 budget review.
Health & Safety			
Reputation	Expenditure outside of budget can result in a loss of confidence by stakeholders in the Council's financial management commitments.	D2 - Moderate	Ensure that membership is justified and that value is obtained by it.
Service disruption			
Compliance	Non-budgeted expenditure requires a dedicated Council resolution by Absolute Majority.	D-2Moderate	Ensure that if membership is supported, that the resolution is passed by an absolute majority.
Property	N/A		

Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The defence of the north west of Western Australia is critical to Australia's security and its sovereignty. The extremely large geographic area makes its security difficult and expensive, and whilst the area has a relatively small population compared to the equivalent portion of the east of Australia, we have a disproportionately high value of economic assets to protect (e.g. offshore gas platforms).

Alliance membership is relatively modest at \$5,000p.a, but by actively engaging in the organisation it will require elected member and CEO/staff involvement (consuming a similar sum for time and travel).

Whilst membership of the Alliance is not considered to be critical to the safety or security outcomes of the district, membership will provide access to meetings and people who have the responsibility for our safety and security. Being able to engage with defence stakeholders at those meetings and being able to share information about Carnarvon and to project to those stakeholders a more comprehensive understanding of our security concerns, will be beneficial for our community and businesses, and this is a role that is entirely consistent with the Act's general function intentions of a local government.

In context with the potential benefits of attracting a heightened defence awareness of the Carnarvon district, and the potential for added security for the families and economic assets of our district, a \$5,000 cash allocation, plus elected member/officer time, is considered to be justified, even as an out of budget contribution.

OFFICER'S RECOMMENDATION

That Council (by Absolute Majority):

1. ***Endorse the Shire of Carnarvon's membership application to the North West Defence Alliance;***
2. ***Authorise the payment of the annual Alliance subscription fee of \$5,000 from the 2025/26 budget;***
3. ***Note that the 2025/26 budget review will address the matter of any over-expenditure of the Corporate Subscriptions and Software Account (#0152), should it eventuate;***
4. ***Require that future budgets include consideration of ongoing North West Defence Alliance membership and involvement; and***
5. ***Appoint the Shire President (with voting rights) and the CEO (with non-voting rights) as the Shire's delegates to the North West Defence Alliance.***

7.1.5 TIP AMENSTY FOR CARNARVON GROWERS

File No:	ADM002
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Amanda Leighton, Acting CEO
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 08/09/23, OCM 11/08/24
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

At the August 2025 Councillor Briefing Session, a request was made for Council to consider granting a Tip Amnesty for plantation growers along North River Road, South River Road, and McGlades Road for the month of October 2025. The purpose of the amnesty is to assist growers in responsibly disposing of plantation waste, thereby reducing bushfire fuel loads and supporting plantation productivity. The proposal builds on the success of Council's 2023 amnesty, which delivered positive outcomes for both growers and the wider community.

Background

At the August 2025 Councillor Briefing Session, a request was received for Council to consider granting a Tip Amnesty for plantation growers along North River Road, South River Road, and McGlades Road for the month of October 2025.

The Shire of Carnarvon acknowledges both the economic and environmental importance of its plantation sector. Growers contribute significantly to the local economy, but also face challenges in managing the accumulation of horticultural and green waste. If left unmanaged, this material increases the fuel load and

heightens the risk of bushfires, which poses a threat to plantation properties, surrounding communities, and Shire infrastructure.

In April 2023, Council resolved to grant a tip fee amnesty period of three months (June to September 2023) for plantation properties to assist with the removal of accumulated horticultural waste. That initiative was well-received and supported both bushfire risk reduction and improved land management outcomes.

The proposed October 2025 amnesty seeks to build on these outcomes, providing growers with an opportunity to responsibly dispose of waste while supporting the broader goals of community safety, sustainable development, and economic resilience.

Stakeholder and Public Consultation

This initiative has been raised through consultation with plantation growers and brought forward for Council consideration following discussion at the August 2025 Councillor Briefing Session by Councillor Ferreirinha. The amnesty directly supports plantation operators along North River Road, South River Road, and McGlades Road by reducing disposal costs and encouraging responsible land management practices.

Statutory Environment

Local Government Act, 1995

-Section 6.12 – Power to defer, grant discounts, waive or write off debts.

-Section 6.16 – Imposition of fees and charges.

-Section 3.1: Provides the general function of local governments to govern on behalf of their communities and to provide for the good government of persons in their district.

Waste Avoidance and Resource Recovery Act 2007

-Establishes the framework for local governments to provide waste services, including facilitating responsible disposal of green and horticultural waste.

Bush Fires Act 1954

-Imposes responsibilities on landholders and local governments to manage fuel loads and reduce bushfire risks within their districts.

Environmental Protection Act 1986

-Provides for the licensing and operation of waste facilities and places obligations on local governments to manage waste in an environmentally responsible manner.

Local Government (Financial Management) Regulations 1996

-Provides detail on the financial administration of local government, including application of fees and charges.

Relevant Plans and Policy

Nil.

Financial Implications

The proposed October 2025 Tip Amnesty is expected to result in a minor reduction in tip fee revenue for the month, as eligible plantation growers will be granted free disposal of horticultural waste. However, the financial impact is anticipated to be low and can be absorbed within the existing waste management budget.

The initiative is considered a low-cost investment when compared to the long-term benefits of:

- Reduced bushfire risk, which may mitigate future firefighting and recovery costs.
- Improved plantation productivity and economic output, supporting local employment and contributing to rate revenue.
- Enhanced community safety and reputation of the Shire as a proactive and supportive local government.

Overall, the financial implications are manageable and outweighed by the broader economic, environmental, and community benefits of the program.

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	Minor reduction in tip revenue due to free disposal for growers.	2C – Moderate	Limit amnesty to one month and target only plantation growers; impact absorbed within existing waste management budget.
Health & Safety	Potential for increased traffic at the waste facility during the amnesty period.	2B – Low	Implement traffic management measures if required; clear communication of site rules and safe practices.
Reputation	Risk that other community groups may perceive inequity if the amnesty is limited to plantation growers.	2C – Moderate	Communicate clearly the rationale (bushfire risk reduction, economic benefit); highlight precedent from 2023 amnesty.
Service Disruption	Increased waste volumes may temporarily impact operational	2B – Low	Monitor volumes and schedule additional resources if necessary; coordinate closely with waste management staff.

	capacity at the facility.		
Compliance	Need to ensure alignment with waste management legislation and Council policy.	1B – Low	Initiative structured in accordance with Local Government Act 1995 and Waste Avoidance and Resource Recovery Act 2007.
Property	Risk of illegal dumping if amnesty not well-promoted or understood.	3C – High	Promote initiative through targeted communication to growers and the wider community.
Environment	Increased waste may create environmental impact if not managed appropriately.	2B – Low	Ensure facility operations and environmental controls are maintained to handle increased loads.
Fraud	Potential misuse of amnesty by ineligible users (non-plantation waste).	2C – Moderate	Require proof of eligibility (grower identification/confirmation); staff monitoring at the facility.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our sustainable livelihoods create a community that can flourish into the future*

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

This report provides Council with the opportunity to consider a Tip Amnesty for plantation growers, noting both the benefits and potential impacts of such an initiative. The following points are relevant to Council's consideration:

1. Bushfire Risk Reduction
Plantation properties can accumulate significant volumes of green and horticultural waste, which directly contribute to fuel loads. A Tip Amnesty would provide an avenue for this material to be disposed of responsibly, reducing bushfire risk and supporting community safety.
2. Support for the Agricultural Sector
The plantation industry remains an important economic contributor to the Carnarvon region.

Reducing disposal costs for growers supports plantation productivity, job creation, and supply chain stability, with positive flow-on effects for the local economy and the Shire's rate base.

3. Environmental Stewardship

Providing a legitimate and cost-free disposal option reduces the likelihood of illegal dumping and encourages sustainable land management practices. This aligns with the Shire's responsibilities under the Waste Avoidance and Resource Recovery Act 2007.

4. Community Goodwill and Reputation

Council previously trialled a tip fee amnesty in 2023, which was well-received by growers and the community. Building on that initiative demonstrates responsiveness to community needs, while reinforcing the Shire's role in supporting responsible land management.

5. Low-Cost, High-Impact Investment

The short-term reduction in tip fee revenue is anticipated to be minimal. When compared with the long-term benefits of bushfire prevention, economic growth, and community goodwill, the initiative represents a cost-effective and proactive measure.

On balance, the proposal is consistent with Council's strategic objectives of fostering economic development, protecting community safety, and promoting sustainable environmental practices.

OFFICER'S RECOMMENDATION

That Council by Simple Majority, pursuant to Sections 6.12 and 6.16 of the Local Government Act, 1995;

- 1. Approves a Tip Amnesty for plantation growers along North River Road, South River Road and McGlades Road for the month of October 2025, allowing the free disposal of horticultural and green waste at the Carnarvon Waste Facility;**
- 2. Notes that the amnesty will be funded within the existing waste management budget, with minor anticipated reduction in tip fee revenue offset by the broader benefits of bushfire risk reduction, improved plantation productivity and community safety; and**
- 3. Requests the Chief Executive Officer to implement appropriate communications, eligibility, and operational measures to ensure that the amnesty is promoted effectively, applied equitably and managed in compliance with relevant legislation.**

7.1.6 REVIEW OF THE CORPORATE BUSINESS PLAN & STRATEGIC COMMUNITY STRATEGIC PLAN

File No:	ADM0168
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Amanda Leighton, Acting CEO
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	June 2025 - Withdrawn
Schedules:	1. Corporate Business Plan 2023-2027 2. Community Strategic Plan

Authority/Discretion:

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

Summary of Report

This report seeks Council's endorsement of the completed desktop review of the Strategic Community Plan (SCP) 2022–2032 and updates to the Corporate Business Plan (CBP) 2023–2027, prepared to inform the 2025/2026 Budget. Key outcomes include:

- No changes recommended to the SCP, confirming its ongoing alignment with community aspirations and the Shire's strategic direction.
- Corporate Business Plan updated to:
 - Mirror the current organisational chart and portfolio responsibilities;
 - Remove actions that have been fully delivered;
 - Add new initiatives identified as strategic priorities for implementation in 2025/2026.
- Budget alignment achieved by embedding the updated CBP actions directly within the proposed 2025/2026 Budget, ensuring projects are appropriately costed and resourced.

Additionally, the report proposes that Council resolve to schedule a full review of both the SCP and CBP following the October 2025 elections, allowing the newly formed Council to steer the next strategic planning cycle.

Background

Under *Section 5.56 of the Local Government Act 1995 and Regulation 19C(4) of the Local Government (Administration) Regulations 1996*, Western Australian local governments must prepare a Strategic Community Plan (covering at least 10 years) and a Corporate Business Plan (4-year duration), with annual desktop reviews tied to the budget.

The Shire adopted its Strategic Community Plan 2022–2032 in October 2022, following extensive community consultation, and its Corporate Business Plan 2023–2027 in April 2023 to operationalise community priorities. Between May and July 2025, a desktop review was undertaken by the relevant Executive Managers in consultation with their teams, ensuring the plans remain current and aligned to support the development of the proposed 2025/2026 Budget and Operational Plan.

Following the appointment of CEO Amanda Dexter in October 2024, a new organisational structure was implemented in February 2025. This restructure redefined five portfolios: Office of the CEO, Infrastructure, Community Planning & Sustainability, Corporate Strategy & Performance, and Lifestyle & Communities Service Delivery. All key activities and outcomes in the CBP have been updated to reflect this structure, ensuring clear accountability and alignment with current departmental responsibilities.

Local government elections in Carnarvon take place biennially on the third Saturday in October, with the next scheduled for 18 October 2025. In accordance with statutory requirements, electoral timing, governance continuity, and organisational leadership changes, a comprehensive review of both the SCP and CBP is proposed to commence following the October 2025 elections.

Stakeholder and Public Consultation

Both the desktop review and CBP updates were conducted internally, with no new public consultation required for this routine exercise. The process included:

- Executive-led review: Each Executive Manager, across the five portfolios, Office of the CEO, Corporate Strategy & Performance, Infrastructure, Community Planning & Sustainability, and Lifestyle & Communities collaborated closely with their respective teams to assess the relevance, status, and delivery of current CBP actions.
- Team engagement: Team members provided insights into completed actions, emerging priorities, and the practical implications of organisational changes, ensuring the updated CBP accurately reflects operational capacity and strategic intent.
- Alignment Confirmation: At this point in time, the desktop review confirmed that the Strategic Community Plan 2022–2032 remains current and fit-for-purpose, requiring no amendments. The community feedback collected during the original 2022 consultation continues to underpin and guide the Plan's ongoing relevance

Embedding internal collaboration in this way ensures accountability, supports workforce engagement in strategic delivery, and maintains governance transparency, even in the absence of new community surveys or public submissions.

Statutory Environment

Local Government Act 1995

-Section 5.56: Requires local governments to “plan for the future” of their district by preparing a Strategic Community Plan (covering at least 10 years) and a Corporate Business Plan (over at least 4 years). The plans must align with community aspirations and available resources, and Council must formally adopt or modify

them by absolute majority.

Local Government (Administration) Regulations 1996:

-Regulation 19C(4) Mandates that local governments conduct desktop reviews of both plans at least once each financial year—typically ahead of annual budget adoption—to ensure currency, alignment with workforce and assets, and adherence to community needs.

-Regulation 19C(4) Requires Council to adopt the desktop review outcomes by absolute majority before or at the time of budget adoption, ensuring statutory compliance and strategic alignment.

Relevant Plans and Policy

Strategic Community Plan 2022–2032

-The Shire's long-term vision and objectives, adopted in October 2022, and forming the basis of all subsequent planning.

-Corporate Business Plan 2023–2027

The operational program translating the SCP into clear actions, updated in April 2023, and now revised to reflect organisational and portfolio realignments.

-Long-Term Financial Plan 2023–2033

Ten-year financial projections that integrate CBP commitments, ensuring initiatives are costed and sustainably funded.

-Asset Management Plan 2024–2034

Guides the acquisition, renewal, and maintenance of infrastructure to support service delivery, reinforcing capacity planning.

-Workforce Plan

Ensures the Shire has the staff and skills required to deliver CBP actions, with the February 2025 organisation structure reflected in updated workforce allocations.

Financial Implications

The updated Corporate Business Plan has been fully costed and integrated into the proposed 2025/2026 Annual Budget, ensuring all proposed initiatives are appropriately funded through the Long-Term Financial Plan and Asset Management Program.

In line with the differential rating strategy and budget framework, each action aligns with specific portfolio allocations defined in the organisational restructure, maintaining fiscal discipline and resource transparency.

Key points include:

Strategic Budget Integration: CBP activities have been precisely mapped to the proposed 2025/2026 Budget, ensuring implementation is supported by both recurrent and capital funding streams.

Sustainable Funding Model: Financial projections, including rate increases and grant streams, have been modelled within the proposed 2025/2026 Budget and Long-Term Financial Plan 2023–2033, maintaining alignment with CBP priorities and legislative compliance.

Asset Renewal & Workforce Alignment: The Asset Management Plan informs capital grant allocations, while the Workforce Plan signals staffing costs and training budgets aligned to the current structure—ensuring capacity to deliver CBP outcomes.

These measures provide a sound financial foundation for strategic initiatives, and any additional costs associated with the proposed post-election comprehensive review will be factored into future financial planning.

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
Compliance	Failure to comply with Section 5.56 of the Act or Regulation 19C(4).	3-C High	Council resolution prepared for adoption by Absolute Majority; desktop review conducted in accordance with IPR framework.
Financial	Risk of misalignment between updated CBP initiatives and budget allocations for 2025/2026.	2-C Moderate	CBP actions were reviewed in collaboration with Finance and costed into the 2025/2026 Budget and LTFP.
Reputation	Risk of community perception that strategic plans are outdated or not regularly reviewed.	2-C Moderate	Clear communication that a full review is scheduled post-election; CBP update reflects internal review and new structure.
Service Delivery	Misalignment of priorities if portfolio responsibilities are unclear.	2-C Moderate	CBP actions were mapped to the current organisational structure; responsibilities verified by Executive Managers.
Property	No property-related risks identified.	1-E Low	N/A
Health & Safety	No identifiable health or safety risks associated with this review process.	1-E Low	N/A
Environment	No environmental impact associated with the desktop review.	1-E Low	N/A
Fraud	Risk of misreporting or undocumented actions if CBP updates are not recorded accurately.	1-E Low	All changes tracked and recorded within internal planning documentation; final CBP endorsed by Council.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The Officer of this report submits that:

The Strategic Community Plan 2022–2032 continues to encapsulate the Shire’s long-term vision and community aspirations. The desktop review has confirmed its ongoing relevance and currency, with no amendments required at this point. The community feedback collected in 2022 remains valid and continues to guide the Shire’s strategic direction.

The updated Corporate Business Plan (CBP) reflects the five executive portfolios established in February 2025 following the organisational restructure under CEO Amanda Dexter. By aligning strategic actions to these portfolios, the CBP clearly assigns accountability and ensures Executive oversight across all major initiatives.

The 2025 CBP has been refined by removing operational “business as usual” activities, leaving a sharper focus on strategic projects and initiatives. This provides greater clarity for Council and staff, ensuring the CBP functions as a genuine strategic tool rather than a duplicate of departmental work programs.

The desktop review process, informed by Executive consultation across all portfolios, has added several new priority initiatives. Key inclusions are the staged review and implementation of a new Enterprise Resource Planning (ERP) system, expansion of the Shire’s CCTV capability, and strengthened advocacy actions such as the Keeping Kids in Carnarvon briefing paper. These inclusions reflect both community priorities and internal organisational needs identified since the 2024 CBP.

The updated CBP is fully integrated with the draft 2025/2026 Budget and the supporting Long-Term Financial Plan, Workforce Plan, and Asset Management Plan. All major projects have been costed or allocated within financial forecasts. The streamlined structure ensures a clear line of sight between strategic intent, CBP actions, and funded deliverables, thereby strengthening financial discipline and governance.

This desktop review is an interim step ahead of the comprehensive review of both the SCP and CBP scheduled for completion after the October 2025 local government elections. This will allow the newly constituted Council to set the strategic priorities for the next planning cycle, ensuring alignment of governance, workforce planning, and community engagement into the next decade.

In summary, the 2025 CBP differs from the 2024 version by being more streamlined, more closely aligned to budgetary priorities, and more focused on major strategic initiatives rather than operational detail. These changes improve accountability, strengthen governance, and ensure the Shire remains well-positioned to deliver on its community objectives.

OFFICER’S RECOMMENDATION

That Council, by Absolute Majority, pursuant to Section 5.56(1) of the Local Government Act 1995 and Regulation 19C(4) of the Local Government (Administration) Regulations 1996, resolves to:

1. *Endorse the desktop review of the Strategic Community Plan 2022–2032, as per Schedule 1, confirming no amendments are required;*
2. *Adopt the updated Corporate Business Plan 2023–2027, as per Schedule 1 refined to reflect the February 2025 organisational structure, remove completed actions, and incorporate new strategic initiatives;*
3. *Note that the updated CBP has been integrated into the proposed 2025/2026 Annual Budget, with explicit alignment to the Long-Term Financial Plan, Asset Management Plan, and Workforce Plan; and*
4. *Resolve to schedule a comprehensive review of ~~both the Strategic Community Plan and~~ Corporate Business Plan immediately following the October 2025 local government elections—thereby enabling the newly elected Council to establish the next strategic planning cycle.*

7.1.7 CEO'S ADDITIONAL LEAVE PERIOD AND EXTENSION OF APPOINTMENT OF ACTING CEO

File No:	P1564
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Neil Hartley, Strategic Advisor
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Financial
Voting Requirement:	Simple
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This item seeks Council approval for the extension of the CEO's leave period, and the extension of the appointment of the current Acting Chief Executive Officer (until the Chief Executive Officer can return to normal duties).

Background

Council at its 29 April 2025 Council Meeting approved the CEO's request to take three separate periods of Long Service Leave over 2025 and 2026, namely 15 - 26 May and 31 July - 26 August 2025; and 2 January - 2 February 2026 (all dates inclusive).

The currently appointed Acting CEO is Amanda Leighton (who normally holds the position of Executive Manager Corporate Strategy & Performance) and her appointment was due to conclude on Tuesday 26 August 2025. Mandy Dexter, the CEO, is however unable to return to work on that date and advises *"that, due to unexpected and extenuating circumstances, I will be unable to return to work until Monday 1 September"* (and a medical certificate to cover this period will be provided).

Whilst a short period of sick-leave would not normally be reported to Council, in this instance it does require the extension of the term for the Acting CEO, to ensure efficient continued operations during the CEO's absence. It is therefore proposed that Amanda Leighton's current appointment as Acting CEO be extended to now conclude on Monday 1 September (or such later date as the CEO returns to her normal work duties).

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995

5.36 . Local government employees

(1) A local government is to employ —

- (a) a person to be the CEO of the local government; and
- (b) such other persons as the council believes are necessary to enable the functions of the council to be performed

(2) A person is not to be employed in the position of CEO unless the council —

- (a) believes that the person is suitably qualified for the position; and
- (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.

5.39 . Contracts for CEO and senior employees

- (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting

Relevant Plans and Policy

Policy EME005 is under review considering recent interim changes to the Executive Team. It is therefore proposed that an alternative member of the Executive Team be appointed to the position of Acting CEO on this occasion.

Financial Implications

Adequate funds are available within the Leave Reserve to cover the costs associated with appointing an Acting CEO during the CEO's proposed leave period.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	Stakeholder or community concerns about CEO availability	C1 - Low	Communication plan to advise relevant stakeholders of Acting CEO arrangements and reassurance of continued organisational leadership.

	Leadership gap during CEO's absence	C2 - Moderate	Appointment of a suitably qualified Acting CEO with appropriate delegations in place to ensure business continuity.
Service disruption	Business Interruption Not appointing an Acting CEO will limit the Shire's capacity to satisfactorily manage the organisation and undertake the Council's directions.	B1 - Moderate	Council considering and adopting the recommendation of this report for the timely appointment of an Acting CEO to ensure continuity of leadership and organisational management.
	Delays in decision making or authorisations	C2 -Moderate	Acting CEO will have full delegated authority to make decisions and approve matters within the CEO's remit. Relevant matters requiring Council consideration will be scheduled appropriately.
	Reduced oversight on major projects or issues	B1 -Moderate	Handover briefings and regular check-ins (if necessary) have already occurred (prior to the original leave period). Executive Management Team to continue reporting to the Acting CEO.
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- 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 is a very capable local government professional, suitably qualified and experienced, and with excellent knowledge of the activities of the Shire. She has competently undertaken the role and duties of Acting Chief Executive Officer since 31 July 2025 and is considered to be very capable of continuing to undertaking that function until the CEO returns to her normal duties in the near future.

The Acting CEO will be authorised to carry out all the duties of the CEO as required and the existing internal temporary arrangements to accommodate the absence of the CEO will continue for the same extended period of time, ensuring that organisational activities will continue to be undertaken as per normal. Mr Jamie Bone (Executive Business Manager) will remain assigned to the task of Acting Executive Manager Corporate

Strategy & Performance to enable Ms Leighton to concentrate all of her attention to the role of Acting Chief Executive Officer.

OFFICER'S RECOMMENDATION

That Council:

- 1. Acknowledges and endorses the additional period of leave for CEO Mandy Dexter (noting Ms Dexter is anticipating being able to return to her normal duties on Monday 1 September);***
- 2. Confirms that it believes that Amanda Leighton is suitably qualified for the position of Acting Chief Executive Officer and extends her current appointment as Acting CEO until the CEO is able to return to her normal CEO duties (noting that this may be a date post 1 September); and***
- 3. Acknowledges that the Acting CEO will receive equivalent remuneration of the substantive CEO during the above period of acting service.***

7.2 CORPORATE SERVICES

7.2.1 ACCOUNTS PAID UNDER DELEGATION- JULY 2025

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Vika Nafetalai, Finance Officer
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	<ol style="list-style-type: none"> 1. List of Accounts Paid - July 2025-26 2. Credit Card Statement from 23.05.2025 to 22.06.2025

Authority/Discretion:

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

Summary of Report

To present the listing of accounts paid under delegation from the Municipal Fund and Trust Fund, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*, for the month of July 2025.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with a statutory condition on the delegation that a list of all payments is to be recorded in the Council Minutes. The list of payments is provided at Schedule 1 and 2 attached.

Stakeholder and Public Consultation

Nil

Statutory Environment

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

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

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

** Absolute majority required.*

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

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

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

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

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

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

- (3) A list prepared under sub regulation (1) or (2) is to be —*
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

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

and

- (b) recorded in the minutes of that meeting*

Relevant Plans and Policy

Nil

Financial Implications

Nil as payments have been made in accordance with the Council adopted budget.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments are made without appropriate budget authority	Low C-1	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Accounting Fraud	Moderate C-2	Internal controls are in place, including background checks and regular updates of Sundry Creditors. Sign off by SFO of any Creditor changes (Bank Accounts).

Community and Strategic Objectives

The tabling of information relative to payments made under delegation aligns itself with no specific objective as expressed in the Community Strategic Plan 2022-2032. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Nil

OFFICER'S RECOMMENDATION

That Council by simple majority in accordance with s.5.42 of the Local Government Act -

- 1. Receive the list of payments made under delegation, as per Schedule 1 at a total value of \$2,199,270.00 as presented for the month of July 2025, incorporating the following;***

<i>Payment reference from:</i>	<i>Payment reference to:</i>	<i>Payment type</i>	<i>Payment Amount</i>
EFT44612	EFT44854	Muni EFT	\$1,329,783.12
-	-	Trust EFT	\$0.00
-	-	Cheque	\$0.00
DD41649.6, DD41655.8, DD41736.1-DD41736.3, DD41738.1- DD41738.2, DD41740.1, DD41742.1- DD41742.2, DD41744.1, DD41750.1, DD41751.1, DD41753.1- DD41753.5, DD41755.1, DD41756.1- DD41756.2, DD41757.1- DD41757.2, DD41760.1, DD41762.1, DD41764.1- DD41764.7, DD41773.1- DD41773.2, DD41775.1,	DD41775.2	Bank Directs	\$869,486.88
		TOTAL	\$2,199,270.00

- 2. Receive the copies of credit card statements for all such Shire Facilities for the period 23.05.2025-22.06.2025, paid on 07.07.25.***

7.2.2 MONTHLY FINANCIAL REPORT JULY 2025

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Finance Manager
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Monthly Financial Report - July 2025-26

Authority/Discretion:

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

Summary of Item

This item presents the Statement of Financial Activity for the period ending 31 July 2025 for Council to consider. The officer's recommendation is that the Statement of Financial Activity be received by Council.

Background

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

Stakeholder and Public Consultation

Internal consultation within the Corporate Services Department

Statutory Environment

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

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

In accordance with *Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$10,000 or 10% whichever is the greater. Schedule 1 Statement of Financial Activity is structured to include the statutory requirements plus further notes to assist Council in understanding the Shire's financial position at the time of reporting.

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	C-1 Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	
Reputation	The delay in achieving timely reporting has the potential to damage the Shire's reputation.	B-2 High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	
Compliance	<i>Local Government Act 1995</i> requires Council receives these statements within 2 months of the end of the applicable month.	C-1 Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

The Monthly Financial Report – contains:

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

Notes for other supporting Information include:

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

Key points of interest for Councillors consideration:

- The opening surplus of \$4,219,463 at 1 July 2025 that was adopted by Council in the 2025/26 Budget, is higher than the actual opening surplus of \$4,005,129. Forecasting of additional expenditure post budget adoption and finalisation of end of year processing was completed, however additional expenditure was incurred above this forecasted amount. This amount will need to be recouped during the October 25 budget review process.
- The adopted budget reflects a closing deficit of \$390,707, which equates to the total value of Regional Express Holdings (REX) debt outstanding prior to REX entering into administration. The administration period for REX has been extended to December 2025. It is worth noting that a provision for this debt was raised in both the 23/24 and 24/25 financial years.
- As at 31 July 2025, \$2,022,382 of Reserve funds were held in a term deposit to earn additional interest. Municipal funds were not invested in a term deposit, rather kept in an interest earning bank

account to maintain cash flow flexibility. After the first Rates instalment date and cash flow increases, staff will diligently invest municipal funds in term deposit accounts.

- The actual closing position as at 31 July 2025 reflects a surplus of \$4,149,082. Of this, \$3.5 million comprises the 2025/26 Financial Assistance Grant which will be fully expended in general purpose activities by the end of the year.

OFFICER'S RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations, receives the Statement of Financial Activity for the period ending 31 July 2025.

7.2.3 AMENDMENT TO 2025/26 FEES & CHARGES

File No:	ADM0002
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Finance Manager
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	OCM 06/06/25
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report recommends amending the 2025/2026 Schedule of Fees and Charges by removing the separate fees for “Account Enquiries – Rating Information Only” and “Account Enquiries – Orders & Requisitions Only”, leaving the existing combined fee for “Rating Information and Orders & Requisitions” as the sole option for these enquiries. It also proposes removing the fee for reprinting rates notices issued within the past two years.

Background

The 2025/2026 Schedule of Fees and Charges was adopted by Council on 24 June 2025 (Council resolution OCM 06/06/25). The adopted fees included:

- Rates reprint – cost per reprint sent by email: \$12
- Rates reprint – cost per reprint sent by post: \$20
- Account enquiries – rating information only: \$71
- Account enquiries – orders and requisitions only: \$141
- Account enquiries – combined rating information and orders & requisitions: \$211

Rates notices issued within the past two financial years are stored digitally in the Shire's records system and can be retrieved quickly and with minimal staff time. In these cases, the administrative cost of raising and processing a small reprint fee is greater than the fee itself. By contrast, retrieving notices older than two years generally requires further interrogation of archived systems and records, which can be time consuming.

This operational difference underpins the proposed amendment to only apply the reprint fee to notices more than two years old.

It is also considered poor practice to provide rating information in isolation, as this may result in incomplete or inaccurate property disclosures. Following consultation with local government best practice rates consultants, the recommendation is to remove the two separate “rating information only” and “orders and requisitions only” fees, leaving the existing combined fee as the sole option for such requests.

Stakeholder and Public Consultation

Internal review with Finance and Customer Service teams

External consultation with LG Best Practices Rates Consultants

Statutory Environment

Local Government Act 1995

- Section 5.94(o) – Provides that any person may inspect the local government’s rate record, free of charge, during office hours.
- Section 6.16(2)(c) – Allows a local government to impose a fee or charge for providing information from its records, subject to s.5.94. This includes providing copies or compiling information in a specific format, such as rating information requests, orders and requisitions, or reprints of rate notices. These fees are discretionary and set by Council, not prescribed by State legislation
- Section 6.17 – Outlines the factors to be considered when determining the amount of a fee or charge, including cost recovery and market considerations.
- Section 6.19 – Where a fee or charge is imposed or amended after the annual budget is adopted, the local government must give local public notice of the intention to do so, specifying the date from which it will apply.

Relevant Plans and Policy

Nil

Financial Implications

The removal of the rates reprint fee for notices issued within the past two years is expected to have negligible impact on revenue, as demand for this service is low. The consolidation of the separate “Rating Information only” and “Orders and Requisitions only” fees into the existing combined service fee may result in a minor increase in income, as the combined fee would apply even when only one component is requested. Overall, the amendments are expected to improve administrative efficiency and reduce processing time for staff.

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	Revenue reduction from removal of minor fees	C-1 Low	Rates reprint Fee has not historically been consistently charged by Shire staff. Removal of this fee will therefore have a minimal impact on revenue. By removing the separate fees for Rating information & orders and requisitions and only offering a combined fee, income may increase.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The amendment of Fees & Charges aligns itself with no specific objective as expressed in the Community Strategic Plan 2022-2032.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The proposal to remove the separate fees for “Account Enquiries – Rating Information only” and “Account Enquiries – Orders & Requisitions only” is based on both best practice advice and operational efficiency. Consultation with Local Government best practice rates consultants confirmed that it is not advisable to provide rating information in isolation, as this can omit important property details and lead to incomplete or inaccurate disclosures. A single combined fee for “Rating Information and Orders & Requisitions” ensures the provision of complete and accurate information, supports compliance, and simplifies the process for customers and staff.

The removal of the fees for reprinting rates notices issued within the past two years is also strategically and financially sound. These notices are stored digitally within the Shire’s records system, enabling staff to retrieve and provide them quickly and at minimal cost. Seeking payment for such a low-value fee would often result in administrative time (raising an invoice, processing payment, reconciling accounts) exceeding the revenue generated, making the process counterproductive. Removing the fee removes a barrier for ratepayers seeking copies, improves customer service, and may encourage more timely payment of rates.

Overall, these changes simplify the Schedule of Fees and Charges, improve consistency, and align fees with the cost and value of the services provided, while supporting sound financial management and efficient service delivery.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority in accordance with sections 6.16 and 6.19 of the Local Government Act 1995, amends the adopted 2025/2026 Schedule of Fees and Charges as follows:

- 1. Rates Notice Reprints***
 - a. Modify the existing fees titled "Rates reprint – cost per reprint sent by email" and "Rates reprint – cost per reprint sent by post" to specify that they apply only to notices issued more than two financial years prior to the request; and***
 - b. Remove the fee for reprinting rates notices issued within the past two financial years.***
- 2. Rating Information Services***
 - a. Remove the following separate fees:***
 - i. "Account Enquiries – Rating Information only" (\$71)***
 - ii. "Account Enquiries – Orders & Requisitions only" (\$141)***
 - b. Retain and apply the existing fee of \$211 for "Account Enquiries – Combined Rating Information and Orders & Requisitions" to all such requests.***
- 3. Authorise the Chief Executive Officer to give local public notice of the amended fees and charges, with the change to take effect from the date specified in that notice.***

7.3 DEVELOPMENT AND COMMUNITY SERVICES

7.3.1 MOU - CORAL BAY BOAT RAMP

File No:	ADM1904
Location/Address:	Coral Bay Boat Ramp
Name of Applicant:	Shire of Carnarvon
Name of Owner:	The Department of Transport and Major Infrastructure
Author(s):	Stefan Louw, Executive Manager, Community Planning and Sustainability
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. MOU

Authority/Discretion:

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

Summary of Report

For Council to consider a Memorandum of Understanding (MOU) between the Shire of Carnarvon and the Department of Transport and Major Infrastructure (DTMI) for the provision of ranger services at the Coral Bay Boat Ramp facility to address issues of illegal camping on land owned by DTMI.

Background

The Coral Bay Boat Ramp facility, located on land under the management of the DTMI, has become a hotspot for illegal camping activities. For years, Shire Rangers have patrolled the area to discourage illegal camping; however, due to jurisdictional limitations, they are unable to issue infringements or enforce local laws, as the land is not under the Shire's control.

This situation has led to an increase in nuisance behaviour and a growing perception among campers that the area is a loophole allowing free and unregulated camping. The lack of enforceable authority has contributed to community dissatisfaction and concerns about the degradation of public infrastructure and amenity.

The Department of Transport and Major Infrastructure has advised that they do not have the resources or operational capacity to manage or monitor the facility to prevent illegal camping activities. They have,

however, expressed willingness to enter into an MOU that would formally empower Shire Rangers to enforce relevant laws and issue infringements on their behalf.

Below is a map indicating the service area to be covered under the MOU.



Map 1: Service area as per MOU

Stakeholder and Public Consultation

Department of Transport and Major Infrastructure – initial discussions held, and support expressed for formal MOU.

Statutory Environment

Local Government Act 1995 - Section 3.18

3.18. Performing executive functions

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and
 - b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - c) are managed efficiently and effectively.

Relevant Plans and Policy

Nil.

Financial Implications

The proposed MOU would allow the Shire to retain revenue from infringements issued, providing partial cost recovery for Ranger patrols in the area. Costs associated with patrols are accommodated within existing operational budgets and will coincide with current planned visits to Coral Bay. In addition, there are no maintenance or upkeep requirements of the boat ramp area for the Shire associated with this MOU.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	Reputation risk to the Shire associated with community dissatisfaction due to inaction.	B2 - High	Increased Ranger visibility and enforcement powers.
Service disruption	N/A		
Compliance	Compliance risk associated with continued illegal	A2 - High	Establishment of MOU enabling enforcement.

	camping due to lack of enforcement.		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

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

CURRENT SITUATION

- Illegal camping at the Coral Bay Boat Ramp continues to be an issue.
- The Shire's Rangers are already patrolling the area, but without the legal authority to issue fines.
- The Department of Transport and Major Infrastructure has confirmed it does not have the resources or operational capacity to patrol or manage the area in relation to camping enforcement.
- The inability to enforce camping laws is undermining community expectations and diminishing the effectiveness of Ranger operations.

PROPOSED ACTION – MOU WITH DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE

The Shire is seeking to enter into an MOU with the DTMI that will:

- Formally delegate authority to Shire Rangers to issue infringements under relevant legislation at the Coral Bay Boat Ramp.
- Allow the Shire to retain any revenue generated from these infringements.
- Not impose any additional operational burden on Rangers, who are already patrolling the area as part of their regular duties.

BENEFITS

- Enables effective enforcement of illegal camping laws at a known problem location.
- Enhances the credibility and authority of Shire Rangers.
- Provides a revenue stream to support Ranger services.
- Reduces environmental and amenity impacts on the Coral Bay community.
- Offers a cost-effective solution to the DTMI, who do not have capacity to manage this issue independently.

RISK MANAGEMENT

- The MOU provides legal clarity and mitigates the risk of ongoing non-compliance due to land tenure ambiguity.
- Regular patrols and enforcement will deter repeat offences and reduce tensions within the community.
- The agreement ensures enforcement aligns with community expectations and regulatory requirements.

The establishment of an MOU will allow Shire Rangers to lawfully undertake enforcement actions at the Coral Bay Boat Ramp facility, including issuing fines for illegal camping. It is anticipated that this will serve as an effective deterrent and help restore the amenity of the area for legitimate users.

Importantly, the MOU will also include provisions for the Shire to retain revenue from any infringements issued, helping to offset the cost of ranger services.

The MOU also outlines:

- The scope of enforcement powers granted to Shire Rangers on DTMI land;
- Responsibilities and role of the Department and the Shire of Carnarvon;
- Agreed communication protocols between the parties;

This agreement aligns with the Shire's broader commitment to supporting the Coral Bay community and protecting key public infrastructure from misuse.

OFFICER'S RECOMMENDATION

That Council by Simple Majority:

- 1. Pursuant to Section 3.18 of the Local Government Act 1995, endorses the Memorandum of Understanding (MOU) with the Department of Transport and Major Infrastructure to enable Shire Rangers to enforce relevant legislation and issue infringements at the Coral Bay Boat Ramp facility;***
- 2. Notes that the MOU will include provisions for the Shire of Carnarvon to retain revenue from any infringements issued.***

7.3.2 COMMUNITY GROWTH FUND APPLICATIONS AND OUTGOING SPONSORSHIP - ROUND 2, 2025

File No:	ADM0080
Location/Address:	Shire of Carnarvon
Name of Applicant:	Various
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> 1. Community Growth Fund Meeting Minutes - 19 August 2025 2. Community Growth Fund Assessment Matrix - Confidential

Authority/Discretion:

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

Summary of Report

This report presents the recommendations of the Community Growth Fund Committee for Round 2 of the Community Growth Fund and Outgoing Sponsorship and seeks Council's formal endorsement of these recommendations.

Background

The Shire of Carnarvon's Community Growth Fund Committee met on Tuesday, 19 August 2025, to assess the applications submitted for Round 2 of the 2025 Community Growth Fund and Outgoing Sponsorship, which closed on 12 August 2025. The meeting minutes are attached in **Schedule 1** and include the Committee's recommendations.

Ten applications were received across both the Community Growth Fund and Outgoing Sponsorship categories. Each was assessed in line with the criteria outlined in the Community Growth Fund Policy, with a detailed evaluation conducted using the assessment matrix.

Comments and justifications for the recommendations can be found in the Grant Assessment Matrix, attached in Confidential **Schedule 2**, provided under separate cover.

The Community Growth Fund Committee consists of Elected Members. Shire staff provide administrative support to the Committee by receiving applications, preparing reports for the Committee meeting, obtaining

further information required from applicants, and preparing the reports with the Committee's recommendations for endorsement by Council. Shire staff also provide advice and guidance to applicants to assist with their Community Growth Fund applications.

Stakeholder and Public Consultation

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

Statutory Environment

Local Government Act 1995 Section 3.18 Performing executive functions

- 1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- 2) *In performing its executive functions, a local government may provide services and facilities.*
- 3) *A local government is to satisfy itself that services and facilities that it provides —*
 - a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
 - b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
 - c) *are managed efficiently and effectively*

Relevant Plans and Policy

CD004 – Community Growth Fund Policy

Shire of Carnarvon's Strategic Community Plan 2022 – 2032

Financial Implications

The Council allocates funding for the Community Growth Fund as part of its annual budget process. The current balance of the fund is \$104,500.00. In this round, a total of \$25,897.00 has been requested through Community Growth Fund applications, and \$45,000 has been requested through Outgoing Sponsorship applications, bringing the total requested amount to \$70,897.00. There are two more rounds of funding scheduled to open in October 2025 and January 2026.

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Funding commitments cannot be met within budget.	3-D Moderate	Ensure allocations are within the budget provision.
Health & Safety	N/A		
Reputation	Decision-making on approvals and	2-C Moderate	Provision of clear policy and guidelines and timely communication will assist in

	rejections are subject to community criticism.		mitigating the risk.
Service disruption	N/A		
Compliance	Applications funded are non-compliant with the Community Growth Fund policy.	3-C High	Community Growth Fund Committee reviewed all applications to ensure they meet the requirements set out in the Community Growth Fund Policy.
Property	N/A		
Environment	N/A		
Fraud	Allocated grants may need to be used appropriately as indicated in the application.	3-C Moderate	Appropriate and substantial acquittal processes are in place that make each organisation accountable for funds according to their funding application.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community acknowledges our history and celebrates our diverse cultures*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *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 Community Growth Fund Committee has assessed each application against the criteria outlined in the Community Growth Fund Policy and reviewed the available budget before making recommendations to Council. Community Growth Fund applications have been assessed and scored against the objectives provided, details of the project budget, demonstrated benefits to the Carnarvon community, and acknowledgement of the Shire of Carnarvon.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to:

- ***Carnarvon Fishing Club Incorporated - \$5,000.00***
- ***Carnarvon Chamber of Commerce and Industry Incorporated - \$10,000***
- ***Events Carnarvon - \$10,000***
- ***Carnarvon Windfest Incorporated - \$5,000***
- ***Gascoyne Food Council Incorporated - \$10,000***
- ***Carnarvon Junior Cricket Association - \$2,500***
- ***Gascoyne Community Services Aboriginal Corporation - \$897.00***

2. Authorise the CEO to execute grant agreements.

7.3.3 PUBLIC HEALTH PLAN 2025 - 2029

File No:	ADM0305
Location/Address:	3 Francis Street, Carnarvon WA 6701
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Public Health Plan 2025 - 2029

Authority/Discretion:

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

Summary of Report

This report presents the Public Health Plan 2025–2029 for the Shire of Carnarvon and seeks Council's endorsement.

Background

In accordance with the Public Health Act 2016, all local governments must prepare and implement a Public Health Plan consistent with the State Public Health Plan by 4 June 2026. The Shire's Public Health Plan 2025–2029 has been developed to meet this requirement, guided by the WA Department of Health's Public Health Planning Guide for Local Government.

Development of the draft plan involved:

- Health status and determinants review – analysing statistical data, local health profiles, and comparison with State averages.
- Review of existing plans and policies – ensuring integration with the Shire's Strategic Community Plan 2022–2032 and Corporate Business Plan 2023–2028.
- Community engagement – drawing on:
 - The 2020 Public Open Space Survey (500+ participants) identifying barriers and opportunities for public open space use.
 - The 2022 Community Survey (356 responses) highlighting strengths such as climate and lifestyle, and challenges such as crime and service gaps.

- The 2023 Stakeholder Public Health Survey (18 responses from key agencies) identifying top priorities such as promoting active communities, improving Aboriginal health and wellbeing, and optimising mental health.

The plan is structured around three priority themes:

- Growing Liveable Environments
- Growing a Safe and Sustainable Community
- Growing Accessible Services

Within these themes, eight Priority Public Health Objectives have been identified, each supported by measurable actions across the Shire's six role categories: Advocate, Facilitate, Fund, Partner, Provide, and Regulate. Clearly identifying these roles helps both Council and the community understand the Shire's contribution and responsibilities for each action.

Importantly, the actions draw on the Shire of Carnarvon's core business, ensuring strong alignment with the Corporate Business Plan rather than introducing a large number of new initiatives that could place pressure on resources and delivery capacity.

Where possible, the actions complement Council-endorsed operations and community development initiatives, including:

- Core community programming already delivered, such as Seniors Week.
- Continued support for sporting and cultural events such as Windfest through the Community Growth Fund.

By aligning with existing priorities and leveraging established partnerships, the Public Health Plan provides a strategically relevant, achievable, and integrated framework for improving community health outcomes over the next four years.

Stakeholder and Public Consultation

In preparing the Public Health Plan 2025–2029, the Shire was mindful of not over-consulting with the community, given the recent extensive engagement undertaken through:

- 2020 Public Open Space Survey – over 500 participants providing input into the use, condition, and improvement opportunities for public open space.
- 2022 Community Survey – 356 responses highlighting liveability strengths, service satisfaction levels, and priority issues.

These previous engagement processes provided a strong evidence base for understanding community views on public health priorities.

For the Public Health Plan, the Shire undertook targeted stakeholder consultation to gain specific insights from key organisations about:

- Their own organisational public health priorities.
- Opportunities for collaboration with the Shire in delivering public health outcomes.
- Actions and programs that could be supported or co-designed to align with State and local health priorities.

Invitations were sent to 116 stakeholder organisations and agencies, with follow-up phone calls to encourage participation. This process resulted in 18 formal responses, representing health, education, community services, recreation, and Aboriginal organisations. Feedback from stakeholders directly informed the Priority Public Health Objectives and Actions in the plan.

The Public Health Plan 2025–2029 was also presented to Council at the Corporate Information Session on 19 August 2025, where feedback was received on key actions within the document. This included strong support

for addressing community needs such as advocacy for the reinstatement of maternity services and the development of facilities for aged care.

Statutory Environment

Public Health Act 2016 (WA) – Part 5, Division 1, Sections 45–47

Section 45. Local public health plans

1. A local government must prepare a local public health plan that —
 - a. identifies the public health needs of its local government district; and
 - b. specifies the objectives and policy priorities for —
 - i. the promotion, improvement, and protection of public health in the local government district; and
 - ii. the development and delivery of public health services in the local government district.
2. A local public health plan must be consistent with the State public health plan.
3. A local public health plan may be integrated with other plans and strategies of the local government.

Section 46. Reviewing plans

1. A local government must review its local public health plan regularly and in accordance with any regulations.
2. Following a review, a local government may replace its local public health plan or amend it.

Section 47. Reporting

1. A local government must report to the Chief Health Officer on the implementation of its local public health plan in accordance with the regulations.

Relevant Plans and Policy

Strategic Community Plan 2022-2032

Public Open Space Strategy

Carnarvon Alcohol and other Drug Action Plan

CD009 – Community Engagement Policy

Financial Implications

Endorsement of the Public Health Plan does not have a direct financial implication for Council. The plan provides the Shire with a strategic framework to guide public health initiatives and supports the organisation in applying for external funding for projects and programs that align with the plan's objectives.

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 community may assume the Shire will directly lead and deliver all public health services under the plan, creating	C-2 Moderate	Clearly articulate the Shire's defined role for each action (Advocate, Facilitate, Fund, Partner, Provide, Regulate) at the outset; prioritise actions within existing budgetary capacity; seek external funding opportunities; align initiatives with core

	unrealistic expectations.		business to minimise additional financial impact.
Health & Safety	Failure to address key public health risks or respond to emerging issues in a timely manner may adversely impact community wellbeing.	D-1 Low	Implement regular reviews of relevant public health data; maintain active partnerships with WA Country Health Services and other agencies for early identification and coordinated responses to emerging issues.
Reputation	The use of existing community engagement data (collected within the past four years) may be perceived as outdated; however, officers are confident the identified concerns and opportunities remain relevant and are being addressed through existing initiatives.	C-2 Moderate	Communicate the evidence base and explain the continuing relevance of engagement findings; highlight ongoing and complementary initiatives; report publicly on progress and achievements.
Service disruption	N/A		
Compliance	Non-compliance with the Public Health Act 2016 or failure to meet reporting obligations to the Department of Health could result in reputational and regulatory consequences.	D-1 Low	Embed compliance deadlines into the Attain; assign a designated officer to monitor and ensure statutory obligations are met.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our holistic health care facilities provide services from the womb to the grave*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *Deal with the abuse of Drug and Alcohol and subsequent problems*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Public Health Plan 2025–2029 provides a strategic framework that not only addresses public health priorities but also recognises the broader factors that contribute to a healthy, connected, and resilient community. The plan highlights the interrelationship between community wellbeing and elements such as well-maintained public spaces, accessible recreation facilities, quality infrastructure, and strong social connections. For example, well-designed and maintained parks and open spaces support an active lifestyle, which in turn promotes physical health, mental wellbeing, and community connection.

Importantly, the plan is also a valuable advocacy tool for Council. It positions the Shire to clearly articulate community health needs, identify priority areas for investment, and support requests to State and Federal Governments for improved health services in the region. The actions identified in the plan have been developed to align with the Shire’s current operations, community development initiatives, and Corporate Business Plan, ensuring that they build on what we are already doing rather than placing additional burdens or unfunded responsibilities on the organisation.

By providing a clear, evidence-based roadmap for action, the plan supports future funding applications and enables the Shire to engage meaningfully with stakeholders and partners. It is designed to be practical, achievable, and relevant, with a review process that ensures it remains responsive to the changing needs of the community over its lifespan.

OFFICER’S RECOMMENDATION

That Council endorses the Public Health Plan 2025 – 2029 as presented in Schedule 1.

7.4 INFRASTRUCTURE SERVICES

7.4.1 BLACKSPOT FUNDING - SPEEDWAY ROAD

File No:	ADM1722
Location/Address:	Speedway Road, Carnarvon
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Gloria Quinn, Executive Assistant
Authoriser:	Colm Stanley, Executive Manager Infrastructure
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report presents options for the future of Speedway Road under the approved Blackspot funding received from Main Roads WA.

Council is requested to determine the preferred course of action for the Speedway Road Blackspot project, based on the options outlined below.

Background

A realignment of Speedway Road North was identified for Blackspot funding to create a new formalised T-intersection with Speedway Road West. A Road Safety Audit prepared by PJA noted that Speedway Road North is not speed zoned therefore it falls within the open road speed zoning of 110km/h. The purpose of the realignment is to mitigate the risk of right-angle crashes where vehicles could fail to give way in time whilst exiting the intersection. Additionally, there is a potential hazard caused by a lineup of stationary vehicles on the road waiting to enter the landfill site which may not be seen in time by approaching vehicles.

Highlight key risks identified:

- Limited sight distance due to road curvature.
- Lack of signage and pavement markings.
- Unsealed road sections and poor delineation.

- Risk of right-angle and run-off-road crashes.

Available traffic data from October 2018 indicated that the average speed on Speedway Road North is 61.5km/hr (85th percentile: 76.8 km/h) and on Speedway Road West it is 51.3km/hr (85th percentile: 64.2 km/h) indicating that drivers are, overall, driving to the condition of the road.

Note: No recorded crashes, but RSA supports “accident waiting to happen” designation.

The Shire of Carnarvon issued a Request for Tender (RFT) 07/2024 for the realignment of Speedway Road North, to create a new intersection with Speedway Road West that is approximately 55m further to the north. Two submissions were received, both of which were more than the available budget. Negotiations with Main Roads WA took place and additional funding was secured to meet the tendered price submitted by Tremor Mining & Civil Pty Ltd (Tremor).

Stakeholder and Public Consultation

No public consultation has taken place to date.

Statutory Environment

In respect of Option 3 the following section of the Local Government Act, 1995 applies:

Local Government Act, 1995 – Section 3.57 Tender for providing goods and services.

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Relevant Plans and Policy

Policy CF001 – Purchasing and Procurement

Financial Implications

Main Roads WA are requesting clarification of the Shire’s intention regarding approved Blackspot funding projects. The financial implication of each option presented in the ‘Comments’ section of this report, is outlined below:

Option 1. Return funding (Black Spot Funding) \$82,000 to Main Roads and additional \$50,000 to close the road. *Total Cost Impact \$132,000*

Option 2. Return Funding (Black Spot Funding) \$82,000, estimated signage cost \$30,000 funded via Roads to Recovery. *Total Cost impact \$112,000*

Option 3. Blackspot funding (Main Roads) \$624,764 and Shire of Carnarvon (Roads to Recovery) \$312,381 *Total Cost impact \$937,145 (Note that contractor cost may increase as tender has lapsed)*

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	Minimal impact on all options	D2	Implement one of the options presented.
Health & Safety	All options improve the current risk profile	C3/4	All options reduce the risk
Reputation	Potential community dissatisfaction if access changes or safety concerns persist	C3	Engage community early and communicate changes clearly.
Service disruption	Temporary disruption during construction or signage installation	D3	Schedule works to minimise disruption and notify stakeholders.
Compliance	Need to meet road safety and signage standards	C3	Ensure compliance with Main Roads WA and Austroads standards.
Property	Risk of damage to vehicles or infrastructure if road conditions are poor	C3	Upgrade road surface and signage as per audit recommendations.
Environment	Dust and runoff during construction may affect local environment	D3	Implement dust control and erosion mitigation measures.
Fraud	Low likelihood of fraud, but procurement and funding must be monitored	D2	Follow transparent procurement and financial reporting processes.

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

Since not proceeding with the award of the tender, consideration of further options for Speedway Road has taken place. These options are listed below:

- Option 1. Close Speedway Road North and have the sealed Speedway Road West as the only access road to the landfill site. (*Note: Speedway Road North will be opened in the event of a major flood*)
- Option 2. Install warning signage on Speedway Road North, indicating that an intersection is ahead and supporting signage on approach to the intersection. Thus, reducing the potential for accidents.
- Option 3. Complete the works as per the tender. Council has set aside \$312,381 of Roads to Recovery (R2R) funding for the one third local government contribution. However, given that the 90-day requirement for pricing to be valid has elapsed, tenderers will need to be invited to update their submissions, and it is likely that costs will have increased.

Risk Assessment of Options

Option 1: Close Speedway Road North

Risk Level: *Moderate to High*.

- Pros:
 - Removes the hazardous intersection.
 - Reduces maintenance on closed part of the unsealed road.
- Cons:
 - May inconvenience landfill users.
 - Potential community backlash if access is perceived as reduced.
 - Requires signage and communication plan and cost to block road.
 - Return funding (App \$82k) + cost to close road.
- Mitigation: Provide clear detour signage and community notice

Option 2: Install Warning Signage and stop signs.

Risk Level: *Moderate*

- Pros:
 - Low-cost intervention.
 - Addresses visibility via the provision of signage and delineation.
- Cons:
 - Does not resolve geometric issues or sight distance limitations.
 - May not be sufficient to prevent crashes in poor visibility.
- Mitigation: Combine with signage and delineation upgrade and monitor risk.

Option 3: Complete Works as per Speedway Road Realignment Tender.

Risk Level: Low

- Pros:
 - Fully addresses RSA findings, with provided funding
 - Improves safety and compliance with design standards.
 - Utilises secured funding.
- Cons:
 - Cost escalation risk due to expired tender.
 - Requires re-engagement with contractor(s).

Option 3 remains the most comprehensive and defensible solution from both a risk management and liability mitigation perspective.

If Option 2 is selected, this will reduce the current risk profile by addressing aspects identified in the RSA findings. Post-implementation, these measures will require ongoing monitoring.

OFFICER'S RECOMMENDATION

That Council elects to approve Option 1, 2 or 3 contained in this report to progress utilisation or repayment of State Black Spot funding for Speedway Road North.

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 ACQUISITION OF 24 FRANCIS STREET, CARNARVON – WORKFORCE HOUSING PROPOSAL

This matter is considered to be confidential under Section 5.23(2) - (b), (c), (e) and (f) 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 the personal affairs of any person, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting, a matter that if disclosed, would reveal –

- (i) a trade secret; or
- (ii) information that has a commercial value; or
- (iii) information about the business, professional, commercial or financial affairs of a person and a matter that if disclosed, could be reasonably expected to –
 - (i) impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety.

12.2 CEO PERFORMANCE BONUS

This matter is considered to be confidential under Section 5.23(2) - (a) and (b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees and the personal affairs of any person.

13 DATE OF NEXT MEETING

Tuesday 23 September 2025 commencing at 9.00am in Council Chambers.

14 CLOSURE