

SHIRE OF CARNARVON

SCHEDULES

ORDINARY COUNCIL MEETING

TUESDAY 27 JANUARY 2026

Table of Contents

4.2 Minutes of the Audit & Risk Improvement Committees - 26 August 2025; 9 December 2025 and 16 December 2025

Schedules 1 ARIC Minutes - 26 August 2025 4

Schedules 2 ARIC Minutes - 9 December 2025 39

Schedules 3 ARIC Minutes - 16 December 2025 54

7.1.2 Status of Council Decisions - January 2026

Schedules 1 Outstanding Council Action Items - January 2026 106

7.2.1 Accounts Paid Under Delegation - December 2025

Schedules 1 Schedule 1 - Credit Card Payments 113

Schedules 2 Schedule 2 - List of Accounts Paid Under Delegation 134

Schedules 3 Schedule 3 - Direct Debits 146

7.2.2 Monthly Financial Report December 2025

Schedules 1 Monthly Financial Report - December 2025 148

7.3.1 Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)

Schedules 1 CHRMAP 171

Schedules 2 Stakeholder and Community Engagement Plan....334

7.3.4 Review of Fees and Charges 2025/2026

Schedules 1 Review of Fees and Charges....356

7.3.5 Policy Adoption - Australia Day Events Policy

Schedules 1 Australia Day Policy 371



SHIRE OF CARNARVON

AUDIT & RISK MANAGEMENT COMMITTEE

MINUTES

TUESDAY 26 AUGUST 2025

CONFIRMATION OF MINUTES
These minutes were confirmed by the Audit & Risk Management Committee on:

as a true and accurate record

Chairman

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

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.

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a **summary** of questions asked by members of the public and the answers given. The minutes **are not** a transcript of the proceedings of the meetings.

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 Bulleting April 2014 and Guideline No. 3 Managing Public Question Time.)

INDEX

1 ATTENDANCES AND APOLOGIES 5

2 PUBLIC QUESTION TIME 5

3 DECLARATIONS OF INTEREST 5

NIL4 CONFIRMATION OF MINUTES 5

4.1 Minutes of the Audit and Risk Management Committee Meeting - 24 June 2025 5

5 REPORTS 6

5.1 Governance and Compliance - Internal Controls 6

5.2 Interim Annual Audit Report 10

5.3 Compliance Report - Councillor Meeting Attendance 14

5.4 Swimminig Pool Barrier Inspections 18

5.5 Outstanding Debt Report - July 2025 22

5.6 Shire of Carnarvon Website - Annual Status Report 28

5.7 Confidential HR Report for 2024/2025 31

6 DATE OF NEXT MEETING 35

7 CLOSE 35

1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 11.20am

Mr Eddie Smith ..... Presiding Member/Shire President
Cr Burke Maslen ..... Councillor, Gascoyne/Minilya Ward
Cr Luke Vandeleur ..... Councillor, Town Ward
Cr Paul Kelly ..... Councillor, Town Ward
Amanda Leighton ..... A/Chief Executive Officer
Denika Sweetman ..... Manager, People Culture & Wellbeing
Dannielle Hill ..... EA, Corporate Strategy & Performance

Apologies
Mrs Amanda Dexter ..... Chief Executive Officer

Leave of Absence
Nil

Press ..... Nil
Observers ..... Nil

2 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.)

There was no public in attendance.

3 DECLARATIONS OF INTEREST

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

Nil

NIL4 CONFIRMATION OF MINUTES

4.1 Minutes of the Audit and Risk Management Committee Meeting - 24 June 2025

COMMITTEE RESOLUTION ARMC 01/08/25

Moved: Cr Burke Maslen
Seconded: Cr Luke Vandeleur

That the minutes of Audit and Risk Management Committee Meeting held on 24 June 2025 be confirmed as a true record of proceedings.
FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5 REPORTS

5.1 GOVERNANCE AND COMPLIANCE - INTERNAL CONTROLS

File No:	ADM0011
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Jamie Bone, Executive Business Manager
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 23.11.23
Schedules:	1. Shire of Carnarvon Internal Controls - July 2025

Authority/Discretion:

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

Summary of Report

This report provides an update on the status and effectiveness of the Shire's internal control management, in line with regulation 16 of the Local Government (Audit) Regulations 1996, to support Council's governance and risk oversight responsibilities.

Background

Local Government (Audit) Regulations 1996, outline the functions of a local government audit committee. Council at its meeting dated 28 November 2023 confirmed the purpose of the current Audit Committee, which included amongst others the following:

- Oversee compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal controls and legislative compliance; and
- Oversee the internal control functions in conjunction with the CEO.

Due to an increased focus on the accountability of local governments, a review of the effectiveness of all business processes is becoming best practice. Internal auditing is one way to reduce risk and identify improvements in internal controls. There are many benefits to conducting internal audits, such as:

- Improving the performance of the organisation;
- Making the organisation process dependent instead of person-dependent;

- Identifying redundancies in operational and control procedures and the provision of recommendations to improve the efficiency and effectiveness of procedures;
- Serving as an early warning system, enabling deficiencies to be identified and remediated on a timely basis (i.e prior to external, regulatory or compliance audits); and
- Increasing accountability within the organisation.

Compliance Calendar

The Shire has a compliance Calendar which is used to track activities and action due dates to ensure compliance is met with critical legislative compliance requirements, operational requirements and also reduce risk of non-compliance. Data entered into this system throughout the year supports completion of the annual Compliance Audit Return. This is a requirement from State Government and is reported to the February Audit and Risk Committee meeting prior to being submitted for Council endorsement.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 2.7 (Role of Council)

This section sets out the role of council as the governing body responsible for the performance of the local government's functions. It confirms Council's responsibilities for strategic planning, policy setting, determining services and facilities, allocating resources, and appointing and reviewing the CEO. It also requires Council to make evidence based and lawful decisions, respect the separation between governance and administration, and foster a respectful organisational culture.

Local Government Act 1995 – Section 5.41 (Functions of CEO)

This section defines the role of the CEO as the head of the local governments administration, responsible for managing day-to-day operations, implementing Council decisions, and overseeing service delivery. The CEO is tasked with establishing administrative systems and procedures, managing employees, maintaining records and providing timely and informed advice to Council to support decision making.

Local Government Act 1995 – Section 7.1A (Audit Committee)

This section requires the establishment of an Audit Committee with at least three members, the majority being Council members. It specifies that the CEO and employees cannot be members or representatives on the Committee. The Audit Committee is to carry out the functions and responsibilities prescribed under the Act in relation to audit, risk and governance oversight.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Adverse media and lack of community confidence	C2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Service disruption	N/A	N/A	N/A
Compliance	Non-compliance with Legislation	C-2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

This report outlines the actions undertaken by the Chief Executive Officer to maintain legislative compliance, strengthen internal controls and minimise organisations risks. It also reinforces officers understanding of Council's strategic risk and compliance expectations, supporting informed decision making and community confidence.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council note the information contained in the Shire of Carnarvon Internal Controls – July 2025 report.

COMMITTEE RESOLUTION ARMC 02/08/25

Moved: Cr Burke Maslen
Seconded: Cr Luke Vandeleur

That the Audit and Risk Committee recommends that Council note the information contained in the Shire of Carnarvon Internal Controls – July 2025 report.

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.2 INTERIM ANNUAL AUDIT REPORT

File No:	ADM1737
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Finance Manager Amanda Leighton, Acting CEO
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	30 October 2024
Schedules:	1. Interim Management Letter to CEO 2. Interim Management Letter 30 June 2025

Authority/Discretion:

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

Summary of Report

This report presents to the Audit and Risk Management Committee the Interim Audit Management Letter from the Office of the Auditor General (OAG) outlining findings identified during their interim audit of the Shire of Carnarvon's financial balances for the year ended 30 June 2025.

The number of audit findings has significantly reduced from four findings in 2023/2024 to one finding in 2024/2025. This improvement reflects the Shire's commitment to strengthening internal controls and governance processes, with most prior-year issues now fully addressed.

Background

Section 6.4(3) of the *Local Government Act 1995* requires the Shire to submit to its auditor the accounts balanced up to the last day of the preceding financial year and to submit the annual financial report by 30 September.

An interim audit provides early advice of any findings, enabling management to take timely remedial action before the final audit is completed. Interim Management Letters are regarded as working documents until they are incorporated into the final audit report.

Year	Number of Findings	Finding Details	Status in 2025
2023/2024	4	1. No evidence of review on daily rates reconciliations 2. Incorrect recognition of GST 3. No review of termination payments 4. No evidence of review on grant register	Findings 1–3 resolved. Finding 4 remains.
2024/2025	1	No evidence of review on grant register	In progress – process now formalised and documented.

As at the 2024/2025 interim audit, only the grant register review finding remains.

Stakeholder and Public Consultation

William Buck

Statutory Environment

Local Government (Audit) Regulations

Relevant Plans and Policy

N/A

Financial Implications

N/A

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Potential for inaccurate grant revenue or unspent revenue reporting if the grant register is not independently reviewed and documented.	2-D Low	Implement monthly independent review and sign-off of the grant register, with biannual reporting to the Audit and Risk Management Committee.
Health & Safety	No direct health and safety impacts identified from the interim audit finding.	N/A	N/A
Reputation	Risk of reduced public confidence in the Shire's governance if audit findings	2-C Moderate	Communicate improvements made and demonstrate compliance through transparent reporting to the Committee and in future audits.

	are repeated without clear corrective actions.		
Service disruption	No direct risk of operational disruption identified from the interim audit finding.	N/A	N/A
Compliance	Risk of non-compliance with audit recommendations and governance best practice if the grant register review is not formally documented.	2-B High	Formalise and embed grant register review process in monthly budget review meetings, with independent sign-off and Committee oversight.
Property	No property-related risks identified from the interim audit finding.	N/A	N/A
Environment	No environmental risks identified from the interim audit finding.	N/A	N/A
Fraud	Without documented review, there is a potential (though low) risk of undetected misappropriation or misstatement of grant funds.	2-D Low	Maintain independent monthly review by a staff member not directly responsible for grant processing, with clear audit trail and sign-off.

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:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The remaining finding relates to no documented evidence of independent review on the grant register. While the register was reviewed as part of the 2025/2026 budget preparation process and incorporated into the adopted budget, a formal documented review during the year was inadvertently overlooked due to turnover in key leadership positions.

Despite this, the Coordinator of Governance and Systems had been independently reviewing the grant register monthly between December 2024 and June 2025, with evidence (screenshots) available to confirm these checks.

To address this finding and ensure compliance going forward, the Shire has:

- Implemented a formal process where the grant register is reviewed by the Leadership Team as a standing agenda item during monthly budget review meetings, with minutes and the register signed off by an independent officer.
- Established a biannual review of the grant register by the Audit and Risk Management Committee, with the most recent review occurring in May 2025.

These measures create a robust, transparent, and accountable process for ongoing grant register management and are expected to resolve this finding in future audits.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting recommends that Council:

1. ***Receives the information contained in the report, including the interim Audit Management Letter from the Office of the Auditor General for the year ended 30 June 2025;***
2. ***Notes the significant reduction in audit findings from four in 2023/2024 to one in 2024/2025, demonstrating improvement in internal controls and governance practices; and***
3. ***Supports management's ongoing actions to embed these processes, ensuring the finding is fully resolved prior to the 2025-2026 final audit.***

COMMITTEE RESOLUTION ARMC 03/08/25

Moved: Cr Luke Vandeleur
Seconded: Cr Paul Kelly

That the Audit and Risk Management Committee Meeting recommends that Council:

1. ***Receives the information contained in the report, including the interim Audit Management Letter from the Office of the Auditor General for the year ended 30 June 2025;***
2. ***Notes the significant reduction in audit findings from four in 2023/2024 to one in 2024/2025, demonstrating improvement in internal controls and governance practices; and***
3. ***Supports management's ongoing actions to embed these processes, ensuring the finding is fully resolved prior to the 2025-2026 final audit.***

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.3 COMPLIANCE REPORT - COUNCILLOR MEETING ATTENDANCE

File No:	ADM1737
Location/Address:	N/A
Name of Applicant:	N/A
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:	1. Meeting Attendance Register - July 2024 to June 2025

Authority/Discretion:

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

Summary of Report

For the Committee to monitor Councillor attendance at Ordinary Meetings of Council and Special Council Meetings to oversee compliance with the Local Government Act.

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication).

Council cannot authorise more than half of its Council meetings, to be held electronically, in any rolling 12 months period.

A Councillor may attend Council or Committee Meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

Background

The Councillor Meeting Attendance Reports provides Council with accurate meeting attendance register and allows the Administration to monitor attendance by Councillors to ensure compliance with the Local Government Act 1995 and Local Government (Administration) – Amendment Regulations 2022.

Stakeholder and Public Consultation

Internal consultation has been undertaken with relevant areas to collate information.

Statutory Environment

Local Government Act Section 2.25

2.25. Disqualification for failure to attend meetings
(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —
(a) a meeting that has concluded; or
(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.

(5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(b) if the non-attendance occurs —

(i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or

(ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or

(iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or

(iiii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

(6) A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.
[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

Local Government Act 1995 – Local Government (Administration) – Amendment Regulations 2022
Regulation 7 inserts additional provisions for meetings that are conducted entirely by electronic means under regulation 14D. Regulation 14D provides for a meeting of council or committee to be conducted by electronic means outside of a declared state of emergency. Regulation 14D(1) defines a relevant period in relation to the backward-looking test used to calculate how many electronic meetings a local government has conducted over the previous 12 months relative to the proposed meeting, and the 50% cap provided by regulation 14D(2A). Subsection 14D(2)(a)(ii) is amended to require the mayor, president or council to consider the requirements under subregulation 14D(2B) in deciding whether to conduct an electronic meeting.

Regulation 14D(2B) requires the local government to consider the suitability of a person's location and their equipment with respect to effective communication and confidential matters during a meeting. Regulation 14D(2A) applies the 50% cap to the number of electronic meetings that a local government (council) may authorise outside of an emergency situation under subregulation (2)(c) over a 12-month period. The backward-looking test used to determine how many meetings have already been held by electronic means in the preceding 12 months applies in the same way it does for electronic attendance at in-person meetings.

Regulation 14D(2B) inserts the criteria that the authorising authority (the mayor, president or council) are required to consider before deciding to hold an electronic meeting. The authorising authority is required to consider each council or committee member's ability to maintain confidentiality during closed parts of the meeting and the suitability of each person's intended location and equipment to enable effective engagement in council deliberations. The authorising authority must have regard to these matters when deciding to hold and authorise electronic meetings. Electronic meetings held outside of emergency circumstances under subregulation 2(c) may only be approved by council.

Subregulations 14D(5)(a) and (b) insert subsections (6) to (8) that apply to closed parts of electronic meetings. Subsection (6) requires each member in attendance to make a declaration that they can maintain confidentiality during the closed part of the meeting. Subsection (7) requires that if a member makes a confidentiality declaration but is unable to maintain confidentiality subsequent to the declaration, they are required to leave prior to the closed part of the meeting. Subsection (8) requires a member's declaration to be recorded in the meeting minutes

Relevant Plans and Policy

EME0365 – Elected Members Electronic Attendance at Meetings

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Service disruption	N/A		
Compliance	Disqualification could result if Councillor does not comply with meeting attendance regulations.		Bi Monthly reporting to the Audit Committee for awareness and direction where required
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

There are no compliance concerns noted for this reporting period.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting receives the information contained in the report detailing Councillor meeting attendance (including via electronic means).

COMMITTEE RESOLUTION ARMC 04/08/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting receives the information contained in the report detailing Councillor meeting attendance (including via electronic means).

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.4 SWIMMINIG POOL BARRIER INSPECTIONS

File No:	ADM
Location/Address:	Multiple parcels
Name of Applicant:	N/A
Name of Owner:	Multiple owners
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:	11 December 2024
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

The purpose of this agenda report is to inform Council of the mandatory requirement for private swimming pool barrier inspections to be reported to the Department of Local Government, Industry Regulation and Safety (LGIRS) formerly Department of Energy, Mines, Industry Regulation and Safety (DMIRS).

Background

Local governments are required to report annually to the Building Commissioner to demonstrate progress with the four-yearly safety barrier inspection program for the preceding financial year, with the data required to be provided before 1 August each year.

The Department of Local Government, Industry Regulation and Safety monitors trends in the data and publishes a report each year to be tabled in Parliament. The 2023 to 2024 state annual report is provided as schedule 1.

New Regulation 53B of the Building Regulations introduces a mandatory reporting obligation on local governments, formalising the current voluntary arrangement of the past six years.

Stakeholder and Public Consultation

Consultation is not required.

Statutory Environment

The Building Amendment Regulations 2023 made various reforms to the swimming pool and safety barrier requirements in the Building Regulations 2012 (the Building Regulations).

- Spa-pools are specifically included in the definition, ensuring they continue to be subject to the swimming pool and safety barrier regulatory requirements.
- New regulations implement a specific and separate manner for local governments to appoint a contractor (private practitioners and employees of other local governments) as an authorised person for the purpose of conducting safety barrier inspections.
- Regulation 4A of the Building Regulations prescribes the manner of authorisation in which these persons (contractors) can be appointed for the purpose of section 93(2)(d) of the Building Act 2011 (the Building Act), and regulation 4B of the Building Regulations provide for identity cards to be issued to these persons (aligned with the existing authorised person provisions of Part 8 Division 2 of the Building Act).
- New sub-regulation 53(2)(a) of the Building Regulations requires an initial inspection within 30 calendar days of the local government becoming aware of a new swimming pool or one that has never had a safety barrier inspection. This could be following receipt of a Notice of Completion for a swimming pool (or barrier, where applicable), notification by the owner, or by some other means.
- A new sub-regulation 53(2)(c) in the Building Regulations prescribes a requirement to reinspect non-compliant safety barriers. Where a safety barrier does not comply, a reinspection is to be arranged within a maximum period of 60 calendar days. The local government must continue to reinspect the safety barrier until compliant.

The 60-day timeframe is a maximum, and it is expected that local governments will continue to reinspect at intervals determined by their risk assessment of the circumstances of the non-compliance and in accordance with their enforcement strategy. The cost of reinspecting is to be factored into the local government's inspection charging model and is not an additional separate charge to pool owners.

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications as part of this report.

The Shire adopts the annual budget and allocates resources and funds to ensure that legislative requirements such as these can be achieved.

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	Without inspections, safety barriers may deteriorate and significantly raising the risk of drowning incidents.	A-3 Major	The Shire has a list of private swimming pools and regular inspections are conducted as per legislative requirements.
Reputation	N/A		
Service disruption	N/A		
Compliance	Poor record keeping by not having a list of private swimming pool barriers that are due for inspection on an ongoing basis as required by regulation 4A of the Building Regulations 2012.	D-2 Low	The Shire has an existing list of private swimming pool barriers which is available to officers responsible and reporting agencies. The list is used to schedule inspections when they are due i.e. every four years.
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 sustainable livelihoods create a community that can flourish into the future*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The table below outlines the current inspection status of swimming pools registered with the Shire of Carnarvon. At present, these registered pools are only located within Carnarvon.

With inspections for registered pools now up to date, the next phase will involve identifying, registering, and inspecting private swimming pools and spas that are currently unregistered within Carnarvon, Coral Bay and remote stations.

Pool Inspection Report 2024-25

The number of private swimming pools in your district that were subject to part 8 division 2 of the regulations as of 30 June 2025	75

The number that was inspected between 1 July 2024 and 30 June 2025	39
The number that was not inspected by an authorised person, at an inspection arranged under regulation 53(2)(b) of the regulations, within four years of its previous inspection	0

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO.

COMMITTEE RESOLUTION ARMC 05/08/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO.

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

Note to Minute: Cr Kelly requested that it be noted that the staff are to be commended on the great result of having all inspections for registered pools being up to date.

5.5 OUTSTANDING DEBT REPORT - JULY 2025

File No:	ADM
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Jamie Bone, Executive Business Manager
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

The Audit and Risk Committee receive the outstanding rates and outstanding sundry debtors report to provide strategic direction as required.

Reportable Financial Year: 2024/2025
Reportable Month: July 2025

Background

The Audit and Risk Committee will ensure compliance with the Shire's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management to meet statutory requirements.

Stakeholder and Public Consultation

- Finance Department
- Local Government Best Practices

Statutory Environment

Local Government Act 1995

Subdivision 4 – Payment of rates and service charges
6.43. Rates and service charges are a charge on a land
6.44. Liability for rates or service charges on land
6.50. Rates or service charges due and payable

6.53. Land becoming or ceasing to be rateable land

Subdivision 5 – Recovery of unpaid rates and service charges
6.55. Recovery of rates and service charges
6.56. Rates or service charges recoverable in court
6.16. imposition of fees and charges

Relevant Plans and Policy

Shire of Carnarvon Policy Manual
- CF007 Debt Collection
- CF011 Recovery of Rates
- CF006 Financial Hardship

Financial Implications

Outstanding debtors can negatively impact a shire's cash flow, limiting its ability to fund services and projects. They may lead to increased administrative costs, affect budget accuracy, and reduce the funds available for investment or emergencies. If not managed effectively, they can also result in higher bad debt write-offs and raise concerns in audits about financial governance.

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	Non-recovery of debts will impact the type and level of services provided to the Shire's community	B3 – High	Be proactive with collection process and recovery outstanding debt
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 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

1. Rates and Service Charges

For the 2024/2025 financial year, the Shire levied $9,630,359 in rates, services and charges. When added to the opening outstanding balance from prior years of $1,241,828, the total collectible amount for the year was $10,872,187.

As at 30 June 2025, receipts totalled $8,786,341, leaving a closing outstanding balance of $2,085,846 (19.19% of total collectible). This includes $113,317 in Pensioner Deferred Rates, which are recoverable only upon sale of the property or change of ownership. Excluding these deferrals, the net recoverable outstanding balance is $1,972,529. The collection rate for the year was 80.81%.

Table one – Summary of 2024/2025 Rates Position

Item	Amount	Notes
Opening Balance (Prior Years)	$1,241,828	Outstanding at 1 July 2024
Rates levied 2024/2025	$9,630,359	Current year billings
Total Collectible	**$10,872,187**	**Opening balance + Current Year**
Receipts during the year	$8,786,341	Payments received
Closing balance at 30 June 2025	$2,085,846	19.19% of total collectible
Less: Pensioner Deferred Rates	(113,317)	Recoverable only upon sale/ownership change
Net recoverable outstanding	**$1,972,529**	

Table Two – Breakdown by Years (position prior to July 2025 Council write-offs)

Reporting Period	Outstanding Rates Levied	Percentage
Current Year (2024/2025)	$1,026,653	50%
One Year Overdue	$500,307	24%
Two Years Overdue	$197,704	9%
Three Years Overdue	$361,182	17%
Total	**$2,085,846**	**100%**

Transparency Note: For transparency and alignment with Council's formal decisions, this report also reflects the updated position following the Ordinary Council Meeting of 5 July 2025 (Resolution OCM 05/07/25), at which Council resolved to write off several unrecoverable rate charges. Showing both pre- and post-write-off positions ensures that the report provides an accurate view of recoverable debt while still recording the original balances.

Table Three – Breakdown by Years (post OCM 05/07/25 write-offs)

Reporting Period	Outstanding Value	Percentage
Current Year (2024/2025)	$1,022,721	52%
One Year Overdue	$500,307	25%
Two Years Overdue	$197,704	10%
Three Years Overdue	$248,432	13%
Total	**$1,969,164**	**100%**

While the proportion of current year debt is encouraging, the level of aged debt remains a concern and will be addressed through targeted recovery action.

Recoverable VS Non-Recoverable Debt

Certain portions of the outstanding debt cannot be recovered immediately due to legislative restrictions, including:

- Pensioner deferrals and rebates under the *Rates and Charges (Rebates and Deferments) Act 1992*
  - Eligible pensioners and seniors may legally defer payment of their rates, or receive a rebate, until the property is sold or ownership changes. The Shire cannot compel payment before that time.

- Hardship arrangements under the *Local Government Act 1995*
  - Allows payment arrangements for ratepayers experiencing genuine financial hardship. While an arrangement is in place and being met, recovery action is paused.

- Properties where sale procedures cannot yet be initiated due to legislative timelines
  - Prescribes specific timeframes and notice requirements before a property can be sold for unpaid rates. Until these are met, sale cannot proceed.

Non recoverable or legislatively restricted debt is not as a result of Shire inaction, but rather statutory requirements.

Specific Areas of Concern

- Non-current properties: There are 18 properties with either outstanding amounts owing or overpayments (credits). Each will be reviewed to ensure reminders are issued for amounts owing, and any overpaid balances are either refunded or transferred to the appropriate successor property account.
- Domestic pensioner waste charges: $9,455.23 outstanding. Follow-up letters will be issued immediately after 10 September for any unpaid balances. Approved payment arrangements can help maintain rebate eligibility.
- Commercial waste charges: $70,474 outstanding. A review is progressing to determine circumstances, with immediate payment demands to be issued where appropriate, along with a review of whether waste collection services can be suspended for persistent non-payment, subject to legal and operational considerations.
- Three year debt: $248,432 outstanding. A review is progressing to determine if recovery action can commence under *Local Government Act 1995*, s.6.64, which permits the sale of a property where rates have been unpaid for three or more years, following the required statutory process.

Current Legislative Recovery Options

Under Western Australian legislation, the Shire's recovery options include:

- Issuing Final Notices and General Procedure Claims
- Entering payment arrangements
- Applying the three year sale process for unpaid rates
- Engaging debt collection agencies for formal recovery steps

Limitations include mandatory acceptance of reasonable payment offers (if ordered by a Magistrate), and the inability to recover certain statutory concessions or deferred rate.

Rates Officer Context

Due to the inability to recruit a technically qualified Rates Officer, the service has been outsourced to LG Best Practices. This reflects increasing compliance obligations under the *Local Government Act 1995*, the *Rates and Charges (Rebates and Deferments) Act 1992*, and other subsidiary legislation.

The specialist nature of the role demands accuracy, up-to-date legislative knowledge, and consistent application of complex rating provisions, including exemptions, concessions, pensioner deferrals, minimum payments, and differential rates. Non-compliance in any of these areas can result in significant financial and reputational risk for the Shire.

The Shire will continue using LG Best Practices for specialist rates and debt recovery support, including:

- Staff training
- Monitoring recovery progress
- Assistance with reporting to this Committee and Council to maintain oversight

2. Sundry Debtors (Fees and Charges)

Fees and charges raised between 1 July 2024 and 31 July 2025 total $4,094,717, with $3,687,992 in payments and adjustments applied during the same period. This results in an outstanding balance of $406,725 and does not include amounts raised prior to this reporting period.

The aged trial balance as at 31 July 2025 shows a total of $708,292 in outstanding amounts, broken down as follows:

- Current (less than 14 days): $255,615
- Greater than 30 days: $29,267
- Greater than 60 days: $24,451.18
- Greater than 90 days: $402,128

A significant portion ($390,707) of the >90-day category relates to Regional Express (REX) Holdings, which has entered administration, delaying recovery. Of the total outstanding, $495,906 (approximately 70%) is attributable to REX. The administration period for REX Holdings has been extended to December 2025.

The Shire has lodged a claim for the outstanding debt and will continue to hold this amount on record. Pending the conclusion of the administration process, proactive measures will continue to be taken to recover outstanding fees where possible.

In addition, outstanding accounts totalling $15,953.63 have been referred to legal for recovery. As at 31 July 2025, the balance remaining for these matters is $9,247.12, relating to two debtors. The Shire will continue to pursue legal advice and appropriate enforcement pathways to recover all outstanding amounts.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting;

Recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 31 July 2025; and2. Supports the continued engagement of LG Best Practices to provide specialist rates and debt recovery services until a qualified Rates Officer can be appointed.

COMMITTEE RESOLUTION ARMC 06/08/25

Moved: Cr Luke Vandeleur
Seconded: Cr Paul Kelly

That the Audit and Risk Management Committee Meeting;

1. ***Recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 31 July 2025; and***
2. ***Supports the continued engagement of LG Best Practices to provide specialist rates and debt recovery services until a qualified Rates Officer can be appointed.***

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.6 SHIRE OF CARNARVON WEBSITE - ANNUAL STATUS REPORT

File No:	ADM0007
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Giana Covella, Strategic Communications & Economic Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	11 December 2024
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

To provide Council with the current status of the Shire of Carnarvon website in terms of accuracy and accessibility of information. This report provides the annual update on the Shire's website.

Background

The Shire of Carnarvon website is a key communication and compliance tool, requiring continual monitoring to ensure all information provided is accurate and current. Under the Local Government Act 1995 and associated regulations, the Shire is required to provide public access to a range of documents including registers, minutes and agendas, elections information, and budget documents. Ensuring this information is readily available, true, and accurate is a core responsibility.

With the new staff commencing, a full audit of the Shire website has been undertaken in the new financial year (2025/26) to identify areas requiring improvement, including updates, additions, and removal of outdated content. This audit has supported a renewed focus on the accuracy and presentation of information, ensuring the website continues to meet legislative requirements and community expectations.

Over the past 12 months, the website recorded 181,000 page views, reflecting its importance as a key communication platform for the community. Significant updates include the upload of new and revised documents, and the adoption of the Shire's refreshed logo across the website to align with the updated corporate identity.

As part of the audit, consideration was also given to compliance with WCAG 2.1 accessibility standards, mobile responsiveness, and overall ease of navigation. This ensures the Shire's website is inclusive, forward-thinking, and accessible to the widest possible audience.

The website is being continuously monitored and updated as part of regular business operations, with a structured audit process scheduled annually.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995

Relevant Plans and Policy

Refer Shire of Carnarvon Policy Manual – several policies require associated information to be published on the Council website.

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	Risk of inaccurate or outdated information being publicly available.	C-2 Moderate	Ongoing monitoring and scheduled audits
Service disruption	N/A		
Compliance	Risk of non-compliance with legislative obligations if information is not provided or updated.	C-2 - High	Regular audits and updates by staff.
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

The commencement of new staff has provided an opportunity to conduct a comprehensive website audit in the 2025/26 financial year. Identified updates are currently being implemented, and the website will continue to be actively monitored and refreshed on an ongoing basis.

Looking forward, the Shire is planning a refresh of website pages to improve readability and navigation, alongside improvements to the events calendar, which will feature an easier-to-use search bar. These initiatives aim to increase community engagement and drive higher visitation to the website. A formal audit process is scheduled annually, with the next audit update to be presented to the Audit and Risk Management Committee in August 2026.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting recommends that Council –

1. ***Receives the Shire of Carnarvon Website – Annual Status Report for the 2025/26 financial year, noting the outcomes of the comprehensive website audit undertaken;***
2. ***Acknowledges the actions implemented to ensure compliance with the Local Government Act 1995 and associated regulations, including ongoing monitoring, updating of statutory information and alignment with accessibility standards; and***
3. ***Endorses the continuation of annual website audits, with the next report to be presented to the Audit and Risk Committee in August 2026.***

COMMITTEE RESOLUTION ARMC 07/08/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting recommends that Council –

1. ***Receives the Shire of Carnarvon Website – Annual Status Report for the 2025/26 financial year, noting the outcomes of the comprehensive website audit undertaken;***
2. ***Acknowledges the actions implemented to ensure compliance with the Local Government Act 1995 and associated regulations, including ongoing monitoring, updating of statutory information and alignment with accessibility standards; and***
3. ***Endorses the continuation of annual website audits, with the next report to be presented to the Audit and Risk Committee in August 2026.***

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.7 CONFIDENTIAL HR REPORT FOR 2024/2025

File No:	ADM
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Amanda Leighton, Acting CEO Denika Sweetman, Manager People, Culture & Wellbeing
Authoriser:	Amanda Leighton, Acting CEO
Declaration of Interest:	Nil
Voting Requirement:	Nil
Previous Report:	N/A
Schedules:	1. Confidential Human Resources Report 2024-2025 - Confidential

Authority/Discretion:

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

Summary of Report

The purpose of this agenda item is to formally provide Council with an overview of current and emerging human resource matters within the organisation. The attached report has been prepared for Councillors' information and awareness, enabling them to remain informed on workforce developments, without seeking or requiring a formal decision of Council at this time.

Background

Council has an important oversight role in ensuring that the organisation is effectively managed in accordance with relevant legislation, policies, and strategic objectives. The Chief Executive Officer (CEO) and Executive Management Team are responsible for operational implementation, including the management of human resources, workforce planning, and organisational capability.

This confidential report has been prepared to provide Councillors with an update on:

- Key staffing movements and changes;
- Matters relating to employee relations and workplace environment;
- Progress against workforce planning initiatives; and
- Any notable operational HR matters that are of significance to Council's governance role.

Providing Council with this information supports transparency in leadership reporting while respecting the operational responsibilities of the CEO and maintaining the confidentiality owed to individual employees.

Stakeholder and Public Consultation

Internal

Statutory Environment

- *Local Government Act 1995* – Section 5.23(2) (Closing meetings to the public).
- *Local Government (Administration) Regulations 1996*.

These legislative provisions outline Council's ability to receive information of a confidential nature in closed session, particularly when the matters concern employees of the local government.

Relevant Plans and Policy

Nil direct policy implications. The matters outlined in the report are managed in accordance with existing Shire human resource policies and procedures.

Financial Implications

Nil direct financial implications at this stage. Any future matters requiring financial consideration will be brought to Council through separate agenda items or the budget process, as appropriate.

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	Potential financial exposure arising from unplanned staffing changes, recruitment delays, or increased use of agency/temporary staff.	2-C (High)	Monitor workforce planning closely; maintain contingency staffing budgets; prioritise early recruitment processes for critical roles.
Health & Safety	Risk of physical or psychological harm to employees if workplace conflicts, stress, or fatigue are not effectively managed.	2-C (High)	Ensure proactive application of WHS policies; provide Employee Assistance Program (EAP) access; conduct regular wellbeing checks and safety audits.

Reputation	Damage to the Shire's public reputation and community trust if HR matters become public without context or resolution.	2-C (High)	Maintain confidentiality; ensure consistent communication protocols; manage HR matters in compliance with legislation and policy.
Service Disruption	Loss or reduction of service delivery capability due to key staff vacancies, extended absences, or workplace disputes.	2-C (High)	Cross-train staff to build role redundancy; implement interim backfilling arrangements; maintain a workforce succession plan.
Compliance	Breach of legislative requirements (e.g., Fair Work Act 2009, Local Government Act 1995, WHS laws) due to incorrect handling of HR matters.	2-C (High)	Regular compliance training for management; seek legal/HR specialist advice where required; implement policy review schedule.
Property	Risk to Shire assets (physical or intellectual property) through employee misconduct, negligence, or unauthorised access.	3-D (Medium)	Maintain strict access controls; conduct IT security monitoring; ensure exit procedures recover all Shire property.
Environment	Minimal environmental risk arising from HR matters, unless related to staff actions impacting Shire operations with environmental responsibilities.	4-E (Low)	Ensure relevant staff receive environmental responsibility training; maintain incident reporting protocols.
Fraud	Potential for financial or data fraud by	2-C (High)	Enforce segregation of duties; conduct regular audits; maintain whistleblower reporting mechanisms.

	employees in positions of trust.		

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

The report is intended to ensure that elected members are kept appropriately briefed on human resource matters that may have strategic, financial, or reputational implications for the Shire, even where no immediate action or resolution is required.

While the CEO retains delegated authority for operational staff management, it is considered good governance to keep Council apprised of significant HR developments that may influence service delivery, workforce capacity, or future planning considerations.

The information provided is for noting only and should not be construed as requiring Council to make or influence operational staffing decisions.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting receives the Confidential Human Resources Report as presented.

COMMITTEE RESOLUTION ARMC 08/08/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting receives the Confidential Human Resources Report as presented. Further that the CEO provides an overview of the onboarding experience for new employees and for the future Annual HR Report "Code of Conduct/Disciplinary Matters" to be updated to reflect the length of service analysis.

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Luke Vandeleur and Cr Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

6 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 28 October 2025 at Bills Bar, Coral Bay commencing at 10.30am

7 CLOSE

The Presiding Member declared the meeting closed at 11.32am.



SHIRE OF CARNARVON

AUDIT, RISK & IMPROVEMENT COMMITTEE MINUTES

TUESDAY 9 DECEMBER 2025

CONFIRMATION OF MINUTES
These minutes were confirmed by the Council on

as a true and accurate record

Chairman

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

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.

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a **summary** of questions asked by members of the public and the answers given. The minutes **are not** a transcript of the proceedings of the meetings.

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 Bulleting April 2014 and Guideline No. 3 Managing Public Question Time.)

INDEX

1 ATTENDANCES AND APOLOGIES 5

2 PUBLIC QUESTION TIME 5

3 DECLARATIONS OF INTEREST 5

4 CONFIRMATION OF MINUTES 5

4.1 Minutes of the Audit and Risk Management Committee Meeting – 26 August 2025 5

These minutes to be confirmed at the Audit & Risk Improvement Committee to be held on 16 December 2025. 5

5 REPORTS 6

5.1 Annual Financial Report Including the Independent Auditors Rreport 6

6 DATE OF NEXT MEETING 15

7 CLOSE 15

1 ATTENDANCES AND APOLOGIES

The Presiding Chair declared the meeting open at 10.34am

Ms Leah Horton ..... Independent Chair
Mr Eddie Smith ..... Shire President
Cr Paul Kelly ..... Councillor, Town Ward
Cr Mark Young ..... Councillor, Coral Bay Ward
Mrs Amanda Dexter ..... Chief Executive Officer
Mrs Amanda Leighton ..... Executive Manager, Corporate Strategy & Performance
Mrs Sarah Pearton ..... Manager, Finance

Apologies
Nil
Leave of Absence
Nil

Press ..... Nil
Observers: Mr Stephen Brown (Deputy Presiding Member/Independent); Cr Kelly, Cr Beard; Cr Ferreirinha; Cr D Maslen; Mr J Bone, Miss S Leca, Mr Stefan Louw

2 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.)

There was no public in attendance.

3 DECLARATIONS OF INTEREST

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

Nil

4 CONFIRMATION OF MINUTES

4.1 **Minutes of the Audit and Risk Management Committee Meeting – 26 August 2025**

These minutes to be confirmed at the Audit & Risk Improvement Committee to be held on 16 December 2025.

5 REPORTS

5.1 ANNUAL FINANCIAL REPORT INCLUDING THE INDEPENDENT AUDITORS RREPORT

File No:	ADM0031
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute
Previous Report:	OCM 11/12/24
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This item presents the audited Annual Financial Report, the Independent Auditor's Report and the Final Management Letter for the financial year ended 30 June 2025. The Audit, Risk and Improvement Committee (ARIC) is requested to review the audit outcomes, note the management responses to the identified control findings, and recommend the Annual Financial Report to Council for adoption.

Council adoption of the Annual Financial Report will enable preparation and publication of the Shire's Annual Report in accordance with the *Local Government Act 1995* and allow the Annual Electors' Meeting to be scheduled within the statutory timeframes.

Background

In accordance with section 7.9 of the *Local Government Act 1995*, an auditor is required to examine the accounts and annual financial report of a local government. Upon completion of the audit, the auditor must prepare a report and submit it by 31 December following the end of the financial year to:

- The Mayor or President;
- The Chief Executive Officer; and
- The Minister.

Under Regulation 10(4) of the *Local Government (Audit) Regulations 1996*, the auditor may also prepare a Management Letter, which provides additional commentary on the audit process, internal control issues, or any other matters deemed relevant. While generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day-to-day operations of the Shire. This Management Letter accompanies the auditor's report and is similarly forwarded to the individuals specified under section 7.9 of the *Local Government Act 1995*.

For the year ended 30 June 2025, the audit was conducted by the Office of the Auditor General (OAG)**,** with William Buck Audit as its contracted auditor. Consistent with statutory requirements, the Shire attended the Final Audit Exit Meeting with the William Buck Audit at midday on Friday 5 December 2025. This meeting was attended by Shire President Eddie Smith, Councillor Paul Kelly, Councillor Mark Young, CEO Mandy Dexter, Shire employees – Amanda Leighton, Sachine Kumar and Rebekah Seknder, Ann Ang from the OAG, and Grace Ng and Deborah Chin from William Buck.

At approximately 7:00pm that same evening, the OAG issued:

- The signed Independent Auditor's Report
- The Final Annual Financial Report
- The Final Management Letter
- Transmittal letters to the Shire President & CEO

As outlined in the transmittal letters, the Shire must publish the audited Annual Report, including the auditor's report and audited financials, within 14 days of Council acceptance.

This agenda item ensures compliance with the:

- *Local Government Act 1995*;
- *Local Government (Audit) Regulations 1996*;
- *Local Government (Financial Management) Regulations 1996*; and
- Fulfils ARIC's governance responsibility to recommend the audited financial report to Council.

Stakeholder and Public Consultation

Internal
- Chief Executive Officer
- Executive Leadership Team
- Finance Department

External
- Office of the Auditor General
- William Buck Audit (Contracted by the OAG to conduct the audit)

Public consultation is not required at this stage, however public disclosure will occur upon Council endorsement and inclusion in the Annual Report.

Statutory Environment

Local Government Act 1995
- Section 6.4(1) and (2) requires the Shire to prepare an annual financial report for the preceding financial year which is to be presented in the manner and form prescribed.
- Section 6.4(3) requires the Shire to submit to its auditor the accounts balanced up to the last day of the preceding financial year and to submit the annual financial report by 30 September.
- Section 5.53(2)(f) and 5.53(2)(h) requires the Shire to prepare an annual report that includes the financial report and auditor's report for the financial year.

- Section 5.54 requires the Shire to accept the annual report for a financial year by no later than 31 December after that financial year, unless the auditor's report is not available in time, then it is to be accepted no later than two months after the auditor's report becomes available.
- Section 7.9 requires an auditor to examine the local governments accounts and annual financial report each financial year and to prepare an auditor's report. This provision outlines the scope of the audit, the matters that must be addressed, and the requirements for the report to be submitted to both the local government and the Minister.
- Section 7.12A requires Council to take action in relation to matters identified as significant by the auditor. Council must prepare a written response addressing the audit findings and outline the actions proposed or taken. This response must be provided to the Minister within the prescribed timeframe set out in the act.

Local Government (Financial Management) Regulations 1996

- Regulations 5 and 51 prescribe the form, content, and presentation requirements of the Annual Financial Report. These regulations specify the accounting principles to be applied, the disclosures to be included and the structure of the statements to ensure consistency, transparency and compliance across local governments in Western Australia.
- Regulations 36 to 49 set out the required treatment of assets, liabilities, borrowings, reserves, valuations and related disclosures. These provisions prescribe how financial information must be recognised, measured and reported, ensuring that all local governments apply consistent accounting practices and maintain transparency in their financial reporting.

Local Government (Audit) Regulations 1996

- Regulation 10 requires the auditor to forward the auditor's report to the persons specified in section 7.9(1) of the *Local Government Act 1995* within 30 days of completing the audit. The auditor's report must provide the auditor's opinion on the financial position of the local government and the results of its operations and include a report on the conduct of the audit. Where the auditor considers it appropriate, a separate management report is to be prepared to accompany the auditor's report and forwarded to the same persons specified in section 7.9(1).
- Regulation 16 and 17 outline the roles and responsibilities of the Audit Committee and Council in relation to the annual financial audit. These regulations require the Audit Committee to review the annual financial audit report, monitor the actions arising from audit findings, and report to Council on the adequacy of the Shire's response. Council must consider these findings and ensure appropriate measures are taken to address any matters raised through the annual financial audit process.

Relevant Plans and Policy

This report aligns to:

- Strategic Community Plan
- Corporate Business Plan

Financial Implications

There are no direct unbudgeted financial impacts associated with receiving the audit outcomes.

The following financial matters were adjusted and disclosed through the audit process:

- Adjustments to capital valuations relating to Lotteries House and other building assets.
- Corrections to grant recognition and contract liabilities.
- Reclassification between reserves and valuation movements.
- Expected Credit Loss recognition for outstanding REX receivables.

Adjusted and unadjusted differences are itemised in the final management report.

There are financial governance implications if audit recommendations are not addressed, however management responses and timeframes are now confirmed.

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

Financial	Risk of incorrect allocation of balances, valuation misclassification or delayed reconciliation, resulting in potential misstatement of financial information.	2C – Moderate	Suspense account reconciliation underway; quarterly signatory confirmation; asset ownership verification now mandatory; structured ARIC monitoring.
Health & Safety	No direct impact on physical work or operational safety risk.	1D – Low	Administrative matter only – no further action required.
Reputation	Risk of perceived weak governance if audit responses were not addressed promptly, leading to reduced stakeholder confidence.	2C – Moderate	Immediate corrective actions implemented; documented improvements; transparent reporting back through ARIC; timely publishing obligations met.
Service Disruption	Potential interruption to system access if permission changes were implemented without maintaining continuity roles.	1C – Low	Minimum number of operational superusers maintained; time-bound elevation process; organisational knowledge retained.
Compliance	Risk of non-compliance with audit requirements, publication timeframes and verification processes linked to asset management and system access.	2C – Moderate	Revised procedures; evidence attached to reconciliation packs; CEO access revoked; legal ownership confirmation retained; process escalations formalised.
Property	Risk associated with incorrect asset ownership recognition affecting long-term planning, insurance coverage and financial disclosure.	2D – Low	Legal ownership confirmed; valuation reinstated; ownership evidence retained; asset valuation frameworks updated.
Environment	No environmental regulatory or operational exposure linked to findings.	1D – Low	Nil required.
Fraud	Risk of information or master file manipulation due to elevated system access, if not monitored.	2C – Moderate	Monthly system audit logs reviewed; dual authorisation requirements; independent review of access changes.

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 Final Management Letter identifies five internal control findings. These are summarised herein for ARIC monitoring and assurance:

Table 1 – Internal Control Findings

Finding	Rating	Target Completion Date
1. Bank signatories not updated	Moderate	December 2025
2. Unclaimed monies	Moderate	February 2026
3. Accounts payable suspense balances	Minor	February 2026
4. Excessive superuser access	Significant	December 2025
5. Asset revaluation verification (Lotteries House)	Significant	February 2026

Finding 1 – Bank Signatories Not Updated

This finding relates to the delayed removal of a former employee from the authorised signatory listing maintained by the Shire's banking institution. When the employee ceased employment with the Shire, all internal separation actions were completed correctly, including revocation of access to internal financial systems and payroll arrangements. Notification to the Shire's banking institution was also issued at the time, however they failed to process this change promptly, resulting in the former employee continuing to appear on the signatory register at the time of audit.

Notwithstanding that the former employee no longer had access to the Shire's internal systems or banking access permissions, the delayed removal presented a residual control risk which required corrective action. It is important to note that the Shire's banking framework requires dual signatory authorisation for all payments and account changes, no single individual current or former, is able to initiate transactions independently. This significantly reduces the potential exposure associated with the delayed removal and ensures that appropriate safeguards remained in place.

To resolve this matter, the Finance Department lodged a renewed request with the Shire's banking institution for urgent processing, and confirmation of removal is now being tracked until finalised.

To further strengthen oversight and prevent recurrence, the following controls have been introduced:

1. Revised Off-Boarding Checklist
   The Shire's existing off-boarding process will be enhanced to include formal follow-up confirmation from the Shire's banking institution once access changes have been completed. While removal requests are already lodged at the time of separation, the checklist will now explicitly require evidence that the Shire's banking institution has completed the update, ensuring full closure of access and documentation of the date this occurs.

2. Quarterly Independent Review of Signatories
   A scheduled review is now undertaken by the Executive Manager Corporate Strategy and Performance, and the Finance Manager, confirming current access against an employee's position status.

Finding 2 – Unclaimed Monies
This finding relates to the balance held in the Shire's unclaimed monies ledger, which reflects historical customer refunds and payments awaiting return to the rightful party. The audit identified that these legacy balances have not moved materially year-on-year and therefore continue to remain recorded as a liability.

The balances primarily relate to historical matters where ratepayers and former property owners could not be contacted, despite attempts made by the Shire to reconcile and refund these amounts. In prior years, contact using last-known addresses and email records was unsuccessful, and no updated contact information was available.

The Shire acknowledges that under the *Unclaimed Money Act 1990*, funds that cannot be returned to the rightful owner after a legislated period may require transfer externally. The Shire has received conflicting guidance previously as to whether local governments are required to remit these funds to the WA Department of Treasury, noting that legislation and advice received over time has not been definitive across the local government sector.

Independent advice is currently being sought to confirm the appropriate treatment and transfer requirements so that the balance can be resolved transparently and compliantly.

While this matter has been raised in previous audits, the risk profile remains low because the balances recorded do not inflate revenue or misstate net financial position and are correctly held as a liability pending final determination.

To resolve this matter and strengthen controls, the Shire has commenced the following actions:

1. Detailed reconciliation of all aged balances
   All transactions within the account will be reviewed individually, cross-checked with original supporting documents, and matched against any available ownership or contact changes.
2. Final determination of transfer requirements
   Once external advice is received, outstanding balances that legally qualify as unclaimed monies will be processed appropriately, ensuring the Shire meets required compliance obligations.
3. Clear accountability and procedural responsibility
   Accountability for the reconciliation and disposal process has now been assigned to the Finance Manager to ensure continuity, oversight and timely reporting to ARIC.
4. Monthly review cycle in conjunction with creditor reconciliations
   The unclaimed monies ledger will be incorporated into the monthly reconciliation program to ensure ongoing monitoring and appropriate clearing of balances as they arise.

Finding 3 – Accounts Payable Suspense Accounts
This finding relates to the balances held within the Shire's accounts payable suspense account, which historically contained transactions relating to unidentified deposits or legacy amounts that had not been allocated to their correct ledger accounts. These balances accumulated over an extended period, and some entries relate to transactions where original supporting records were difficult to locate due to their age, staffing changes, and archival limitations.

While the suspense account has not resulted in any misstatement of cash or bank balances, the delay in clearing transactions meant that liabilities were not consistently allocated against the appropriate activity, supplier or project at the time they were incurred. Suspense accounts are intended to be temporary holding accounts and should be cleared in a timely manner once the correct accounting classification is confirmed.

To address this finding, the Finance Department will undertake a detailed review of all historical amounts and commence reconciliation of each transaction back to source records, archived documents, and bank statements. Where confirmation of the original purpose has been obtained, the appropriate allocation will be processed.

To prevent recurrence and to strengthen transparency and reconciliation timeliness, the following corrective actions are being implemented:

1. Integration into monthly creditor reconciliation
   The suspense account will now form part of the regular monthly creditors reconciliation process, enabling visibility of outstanding transactions and ensuring that all items are cleared within reasonable timeframes.
2. Assignment of accountability and finalisation timeline
   Process accountability has been assigned to the Finance Manager, allowing for structured follow-up and tracking of progress against remaining items, with updates reported via ARIC.
3. Improved transaction recording practices
   Where unidentified deposits occur, Finance staff will document additional contextual information immediately at receipt, including transaction references, contact information, or project identifiers, ensuring quicker classification.
4. Closure of historical entries
   The remaining balances are being reconciled progressively, with archived documentation retrieval underway to determine the appropriate matching transaction. Where evidence cannot be reasonably obtained, a formal adjusting process will be undertaken consistent with audit direction and internal delegations.

Finding 4 – Excessive Super User Access

The audit identified that six users previously held unrestricted access across multiple SynergySoft modules. While the audit recognises this as a significant control finding, the Shire has now undertaken a full review of access requirements and has removed super-user permissions for the Chief Executive Officer (CEO).

The CEO's prior access had been granted to support system-wide review of financial structures, workflows, historic data handling and service delivery arrangements during a period of organisational realignment and business system stabilisation. As this requirement has been met, elevated access is no longer required at an executive level.

Following access review, the Shire considers that the remaining users who continue to hold elevated permissions do so genuinely due to operational necessity. Historical system configurations, incomplete role-based security segmentation and legacy set-up of workflow rules mean that certain administrative-level adjustments cannot be performed without elevated permissions.

Mitigating controls have continued to operate during the period referenced, thus reducing exposure and include:

1. Monthly internal audit reporting across critical financial modules
   System-generated audit logs capture changes to supplier data, employee master records, general ledger structures and approval pathways. These logs include overlapping time periods so that retrospective edits cannot be concealed and unresolved entries cannot fall outside audit windows. These are also prepared, reviewed and verified by different officers.
2. Dual authorisation and workflow integrity maintained
   Elevated permissions do not override payment authorisation rules or delegation-based approvals.
3. Independent review of access changes
   Where system-level changes or elevated permission amendments occur, these are reviewed and verified by different officers. This review includes verification that the request aligns with the role, that access was required, and that the duration of elevated access was appropriate.

4. Historic access is being rationalised and modernised
   As part of a broader system remediation, role profiles are being corrected so that future access aligns precisely with duty requirements, removing historical administrative rights inherited from legacy positions. This will be an ongoing project, which may only be fully resolved once an Enterprise Resource Planning software reconfiguration, or a new system is implemented.

To further strengthen governance, the following controls have now been formalised:

- CEO access removed
- Access limited to only those positions with legitimate operational need
- Monthly internal audit documentation retained and signed off by reviewer
- Temporary elevation is time-bound, restricted, monitored and recorded

Finding 5 – Verification of Land and Building Revaluation Ownership

The audit identified that during the 2024/25 asset valuation cycle, one building asset (Lotteries House) was initially removed from the fixed asset register based on advice provided at that time. The initial advice suggested that the asset was not legally owned by the Shire and therefore not eligible for recognition under *Australian Accounting Standards* and the *Local Government (Financial Management) Regulations 1996*.

Upon further review and clarification of historical ownership arrangements, written legal confirmation was obtained on 28 November 2025, verifying that the property remains an asset of the Shire. On receipt of that confirmation, the building asset was reinstated in the fixed asset register, and the associated valuation adjustment was correctly processed into the audited Annual Financial Report.

While the reinstated value has now been properly recognised, the initial removal highlighted weaknesses in the evidence trail used to validate asset ownership during revaluation processes. This did not result in incorrect disclosures in the final audited statements, however earlier assumptions created risk of material misstatement and risk exposure relating to asset control, insurable interests and financial reporting accuracy.

The Shire has now implemented strengthened controls to ensure assets cannot be removed, transferred or materially revalued without clear verification of legal ownership, use-rights, and custodial responsibility. The corrective actions are as follows:

1. Mandatory Ownership Confirmation Prior to Valuation Adjustment
   Before any asset is reclassified, disposed, or valued at nil, documented proof of ownership will be required, including title searches, lease agreements, vesting instruments or legal correspondence.
2. Formal Valuation Due Diligence Checklist
   A validation checklist has been implemented, requiring the valuer and the Shire to jointly sign off on key verification items prior to acceptance of valuation outcomes.
3. Integration Into Asset Management Planning
   Asset classification, custodial control and valuation treatment will be integrated into lifecycle management and disposal reviews, ensuring that legal ownership is reflected in reserve treatment and long-term financial planning.
4. Retention of Ownership Evidence within Financial Workpapers
   All ownership documentation will now be attached to valuation records, forming part of the audit file. This provides a demonstrable and consistent audit trail in future periods.
5. Escalation of Uncertain Determinations
   Where ownership is not immediately clear, the matter will be escalated to the Executive Manager Corporate Strategy and Performance for review and, if required, external legal confirmation before asset derecognition is progressed.
6. Review and update of internal valuation and asset verification procedures
   Internal process documentation will now be updated to reflect these requirements, ensuring that future officers applying valuation changes are guided by a consistent, documented procedure. This includes linking the process into the Shire's financial year-end planning schedule, asset renewal program and reconciliation sign-off documentation.

Summary
The audit findings relate to legacy configuration issues, procedural gaps and historical practices that required strengthening to ensure clearer control pathways, improved traceability and compliance with statutory financial obligations. While none of the matters resulted in a material misstatement of the annual financial report, each highlighted areas where documentation, follow-up processes and system structures could be improved to reduce organisational risk moving forward.

The corrective measures being implemented, such as access rationalisation, enhanced reconciliation practices, structured follow-up for external changes, ownership verification documentation, and clearer audit trails, are designed to embed accountability and mitigate the risk of error, delay or unauthorised activity. These improvements will support stronger segregation of duties, remove reliance on legacy informal processes, and ensure that the Shire's financial governance standards align with contemporary public-sector expectations.

Monitoring will occur through ARIC reporting, inclusion of these matters in internal review cycles, and verification through ongoing financial reconciliations. This ensures that improvement actions are tracked until complete, and that the control enhancements become embedded in day-to-day practice rather than one-off corrective measures.

These improvements contribute directly to governance transparency, safeguard public funds, and provide Council, audit entities and the community with confidence that issues identified through audit processes are acted upon promptly and effectively.

Recommendation to ARIC
The final audit documentation for the year ended 30 June 2025 has now been received, and the annual financial statements have been confirmed as accurate and compliant with legislative requirements.

While several internal control matters were identified, none resulted in material misstatement of the financial results. Corrective actions have been assigned, documented, and entered into **ATTAIN**, the Shire's governance and action-tracking software designed specifically to manage compliance, internal audit and control obligations in local government. Each action has been allocated to a responsible officer, with defined due dates, supporting documentation requirements, and evidence of completion to be recorded in the system. Progress will be reviewed through ATTAIN as part of ongoing internal monitoring and quarterly reporting back through the Audit, Risk & Improvement Committee, ensuring actions are implemented, closed out, and embedded into business practice.

Endorsement of the Annual Financial Report by ARIC will allow the report to progress to Council for adoption, enabling preparation of the Annual Report, statutory publication requirements, and timely scheduling of the Annual Electors' Meeting.

OFFICER'S RECOMMENDATION
That the Audit, Risk & Improvement Committee, in accordance with Section 7.12A of the Local Government Act 1995:

1. ***Receives the Annual Financial Report for the year ended 30 June 2025, inclusive of the Independent Auditor's Report issued by the Office of the Auditor General;***
2. ***Receives the Final Management Letter issued for the year ended 30 June 2025, and notes the actions and control improvements implemented by management, including revised access controls, enhanced reconciliation processes, verification protocols and strengthened documentation practices;***
3. ***Adopts the Annual Financial Report for inclusion in the Shire's 2024/25 Annual Report, enabling publication in accordance with statutory requirements; and***

4. Notes that publication of the Annual Report and audited financial statements will occur within the prescribed timeframes following Council adoption, meeting the requirements of sections 5.54, 5.55 and 5.55A of the Local Government Act 1995.

COMMITTEE RESOLUTION ARICC 01/12/25

Moved: Ms Leah Horton
Seconded: Cr Paul Kelly

That the Audit, Risk & Improvement Committee, in accordance with Section 7.12A of the Local Government Act 1995 recommends that Council :

1. Receives the Annual Financial Report for the year ended 30 June 2025, inclusive of the Independent Auditor's Report issued by the Office of the Auditor General;

2. Receives the Final Management Letter issued for the year ended 30 June 2025, and notes the actions and control improvements implemented by management, including revised access controls, enhanced reconciliation processes, verification protocols and strengthened documentation practices, with regular reporting to the Committee.

3. Adopts the Annual Financial Report for inclusion in the Shire's 2024/25 Annual Report, enabling publication in accordance with statutory requirements; and

4. Notes that publication of the Annual Report and audited financial statements will occur within the prescribed timeframes following Council adoption, meeting the requirements of sections 5.54, 5.55 and 5.55A of the Local Government Act 1995.

FOR: Ms Leah Horton , Mr Eddie Smith, Cr Paul Kelly and Cr Mark Young
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 4/0

6 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 16 December 2025 at Shire Council Chambers, Stuart Street Carnarvon commencing at 10.30am

7 CLOSE

The Presiding Chair declared the meeting closed at 10.43am.



SHIRE OF CARNARVON

AUDIT, RISK & IMPROVEMENT COMMITTEE MINUTES

TUESDAY 16 DECEMBER 2025

CONFIRMATION OF MINUTES
These minutes were confirmed by the Council on

as a true and accurate record

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

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.

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a **summary** of questions asked by members of the public and the answers given. The minutes **are not** a transcript of the proceedings of the meetings.

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 Bulleting April 2014 and Guideline No. 3 Managing Public Question Time.)

INDEX

1 ATTENDANCES AND APOLOGIES 5

2 PUBLIC QUESTION TIME 5

3 DECLARATIONS OF INTEREST 5

4 CONFIRMATION OF MINUTES 5

4.1 Minutes of the Audit and Risk Management Committee Meeting - 9 December 2025 5

5 REPORTS 7

5.1 Environmental Health Compliance Process and Annual Reporting Under the Food Act 2008 and Public Health ACT 2016 7

5.2 Lease Register - Annual Status Report 17

5.3 Overview of Grant Funding 2024/2025 24

5.4 Governance and Compliance - Internal Controls 31

5.5 Work Health & Safety 35

5.6 Outstanding Debt Report December 2025 40

5.7 Strategic Risk Register Review 46

6 DATE OF NEXT MEETING 52

7 CLOSE 52

1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 10.37am

Ms LH Horton..... Independent Chair/Presiding Member
Mr Eddie Smith..... Shire President
Cr Paul Kelly.....Councillor, Town Ward
Cr Mark Young..... Councillor, Coral Bay Ward
Cr Luke Skender.....Councillor, Town Ward
Mr Stephen Brown .....Independent Member

Mrs Amanda Dexter .....Chief Executive Officer
Mrs Amanda Leighton ..... Executive Manager, Corporate Strategy & Performance
Mrs Sarah Driscoll.....Manager, Finance
Mr Sachin Kumar .....Accountant
Mr Jamie Bone.....Executive Business Manager
Mr Stefan Louw .....Executive Manager, Planning & Sustainability
Mrs Dannielle Hill .....Senior Executive Officer

Apologies
Nil
Leave of Absence
Nil

Press ..... Nil
Observers ..... Nil

2 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.)

Nil

3 DECLARATIONS OF INTEREST

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

Ms Leah Horton (Impartiality) – 5.3 Overview Of Grant Funding 2024/2025

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Audit and Risk Management Committee Meeting - 9 December 2025

COMMITTEE RESOLUTION ARICC 03/12/25

Moved: Cr Paul Kelly
Seconded: Cr Mark Young

That the minutes of Audit and Risk Management Committee Meetings held on 9 December 2025 be confirmed as true record of proceedings.

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

4.2 Minutes of the Audit and Risk Management Committee Meeting - 26 August 2025

COMMITTEE RESOLUTION ARICC 04/12/25

Moved: Mr Eddie Smith
Seconded: Cr Paul Kelly

That the minutes of the Audit & Risk Improvement Committee held on 26 August 2025 be confirmed as true record of proceedings.

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

5 REPORTS

5.1 ENVIRONMENTAL HEALTH COMPLIANCE PROCESS AND ANNUAL REPORTING UNDER THE FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016

File No:	ADM0180
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Stefan Louw, Executive Manager, Community Planning and Sustainability
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Environmental Health Services Outline 2. Reporting Food Act 2008

Authority/Discretion:

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

Summary of Report

The purpose of this report is to provide the Audit and Risk Committee with a comprehensive overview of the Shire of Carnarvon's Environmental Health service function, detailing the scope, nature, and status of its various responsibilities. In addition to scheduled inspections of food premises, Environmental Health Officers (EHOs) are now required to inspect horticultural properties growing melons or leafy greens, reflecting expanded obligations under the Food Act 2008.

The report also outlines ongoing mosquito control efforts, including targeted source reduction and larvicide in high-risk saltmarsh areas. These interventions have continued to reduce the risk of Ross River virus transmission, with additional land modification projects underway to address persistent breeding sites.

Staffing changes this year include replacing the outgoing Senior Environmental Health Officer. While this has helped maintain core functions, the increasing complexity of statutory reporting, inspections, and project management highlights the need for additional resourcing to ensure the Shire remains responsive to emerging public health and environmental challenges.

Background

Summary of Environmental Health service

Environmental Health services are designed to monitor the condition of the natural and built environment to protect public health and mitigate risks associated with environmental hazards. These services are delivered through a combination of statutory functions and locally relevant discretionary activities.
Key service areas include:

- **Mosquito management**, including source reduction, larvicide, and habitat modification to reduce disease risk;
- **Investigation of contaminated food**, including inspections of food premises and horticultural properties growing melons or leafy greens;
- **Assessment of unsanitary accommodation**, including inspections of overcrowded or poorly maintained dwellings;
- **Inspection and documentation of condemned buildings** deemed unfit for human habitation;
- **Testing of polluted drinking water** sources and responding to water quality complaints;
- **Testing of potential asbestos containing materials (ACMs)** at residential and commercial premises across the Shire;
- **Effluent management**, including oversight of septic systems and wastewater treatment; and
- **Maintenance of records and reporting** for licensed waste facilities, including annual and biennial compliance reports required by the Department of Water and Environmental Regulation (DWER).

The Environmental Health service also includes a wide range of operational activities such as responding to enquiries from the public, assessing applications, issuing approvals or registrations, issuing notices or orders (often under delegation), maintaining registration systems, negotiating complaint resolutions, and preparing responses to incidental requests from various State Government Departments. These services are supported by ongoing community engagement, inter-agency collaboration, and a commitment to continuous improvement in public health outcomes.

Many environmental health laws and standards are set by state legislation and may not always align with local community expectations. This can lead to complaints from residents or businesses who feel that regulations are either too strict or too lenient.

Environmental Health Officers must exercise sound judgement and discretion, balancing firmness with flexibility depending on the situation. Regulatory work is sometimes viewed critically, but community focused activities such as mosquito control and resolving complaints are more widely supported.

Stakeholder and Public Consultation

The primary stakeholders of the Environmental Health service are the residents of the Shire of Carnarvon. The Environmental Health services in this context are intended to keep our residents safe and ensure the

quality of food and amenities around the Shire is at an acceptable standard. EHOs also assist tourists who raise concerns about food safety or accommodation during their stay in our Shire.

The Environmental Health section of the Department of Health is the principal State Government agency EHOs liaise with, followed by the DWER, Department of Primary Industries and Regional Development, Department of Communities, and Department of Planning, Lands and Heritage.

Additional collaboration occurs with agencies and groups such as the Water Corporation, Gascoyne Water Cooperative, Carnarvon Growers Association, DrumMuster, and a wide range of local professionals including plumbers, builders, electricians, and growers.

EHOs work closely with DWER regarding the Shire's licensed waste facilities and effluent ponds, and with the Department of Health and Water Corporation in relation to the approved Recycled Water Scheme.

Statutory Environment

Environmental Health Officers (EHOs) operate under a broad framework of legislation, regulations, and local laws. Many of these are administered by the WA Department of Health and other state agencies, with EHOs acting as authorised officers or delegated decision-makers.

Key legislation includes:

- **Public Health Act 2016** – Provides overarching public health powers, including emergency response capabilities.
- **Health (Miscellaneous Provisions) Act 1911** – The primary legislation for traditional EHO functions.
- **Food Act 2008 and Food Regulations 2009** – Governs food safety, including recent requirements for inspecting horticultural properties growing melons or leafy greens.
- **Health (Aquatic Facilities) Regulations 2007**
- **Health (Asbestos) Regulations 1992**
- **Health (Pesticides) Regulations 2011**
- **Health (Public Buildings) Regulations 1992**
- **Health (Skin Penetration Procedure) Regulations 1998**
- **Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974**
- **Health (Notification of Lead Poisoning) Regulations 1985** – While unlikely to be applicable in Carnarvon, they may be relevant in isolated cases of occupational lead exposure or environmental

contamination. EHOs may assist with investigations into potential sources of exposure and support public health responses if a case arises.

- **Caravan Parks and Camping Grounds Act 1995**
- **Local Government Act 1995**
- **Health Local Laws 1997**
- **Waste Local Law 2021**
- **Public Places and Local Government Property Local Law**
- **Building Act 2011 – Health standards often refer to the Building Code of Australia.**
- **Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997**
- **Environmental Protection Act Amendment Bill 2024** – This is used to assist with alteration of mosquito habitat to prevent mosquito breeding.
- **Health Act (Underground Water Supply) Regulations 1959**

EHOs are also well-positioned to contribute to the development and review of local laws, particularly those relating to public health, waste, and environmental protection.

Relevant Plans and Policy

The Shire of Carnarvon has prepared a **Local Public Health Plan (2025-2029)** that was published and presented to Council on 26th August 2025. This plan integrates environmental health priorities with broader public health objectives and aligns with the Shire's roles as Advocate, Facilitate, Fund, Partner, Provide, and Regulate. It also supports compliance with State Public Health Plan objectives and strengthens the Shire's capacity to attract funding and deliver targeted health initiatives.

Financial Implications

Staffing costs: currently there is one Senior Environmental Health Officer. An advertisement has been placed for an additional EHO to provide additional support to improve the level of service available to the community.

Mosquito Control Funding "Contiguous Local Authorities Group (CLAG) Funding":
CLAG funding for this financial year is intended to be combined with previous years funds that were rolled over. For this reason, the 2025-26 financial year has a limited allocation of approximately $3,000 supplied in addition to amounts rolled over from previous financial years.

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
Legal & Compliance	Risk of various environmental health hazards, insanitary situations, infectious disease, nuisance or environmental degradation in the district.	Medium	Routine inspections, mosquito control, water sampling, complaint response, and statutory reporting.
Staffing and resourcing	Limited staffing may impact the Shire's ability to meet inspection targets, respond to complaints, and manage reporting obligations.	Medium	Proposal to recruit an additional Environmental Health Officer; prioritisation of high-risk inspections.
Community Health	Risk of communicable disease spread, especially from mosquito-borne viruses or poor sanitation.	High	Larvicide, habitat modification, dry toilet guidelines, and public education.
Infrastructure & Assets	Risk of degraded public amenities, waste facility non-compliance, or unsafe housing.	Medium	Ongoing inspections, maintenance referrals, and collaboration with DWER and Housing providers.
Reputation & Engagement	Risk of community dissatisfaction due to perceived over- or under-regulation.	Low	Transparent complaint handling, community engagement, and flexible enforcement approaches.

The Environmental Health team continues to monitor emerging risks and adapt its approach to ensure public health protection remains responsive, proportionate, and community focused.

Community and Strategic Objectives

The Environmental Health service contributes directly to the Shire of Carnarvon's long-term strategic goals, particularly those outlined in the **Strategic Community Plan 2022–2032** and the **Public Health Plan 2025–2029**.

These objectives include:

- **Creating a safe and sustainable community** by protecting residents from environmental health risks, managing mosquito-borne disease threats, and ensuring food safety and sanitation.
- **Supporting liveable environments** through inspection of public buildings, waste facilities, and water systems, and by maintaining standards that promote health and wellbeing.
- **Improving access to services** by responding to complaints, supporting vulnerable populations, and collaborating with agencies to address housing, water, and waste-related health concerns.
- **Strengthening community resilience** through proactive engagement, education, and partnerships with local stakeholders and State Government agencies.

This guides us on how the Shire delivers health protection, responds to emerging risks, and supports community wellbeing.

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

Carnarvon, despite operating with limited staffing and increasing regulatory complexity. The scope of responsibilities has expanded to include inspections of horticultural properties growing melons and leafy greens, in addition to routine food safety, accommodation, and waste facility oversight.

Mosquito control
Mosquito management remains a high priority, with targeted larvicide and habitat modification projects underway to reduce the risk of Ross River virus transmission. The Shire's participation in the CLAG program has supported these efforts, although long-term solutions will require further investment in infrastructure and equipment.

The new Public Health Plan
The adoption of the Shire's Public Health Plan 2025–2029 provides a strategic framework for aligning environmental health activities with broader community wellbeing objectives. This includes improving liveability, enhancing access to services, and protecting residents from environmental health risks.

Staffing
To maintain service quality and meet statutory obligations, the recruitment of an additional Environmental Health Officer is proposed. This would enable the team to increase inspection coverage, improve response times, and support the implementation of key public health initiatives.

The Environmental Health team is responsible for preparing numerous reports, including:

Annual/Biennial Reports:
- *Food Act 2008 & Public Health Act 2016 Annual Report*
- *Mosquito Management Report* (to acquit annual CLAG funding)
- *Recycled Water Scheme Annual Report*
- *Brown Range Waste Facility Reports*:
  - Annual Audit Compliance Report
  - Biennial Environmental Report (to DWER)
- *Coral Bay Waste Facility Reports*:
  - Annual Audit Compliance Report
  - Biennial Environmental Report (to DWER)
- *Carnarvon Effluent Ponds Annual Audit Compliance Report* (to DWER)
- *Waste and Recycling Annual Return* (to DWER)
- *EH Service Annual Report* (for inclusion in the Shire's Annual Report)
- Reports to the Audit and Risk Committee, as required
- Project management reports, such as for mesquite control

Discretionary Reports:
- Recent examples include reports on boarded-up and damaged housing
- Litter, illegal dumping, and noise complaints report (annually to DWER)

Management Plans
The EH team is also tasked with developing and maintaining several management plans:

- *Recycled Water Quality Management Plan*: Documentation and mapping nearly complete.
- *Mosquito Management Plan*: Requires updating.

Key Liaison Activities
The EH team collaborates with multiple agencies and stakeholders:

- **Department of Health** and **Water Corp:** There will be an upcoming review of wastewater reuse around Carnarvon and a possibility of requesting a lower volume of recycled water if our re-use areas are reduced.
- **Department of Water and Environmental Regulation (DWER)**:
  The Brown Range Licence Fee has now been amended to include burning of green waste and an additional volume of liquid waste can now be received.

Historically, inspections have been carried out on a rolling basis over several years to cover all premises.

With the reduction to one EHO, the number of routine inspections has decreased, with **Priority given to inspections** for:

- New business startups
- Businesses undergoing ownership changes
- Complaints indicating genuine potential health concerns

Specific Inspection Areas

1. **Food Business Inspections**
   - **Registered Food Businesses**:
     - 33 total: 22 commercial and 8 small /home-based and 3 mobile food vendors
   - **Inspection Frequency**:
     - Commercial businesses: Ideally inspected annually
     - Small/mobile/home-based businesses: Ideally inspected every 2-3 years
   - **Ideal Annual Total**: ~60 inspections
   - **Actual Performance**:
     - Current average: ~15 inspections/year (with one EHO)
     - Historical average: >35 inspections/year (with two EHOs)

2. **Caravan Parks and Camping Grounds**
   - 13-14 licensed facilities
   - Inspection Frequency:
     - Historical average: 2.5 inspections/year over the past 6 years
3. **Public Building Inspections**
   - **Total Buildings**: 60 (excludes State Government buildings)
     - 24 very low risk: Minimal intervention needed (e.g., small clubhouses)
     - 25 low risks: Basic clubhouses with more than 100m²
     - 7 medium risks: Includes venues like Carnarvon Woolshed, Cinema, or small busy pubs
     - None classified as high risk
   - Many public buildings are **overdue for inspection**, with the last cinema inspection completed 3 years ago, raising maintenance concerns.
4. **Septic Applications and Wastewater Management**
   - **Application Trends**:
     - 2024 and 2025 have had a low volume of applications: Only 6 in 2025, matching the amount (6) recorded in 2024
   - **Activity**:
     - Ongoing inquiries and assessments are frequent for various proposals.

- Strong working relationships with local installers (primarily plumbing contractors).

5. **Lodging house inspections** are overdue, although the number of lodging houses has been considerably reduced after revising the interpretation of what constitutes a lodging house to bring it back closer to the original meaning of involving shared facilities, which is in line with the direction of the environmental health industry.

6. **Non-Routine Inspections**

The Environmental Health team conducts numerous non-routine inspections in response to complaints or specific situations. Common issues include:

- Maintenance of houses (primarily Housing Commission properties)
- Vandalized and vacant housing
- Illegal waste dumping
- Nuisances

These inspections address a wide range of health and safety concerns in the community including noise complaints.

7. **Routine Sampling Programs**

Routine sampling programs are being consistently maintained. These include:

- **Monthly testing and sampling**:
  - Recycled water used for irrigation of public parks and spaces
  - Carnarvon aquatic facilities (and occasional testing of Coral Bay aquatic facilities)
  - Local surface waters (e.g., Fascine, Small Boat Harbour, Pelican Point, Chinaman Pool)

8. **Leafy greens applications and inspections**

The new leafy greens legislation requires local government to ensure compliance among primary producers of melons and leafy greens. Many larger producers in Carnarvon are already part of rigorous third-party auditing programs, which are costly and comprehensive. These businesses typically exceed our minimum compliance requirements, so our inspections confirm what is already well-documented through their certifications.

The greater compliance risk lies with smaller producers who do not participate in these external audits due to budget constraints. For these businesses, the Environmental Health team will conduct checklist-based inspections, document any non-compliance, and schedule follow-up visits. This process is similar to food premises inspections but introduces additional workload and record-keeping obligations.

Impact on the Environmental Health team:

- Increased inspection frequency for smaller producers
- Additional administrative tasks for applications and compliance tracking
- Opportunity to strengthen engagement with local growers and improve food safety outcomes

This approach ensures the Shire meets its statutory obligations, reduces public health risk, and supports smaller businesses in achieving compliance without imposing the high costs of private audits.

9. **Projects**

The Environmental Health Officer is currently managing this major project:

1. **Airport Perimeter Drain Project**:

- Completion of work to fill depressions in the airport perimeter drain to reduce mosquito breeding following heavy rainfall.
- Potential for additional land modification projects to permanently reduce or eliminate significant saltmarsh mosquito breeding habitats. These efforts may require specialized equipment, such as amphibious excavators, to create drainage channels (runnels) in muddy conditions, representing the only feasible long-term solution for Carnarvon's most severe mosquito breeding sites.

Annual Reporting
The Department of Health Western Australia mandates local government enforcement agencies to submit annual reports under:

- *Food Act 2008* (section 121)
- *Public Health Act 2016* (section 22)

These reports, primarily focused on the administration of the *Food Act*, follow a standard format prescribed by the Department. The Shire's latest report for 2023-24 is included in the schedule.

The Shire of Carnarvon's Environmental Health service plays a critical role in safeguarding public health, managing environmental risks, and maintaining community well-being. Despite a reduction in staffing levels and increasing complexity in statutory and non-statutory responsibilities, the team continues to deliver essential services, including routine and non-routine inspections, sampling programs, and project management.

However, the growing demands of reporting, management plans, and community engagement highlight the need for additional resources to sustain and enhance service delivery. Future staffing options, including the recruitment of an additional Environmental Health Officer, present opportunities to bolster capacity and address current challenges.

To ensure the Shire remains proactive and resilient in its approach to environmental health, strategic investment in staffing and infrastructure will be essential. This will enable the Shire to continue meeting its legislative requirements and deliver outcomes that align with the community's long-term strategic objectives.

OFFICER'S RECOMMENDATION

That the Audit & Risk Improvement Committee:

1. ***Notes this report;***
2. ***Notes the Environmental Health service outline in Schedule 1; and***
3. ***Notes the Annual Report for 2024-25 given to the Department of Health Western Australia under the Food Act 2008 and Public Health Act 2016 in Schedule 2.***

COMMITTEE RESOLUTION ARICC 05/12/25

Moved: Mr Eddie Smith
Seconded: Cr Paul Kelly

That the Audit & Risk Improvement Committee:

1. ***Notes this report;***
2. ***Notes the Environmental Health service outline in Schedule 1; and***
3. ***Notes the Annual Report for 2024-25 given to the Department of Health Western Australia under the Food Act 2008 and Public Health Act 2016 in Schedule 2.***

FOR:	Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST:	Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.2 LEASE REGISTER - ANNUAL STATUS REPORT

File No:	ADM2258
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Caroline Ballard, Governance & Information Coordinator
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Proximity
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

The Shire has numerous leases – both Community and Commercial. In the interests of good governance, community transparency and strong business procedures an annual leases status report will be presented to Council.

This report provides this 12 monthly update on the Shires community and commercial leases portfolio.

Background

The Shire has several key parcels of land which it offers up for both community and commercial lease. Historically, lease activation and management has received varying levels of attention dependent on the availability of staffing resources.

The attached Spreadsheet is an internal control document used by the organisation to manage its leases (both community and commercial). Current leases require ongoing monitoring for consideration of renewal, with lease terms and due dates all varying. Submissions for new leases are also occasionally received, which require actioning and reporting to Council for its consideration.

The process for commercial leases must follow the requirements of the Local Government Act, in the main Section 3.58, and must reach mutual agreement on lease conditions. Commercial leases regularly take several months to finalise but can on occasion take more than a year to achieve a successful conclusion.

Stakeholder and Public Consultation

Nil.

Statutory Environment

***Local Government Act S.2.7 (Role of Council*)** outlines that Councils are to govern the local government's affairs; take responsibility for the performance of their local government's functions and oversee the allocation of their local government's finances and resources.

Relevant Plans and Policy

Whilst there are policies that relate to the establishment of leases (CF018 Leasing of Shire Owned/Controlled Property) there are no policy implications relevant to this annual report.

Financial Implications

The financial implications of preparing this report are minimal and limited to officer time and resources consumed to research and prepare it.

There are currently 4 types of leases that we offer through policy CF018; the conditions are listed in the table below:

	Category 1 Not for Profit	**Category 2 Not for Profit**	**Category 3 Government Agencies**	**Category 4 Commercial Entities**
Definition	Incorporated not-for-profit community group. Limited ability to raise revenue. Significant community benefit.	Incorporated not-for-profit community group. Has ability to raise revenue through memberships, liquor sales or sales of merchandise.	Government Agency or Public Not for Profit.	Commercial entity.
Payments/Responsibilities of the Tenant Required Under Lease/Licence Agreement				
Lease/Rent	Yes - $50	Yes - $300	Yes – Market Value	Yes – Market Value
Market Valuation	No	No	Yes	Yes
Preparation of Lease	No	Yes	Yes	Yes
Utilities (Water, Gas, Electricity, etc)	Full responsibility for all utility costs.	Full responsibility for all utility costs.	Full responsibility for all utility costs.	Full responsibility for all utility costs.
Rates and ESL	Yes	Yes	Yes	Yes
Insurance	Public Liability	Public Liability	Public Liability and Building Insurance	Public Liability and Building Insurance
Building maintenance	Yes – non-structural	Yes – non-structural	Yes – non-structural	Yes – non-structural
Garden Maintenance	Yes	Yes	Yes	Yes

Any other items as stipulated in the lease agreement.
Any deviation from this table to be approved by Council.

Category 3 and 4 lease fees have been established via a commercial valuation of the site, with annual CPI applied or in the event of a lease renewal, a revaluation being completed. Annual CPI has also been applied to category 2 leases.

Cumulatively, $181,185.38 (inclusive GST) is raised via lease payments per annum.

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
Reputation	Not gaining a suitable financial return from Shire owned assets may result in adverse community sentiment about asset commercialisation opportunities available	C2-Moderate	Ensure that resources are made available to enable adequate management of commercial leases.

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

This report provides an update on the Shire's community and commercial leases portfolio.

All Shire leases progress through Council in order that the requirements of *S.3.58 of the Local Government Act* can be met, this is the annual update information report (to be provided for Council).

Actively managing the Shire's lease portfolio ensures mutual benefits to all parties and the attention given to the Shire's several dozen leases has however, provided both good financial and social dividends.

Community groups have security of tenure of their area, providing confidence to invest time and effort into their site, and commercial tenants are enabled to pursue business activities, and pay rent/lease fees to Shire in exchange.

Leases require constant attention and even when diligently progressed, can take over a year to finalise on occasion, particularly when there are unusual complexities involved.

The Shire over the last few years has significantly improved the management of its entire lease portfolio, with particular attention paid towards ensuring that lease renewals and new leases are compliant with Shire policy to ensure consistency and transparency.

LESSEE	Details of Lease	Date Commenced	Term of Lease	LEASE Expiry Date	Lease Status	Review/Option Date
CARNARVON MOTORCYCLE CLUB	MOTORCYCLE TRACK - LOT 1296 SPEEDWAY ROAD	22/3/2025	5 years	21/03/2030	ACTIVE	no further terms available
ROYAL FLYING DOCTORS (RFDS) WESTERN OPERATIONS	LEASE CVN AIRPORT - COMMUNICATION TRANSMITTER	1/5/2025	10 years	30/04/2030	ACTIVE	further term of 5 years available
TELSTRA CORPORATION	DEED OF RENEWAL & VARIATION OF LEASE LOT 559 CARNARVON AIRPORT	1/5/2015	10 years	30/04/2025	Holding Over	Awaiting an easement over land for access to lease area
CARNARVON SPEEDWAY CLUB	LEASE OF PORTION LOT 1297 - NO 59 SPEEDWAY RD BROWN RANGE	1/7/2025	10 years	30/06/2035	ACTIVE	no further terms available
CARNARVON LIONS CLUB	LEASE OF CARNARVON AIRPORT BUILDING NUMBER 133	30/1/2021	5 years	29/01/2026	ACTIVE	Options for a New Lease now under review
CARNARVON GOLF CLUB	PORTION OF RESERVE 31811 - GOLF CLUB-AUTHORITY TO TAKE WATER FROM ARTESIAN BORE BIRDSONG	1/3/2016	10 years	28/02/2026	ACTIVE	further term of 10 years available:
CARNARVON SPACE & TECHNOLOGY MUSEUM	PORTION OF THE FORMER OTC SITE - LOT 2 (NO 35) MAHONY AVENUE BROWN RANGE	4/4/2016	10 years	3/04/2026	ACTIVE	N/A
CORAL COAST HELICOPTERS PTY LTD - HANGAR	LEASE OF LAND PORTION OF LOT 547 - CARNARVON AIRPORT - HANGER	19/5/2021	5 years	18/05/2026	ACTIVE	further term of 5 years available
CARNARVON HERITAGE GROUP INC	HISTORICAL MUSEUM SITE PT RESERVE 24101 ANNEAR ROAD	1/7/2017	10 years	30/06/2027	ACTIVE	N/A

SHINE AVIATION	LAND OF HANGAR 134 CARNARVON AIRPORT	1/7/2022	5 years	30/06/2027	ACTIVE	no further terms available
(NORWEST SEAFOODS PTY LTD) WESTRALIAN MARINE GROUP	LEASE OF LAND HANGER 138 CVN AIRPORT	1/12/2017	5 years	30/11/2027	ACTIVE	no further terms available
GASCOYNE AUTO SERVICE	LEASE OF PORTION OF LOT 421 ROBINSON STREET CARNARVON CAR PARKING & ACCESS	25/02/2025	3 years	24/02/2028	ACTIVE	N/A
BP AUSTRALIA (FUEL BOWSERS)	PORTION LOT 547 JAMES STREET (AIRPORT FUEL)	29/3/2023	5 years	28/03/2028	ACTIVE	no further terms available
BAKKER, KORNELIS HARM	LAND HANGAR SITE 139 - AIRPORT	1/7/2023	5 years	30/06/2028	ACTIVE	no further terms available
JECKS, PETER	Land HANGAR SITE 140 - AIRPORT - Lease of Land for Hangar No. 140	1/7/2023	5 years	30/06/2028	ACTIVE	no further terms available
PRIMEDIA PTY LTD (LICENCE FEE)	PORTION OF LOT 425 & 565 CVON ROAD	5/8/2023	5 years	4/08/2028	ACTIVE	further term of 5 years available
BP AUSTRALIA (OFFICE LEASE) - POWERHOUSE	LEASE PORTION OF POWERHOUSE - CARNARVON AIRPORT FOR OFFICE SPACE	28/11/2023	5 YEARS	27/11/2028	ACTIVE	no further terms available
BROWN, MCMILLAN & FRANCINE	GLADSTONE CAMPING GROUND YARINGA STATION	1/12/2021	7 years	30/11/2028	ACTIVE	further term of 5 years available
CORAL COAST HELICOPTERS PTY LTD - OFFICE	LEASE OF PORTION OF 103 OLD TERMINAL BUILDING	2/1/2024	5 years	31/01/2029	ACTIVE	further term of 5 years available
WORLD FUEL SERVICES (AUSTRALIA) PTY LTD	FUEL SITE - PORTION OF LOT 547 JAMES STREET - CVN AIRPORT	1/2/2024	5 years	31/01/2029	ACTIVE	no further terms available
DFES - (DEPARTMENT OF FIRE AND EMERGENCY SERVICES)	PORTION OF RESERVE 38888 - LOT 374 NORTHWEST COSTAL HWY - RADIO TOWER	04.04.2024	5 years	3/04/2029	ACTIVE	further term of 5 years available
SAMURAI KARATE CLUB	LEASE OF DON MCLEOD JUDO HALL - FESTIVAL GROUNDS	1/7/2024	5 years	30/06/2029	ACTIVE	no further terms available
GASCOYNE GYMNASTICS CLUB INC	RESERVE 39114 SHALLCROSS STREET	8/7/2024	5 years	7/07/2029	ACTIVE	further term of 5 years available
AXICOM / INDARA	PART OF LOT 559, CARNARVON AIRPORT FOR TELECOMMUNICATIONS TOWER	12/7/2019	10 years	11/07/2029	ACTIVE	further term of 10 years available:

BUDGET (CHALKWEST PTY LTD)	CARNARVON AIRPORT & CAR PARK	2/9/2024	5 years	1/09/2029	ACTIVE	no further terms available
AVIS (Norcoast Holdings Pty Ltd t/as Leahy's Car Hire)	CARNARVON AIRPORT & CAR PARK	2/9/2024	5 years	2/09/2029	ACTIVE	no further terms available
CARNARVON ARTS & CRAFTS WORKSHOP	JUBILEE HALL - FRANCIS STREET	1/7/2009	21 years	30/06/2030	ACTIVE	N/A
BREAKWAY HOLDINGS WA PTY LTD	lot 506 Robinson Street	21/8/1931	99 years	20/08/2030	ACTIVE	N/A
CARNARVON HORSE AND PONY CLUB	LEASE OF LOT 648 AIRPORT	12/1/2020	10 years	30/11/2030	ACTIVE	further term of 10 years available:
AIRSERVICES AUSTRALIA (NDB)	PART OF LOT 559 AERODROME AT CARNARVON AIRPORT; Non-directional beacon (NDB) site (radio transmitter)	1/2/2011	10 years	31/01/2031	ACTIVE	no further terms available
CARNARVON BOWLING CLUB (INC)	Lease of portion of Reserve 1856 / Lot 1164 EGAN STREET	12/3/2010	21 years	11/03/2031	ACTIVE	N/A
GEOSCIENCE AUSTRALIA -	Title(Volume) 2886-502 - Lot 559 on deposited plan 144299	1/6/2021	10 years	31/05/2031	Active	further term of 10 years available:
CARNARVON LOTTERIES HOUSE	LOTTERIES HOUSE LOT 10 (Land Lease)	1/7/2022	10 years	30/06/2032	ACTIVE	further term of 10 years available:
SENIOR CITIZENS	LEASE OF LOT 1 (NO. 3)GEORGE STREET BROCKMAN (A3096) - SENIOR CITIZENS COMMUNITY HALL	26/3/2016	20 years	25/03/2036	ACTIVE	N/A
CARNARVON DISTRICT SHOOTING SPORTS ASSOC.	SHOOTING RECREATING - RESERVE 37127	1/7/2017	20 years	30/06/2037	ACTIVE	N/A
CARNARVON PISTOL CLUB	PISTOL CLUB RESERVE 44008	1/7/2017	20 years	30/06/2037	ACTIVE	N/A
GASCOYNE OFF ROAD RACING CLUB INC	LEASE - PART RESERVE 37127, LOT 356 NORTH WEST COASTAL HIGHWAY	1/7/2019	20 years	30/06/2039	ACTIVE	N/A
THOTH (OTC DISH)	LEASE OF OTC DISH: LOT 2 (No. 35) MAHONY AVENUE, BROWNS RANGE	10/10/2022	20 years	10/10/2042	ACTIVE	no further terms available
BREAKWAY HOLDINGS WA PTY LTD	lots 507,508,509, 510 Robinson Street	28/4/1952	99 years	28/04/2051	ACTIVE	N/A
JEFF BENNETT	LOT 515, ROBINSON STREET	1/8/1957	99 years	1/07/2056	ACTIVE	N/A
BUREAU OF METEROLOGY	WEATHER SERVICE OFFICE	11/8/1998	99 years	10/08/2092	ACTIVE	N/A

AIRSERVICES (FORMER CIVIL AVIATION AUTHORITY	DEED OF LEASE OF ADDITIONAL PREMISES AND VARIATION OF LEASE - SATELLITE GROUND STATION (SGS) DISTANCE MEASURING EQUIP (DME) & VHF OMNI RANGE (VOR); AREA IS MONITOR ANTENNA LOT 547 & LOT 559	1/10/2015	99 years	30/09/2114	ACTIVE	N/A

OFFICER'S RECOMMENDATION

That the Audit & Risk Improvement Committee recommends to Council that:

1. ***It notes the report; and***
2. ***Requires that the next annual leases report be provided to the Audit, Risk & Improvement Committee in December 2026.***

COMMITTEE RESOLUTION ARICC 06/12/25

Moved: Cr Luke Skender
Seconded: Cr Paul Kelly

That the Audit & Risk Improvement Committee recommends to Council that:

1. ***It notes the report; and***
2. ***Requires that the next annual leases report be provided to the Audit, Risk & Improvement Committee in December 2026.***

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.3 OVERVIEW OF GRANT FUNDING 2024/2025

Mr SB Brown (Impartiality) – 5.3 Overview Of Grant Funding 2024/2025

File No:	ADM1737
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Caroline Ballard, Governance & Information Coordinator
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

An initial overview report to ARMC May 2025 provided a financial year-to-date (FYTD) overview of funding opportunities that have been investigated, applied for, and managed by Shire Officers. This report outlines the outcomes of grant applications submitted over a six-month period from 1 May 2025 to 31 October 2025.

The purpose of this report is to provide the Audit and Risk Improvement Committee with oversight of how external funding supports the delivery of Shire projects and services, and how associated funding risks are being monitored and managed by Officers. This includes assessment of dependencies on grant funding for key operational and capital programs, and measures in place to mitigate non-award or delayed award of grant income.

Annual and recurrent funding sources—such as the Financial Assistance Grants, Roads to Recovery, and Regional Road Group allocations—are tracked separately through the Shire's financial systems and are not included in this report.

Background

External funding plays a critical role in enabling the Shire of Carnarvon to deliver a wide range of infrastructure and community initiatives that may not otherwise be financially feasible within the constraints of municipal revenue alone. Grant funding is increasingly competitive and often subject to tight timeframes, co-contribution requirements, and performance-based reporting conditions.

As part of good financial governance, it is important that the Shire maintains clear oversight of its external funding activities, including applications made, funding secured, and obligations arising from grant agreements. This supports effective forward planning, ensures funding conditions are met, and assists in identifying and mitigating risks associated with grant dependency, project delays, or potential non-compliance.

The Audit and Risk Improvement Committee has an advisory role in overseeing the Shire's financial management practices and ensuring appropriate risk controls are in place. Providing a financial year-to-date report on funding applications and outcomes promotes transparency and enables the Committee to assess the extent to which grant funding activities align with the Shire's strategic objectives and risk appetite.

This report consolidates funding activity undertaken between 1 May 2025 and 31 October 2025 and includes details of:

- Applications submitted (including purpose, value, and funding body),
- Outcomes of applications (approved, unsuccessful, pending).

Stakeholder and Public Consultation

No formal public consultation has been undertaken in the preparation of this report.

Internal consultation has occurred with relevant Shire officers, cross-departmental collaboration ensures that funding opportunities are aligned with the Shire's Strategic Community Plan, Corporate Business Plan, and Long-Term Financial Plan.

The Strategic Community Plan serves as the guiding framework for identifying priority projects and services for the community. Grant applications are assessed for their alignment with the SCP objectives to ensure the Shire is pursuing external funding that directly supports the aspirations and outcomes identified by the community.

From time to time, ad hoc funding opportunities may arise that fall outside the scope of existing strategic documents. In such cases, Officers undertake a preliminary review of the opportunity to assess feasibility, risks, and potential community benefit. Where deemed suitable, these applications may proceed with the direction or endorsement of Council.

Where required under specific grant programs, stakeholder engagement has been or will be undertaken in accordance with funding body requirements. This may include letters of support, project partnerships, or community consultation to demonstrate need and local benefit.

Statutory Environment

-Local Government Act 1995 (WA) – Part 6: Financial Management
Provides the overarching legislative framework for the proper management of financial resources by local governments, including the responsibility to apply sound financial practices and pursue external funding to support operational and capital activities.

-Local Government (Financial Management) Regulations 1996 – Regulation 5
Requires local governments to establish and maintain financial management systems and procedures that ensure the proper recording, control and accountability of the Shire's financial operations, including grants received.

-Local Government (Audit) Regulations 1996 – Regulation 16
Outlines the role of the Audit and Risk Committee, including its function to review the effectiveness of the

Shire's risk management, internal control and legislative compliance — which encompasses risks associated with grant dependency and funding obligations.

-Integrated Planning and Reporting Framework (IPRF) – Department of Local Government, Sport and Cultural Industries (DLGSC)
Requires that all financial planning, including the pursuit of grant funding, is aligned with the Shire's Strategic Community Plan and Corporate Business Plan, ensuring resources are directed towards community-endorsed priorities.

-Individual Grant Funding Agreements
Operate as legally binding contracts that outline specific financial, governance and reporting obligations the Shire must meet. Failure to comply with these obligations may result in funding being withheld, recovered, or reputational damage to the Shire.

Relevant Plans and Policy

-Strategic Community Plan.
-Corporate Business Plan.
-Long Term Financial Plan.
-CD006 External Grants – Procurement and Grants.

Financial Implications

External grant funding forms a critical component of the Shire's overall funding strategy and significantly contributes to the delivery of key community, economic and infrastructure initiatives. While these funds support the expansion of services and capital projects beyond the capacity of municipal revenue alone, they also introduce financial considerations that require ongoing management.

Key financial implications include:

- **Budget Amendments**
  Where successful grant applications are not included in the adopted Annual Budget; formal budget amendments are required in accordance with the Shire's Budget Amendment and Review Policy (FIN002). This ensures compliance with the *Local Government Act 1995* and *Financial Management Regulations 1996*.
- **Matching Contributions**
  Some grant programs require a co-contribution from the Shire; these obligations are assessed at the application stage and considered in the context of available reserves, operational capacity, and alignment with the Long-Term Financial Plan.
- **Cash Flow and Timing Risk**
  Delays in funding announcements or payments can affect project delivery schedules and cash flow forecasting. Officers monitor these closely and seek to mitigate impacts through appropriate phasing of expenditure and regular financial reporting.
- **Unsuccessful Applications**
  Where funding is not awarded, projects reliant on external funding may be deferred, reduced in scope, or reprioritised. This has downstream implications for asset renewal programs, service delivery and strategic outcomes.
- **Grant Acquittals and Compliance**
  Failure to meet reporting or acquittal obligations may result in grant funds being withheld or reclaimed. Financial and project staff work collaboratively to ensure all grant-related expenditures are documented and acquitted in accordance with funding agreements.
- **Audit and Financial Reporting**
  Grant income and associated expenditure are captured in the Shire's financial records and subject to annual audit. Proper documentation and controls ensure accountability and reduce the risk of audit qualification.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Risk of funding shortfalls, delayed payments, or the need for unbudgeted co-contributions.	2-C Moderate	Applications are assessed for financial viability; budget amendments are submitted to Council; cash flow is monitored and matched to project milestones.
Health & Safety	Risk to officer health and safety when implementing grant-funded works or community programs.	2-D Low	Projects are planned in accordance with the Shire's WHS procedures; risk assessments are completed prior to project commencement.
Reputation	Risk of reputational damage if grant obligations are not met, or projects are not delivered.	2-C Moderate	Internal procedures ensure compliance with grant terms; project progress is reported to Council and funding bodies; communication with stakeholders is maintained.
Service disruption	Delays in funding decisions or acquittal processes may impact service delivery timelines.	3-D Moderate	Projects are sequenced and contingency plans developed; officers monitor grant timelines and maintain flexibility in delivery schedules.
Compliance	Risk of non-compliance with funding agreements or statutory reporting.	3-C High	CD006 External Grants Policy and internal controls guide grant management; regular reporting and acquittals are overseen by Finance and project teams.
Property	Potential damage to Shire assets if projects are not appropriately scoped or delivered.	2-D Low	Project scopes and risk assessments include asset impact considerations; works are supervised by technical officers.
Environment	Risk of environmental harm if infrastructure projects are poorly scoped or regulated.	2-D Low	Environmental approvals and assessments are undertaken where required; projects are aligned with applicable legislative and environmental standards.
Fraud	Misuse or misreporting of grant funds.	2-C Moderate	All financial transactions are subject to internal controls, dual authorisations, and audit review; grant acquittals require supporting documentation.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Improve the trust between citizens and the Shire of Carnarvon*
- *N/A*

Comments

To support the delivery of its strategic objectives, the Shire of Carnarvon actively seeks funding from a range of sources including State and Federal government agencies, not-for-profit organisations, and philanthropic foundations. These funding arrangements are critical in enabling the Shire to deliver a combination of core community services and additional value-adding programs that respond to community expectations.

A significant portion of grant funding directly supports the Shire's essential operations—particularly in areas such as infrastructure, community development, and environmental management. Other grants enable the Shire to undertake enhanced or pilot initiatives that would not otherwise be financially viable. In many cases, the ability to proceed with a project or program is contingent upon securing external funding.

Officers apply a rigorous process to assess the suitability of each funding opportunity in terms of strategic alignment, financial implications, delivery capacity, and compliance obligations. Successful grants are incorporated into the budget through formal amendment processes, and all grant-funded activities are tracked to ensure conditions are met and acquittals are completed within required timeframes.

With the appointment of a dedicated Accountant and the establishment of a Special Projects Team, the Shire has strengthened its internal financial oversight and project delivery capacity. The Grants Register is actively maintained and regularly reviewed; funding milestones, project progress, and acquittal status checks will be added to the Attain Compliance calendar to enhance their tracking and ensure continued compliance.

A summary grant applications for the period 1 May 2025 to 31 October 2025 is provided in the table below:

NAME OF FUNDING BODY	NAME OF PROJECT	FUNDING PERIOD	AMOUNT APPLIED FOR	FUNDING RECEIVED
HEALTHWAY	CREATIVITY AND WELLBEING FOR YOUNG PEOPLE PROGRAM 2025-2026	$50k in 25/26, $25k in 26/27	$ 75,000	$ 75,000
DEPARTMENT OF COMMUNITIES	INTERNATIONAL VOLUNTEER DAY - POOL OPEN AFTERNOON	FY 25/26	$ 1,000	$ 1,000
DEPT OF CREATIVE INDUSTRIES, TOURISM & SPORT (DCITS)	RETB PUBLIC REGIONAL GALLERIES IMPROVEMENT FUND 2023 - 2027	FY 25/26	$ 58,176	$ 58,176
NORTH MIDLANDS PROJECT	YOUNITY	FY 25/26	$ 2,140	$ 2,140
LBW TRUST LIBRARY GRANT	LAPTOP COMPUTERS FOR LIBRARY PROGRAMMING	FY 25/26	$ 5,000	$ 5,000
DEPARTMENT OF FIRE & EMERGENCY SERVICES	MITIGATION ACTIVITY FUND GRANTS PROGRAM 2025/26 ROUND 1	FY 25/26	$ 27,950	$ 27,950

ALCOHOL & DRUG FOUNDATION	FRIDAY NIGHT ART CLUB & 16 DAYS IN WA PROJECT	FY 25/26	$ 18,682	$ 18,682
GOOD THINGS FOUNDATION	TARGETED BUILDING DIGITAL SKILLS 2024-2028 GRANT - ROUND 10	FY 25/26	$ 3,000	$ 3,000
DEPARTMENT OF COMMUNITIES	SENIORS IN THE SPOTLIGHT: CELEBRATING SENIORS WEEK	FY 25/26	$ 3,000	$ 3,000
AUSTRALIA DAY COUNCIL	REFLECT, RESPECT, CELEBRATE ON YINGGARDA COUNTRY	FY 25/26	$ 15,000	$ 15,000
DEVELOPMENTAL DISABILITY WA	CARNARVON ALL ABILITIES FESTIVAL	FY 25/26	$ 1,000	$ 1,000
MEERILINGA FOUNDATION	CHILDREN'S WEEK WA 2025	FY 25/26	$ 3,000	$ 3,000
NATIONAL INDIGENOUS AUSTRALIAN AGENCY	REMOTE JOBS AND ECONOMIC DEVELOPMENT PROGRAM	Funding over 3 years from 25/26	$ 3,580,696	$ 3,580,696
DEPARTMENT OF COMMUNITIES	AGE-FRIENDLY COMMUNITIES CONNECTIVITY GRANTS PROGRAM CARNARVON ACTIVE SENIORS	FY 25/26	$ 15,000	$ 15,000
DEPARTMENT OF INDUSTRY SCIENCE	SCIENCE WEEK 2025	FY 25/26	$ 17,300	$ 17,300
NORTHERN SUBURBS LEGAL CENTRE (DoC)	WORLD ELDER ABUSE AWARENESS WEEK	FY 25/26	$ 5,000	$ 5,000
DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT & ARTS	SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM (SLRIP) TRANCHE 4C	Pending Outcome	$ 5,000,000	PENDING
DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	REGIONAL TRAINEESHIP PROGRAM GRANT 2025/26	Pending Outcome	$ 50,000	PENDING
DEPARTMENT OF COMMUNITIES	WOMEN'S GRANTS FOR A STRONGER FUTURE GRANTS PROGRAM 2025-26	Pending Outcome	$ 10,000	PENDING
TOWN TEAM MOVEMENT	STREETS ALIVE STREAM 2	Pending Outcome	$ 50,000	PENDING
INJURY MATTERS: IMPROVE YOUR HEALTH	ACTIVE MINDS, ACTIVE LIVES	Pending Outcome	$ 5,000	PENDING
ROAD SAFETY COMMISSION	BOLLARDS TO BELONGING: SAFER STREETS FO OUR PEOPLE	Pending Outcome	$ 25,000	PENDING
DEPT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT & ARTS	CARNARVON AIRPORT - NORTHERN AND SOUTHERN APRON UPGRADE WORKS RAUP ROUND 11 2025/26	N/A	$ 347,985	UNSUCCESSFUL
WA INSPIRING AUSTRALIA	LEARN, DISCOVER, PLAY VR	N/A	$ 6,000	UNSUCCESSFUL
SUICIDE PREVENTION AUSTRALIA	WA SUICIDE PREVENTION GRANTS PROGRAM	N/A	$ 65,000	UNSUCCESSFUL
INJURY MATTERS	MOVE YOUR BODY, FIND YOUR BALANCE	N/A	$ 3,300	UNSUCCESSFUL

DEPARTMENT OF TRANSPORT	PEDAL GASCOYNE - RIDE FOR HEALTH FUN & COMMUNITY	N/A	$ 5,000	UNSUCCESSFUL
DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CARNARVON GETS WASTESORTED REUSE, REINMAGINE, REDUCE	N/A	$ 17,000	UNSUCCESSFUL

OFFICER'S RECOMMENDATION

That the Audit & Risk Improvement Committee resolves to receive the summary of grant applications.

COMMITTEE RESOLUTION ARICC 07/12/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Skender

That the Audit & Risk Improvement Committee resolves to receive the summary of grant applications.

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.4 GOVERNANCE AND COMPLIANCE - INTERNAL CONTROLS

File No:	ADM0011
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Caroline Ballard, Governance & Information Coordinator
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	ARMC 26.08.2025
Schedules:	1. Compliance Calendar Internal Controls - Nov 2025

Authority/Discretion:

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

Summary of Report

This report provides an update on the status and effectiveness of the Shire's internal control management; Compliance Calendar Internal Controls Nov 2025 **(Schedule 1)** in line with regulation 16 of the Local Government (Audit) Regulations 1996, to support Council's governance and risk oversight responsibilities.

Background

Local Government (Audit) Regulations 1996, outline the functions of a local government audit committee. Council at its meeting dated 28 November 2023 confirmed the purpose of the current Audit & Risk Improvement Committee, which included amongst others the following:

- Oversee compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal controls and legislative compliance; and
- Oversee the internal control functions in conjunction with the CEO.

Due to an increased focus on the accountability of local governments, a review of the effectiveness of all business processes is becoming best practice. Internal auditing is one way to reduce risk and identify improvements in internal controls. There are many benefits to conducting internal audits, such as:

- Improving the performance of the organisation;
- Making the organisation process dependent instead of person-dependent;
- Identifying redundancies in operational and control procedures and the provision of recommendations to improve the efficiency and effectiveness of procedures;

- Serving as an early warning system, enabling deficiencies to be identified and remediated on a timely basis (i.e. prior to external, regulatory or compliance audits); and
- Increasing accountability within the organisation.

Compliance Calendar

The Shire has a compliance Calendar software package – ATTAIN, which is used to track activities and action due dates to ensure compliance is met with critical legislative requirements, operational requirements and also reduce the risk of non-compliance. Data entered into this system throughout the year supports completion of the annual Compliance Audit Return (CAR). Completion of the CAR is a State Government requirement; it is initially reported to ARIC prior to being submitted for Council endorsement and then subsequent upload to the DLGIRS portal.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 2.7 (Role of Council)
This section sets out the role of council as the governing body responsible for the performance of the local government's functions. It confirms Council's responsibilities for strategic planning, policy setting, determining services and facilities, allocating resources, and appointing and reviewing the CEO. It also requires Council to make evidence based and lawful decisions, respect the separation between governance and administration, and foster a respectful organisational culture.

Local Government Act 1995 – Section 5.41 (Functions of CEO)
This section defines the role of the CEO as the head of the local governments administration, responsible for managing day-to-day operations, implementing Council decisions, and overseeing service delivery. The CEO is tasked with establishing administrative systems and procedures, managing employees, maintaining records and providing timely and informed advice to Council to support decision making.

Local Government Act 1995 – Section 7.1A (Audit Committee)
This section requires the establishment of an Audit Committee with at least three members, the majority being Council members. It specifies that the CEO and employees cannot be members or representatives on the Committee. The Audit Committee is to carry out the functions and responsibilities prescribed under the Act in relation to audit, risk and governance oversight.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Adverse media and lack of community confidence	C2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Service disruption	N/A	N/A	N/A
Compliance	Non-compliance with Legislation	C-2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

This report outlines the actions undertaken by the Chief Executive Officer to maintain legislative compliance, strengthen internal controls and minimise organisations risks. It also reinforces officers understanding of Council's strategic risk and compliance expectations, supporting informed decision making and community confidence.

OFFICER'S RECOMMENDATION

That the Audit and Risk Improvement Committee recommends that Council note the information contained in the Shire of Carnarvon Internal Controls – November 2025 report.

COMMITTEE RESOLUTION ARICC 08/12/25

Moved: Mr Eddie Smith
Seconded: Cr Mark Young

That the Audit and Risk Improvement Committee recommends that Council note the information contained in the Shire of Carnarvon Internal Controls – November 2025 report.

FOR:	Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST:	Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.5 WORK HEALTH & SAFETY

File No:	ADM0083
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Denika Sweetman, Manager People, Culture & Wellbeing
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	N/A
Previous Report:	N/A
Schedules:	1. 2022_3 Steps to Safety Report 2. 2025_3 Steps to Safety Report 3. WHS Action Plan MASTER

Authority/Discretion:

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

Summary of Report

This report provides a high-level comparison of the Shire's 2022 and 2025 LGIS 3 Steps to Safety Assessment Reports. The comparison outlines areas of improvement, items that have been resolved since the previous review, and new or ongoing risks requiring management attention. Overall WHS performance has improved from 59% (2022) to 70% (2025), with significant progress observed in consultation, reporting, and volunteer management. Key risk areas remain in WHS planning, contractor management, hazard management consistency, and legislative compliance relating to high-risk construction work. A 2025 WHS Management Improvement Plan has been initiated to address these items.

Background

LGIS undertakes periodic WHS assessments of local governments against the Tier 2 WHS Framework. The Shire underwent assessments in 2022 and 2025. The purpose of this report is to present the Audit, Risk and Improvement Committee (ARIC) with a high-level comparison of both assessments and to highlight systemic improvements, outstanding risks, and emerging issues. The findings also inform the Shire's WHS improvement priorities for 2025–2026.

Stakeholder and Public Consultation

Internal consultation occurred with Executive Leadership, managers, supervisors, health and safety representatives, and frontline workers as part of the 2025 LGIS assessment. No external or public consultation is required for this report.

Statutory Environment

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- Legislative obligations relating to high-risk construction work, duty of care, consultation, risk management, and contractor management apply.
- The ARIC's oversight role aligns with requirements under the *Local Government Act 1995 (WA)* and the *Local Government Amendment Act 2024 (WA)* relating to audit, risk and improvement functions.

Relevant Plans and Policy

CPM-008 WHS Policy

Financial Implications

There are no immediate financial implications arising from this report.
However, implementation of the 2025 WHS Management Improvement Plan may require future budget allocations for WHS training, contractor management tools and emergency management improvements will be presented to Council through normal budget processes as required.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Potential costs arising from WHS non-compliance, workers' compensation claims, litigation, and required remediation works (e.g., depot upgrades, contractor management systems).	C3 – High	Implement WHS Improvement Plan; introduce contractor management procedures; monitor corrective actions; resource WHS initiatives in the 2025/26 budget.
Health & Safety	Inconsistent hazard management	C3 – High	Strengthen WHS capability.
Reputation	Reputational risk if safety incidents occur due to identified gaps, or if corrective actions are not progressed.	D3 – Moderate	Maintain transparent reporting to ARIC; regular WHS updates to executive; ensure timely progress on Improvement Plan actions.
Service disruption	NA	NA	NA
Compliance	Non-compliance with WHS Act 2020 and WHS Regulations 2022 regarding high-risk construction work,	C3- High	Implement actions as outlined in improvement plan.

	contractor management obligations, and consultation requirements.		
Property	NA	NA	NA
Environment	Minor environmental risk from depot waste storage, chemical management, or inadequate disposal processes (noted in 2022; partially improved).	D2 Low	Maintain updated SDS registers; ensure compliant chemical storage; ongoing depot environmental checks.
Fraud	NA	NA	NA

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The Shire of Carnarvon undertook LGIS 3-Steps to Safety Tier 2 WHS Assessments in 2022 and 2025. This report provides a high-level comparison of both assessments, focusing on key areas of improvement, areas where risks remain, and emerging issues that require continued oversight and action. Overall WHS performance improved from 59% (2022) to 70% (2025), demonstrating a strengthening of WHS governance, consultation, and reporting. However, several systemic risk areas remain that require targeted improvement through the 2025 WHS Management Improvement Plan. A copy of the 2022 LGIS Assessment Report is attached as **Schedule 1**, and the 2025 Assessment Report is attached as **Schedule 2**.

Comparative Summary by Category

Management Commitment

Improvements since 2022:

- WHS responsibilities in position descriptions now tailored by role level (previously generic).
- WHS Committee re-established and functioning with senior management involvement.
- Improved allocation of WHS resourcing and increased utilisation of Safety Champion for monitoring.

Key areas requiring improvement:

- Health and safety policy communication to external stakeholders (contractors/visitors).
- Strengthening accountability of managers and supervisors beyond existing performance reviews.
- Establishing a WHS register of high-risk construction activities and ensuring compliance with legislative requirements.

Planning

Improvements since 2022:

- WHS performance summaries now consistently generated (via Safety Champion).
- Improved understanding of legislative requirements and hazard trends across teams.

Ongoing gaps:

- No formal, organisation-wide WHS Plan and measurable WHS objectives/targets.
- Contractor management framework still absent; engagement remains ad-hoc.
- Emergency management arrangements partially improved but lacking full consistency across sites.
- Inconsistent review of procedures and work instructions against updated WHS legislation.

Consultation & Reporting

Significant improvements since 2022:

- WHS Committee re-established with clear Terms of Reference.
- Improved consultation with workers via toolbox meetings, Safety Share, induction, and HSR engagement.
- Strong involvement of senior management in WHS discussions and decision-making.
- Workers confirm improved communication pathways and timely responses to WHS issues.

Remaining improvement areas:

- Formal review process for assessing consultation effectiveness is not in place.
- Managers and supervisors require clearer training on the Issue Resolution Procedure.
- Hazard management consultation is occurring but worker understanding remains variable—training required.

Hazard Management

Improvements since 2022:

- Centralised hazard/incident reporting and monitoring through Safety Champion.
- Increased visibility of corrective actions and improved reporting culture.
- More consistent use of Take 5s, JSAs and site-specific hazard controls.

Key risks that remain:

- Lack of standardised hazard identification and control procedures applied consistently across departments.
- SWP/SWMS/JSA documents not regularly reviewed; some lack version control.
- Limited process for reviewing the effectiveness of implemented risk controls.
- Need to establish a documented WorkSafe notification procedure for manager absence.

Training & Supervision

Improvements since 2022:

- Position descriptions now outline WHS training requirements clearly.
- Assessment of training providers has improved, with consistent use of RTOs where possible.
- Supervisors delivering on-the-job training possess appropriate knowledge and skills.

Areas requiring improvement:

- No documented training procedure across the organisation.
- Lack of structured training for customer-facing workers handling aggressive patrons.
- Managers and supervisors require strengthened WHS capability training.
- No systematic mechanism to track training renewals, licenses, and certifications.
- WHS training program not reviewed as a whole for suitability or relevance.

Volunteer Management (New area assessed in 2025)

Strengths:

- Comprehensive Bush Fire Brigade procedures and training aligned with DFES guidance.
- Good recordkeeping, PPE provision, communication pathways, and consultation mechanisms.
- Pre-event briefings and risk assessments consistently conducted.

Improvement opportunities:

- No structured competency verification or training matrix for non-bushfire volunteer groups.
- Need to formalise procedures to ensure consistent WHS management for all volunteer groups.

Key Improvements Achieved Since 2022

- Re-establishment of the WHS Committee and improved consultation pathways.
- Introduction of Safety Champion for WHS reporting, data tracking, and trend analysis.

- Enhanced emergency management practices (drills, wardens, diagrams).
- Improved clarity of health and safety responsibilities across staff levels.
- Strengthened volunteer management and compliance for brigade operations.
- Increased worker engagement in WHS discussions and hazard reporting.

WHS Action Plan
The Shire has developed a comprehensive WHS Management Improvement Action Plan for 2025, which is currently in the assignment phase to allocate responsibilities and sequencing for implementation throughout 2026. A copy of the Master Implementation Action Plan is provided as **Scheduled 3.**

During the 2025 assessment, LGIS was unable to meet with several key personnel due to availability constraints. As a result, some assessment findings reflect gaps in information rather than actual non-compliance. Several of these items have already been addressed or are currently being met in practice. These will be identified as "completed" when the WHS Management Improvement Action Plan becomes a live, monitored implementation document throughout 2026.

OFFICER'S RECOMMENDATION

That the Audit & Risk Improvement Committee:

1. ***Receives and notes the comparison of the Shire of Carnarvon's 2022 and 2025 LGIS 3-Steps to Safety Tier 2 WHS Assessment Reports, including identified improvements, ongoing risks, and emerging issues.***
2. ***Notes that the Shire has developed a comprehensive WHS Management Improvement Action Plan for 2025, which is currently in the assignment phase ahead of implementation throughout 2026, as provided in Schedule 3.***

COMMITTEE RESOLUTION ARICC 09/12/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Skender

That the Audit & Risk Improvement Committee:

1. ***Receives and notes the comparison of the Shire of Carnarvon's 2022 and 2025 LGIS 3-Steps to Safety Tier 2 WHS Assessment Reports, including identified improvements, ongoing risks, and emerging issues.***
2. ***Notes that the Shire has developed a comprehensive WHS Management Improvement Action Plan for 2025, which is currently in the assignment phase ahead of implementation throughout 2026, as provided in Schedule 3.***

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.6 OUTSTANDING DEBT REPORT DECEMBER 2025

File No:	ADM0127
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Vika Nafetalai, Finance Officer
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	N/A
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

The Audit and Risk Improvement Committee receive the outstanding rates and outstanding sundry debtors report to provide strategic direction as required.

Reportable Financial Year: 2025/2026
Reportable Month: December 2025

Background

The Audit and Risk Improvement Committee will ensure compliance with the Shire's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management to meet statutory requirements.

Stakeholder and Public Consultation

- Finance Department
- Local Government Best Practices

Statutory Environment

Local Government Act 1995

Subdivision 4 – Payment of rates and service charges

6.43. Rates and service charges are a charge on a land
6.44. Liability for rates or service charges on land
6.50. Rates or service charges due and payable
6.53. Land becoming or ceasing to be rateable land

Subdivision 5 – Recovery of unpaid rates and service charges
6.55. Recovery of rates and service charges
6.56. Rates or service charges recoverable in court

6.16. imposition of fees and charges

Relevant Plans and Policy

Shire of Carnarvon Policy Manual
- CF007 Debt Collection
- CF011 Recovery of Rates
- CF006 Financial Hardship

Financial Implications

Outstanding debtors can negatively impact a shire's cash flow, limiting its ability to fund services and projects. They may lead to increased administrative costs, affect budget accuracy, and reduce the funds available for investment or emergencies. If not managed effectively, they can also result in higher bad debt write-offs and raise concerns in audits about financial governance.

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	Non-recovery or delayed recovery of outstanding rates and sundry debtors reduces cash flow, impacts the Shire's ability to fund services and projects, and may increase bad debt write-offs.	B3 – High	Maintain proactive debt recovery processes (notices, payment arrangements, legal recovery, sale of land where applicable); continue engagement of LG Best Practices for specialist rates and recovery support; regular monitoring and reporting to ELT, ARIC and Council.
Health & Safety	N/A	N/A	N/A
Reputation	Perception that the Shire is either not managing debts effectively (poor financial governance) or is acting unfairly towards vulnerable ratepayers if	C3 – Moderate	Apply Shire policies CF006 Financial Hardship, CF007 Debt Collection and CF011 Recovery of Rates consistently; ensure clear, respectful communication with debtors; regularly report debt recovery progress to ARIC

	recovery is not balanced with hardship considerations.		and Council to demonstrate oversight and transparency.
Service Disruption	Cash flow constraints from high outstanding debt may limit the Shire's capacity to sustain current service levels or deliver planned projects.	C3 – Moderate	Ongoing cash flow forecasting and budget review; prioritise essential services; align recovery activity with treasury management to support operational funding needs.
Compliance	Failure to comply with the Local Government Act 1995, Rates and Charges (Rebates and Deferments) Act 1992 and associated regulations in applying concessions, deferrals and recovery processes.	C3 – Moderate	Use specialist provider (LG Best Practices) for complex rating and recovery functions; provide training to finance staff; conduct periodic internal reviews and audits of rates and debt recovery processes; ensure decisions are documented and in line with adopted policies.
Property	Errors in initiating sale of land or other enforcement action for unpaid rates may expose the Shire to disputes or claims.	D2 – Low	Follow statutory timelines and notice requirements; obtain legal advice for sale of land and complex recovery matters; maintain clear records of actions taken.
Environment	N/A	N/A	N/A
Fraud	Inadequate segregation of duties or oversight in debtor management could enable misappropriation, unauthorised write-offs or manipulation of debtor balances.	D2 – Low	Maintain segregation of duties, delegated authority limits and documented approval processes; ensure regular reconciliations and management review; report material write-offs and variances through ARIC and Council as required.

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

1. Rates and Service Charges

For the 2025/2026 financial year, the Shire levied $9,614,793 in rates, services and charges. When added to the opening outstanding balance from prior years of $2,085,877, the total collectible amount for the year was $11,700,670.

As at 30 November 2025, receipts totalled $7,679,241, leaving a closing outstanding balance of $4,021,428 (34% of total collectible). This includes $113,317 in Pensioner Deferred Rates, which are recoverable only upon sale of the property or change of ownership. Excluding these deferrals, the net recoverable outstanding balance is $3,908,111. The collection rate for the year to date is 66%.

Table one – Summary of 2025/2026 Rates Position

Item	Amount	Notes
Opening Balance (Prior Years)	$2,085,877	Outstanding at 1 July 2025
Rates levied 2025/2026	$9,614,793	Current year billings
Total Collectible	**$11,700,670**	**Opening balance + Current Year**
Receipts during the year	$7,679,241	Payments received
Closing balance 30/11/2025	$4,021,456	34% of total collectible
Less: Pensioner Deferred Rates	(113,317)	Recoverable only upon sale/ownership change
Net recoverable outstanding	**$3,908,111**	

Table Two – Breakdown by Years

Reporting Period	Outstanding Rates Levied	Percentage
Current Year (2025/2026)	$2,368,887	59%
One Year Overdue	$786,665	20%
Two Years Overdue	$404,971	10%
Three Years Overdue	$460,905	11%
Total	**$4,021,428**	**100%**

While the proportion of current year debt is encouraging, the level of aged debt remains a concern and will be addressed through targeted recovery action.

Recoverable VS Non-Recoverable Debt

Certain portions of the outstanding debt cannot be recovered immediately due to legislative restrictions, including:

- Pensioner deferrals and rebates under the *Rates and Charges (Rebates and Deferments) Act 1992*
  - Eligible pensioners and seniors may legally defer payment of their rates, or receive a rebate, until the property is sold or ownership changes. The Shire cannot compel payment before that time.

- Hardship arrangements under the *Local Government Act 1995*
  - Allows payment arrangements for ratepayers experiencing genuine financial hardship. While an arrangement is in place and being met, recovery action is paused.

- Properties where sale procedures cannot yet be initiated due to legislative timelines
  - Prescribes specific timeframes and notice requirements before a property can be sold for unpaid rates. Until these are met, sale cannot proceed.

Non recoverable or legislatively restricted debt is not as a result of Shire inaction, but rather statutory requirements

Specific Areas of Concern

- Three-year debt: $460,905 outstanding. A review is progressing to determine if recovery action can commence under *Local Government Act 1995*, s.6.64, which permits the sale of a property where rates have been unpaid for three or more years, following the required statutory process.
- Commercial waste charges: $111,786 outstanding. A review is progressing to determine circumstances, with immediate payment demands to be issued where appropriate, along with a review of whether waste

collection services can be suspended for persistent non-payment, subject to legal and operational considerations.
- Domestic pensioner waste charges: $8,655 outstanding. Follow-up letters will be issued immediately after 10 September for any unpaid balances. Approved payment arrangements can help maintain rebate eligibility.

Current Legislative Recovery Options

Under Western Australian legislation, the Shire's recovery options include:
- Issuing Final Notices and General Procedure Claims
- Entering payment arrangements
- Applying the three-year sale process for unpaid rates
- Engaging debt collection agencies for formal recovery steps

Limitations include mandatory acceptance of reasonable payment offers (if ordered by a Magistrate), and the inability to recover certain statutory concessions or deferred rate.

Rates Officer Context

Due to the inability to recruit a technically qualified Rates Officer, the service has been outsourced to LG Best Practices. This reflects increasing compliance obligations under the *Local Government Act 1995*, the *Rates and Charges (Rebates and Deferments) Act 1992*, and other subsidiary legislation.

The specialist nature of the role demands accuracy, up-to-date legislative knowledge, and consistent application of complex rating provisions, including exemptions, concessions, pensioner deferrals, minimum payments, and differential rates. Non-compliance in any of these areas can result in significant financial and reputational risk for the Shire.

The Shire will continue using LG Best Practices for specialist rates and debt recovery support, including:
- Staff training
- Monitoring recovery progress
- Assistance with reporting to this Committee and Council to maintain oversight

2. Sundry Debtors (Fees and Charges)

Fees and charges raised between 1 August 2025 and 30 November 2025 total $2,032,266.00, with $1,387,141.99 in payments and adjustments applied during the same period. This results in an outstanding balance of $645,124.01 and does not include amounts raised prior to this reporting period.

The aged trial balance as at 30 November 2025 shows a total of $645,072.71 in outstanding amounts, broken down as follows:

- Current (less than 14 days): $30,104.12
- Greater than 30 days: $111,593.36
- Greater than 60 days: $38,600.82
- Greater than 90 days: $431,312.78

A substantial portion of the over-90-day outstanding balance, totalling $390,707, is associated with Regional Express (REX) Holdings, which is currently under administration, resulting in delays to the recovery process. Of the total outstanding amount, $431,312.78 (approximately 70%) is attributable to REX. The administration period for REX Holdings has been extended until December 2025.

The Shire has lodged a claim for the outstanding debt and will continue to hold this amount on record. Pending the conclusion of the administration process, proactive measures will continue to be taken to recover outstanding fees where possible.

Additionally, $6,000 is part of an ongoing payment plan, with fortnightly instalments of $500.00, for a local business. The sum of $17,735.72 represents the CESM contribution, which is currently on hold pending dispute. Lastly, a payment plan for $13,750.00 is in negotiation for a supplier who was engaged to perform a service for the Shire as part of a grant funded initiative, however due to circumstances beyond the control of the Shire and Supplier the initiative was unable to occur, and as a result, the supplier is required to repay the deposit.

In addition, outstanding accounts totalling $16,431.56 have been referred to legal for recovery. As at 30 November 2025, the balance remaining for these matters is $2,963.61, relating to two debtors. The Shire will continue to pursue legal advice and appropriate enforcement pathways to recover all outstanding amounts.

OFFICER'S RECOMMENDATION

That the Audit & Risk Improvement Committee:

1. ***Recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 30 November 2025.***

COMMITTEE RESOLUTION ARICC 10/12/25

Moved: Cr Paul Kelly
Seconded: Mr Eddie Smith

That the Audit & Risk Improvement Committee recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 30 November 2025.

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Ms Leah Horton, Mr Stephen Brown and Cr Luke Skender

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

5.7 STRATEGIC RISK REGISTER REVIEW

File No:	
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Strategic Risk Register 2025/2026 - 1. Audit 2023 2. Strategic Risk Register 2025/2026 - 2. Audit 2024 3. Strategic Risk Register 2025/2026 - 3. Audit 2025 4. Strategic Risk Register 2025/2026 - 4. Regulation 5 2023 5. Strategic Risk Register 2025/2026 - 5. Financial Department Review 2023

Authority/Discretion:

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

Summary of Report

The Strategic Risk Register is presented for Council's information and noting. The Register has been reviewed and updated in alignment with the Shire's risk management framework and in accordance with statutory obligations under the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*. The document outlines the Shire's key strategic risks, current controls, residual risk ratings, and proposed mitigation actions to support sound governance and informed decision-making. Regular reporting of the Strategic Risk Register ensures compliance with Regulation 17 and strengthens Council's oversight of organisational and strategic risks that may impact the long-term achievement of the Shire's objectives.

Background

Council has an overarching responsibility under Section 2.7(2)(a) of the *Local Government Act 1995* to oversee the performance of the local government's functions, which includes ensuring appropriate systems are in place for the management and monitoring of risk. Regulation 17 of the *Local Government (Audit)*

Regulations 1996 further requires the CEO to implement and maintain adequate risk management, internal control, and legislative compliance systems, and to periodically review their effectiveness.

In alignment with these statutory requirements, the Shire maintains a Strategic Risk Register as a key component of its governance framework and Integrated Planning and Reporting (IPR) processes. The Register identifies strategic risks that may affect the Shire's financial sustainability, operational capability, service delivery, community outcomes, and long-term objectives. It also outlines existing controls and further actions required to reduce residual risk exposure.

Recent audit findings have also been incorporated into the updated Strategic Risk Register. These findings identified areas such as financial controls, ICT governance, procurement processes, asset verification, and compliance practices where improvements were required. Each matter has been assessed, rated, and integrated into the strategic risk profile to ensure visibility, accountability, and monitoring of corrective actions. This approach strengthens the relationship between audit outcomes and risk management, providing a clearer line of sight for Council and the Audit & Risk Committee.

Presenting the updated Register to Council enhances transparency and supports informed decision-making by ensuring that identified risks, audit outcomes, and statutory obligations are clearly documented and actively monitored.

Stakeholder and Public Consultation

Internal

- Chief Executive Officer
- Corporate Service Team
- Executive Leadership

Statutory Environment

Local Government Act 1995

- Section 2.7(2) (a) & (b) – Establishes Council's role in providing good governance and ensuring appropriate systems are in place to monitor the performance of the local government, which includes oversight of risk management practices
- Section 5.41(d) – Requires the CEO to manage the day-to-day operations of the local government, including the implementation and maintenance of systems for risk management.
- Section 5.56 – Requires local governments to plan for the future, with risk management forming a core component of the Integrated Planning and Reporting (IPR) framework.

Local Government (Financial Management) Regulations 1996

- Reg 5 - Requires the CEO to establish and maintain proper systems and procedures to ensure effective internal control, which includes risk identification and mitigation in financial management practices.
- Reg 19 – Requires internal controls that support accurate financial reporting and prudent financial risk management.

Local Government (Audit) Regulations 1996

- Regulation 16 - Identifies the Audit (or Audit & Risk) Committee's role in reviewing and reporting to Council on the adequacy of the local government's internal control, risk management, and legislative compliance systems.
- Regulation 17 - Requires the CEO to ensure that risk management, internal control, and legislative compliance systems and procedures are appropriate and effectively maintained. The review of these systems must be reported to the Audit Committee and Council at least once every three years.
- Regulation 7,10 & 13 - Provide for reporting, auditor communication, and monitoring functions relevant to the identification and treatment of risk.

The Audit, Risk & Improvement Committee is the correct governance body to recommend that Council adopt the Annual Financial Report.

Relevant Plans and Policy

Shire's Strategic Community Plan
Corporate Business Plan

Financial Implications

Key financial considerations arising from the Strategic Risk Register include:

- Potential cost exposures associated with untreated or emerging risks, including compliance failures, asset management deficiencies, workforce capacity constraints, procurement risks, and project delivery issues.
- Resourcing requirements for implementing identified mitigation actions, which may involve policy updates, system enhancements, staff training, consultant engagement, or changes to operational workflows.
- Impacts on future budgets and the Long-Term Financial Plan (LTFP), as certain risk treatments may require allocation of funding in subsequent budget cycles or incorporation into capital works planning, asset renewal programs, or strategic initiatives.
- Financial assurance and audit considerations, as sound risk management practices support accurate financial reporting, protect revenue streams, and minimise the likelihood of unexpected financial losses.
- The Strategic Risk Register supports improved financial decision-making by identifying areas of vulnerability and enabling early intervention, thereby reducing potential unbudgeted costs and strengthening the Shire's overall financial resilience.

Risk Assessment

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

Health & Safety	No direct impact on physical work or operational safety risk.	1D – Low	Administrative matter only – no further action required.
Financial	Risk of inadequate financial sustainability, reduced revenue streams, cost overruns, or ineffective financial management impacting the Shire's long-term ability to deliver services and infrastructure.	2C – Moderate	Long-term financial planning and annual budgeting. Regular financial reporting to Council and ARIC. Procurement framework and delegated authority structure. Cashflow monitoring and variance analysis.
Financial	Risk that inadequate financial controls, inaccurate accounting practices, poor oversight, or failure to follow financial policies leads to misstatement of financial information, unauthorised expenditure, inefficient use of resources, or loss of public funds. This risk can adversely affect audit outcomes, organisational credibility, and long-term financial sustainability.	2C – Moderate	Financial Management Regulations compliance and adherence to the Local Government Act 1995. Delegations framework governing expenditure and approval limits. Monthly and annual financial reporting to Council and ARIC. Internal audit program and regular reconciliation processes. Procurement policy, procedural guides, and contract management oversight. Segregation of duties in accounts payable, receivable, payroll, and banking. Budget review processes and variance monitoring.
Reputation	Risk of diminished public confidence or community dissatisfaction arising from poor communication, negative media coverage, or failure to meet stakeholder expectations.	2C – Moderate	Community engagement processes. Proactive communication and website updates. Executive oversight of public enquiries and complaints management.

Service Disruption	Risk of inability to deliver essential services due to system failures, workforce shortages, supplier disruption, or emergency events.	3C - Moderate	Cross-training to reduce single-point-of-failure risk. Emergency management planning.
Compliance	Risk of non-compliance with legislative, regulatory, and policy requirements, resulting in penalties, adverse audit findings, or reduced community trust.	2C – Moderate due to implemented controls	Compliance calendar and reporting obligations. Regular policy reviews. Internal audit schedule. Oversight through Audit & Risk Committee.
Property	Risk of damage to, or loss of, physical assets including buildings, plant, equipment, and infrastructure due to natural disaster, vandalism, fire, or asset mismanagement.	2D – Moderate / Low Consequence	Insurance coverage. Routine maintenance programs and asset management plans. Security systems and building access controls. Asset ownership verification processes.
Environment	Risk of adverse environmental impacts resulting from Shire operations, climate change, waste management failures, or non-compliance with environmental legislation.	1D – Low	Compliance with waste, water, and land management regulations. Emergency management arrangements for natural hazards.
Fraud	Risk of fraud, corruption, misappropriation of assets, or unethical behaviour by employees, contractors, or external parties.	2C – Moderate due to implemented controls	Code of conduct and fraud control policies. Segregation of duties and delegated financial authorities. Procurement and contract management controls. Internal and external audits.

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

The Shire's current Risk Management Framework, which informs the methodology for identifying and assessing risks, was last reviewed in 2019. As a result, some elements of the framework, including risk definitions, appetite statements, and treatment protocols, may no longer reflect contemporary best practice or the Shire's evolving operating environment. The update of the Strategic Risk Register has highlighted the need for a comprehensive review of the Framework to ensure continued alignment with ISO 31000:2018, organisational changes, and emerging risks in line with Local Government best practise and expectations.

To strengthen the Shire's governance, ensure compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, and improve organisational risk maturity, the following actions are recommended. Commentary has been included to reflect current progress and ongoing initiatives.

Implement Risk Actions in ATTAIN (Governance Software)
All identified risk treatments, audit actions, and monitoring requirements should be recorded, assigned and tracked within the ATTAIN governance system to ensure structured follow-up, accountability and timely reporting to ARIC and Council.

Undertake a Comprehensive Review of the Risk Management Framework
The Shire's Risk Management Framework, last reviewed in 2019, should be comprehensively updated to align with ISO 31000:2018, clarify roles and responsibilities, define risk appetite, and ensure contemporary governance standards. This includes developing a Risk Appetite Statement and a comprehensive review of the current framework. Preliminary benchmarking has commenced using other local governments and industry guidance. A full review is planned for 2026, with ARIC to receive drafts for comment before adoption by Council.

Maintain Separate Registers for Strategic and Operational Risks
Maintain the Strategic Risk Register and a separate Operational Risk Register to distinguish high-level organisational risks from day-to-day operational risks. This will improve clarity of ownership, monitoring mechanisms and reporting.

These recommendations support improved governance, a clearer line of sight between operational and strategic risk, better audit readiness and more consistent risk management practice across the Shire. The actions currently underway demonstrate the organisation's commitment to addressing audit findings and strengthening its internal control environment.

Recommendation to ARIC
The Strategic Risk Register has been reviewed and updated in accordance with the Shire's risk management framework and the statutory obligations set out under the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*. The Register provides a structured assessment of the Shire's key strategic risks, outlines existing controls, and identifies further treatment actions to support effective governance, service delivery, and long-term sustainability.

Section 2.7(2)(a) of the *Local Government Act 1995* establishes the Council's responsibility for overseeing the Shire's affairs and the performance of its functions, which includes ensuring appropriate systems are in place to monitor and manage risk. Further, Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to implement and maintain appropriate systems and procedures to ensure the organisation has sound risk management, internal control, and legislative compliance practices.

Presentation of the Strategic Risk Register to Council supports these statutory requirements by providing visibility of high-level risks that may impact the achievement of the Shire's strategic objectives, including financial sustainability, asset management, community wellbeing, environmental management, and organisational capability. The updated Register reflects current operating conditions and emerging risks and includes recommended mitigation strategies for ongoing monitoring.

It is recommended that Council receive the Strategic Risk Register as presented and note the continued work undertaken by management to strengthen risk controls and align risk treatment actions with the Integrated Planning and Reporting Framework, and that a comprehensive review of the risk management framework be conducted and reviewed by ARIC annually.

These recommendations support improved governance, a clearer line of sight between operational and strategic risk, better audit readiness and more consistent risk management practice across the Shire. The actions currently underway demonstrate the organisation's commitment to addressing audit findings and strengthening its internal control environment.

OFFICER'S RECOMMENDATION

That the Audit, Risk & Improvement Committee recommends that Council under Section 2.7(2)(a) of the Local Government Act 1995 and the CEO's obligations under Regulation 17 of the Local Government (Audit) Regulations 1996 to maintain appropriate risk management, internal control, and legislative compliance systems;

1. ***Accept the updated Strategic Risk Register inclusive of recent audit findings and associated actions; and***
2. ***Recommend that the Shire's risk management framework be reviewed and presented to the Audit, Risk and Improvement Committee for consideration on an annual basis.***

COMMITTEE RESOLUTION ARICC 11/12/25

Moved: Cr Paul Kelly
Seconded: Mr Stephen Brown

That the Audit, Risk & Improvement Committee recommends that Council under Section 2.7(2)(a) of the Local Government Act 1995 and the CEO's obligations under Regulation 17 of the Local Government (Audit) Regulations 1996 to maintain appropriate risk management, internal control, and legislative compliance systems;

1. ***Accept the updated Strategic Risk Register inclusive of recent audit findings and associated actions; and***
2. ***Recommend that the Shire's risk management framework be reviewed and presented to the Audit, Risk and Improvement Committee for consideration on an annual basis.***

FOR: Mr Eddie Smith, Cr Paul Kelly, Cr Mark Young, Cr Luke Skender, Ms Leah Horton and Mr Stephen Brown
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 6/0

6 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 17 February 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 1.30pm

7 CLOSE

The Presiding Member declared the meeting closed at 11.00am.

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

Meeting	Officer/Director	Section	Subject
Council 16/12/2025	Davis, Mark Dexter, Amanda	Governance	Commercial Agreement - Revised Draft Funding Agreement with DG Corp

COUNCIL RESOLUTION OCM 07/12/25

Moved: Cr Paul Kelly
Seconded: Cr Dudley Maslen

That Council.

1. Notes the advanced draft Commercial Funding Agreement in Confidential Attachment 1.

2. Notes that the agreement has been revised in accordance with the 25 November 2025 Council resolution.

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Marco Ferreirinha, Cr Luke Skender, Cr Paul Kelly, Cr Dudley Maslen, Cr Mark Young and Cr Merome Beard
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 8/0

Meeting	Officer/Director	Section	Subject
Council 25/11/2025	Dexter, Amanda Dexter, Amanda	Development and Community Services	Pelican Point Beach Closure

COUNCIL RESOLUTION OCM 13/11/25

Moved: Cr Burke Maslen
Seconded: Cr Marco Ferreirinha

That Council by Simple Majority, resolves to:

1. ***Approve the continuation of the temporary vehicle access ban to Pelican Point spit in accordance with the Beach Vehicle Access Closure Plan; and***
2. ***Direct the CEO to conduct a comprehensive review of the temporary vehicle access ban to Pelican Point spit, including a detailed assessment of dune conditions and environmental impacts, and present a report with recommendations back to Council at the earliest practical time available***
3. ***That the temporary vehicle access ban to Pelican Point spit continue in place until 27 November 2027.***

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Marco Ferreirinha, Cr Luke Skender, Cr Paul Kelly, Cr Dudley Maslen, Cr Mark Young and Cr Merome Beard
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 8/0

Meeting	Officer/Director	Section	Subject
Council 25/11/2025	Ballard, Caroline Dexter, Amanda	Matters for which Meeting to be Closed to Members	Request for Variation to Lease - Coral Coast Helicopters Office Space, Carnarvon Airport

COUNCIL RESOLUTION OCM 20/11/25

Moved: Cr Burke Maslen
Seconded: Cr Paul Kelly

That Council by Simple Majority:

1. ***Endorse a variation to the existing lease between the Shire of Carnarvon and Coral Coast Helicopter Services Pty Ltd for a reduced lease area within Building 103, Carnarvon Airport, at an annual rental of $10,920 (ex GST), in accordance with the market valuation provided by AV Advisory (October 2025);***
2. ***Acknowledge that this variation does not constitute a new disposal under Section 3.58 of the Local Government Act 1995, as the term, lessee and underlying lease conditions remain unchanged.***
3. ***Authorise the Chief Executive Officer to finalise and execute a Deed of Variation to the lease reflecting:***
    a. ***The revised lease area and rent;***
    b. ***Continuation of the existing lease term and option period;***
    c. ***Annual CPI review each February; and***
    d. ***Lessee responsibility for make good works and document preparation costs.***

That Council by Absolute Majority pursuant to section 6.8 of the Local Government Act 1995:

1. ***Endorses the following budget amendment for the 2025/2026 financial year:***

Account	Description	25/26 Original Budget (ex GST)	Budget Amendment (ex GST)	Revised Budget (ex GST)

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

141230.25	**Airport Lease Payments – Municipal**	**$110,000.00**	**($7,855.93)**	**$102,144.07**

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Marco Ferreirinha, Cr Luke Skender, Cr Paul Kelly, Cr Dudley Maslen, Cr Mark Young and Cr Merome Beard
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 8/0

03 Dec 2025 11:43am Ballard, Caroline
Awaiting draft lease document from McLeods for review and execution by both parties

Meeting	Officer/Director	Section	Subject
Council 2/09/2025	Davis, Mark Dexter, Amanda	Matters for which Meeting to be Closed to Members	Allocation of the Regional Precincts and Partnerships Program (RPPP) Funding Package

COUNCIL RESOLUTION SCM 10/09/25

Moved: Cr Paul Kelly
Seconded: Cr Luke Skender

That Council:

1. ***Allocate $8,000,000 from the Regional Precincts and Partnerships Program (RPPP) funding package to Stage 2 of the DG Corp Pier Development project, subject to execution of a commercial agreement, which shall include the following conditions to which the funding is subject:***
    a) ***Confirmation of DG Corp's bank finance approval prior to the release of any payments;***
    b) ***Payments to be made on a reimbursement basis through performance-based milestones;***
    c) ***Submission of overall project financials (covering Stage 1, Stage 2 and boat pens) to the satisfaction of the CEO;***
    d) ***Delivery of Stage 1, Stage 2 and the boat pens, including 56 dwellings, bar/bistro, boat pens, and associated amenities; and***
    e) ***The Shire reserves the right to reconsider the funding allocation for this sub-project should material changes be made to the project scope or delivery timeline.***
2. ***Authorise the Chief Executive Officer to provide a further report to Council following the impending 2025 Caretaker Period should the conditions above be unable be met in the commercial agreement;***
3. ***Allocate $7,554,633 from the RPPP funding package to the Shire's five sub-projects, with distribution between projects to be determined by Council;***
4. ***Authorise the Chief Executive Officer to negotiate and finalise the commercial agreement with DG Corp for the provision and expenditure of the RPPP funding in relation to the Pier Development project; and***

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

5. Amend the 2025/26 Annual Budget to recognise RPPP-related income and expenditure of $15,554,633.

FOR: Mr Eddie Smith, Cr Burke Maslen, Cr Marco Ferreirinha, Cr Luke Skender, Cr Paul Kelly and Cr Dudley Maslen
AGAINST: Nil
ABSENT: Cr AC Cottrell

CARRIED BY SIMPLE MAJORITY 6/0

13 Nov 2025 11:41am Davis, Mark
Negotiations have been ongoing with DG Corp regarding the terms of the funding agreement with the Shire. An alternative payment schedule has been proposed and will be presented to Council at the November OCM.

Meeting	Officer/Director	Section	Subject
Council 26/11/2024	Dexter, Amanda Dexter, Amanda	Corporate Services	Endorsement of Tramway Bridge Closure

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_395)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: \\DFS-01\INFOCOUNCIL_DATA\PROD\DOCUMENTSTORE\PUBLIC\OCM\MINUTES\OCM_20241126_MIN_34.DOCX
Resolution not found

04 Mar 2025 10:43am Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 10 December 2024 to 30 April 2025 - Planning and fundraising is underway for the repair of the closed section. A full update will be provided at the April Council Meeting.

04 Mar 2025 10:43am Dexter, Amanda
Planning and fundraising is underway for the repair of the closed section. A full update will be provided at the April Council Meeting.

27 Jun 2025 3:02pm Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 30 April 2025 to 30 September 2025 - A further update will be provided to Council at this time, Geo Technical works are underway - $2.5M has been raised and further fundraising is continuing

09 Jul 2025 11:50am Hill, Dannielle - Email
Please note that there remains outstanding actions as a result of Council reports. Can you please update by close of business today. A report will be submitted to the July Council Meeting on any outstanding matters.

11 Sep 2025 3:36pm Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 30 September 2025 to 16 December 2025 - Further update will be provided to Council on works timelines and funding progress.

Meeting	Officer/Director	Section	Subject
Council 25/06/2024	Dexter, Amanda Dexter, Amanda	Matters for which Meeting to be Closed to Members	Blowholes Reserve Management and Building Orders Update

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report Printed: 20 January 2026 2:29 PM

COUNCIL RESOLUTION OCM 23/06/24

Moved: Cr Dudley Maslen
Seconded: Cr Luke Vandeleur

That Council by Simple Majority resolves -

1. ***To advise the Minister for Lands that the Shire has exhausted all options and resources in trying to implement the Blowholes Reserve Management Plan(BRMP);***
2. ***Urgently request that the Minister for Lands provides financial, technical and practical assistance to provide a solution; and***
3. ***Should the Minister not be able to provide that support, that the Shire will divest itself of the Blowholes Reserve as the Shire is unable to fulfill the obligations under the BRMP.***

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Luke Skender, Luke Vandeleur, Paul Kelly and Dudley Maslen
AGAINST: Nil
ABSENT: Cr A Cottrell

CARRIED BY SIMPLE MAJORITY 7/0

COUNCIL RESOLUTION OCM 23/06/24

Moved: Cr Dudley Maslen
Seconded: Cr Luke Vandeleur

That Council by Simple Majority resolves -

1. ***To advise the Minister for Lands that the Shire has exhausted all options and resources in trying to implement the Blowholes Reserve Management Plan(BRMP);***
2. ***Urgently request that the Minister for Lands provides financial, technical and practical assistance to provide a solution; and***
3. ***Should the Minister not be able to provide that support, that the Shire will divest itself of the Blowholes Reserve as the Shire is unable to fulfill the obligations under the BRMP.***

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Luke Skender, Luke Vandeleur, Paul Kelly and Dudley Maslen
AGAINST: Nil
ABSENT: Cr A Cottrell

CARRIED BY SIMPLE MAJORITY 7/0

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

19 Nov 2024 8:23am Hill, Dannielle
Pres has written to Minister and had teams meeting with Minister Carey in September. Further meeting with minister Carey either by teams or in Perth scheduled or 9th October 2024

17 Feb 2025 10:05am Hill, Dannielle - Reallocation
Action reassigned to Dexter, Amanda by Hill, Dannielle - Andrea Selvey no longer employed by the Shire

27 Jun 2025 3:09pm Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 09 July 2024 to 30 September 2025 - A further update has been requested as of the 27/06/2025 of the Department to inform Council of the ongoing progress.

09 Jul 2025 11:50am Hill, Dannielle - Email
Please note that there remains outstanding actions as a result of Council reports. Can you please update by close of business today. A report will be submitted to the July Council Meeting on any outstanding matters.

11 Sep 2025 3:35pm Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 30 September 2025 to 25 November 2025 - Seeking a full update from the Department of Plananing and Lands

19 Nov 2025 11:38am Dexter, Amanda
The Shire has recently provided information and feedback to the Manager, Land Management Central at the Department of Planning, Lands and Heritage, during their recent Blowholes Reserve Site Analysis. The Department is undertaking a Development Viability Report, which is intended to provide clarity and support the progression of this Item.

Meeting	Officer/Director	Section	Subject
Council 27/02/2024	Dexter, Amanda Dexter, Amanda	Governance	Bibbawarra Bore Partnership Group - Memorandum of Understanding

COUNCIL RESOLUTION OCM 05/02/24

Moved: Cr Dudley Maslen
Seconded: Cr Burke Maslen

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to authorise the Chief Executive Officer to execute the Memorandum of Understanding between the Shire of Carnarvon, Friends of Bibbawarra Bore, Gascoyne Development Commission and Yinggarda Aboriginal Corporation.

FOR: Crs Burke Maslen, Adam Cottrell, Marco Ferreirinha, Luke Vandeleur and Dudley Maslen
AGAINST: Crs Eddie Smith, Luke Skender and Paul Kelly

CARRIED BY SIMPLE MAJORITY 5/3

17 Feb 2025 10:06am Hill, Dannielle - Reallocation
Action reassigned to Dexter, Amanda by Hill, Dannielle - Andrea Selvey no longer employed by the Shire

04 Mar 2025 10:48am Dexter, Amanda
CEO to Review and update Councillors at earliest possible convenience

27 Jun 2025 3:10pm Dexter, Amanda - Email

OUTSTANDING ACTION ITEMS
ORDINARY COUNCIL MEETING
27 JANUARY 2026

Action Sheets Report **Printed: 20 January 2026 2:29 PM**

Action Item - Bibbawarra Bore Partnership Group - Memorandum of Understanding

09 Jul 2025 11:50am Hill, Dannielle - Email
Please note that there remains outstanding actions as a result of Council reports. Can you please update by close of business today. A report will be submitted to the July Council Meeting on any outstanding matters.

11 Sep 2025 3:33pm Dexter, Amanda - Target Date Revision
Target date changed by Dexter, Amanda from 12 March 2024 to 01 April 2026 - The Shire and the Friends of Brbbawarra Bore are working together to formalise a lease and partnership[into the future. The Working Group have been very busy and will present to Council early next year their plasns and potential way forward.

Australia and New Zealand Banking Group Limited (ANZ) ABN 11 005 357 522. Australian Credit Licence No. 234527.

ANZ

ANZ CORPORATE CARD

STATEMENT PERIOD: 23/10/25 to 23/11/25

ACCOUNT NUMBER: 4564-8002-9909-9005

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

053/29

SHIRE OF CARNARVON
SHIRE OF CARNARVON
CHIEF EXECUTIVE OFFICER
PO BOX 459
CARNARVON WA 6701

STATEMENT OF ACCOUNT	
Opening Balance	$9,804.98
Payment Due Date	08/12/2025
Closing Balance	$12,051.44

Date	Description	Amount $A
	IMPORTANT MESSAGES	
	YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT 016610 00433409426 ON 08/12/25	
05/11/2025	PAYMENT - THANK YOU	9,804.98CR
23/11/2025	PURCHASES	12,190.94
23/11/2025	CARD ADJUSTMENTS	139.50CR

END OF STATEMENT

General Information

Please keep cards secure and PINs confidential at all times.

Please check this Statement of Account and ensure all Cardholders check their Cardholder Activity Reports carefully. Immediately advise us of any unauthorised use of any cards linked to this Commercial Card Account (or Card PIN where applicable), any disputed transactions, or any other error by calling the ANZ Commercial Cards Customer Service Centre on the number above.

YOUR PAYMENT OPTIONS

ANZ Internet Banking
www.anz.com Payments made after 10pm (EST) will be processed the next business day.

BPAY Payments - Biller Code 6007
BPAY payments from ANZ accounts made after 6pm (EST) will be processed the next business day. Check with your institution for cut-off times. Your bill reference number is your ANZ account number.

ANZ Phone Banking
13 22 73 Payments made after 10pm (EST) will be processed the next business day.

By Mail
Tear off this slip and mail to GPO BOX 607, Melbourne, VIC 3001

CardPay Direct
To ask about setting up a convenient direct debit payment please call **13 22 73**.

Direct Credit via EFT
Payments to your Account can be made via Electronic Funds Transfer (EFT) from your nominated account.

Account Number	4564-8002-9909-9005
Account Name	SHIRE OF CARNARVON
Amount Paid	
Due Date	08/12/2025

ANZ

Cardholder Summary Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

SHIRE OF CARNARVON
SHIRE OF CARNARVON
Account Credit Limit: **20,000**
Nominated Financial Year End: 06/26

Cardholder Details	Spend Cap	Transaction Limit	Total Purchases $A	Total Purchases No.	Total Cash Advances $A	Total Cash Advances No.	Other CR/DR & Payments	Total Month Expenditure	YTD Expenditure
KIERAN COOMEY 000XXXXXXXXXX016910	1,000	1,000	787.80	1	0.00	0	0.00	787.80	1,628.28
DANNIELLE HILL 000XXXXXXXXXX197900	2,000	2,000	1,978.49	8	0.00	0	0.00	1,978.49	9,904.08
STEPHANIE LECA 000XXXXXXXXXX413075	3,000	3,000	2,625.18	18	0.00	0	0.00	2,625.18	14,917.07
MS AMANDA DEXTER 000XXXXXXXXXX073993	3,000	3,000	110.00	1	0.00	0	0.00	110.00	676.20
AMANDA LEIGHTON 000XXXXXXXXXX214472	5,000	3,000	4,653.08	20	0.00	0	139.50CR	4,513.58	12,607.62
COLM STANLEY 000XXXXXXXXXX236673	3,000	9,999,999	1,915.89	4	0.00	0	0.00	1,915.89	1,915.89
STEFAN LOUW 000XXXXXXXXXX236681	3,000	9,999,999	120.50	2	0.00	0	0.00	120.50	3,955.14
SUB-TOTAL ($A)								**12,051.44**	**45,604.28**

Account Fee Summary	Number			
Annual Fee	0	cards	0.00	0.00
Additional Card Fee	0	cards	0.00	197.91
Rewards Fee	0	cards	0.00	0.00
Cash Advance (over-the-counter)	0	withdrawals	0.00	0.00
Cash Advance (ATM)	0	withdrawals	0.00	0.00
Cash Advance (Other)	0	withdrawals	0.00	0.00
All other fees and charges			0.00	0.00

TOTALS ($A) including all fees and charges	12,190.94	0.00	139.50CR	**12,051.44**	**45,802.19**

Page 1 of 1

KIERAN COOMEY
SHIRE OF CARNARVON
PO BOX 459
CARNARVON WA 6701

Spend Cap	1,000
Transaction Limit	1,000
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXXX016910

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
10/11/2025	BAYVIEW CRL BAY PL COTTESLOE	787.80			71.61			
TOTAL ($A)		787.80	0.00	0.00	71.61			

Opening Expenditure Nominated Financial YTD	840.48	**Certified by (Cardholder Name)**	**Date** 12/03/2025
Total for this month	787.80	**Authorised by** Colm Stanley	**Date** 12/08/2025
Total Expenditure Nominated Financial YTD	1,628.28		

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

Page 1 of 1

CORPORATE CREDIT CARD RECONCILIATION

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM
10/11/25	Ningaloo Coral Bay - Bayview	Accommodation for Airport staff for Nov,Dec and Jan	1918	044	510

Signed: (cardholder) ..... Date: (insert date) 12/03/2025

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

4564802899099005 E-23 S-376 I-751

DANNIELLE HILL
SHIRE OF CARNARVON
PO BOX 459
CARNARVON WA 6701

Spend Cap	2,000
Transaction Limit	2,000
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXX197900

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
22/10/2025	WOOLWORTHS/CARNARVON BVD CARNARVON ✓	21.00			1.90			
25/10/2025	MATE COMMUNICATE PTY LTD WETHERILL PAR ✓	77.47			7.04			
25/10/2025	MATE COMMUNICATE PTY LTD WETHERILL PAR ✓	70.70			6.42			
01/11/2025	STARLINK INTERNET Sydney	1,159.00			105.36			
04/11/2025	SHIRE OF CARNAVON CARNARVON ✓	448.00			40.72			
05/11/2025	TILLEY LANE GIFT & HOM CARNARVON ✓	90.00			8.18			
05/11/2025	TOYWORLD CARNARVON CARNARVON ✓	90.00			8.18			
07/11/2025	REBRANDLY.COM DUBLIN	22.32						
07/11/2025	14.00 USD							
07/11/2025	INCL OVERSEAS TXN FEE 0.65 AUD							
TOTAL ($A)		1,978.49	0.00	0.00	177.80			

Opening Expenditure Nominated Financial YTD	7,925.59	Certified by (Cardholder Name)	Date 3.12.25
Total for this month	1,978.49	Authorised by	Date 4/12/25
Total Expenditure Nominated Financial YTD	9,904.08		

*This calculation is an estimate amount only and is not to be relied upon for accurate GST calculation.

Page 1 of 1

ENNNNN-04-0000000005

CORPORATE CREDIT CARD RECONCILIATION

STATEMENT PERIOD: FROM 23.10.25 TO 23.11.25 NAME CREDIT CARD HOLDER: DANNIELLE HILL						
TRANS DATE	**CREDITOR**	**DESCRIPTION**	**COA/JOB**	**CC**	**ET**	**AMOUNT ($)**
22.10.25	WOOLWORTHS	MORNING TEA – COUNCILLOR WORKSHOP SESSION **(GOV)**	101420			21.00
25.10.25	MATE COMMUNICATE	INTERNET – 10 FOSS CRESCENT **(IT)**	CO008	359	510	77.47
25.10.25	MATE COMMUNICATE	INTERNET – 19/20 MARMION STREET **(IT)**	CO008	359	510	70.70
01.11.25	STARLINK	INTERNET **(IT)**				
		SHIRE ADMIN BUILDING	CO004	359	510	139.00
		BUSHFIRE BRIGADE	0073	359	510	139.00
		CAMP HJOST	ECE001	359	510	139.00
		DFES CAR	11FE04	359	510	80.00
		WASTE	CO009	359	510	139.00
		DEPOT TERMINAL ACCESS CHARGE	147720.03			210.00
		DEPOT	O6C6	359	510	66.00
		MEDIA	O6C6	359	510	66.00
		VISITOR CENTRE	147720.03			139.00
		MEDIA	O6C6	359	510	42.00
04.11.25	SHIRE OF CARNARVON	DEVELOPMENT APP FEE TRAMWAY WALK TRAIL **(PROJECTS)**	CAP02			448.00
05.11.25	TILLEY LANE	STAFF GIFT VOUCHERS X 3 **(GOV)**	154520			90.00
05.11.25	TOYWORLD	STAFF GIFT VOUCHERS X 3 **(GOV)**	154520			90.00
07.11.25	REBRANDLY	SUBSCRIPTION FEES – NOV/DEC 2025 **(MEDIA)**	06C6	271	510	22.32
						$1978.49

Name (cardholder) Danielle ..... Signed: (cardholder) .....

Date: (insert date) 3.12.25 ..... Finance Officer (Verified).....

F056 - Corporate Credit Card Reconciliation

STEPHANIE LECA
SHIRE OF CARNARVON
3 FRANCIS ST
CARNARVON WA 6701

Spend Cap	3,000
Transaction Limit	3,000
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXX413075

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
24/10/2025	Temu.com INTERNET	403.65			36.69			
24/10/2025	KMART Mulgrave	284.50			25.86			
24/10/2025	FACEBK *7MGEP4DLX2 fb.me/ads	91.77			8.34			
24/10/2025	INCL OVERSEAS TXN FEE 2.67 AUD							
24/10/2025	FACEBK *8DMEN4DLX2 FACEBOOK.COM	249.00			22.63			
24/10/2025	INCL OVERSEAS TXN FEE 7.25 AUD							
26/10/2025	FACEBK *GXSYU4DLX2 fb.me/ads	101.97			9.27			
26/10/2025	INCL OVERSEAS TXN FEE 2.97 AUD							
31/10/2025	FACEBK *WRN2A5DLX2 fb.me/ads	31.31			2.84			
31/10/2025	INCL OVERSEAS TXN FEE 0.91 AUD							
01/11/2025	FACEBK *34HHS6ZKX2 fb.me/ads	114.43			10.40			
01/11/2025	INCL OVERSEAS TXN FEE 3.33 AUD							
01/11/2025	PLIXI 213-4101531	156.13						
01/11/2025	99.00 USD							
01/11/2025	INCL OVERSEAS TXN FEE 4.55 AUD							
04/11/2025	FACEBK *ZYPW27ZKX2 fb.me/ads	126.90			11.53			
04/11/2025	INCL OVERSEAS TXN FEE 3.70 AUD							
08/11/2025	FACEBK *HHPUJ69LX2 fb.me/ads	141.63			12.87			
08/11/2025	INCL OVERSEAS TXN FEE 4.13 AUD							
08/11/2025	STARLINK INTERNET Sydney	68.83			6.25			
12/11/2025	FACEBK *QPYXA6MKX2 fb.me/ads	156.35			14.21			
12/11/2025	INCL OVERSEAS TXN FEE 4.55 AUD							
12/11/2025	KMART Mulgrave	162.00			14.72			

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation

4564800299099006 E.29 S.377 1-754

ANZ

Cardholder Activity Report (continued)

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
16/11/2025	FACEBK *7T92K8DKX2 fb.me/ads	172.22			15.65			
16/11/2025	INCL OVERSEAS TXN FEE 5.02 AUD							
17/11/2025	FACEBK *MV4B fb.me/cc	20.59			1.87			
17/11/2025	INCL OVERSEAS TXN FEE 0.60 AUD							
18/11/2025	EVENTBRITE PRO SUB EVENTBRITE.CO	103.00			9.36			
18/11/2025	INCL OVERSEAS TXN FEE 3.00 AUD							
18/11/2025	TEMU.COM PARRAMATTA	191.07			17.37			
18/11/2025	OFFICEWORKS Bentleigh Eas	49.83			4.53			
TOTAL ($A)		2,625.18	0.00	0.00	224.39			

Opening Expenditure Nominated Financial YTD 12,291.89

Total for this month 2,625.18

Total Expenditure Nominated Financial YTD 14,917.07

Certified by (Cardholder Name) STEPHANIE LECA **Date** 12/12/25

Authorised by AMANDA DEXTER - CEO **Date** 12/12/25

CORPORATE CREDIT CARD RECONCILIATION

23.10.25 - 23.11.25

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM	
24/10/25	TEMU	PUCHASE OF LIGHTS AND DECORATIONS FOR CHRISTMAS	3570	409	510	$403.65
24/10/25	KMART	CHRISTMAS DECORATIONS FOR 2025	3570	409	510	284.50
24/10/25	FACEBOOK	FOOD TRAIL AWARENESS/NOMINATE A COMM HERO/ EXPLORING CARNARVON	1957	367	510	$91.77
24/10/25	FACEBOOK	FOOD TRAIL-AWARENESS, NOMINATE A COMM HERO, WINTER AWARENESS CAMPAIGN, EXPLORING CARNARVON	1957	367	510	$249.00
26/10/25	FACEBOOK	NOMINATE A COMMUNITY HERO, FOOD TRAIL-AWARENESS PROMO, EXPLORING CARNARVON	1957	367	510	$101.97
31/10/25	FACEBOOK	NOMINATE A COMMUNITY HERO / FOOD TRAIL AWARENESS / EXPLORING CARNARVON	1957	367	510	$31.31
01/11/25	FACEBOOK	FOOD TRAIL - AWARENESS PROMOTION	1957	367	510	$114.43
01/11/25	PLIXI	SOCIAL MEDIA DEVELOPMENT FOR VISITOR CENTRE INSTA PAGE	170020.04			$156.13
04/11/25	FACEBOOK	FOOD TRAIL AWARENESS PROMO, EXPLORING CANARVON	1957	367	510	$126.90

Signed: (cardholder) ..... Date: (insert date) 12/12/2025

STEPHANIE LECA - EXECUTIVE MANAGER LIFESTYLE & COMMUNITY

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

CORPORATE CREDIT CARD RECONCILIATION

23/10/25 - 23/11/25

PAGE 2/2

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM	
08/11/25	FACEBOOK	FOOD TRAIL AWARENES PROMO, EXPLORING CARNARVON	1957	367	510	$141.63
08/11/25	STARLINK	ART HUB TERMINAL CHARGE 7/11 - 27/11/25	3721C	359	510	$68.83
12/11/25	FACEBOOK	EXPLORING CARNARVON, FOOD TRAIL-AWARENESS PROM	3570	409	510	$156.35
12/11/25	KMART	DRINK DISPENSERS, COLLAPSABLE CRATES	3570	409	510	$162.00
16/11/25	FACEBOOK	FOOD TRAIL AWARENESS PROMO, EXPLORING CARNARVON	3570	409	510	$172.22
17/11/25	FACEBOOK	FACEBOOK ADVERTISING CAMPAIGN	3570	409	510	$20.59
18/11/25	EVENTBRITE	SUBSCRIPTION 17 NOV - 17 DEC 2025	3570	409	510	$103.00
18/11/25	TEMU	MISC DISPLAY DECORATIONS	135H20.04			$191.07
18/11/25	OFFICEWORKS	NAMES TAGS - TOURISM CONNECT EVENT	1951	270	510	$49.83

Signed: (cardholder) ..... Date: (insert date) 12/12/2025

STEPHANIE LECA - EXECUTIVE MANAGER LIFESTYLE & COMMUNITY

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

4564802990900S E 29 S 378 I 755

MS AMANDA DEXTER
SHIRE OF CARNARVON
3 FRANCIS ST
CARNARVON WA 6701

Spend Cap	3,000
Transaction Limit	3,000
Cash Advance Limit (ATM)	1,600
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXX073993

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
18/11/2025	WOOLWORTHS/CARNARVON BVD CARNARVON	110.00			10.00			
TOTAL (SA)		110.00	0.00	0.00	10.00			

Opening Expenditure Nominated Financial YTD	566.20	Certified by (Cardholder Name)	Date 3/12/2025
Total for this month	110.00	Authorised by	Date 19/12/2025
Total Expenditure Nominated Financial YTD	676.20		

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

Page 1 of 1

IDX0084-0299695005

CARNARVON
catch a piece of the great life

CORPORATE CREDIT CARD RECONCILIATION

STATEMENT PERIOD: FROM 23.10.25 TO 23.11.25 NAME CREDIT CARD HOLDER: AMANDA DEXTER						
TRANS DATE	**CREDITOR**	**DESCRIPTION**	**COA/JOB**	**CC**	**ET**	**AMOUNT ($)**
18.11.25	WOOLWORTHS	GRAZING PLATTERS FOR COMMUNITY MEETING	101420			110.00
						110.00

Name (cardholder) Amanda Dexter Signed: (cardholder) .....

Date: (insert date) 3 December '25 Finance Officer (Verified).....

F056 - Corporate Credit Card Reconciliation

AMANDA LEIGHTON
SHIRE OF CARNARVON
3 FRANCIS ST
CARNARVON WA 6701

Spend Cap	5,000
Transaction Limit	3,000
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXXX214472

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks		
						Actual GST Amount	GST Code	FBT
20/10/2025	AWARDS AND TROPHIES MILTON	439.30			39.93			
21/10/2025	AWARDS AND TROPHIES MILTON			139.50CR				
22/10/2025	REX WWW.REX.COM.A	408.95			37.17			
23/10/2025	CAMERA WAREHOUSE ROCKDALE	668.66			60.78			
30/10/2025	GASCOYNE TRADERS CARNARVON	6.05			0.55			
30/10/2025	CARNARVON FRESH IGA EAST CARNARVO	58.52			5.32			
31/10/2025	IPAA MURDOCH	320.00			29.09			
04/11/2025	Crown Metropol Perth Burswood	910.35			82.75			
04/11/2025	Crown Metropol Perth Burswood	910.35			82.75			
04/11/2025	Crown Perth Merrywell Burswood	92.00			8.36			
06/11/2025	Live Payments Barangaroo	29.40			2.67			
06/11/2025	ZLR*Taxi Alkimos	22.31			2.02			
07/11/2025	Crown Metropol Perth Burswood	57.66			5.24			
07/11/2025	Crown Metropol Perth Burswood	12.00			1.09			
07/11/2025	Crown Metropol Perth Burswood	12.00			1.09			
11/11/2025	SHIRE OF CARNARVON CARNARVON	78.40			7.12			
11/11/2025	WOOLWORTHS/CARNARVON BVD CARNARVON	30.50			2.77			
12/11/2025	CARNARVON MITRE 10 CARNARVON	349.00			31.72			
13/11/2025	CARNARVON MITRE 10 CARNARVON	72.50			6.59			
13/11/2025	CARNARVON MITRE 10 CARNARVON	72.50			6.59			
19/11/2025	Intuit Mailchimp Sydney	102.63			9.33			
TOTAL ($A)		4,653.08	0.00	139.50CR	422.93			

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

Page 1 of 2

ANZ

Cardholder Activity Report (continued)

Opening Expenditure Nominated Financial YTD	8,094.04
Total for this month	4,513.58
Total Expenditure Nominated Financial YTD	12,607.62

Certified by (Cardholder Name)		Date
Amanda Leighton		01/14/2026
Authorised by		**Date**
Amanda Dexter		12/19/2025

Page 2 of 2

CORPORATE CREDIT CARD RECONCILIATION

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM
20/10/2025	Awards and Trophies Milton	Trophy for National Safe Work Month including 4 Blank Name plates for upcoming years	7692	270	510
21/10/2025	Awards and Trophies Milton	Credit for products not supplied	7962	270	510
22/10/2025	REX Airlines	Return Flight Carnarvon/Perth - PCW Manager to attend Annual State Conference held by LG Professionals	111920.04		
23/10/2025	Camera Warehouse	Purchase of accessories for Media Equipment - Flash, Tri-pod, Card Reader and Shoulder Bag	CO0101	391	510
30/10/2025	Gascoyne Traders	Satin Ribbon for Safety Month Challenge Trophy	7962	270	510
30/10/2025	Carnarvon Fresh IGA	Provisions for Staff Meeting	154520.04		
31/10/2025	IPAA Murdoch	2 Tickets for Manager PCW and Partner to attend 2025 IPAA WA Achievement Awards	111920.04		
04/11/2025	Crown Metropol	Accommodation for Exec Business Manager and Communication Manager to attend LG Professionals Events	111920.04		
04/11/2025	Crown Metropol	Accomodation for Exec Manager CSP to attend LG Professionals Annual State Conference	111920.04		

Signed: (cardholder) ..... Date: (insert date) 01/14/2026

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

CORPORATE CREDIT CARD RECONCILIATION

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM
04/11/2025	Crown Perth Merrywell	Meals for Exec Managers/Manager attending LG Professionals Annual State Conference	111920.04		
06/11/2025	Live Payments Barangaroo	Uber from Crown to Barrack Street for Managers to attend LOGO 30th Birthday Celebration	111920.04		
06/11/2025	Taxi Alkimos	Retrun Taxi Barrack Street to Crown for Managers attending LOGO 30th Birthday Celebration	111920.04		
07/11/2025	Crown Metropol	Breakfast and Dinner - Exec Manager CSP whiilct attending LG Professionals State Conference	111920.04		
07/11/2025	Crown Metropol	Purchase of 2 x Waters from Mini Bar for Magangers attending LG Professionals State Conference	111920.04		
07/11/2025	Crown Metropol	Purchase of 2 x Waters from Mini Bar for Managers attending LG Professionals State Conference - Duplicate charge to be followed up	111920.04		
11/11/2025	Shire of Carnarvon	Purchase of assorted local produce/products for Gift Basket gifted to Staff Member involved in accident	154520.04		
11/11/2025	Woolworths	Purchase of Chocolates for Gift Basket gifted to staff member involved in an accident	154520.04		
12/11/2025	Carnarvon Mitre 10	Purchase of Portable Airconditioner for Council Chambers	103920.04		

Signed: (cardholder) ..... Date: (insert date) 01/14/2026

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

CORPORATE CREDIT CARD RECONCILIATION

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	EM
13/11/2025	Carnarvon Mitre 10	Purchase of paint for Administration Building	0092	270	510
13/11/2025	Carnarvon Mitre 10	Purchase of paint for Administration Building	0092	270	510
19/11/2025	Intuit Mailchimp Sydney	Mailchimp subscription for emailing of community e-newsletters	06C6	270	510

Signed: (cardholder) ..... Date: (insert date) 01/14/2026

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer. I certify that all the purchases are of a business nature.

456480029909005 E-29 S-380 I-759

1 7 7 6 5 0 0 0 2 9 0 8

COLM STANLEY
SHIRE OF CARNARVON
PO BOX 459
CARNARVON WA 6701

Spend Cap	3,000
Transaction Limit	9,999,999
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXXX236673

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
06/11/2025	SP PACIFIC PACKAGING A RAVENHALL	752.99 ✓			68.45			
07/11/2025	Hare Forbes Pty Ltd TA Northmead	1,072.00 ✓			97.45			
12/11/2025	TRANSPORT WA CARNARVON CARNARVON	38.80			3.52			
12/11/2025	TRANSPORT WA CARNARVON CARNARVON	52.10) $90-90 ✓			4.73			
TOTAL ($A)		1,915.89	0.00	0.00	174.15			

Opening Expenditure Nominated Financial YTD	0.00	**Certified by (Cardholder Name)**	**Date** 03/12/2025
Total for this month	1,915.89	**Authorised by**	**Date** 5/12/2025.
Total Expenditure Nominated Financial YTD	1,915.89		

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

Page 1 of 1

IDD004-0259005

Shire of CARNARVON catch a taste of the great life

CORPORATE CREDIT CARD RECONCILIATION

STATEMENT PERIOD: FROM 23/10/2025 – 23/11/2025			NAME CREDIT CARD HOLDER: COLM STANLEY			
TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	ET	AMOUNT ($)
06/11/2025	Pacific Packaging Australia	1000 x Polypropylene Sandbags	0128	400	510	$752.99
07/11/2025	Hare & Forbes Machinery House	Vehicle Axle Stands, Bench Grinder and Wire Wheel Kit	5054	365	510	$1,072.00
12/11/2025	Department of Transport	2 x Transactions for Change of Licence Plates for P349 & P293 (C1 and C27749)	P293 P349			$19.40 $71.50
					TOTAL	$1,915.89

Name (cardholder) .....Colm Stanley..... Signed: (cardholder) .....

Date: (insert date) .....03/12/2025..... Finance Officer (Verified).....

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a Statutory Declaration of expenditure must be provided for consideration to the Chief Executive Officer to certify that all the purchases are of a business nature.

F056 - Corporate Credit Card Reconciliation

STEFAN LOUW
SHIRE OF CARNARVON
PO BOX 459
CARNARVON WA 6701

Spend Cap	3,000
Transaction Limit	9,999,999
Cash Advance Limit (ATM)	
Cash Advance Limit (over-the-counter)	

ANZ

Cardholder Activity Report

STATEMENT PERIOD: 23/10/2025 to 23/11/2025

Cards Enquiries: **1800 032 481** Lost/Stolen Cards: **1800 033 844**

Card Number 000XXXXXXXXXX236681

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks: Actual GST Amount	Remarks: GST Code	Remarks: FBT
24/10/2025	DEPT OF RACING GAMIN EAST PERTH	60.50			5.50			
31/10/2025	WESTERN AUSTRALI EAST PERTH	60.00			5.45			
TOTAL ($A)		120.50	0.00	0.00	10.95			

Opening Expenditure Nominated Financial YTD	3,834.64	**Certified by (Cardholder Name)**	**Date**
		Stefan Louw	12/15/2025
Total for this month	120.50	**Authorised by**	**Date**
			12/15/2025
Total Expenditure Nominated Financial YTD	3,955.14		

*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

Page 1 of 1

CORPORATE CREDIT CARD RECONCILIATION

TRANS DATE	CREDITOR	DESCRIPTION	COA/JOB	CC	ET	AMOUNT ($)
24/10/2025	DEPT OF RACING GAMING EAST PERTH	LIQUOR LICENCE MINI GOLF SUMMER EVENT	3574	270	510	60.50
31/10/2025	WESTERN AUSTRALIAN POLICE FORCE	LICENCE RENEWAL	912	0932		60.00
					TOTAL	**120.50**

Signed: (Cardholder) ..... Date: (insert date) 12/15/2025 ..... Verified: (Finance Officer) .....

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for i.e. flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance i.e. 2 staff members, 4 elected members, 2 others

** If no tax invoice is supplied a Statutory Declaration of expenditure must be provided for consideration to the Chief Executive Officer to certify that all the purchases are of a business nature.

Corporate Finance Template – Form Number F056

CHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

OUCHER UMBER	DATE PAID	PAYEE	MUNI BANK EFTPOS	DESCRIPTION	INVOICE	INDIVIDUAL COSTS	PLANT ITEM, BUILDING LOCATION, ACCOUNT NAME
T46355	04/12/2025	BRIANA LEE HARDIE	-$340.00	UNIT 2/6 JAMES STREET LEASE WEEKLY RENT - WEEK ENDING 07/12/2025	002-20	$340.00	SHIRE LEASED ACCOMMODATION
T46356	04/12/2025	BRONWYN BRANKOVIC	-$150.00	1.5HRS FACE PAINTING FOR CHRISTMAS PARTY 28 NOVEMBER 2025	022	$150.00	STAFF ENTERTAINMENT
T46357	04/12/2025	CARNARVON AUTO SERVICE PTY LTD T/AS CARNARVON TYRES AND TOWING	-$440.00	TOWING CHARGES TO PICK UP RED SEDAN FROM 18 CAREY ST CARNARVON AND DROP OFF TO SHIRE TIP, CALL OUT FEE AND RECOVERY AND UNLOAD	0010641	$440.00	1102 - IMPOUND VEHICLE
T46358	04/12/2025	CONDO PRODUCE PTY LTD T/A AL'S LIQUOR STORE	-$360.77	SUPPLY DRINKS FOR TOURISM CONNECT EVENT ON TUESDAY 25 NOVEMBER 2025	7553	$360.77	AREA PROMOTION
T46359	04/12/2025	CUPPA & CRUMB CAFE	-$334.00	GRANT FUNDED ADF - 1 X GRAZING BOXES - FOR FRIDAY NIGHT ART CLUB	#91	$120.00	DRUG & ALCOHOL ACTION TEAM
				CATERING AND DELIVERY FOR SHIRE OF CARNARVON STAFF CHRISTMAS PARTY ON FRIDAY 28 NOVEMBER 2025	#67	$214.00	STAFF ENTERTAINMENT
T46360	04/12/2025	CARNARVON MEDICAL CENTRE	-$1,461.00	TWINRIX VACCINATION FOR GENERAL SERVICES OFFICER	250505KARLA	$110.00	WHS - OTHER EXPENDITURE
				TWINRIX VACCINATION AND LEVEL C STANDARD CONSULT FOR RJED VERGE MAINTENANCE OFFICER	250319KARLA	$255.00	WHS - OTHER EXPENDITURE
				MISSED APPOINTMENTS ON 21/10/2025 AND 27/10/2025 FOR RJED VERGE MAINTENANCE OFFICER TO BE RECOUPED	250195LENA1	$80.00	WHS - OTHER EXPENDITURE
				TWINRIX VACCINATION FOR GENERAL SERVICES OFFICER	250159LENA1	$110.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR GENERAL SERVICES OFFICER	249547KARLA	$98.00	WHS - OTHER EXPENDITURE
				TWINRIX VACCINATION FOR GENERAL SERVICES OFFICER	249480LENA1	$110.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR HORTICULTURALIST	249438LENA1	$98.00	WHS - OTHER EXPENDITURE
				TWINRIX VACCINATION FOR GENERAL SERVICES OFFICER	249135KARLA	$110.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR GENERAL SERVICES OFFICER	249130KARLA	$98.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR GENERAL SERVICES OFFICER	249012KARLA	$98.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR GENERAL SERVICES OFFICER	249008KARLA	$98.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR RJED VERGE MAINTENANCE OFFICER	249007KARLA	$98.00	WHS - OTHER EXPENDITURE
				LEVEL B STANDARD CONSULT FOR PRE HEP B (TWINRIX) VACCINATION FOR GENERAL SERVICES OFFICER	249006KARLA	$98.00	WHS - OTHER EXPENDITURE
T46361	04/12/2025	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	-$424.33	PURCHASE ICE FOR THE TOURIST CONNECT EVENT ON TUESDAY 25 NOVEMBER 2025	02/3720	$34.80	ECONOMIC DEVELOPMENT PLANNING
				DEPOT MINOR CLEANING CONSUMABLES & TEA ROOM SUPPLY ITEMS 25/26 - 24/11/2025	02/3637	$82.00	STORE EXPENSES
				PURCHASE OF WATER, SOFT DRINKS, ICE AND MISC CATERING ITEMS FOR THE TOURIST CONNECT EVENT ON TUESDAY 25 NOVEMBER 2025	01/9925	$90.21	ECONOMIC DEVELOPMENT PLANNING
				FOOD SUPPLIES FOR AFTER SCHOOL YOUTH PROGRAMS FOR 25/26 FINANCIAL YEAR - 19/11/2025	01/7578	$73.28	YOUTH PROGRAMS
				FOOD SUPPLIES FOR COMMUNITY CONNECTORS BUS - 24/10/2025	01/5820	$120.84	SUPPLIES CENTRE
				PURCHASE OF ICE FOR THE TOURIST CONNECT EVENT ON TUESDAY 25 NOVEMBER 2025	01/0189	$23.20	ECONOMIC DEVELOPMENT PLANNING
T46362	04/12/2025	GAVIN GRIFFITHS INVESMENTS PTY LTD	-$308.00	PRE-EMPLOYMENT MEDICAL - RJED ARTS AND CULTURE OFFICER	2886	$308.00	STAFF RECRUITMENT
T46363	04/12/2025	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	-$6,537.22	UP TO $500 EXC GST TO REPAIR WATER LEAK AT FESTIVAL GROUNDS - REPLACED SECTION 50MM WATER SERVICE LINE	# 5154	$550.00	FESTIVAL GROUND PARK/RETIC
				INSPECT AND COMPLETE ANNUAL BACKFLOW DEVICE TESTING IN CORAL BAY - REF	# 5146	$1,587.22	ROBINSON STREET
				UP TO $2100 EXC GST TO PUMP OUT SEPTIC SYSTEM AT THE CORAL BAY AIRPORT	# 5145	$2,310.00	CORAL BAY AIRPORT
				UP TO $900 EXC GST TO PUMP OUT SEPTIC SYSTEM AT THE CORAL BAY AIRPORT	# 5145	$990.00	CORAL BAY AIRPORT - AIR STRIP (RUNWAY)
				UP TO $1000 EXC GST TO INSPECT HILL ST DUMP POINT - BLOCKAGE CLEARED	# 5101	$1,100.00	HILL STREET SULLAGE DUMP POINT
T46364	04/12/2025	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	-$2,970.00	CEMETERY SERVICES AND MAINTENANCE FOR OCTOBER 2025	00113479	$1,650.00	BROWN RANGE CEMETERY MAINTENANCE
				GRAVE DIGGING FOR GRAVE NO. 1637	00113479	$440.00	BROWN RANGE CEMETERY MAINTENANCE
				GRAVE DIGGING FOR REOPENING GRAVE 1373	00113479	$440.00	BROWN RANGE CEMETERY MAINTENANCE
				GRAVE DIGGING FOR GRAVE NO. 1647	00113479	$440.00	BROWN RANGE CEMETERY MAINTENANCE
T46365	04/12/2025	GASCOYNE MACHINING PTY LTD	-$513.79	FFH SERIES FLAT FACE COUPLING	3986	$180.60	P348 - CAT SKID STEER LOADER LEASED
				METRIC LIGHT FEMALE STRAIGHT, METRIC LIGHT SWEPT FEMALE, 1&2 WIRE FERRULE NON SKIVE AND 1/2 2 WIRE S-LINE HOSE 5100PS	3985	$138.67	P290 - INFINITY CAS SCREW COMPRESSOR
				WIRE S-LINE HOSE, BSPP STRAIGHT FEMALE, JIC STRAIGHT FEMALE AND WIRE FERRULE NON SKIVE	3977	$194.52	P348 - CAT SKID STEER LOADER LEASED
T46366	04/12/2025	GASCOYNE SAFETY ASSETS PTY LTD	-$42.90	1 X DCP 1KG EXTINGUISHER	596	$42.90	PTRU5 - MITSUBISHI FUSO TRUCK
T46367	04/12/2025	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	-$904.00	SUPPLY AND DELIVER AS PER QUOTE: 5432 #5. 2 X CLUTCH 2 X CARBURETOR REPAIR KIT 2 X IGNITION MODULE - CONFIRMED SERIAL NUMBER ON EMAIL 2 x ROCKER SWITCH WITH WIRE 1 X HAND GUARD + FACTORY FREIGHT AND HANDLING CHARGES	103940 #5	$904.00	PSPARK - SUNDRY PARKS & GARDENS PLANT
T46368	04/12/2025	GOODWORK HOLDINGS PTY LTD	-$261,347.68	RESHAPE FORMATION OF DRAINAGE TO CONSISTENT TYPE 3 STANDARD AND RE-SHEET TO ACHIEVE 7M PAVEMENT, FOR WAHROONGA PIMBEE 2025/2026 WORKS DELIVERED - CYCLE 7: 03/11/2025 TO 16/11/2025	INV-102336	$261,347.68	RRG086 - WAHROONGA PIMBEE ROAD
T46369	04/12/2025	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	-$10,194.25	PROJECT MANAGEMENT & ONSITE SUPERVISION RRG QUOBBA GNARALOO RD 2025/2026 WORKS AS PER CONTRACT RFT 02/2024 - RRG121 FOR THE PERIOD 01/10/2025 TO 31/10/2025	INV-4873	$10,194.25	RRG121 - QUOBBA GNARALOO
T46370	04/12/2025	HIGHWAYONE INVESTMENTS PTY LTD	-$950.00	RENT PAYMENT 9 RICHARDS STREET, BROCKMAN 6701 - 08/12/2025 TO 21/12/2025	DREQ-2728	$950.00	SHIRE LEASED ACCOMODATION
T46371	04/12/2025	HORIZON POWER (BENTLEY OFFICE)	-$350.86	POWER SUPPLY FOR 9 RICHARDS STREET BROCKMAN WA FOR THE PERIOD 19/09/2025 TO 20/11/2025	21 025 65403	$350.86	9 RICHARDS STREET
T46372	04/12/2025	HOMESTEAD HAMPERS	-$1,639.00	CATERING TOURISM CONNECT EVENT ON TUESDAY 25 NOVEMBER 2025 AT $25 P/H X 50 PEOPLE AND STAFF FOR 6 HRS X $40 P/H	INV-0716	$1,639.00	ECONOMIC DEVELOPMENT PLANNING
T46373	04/12/2025	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	-$6,303.00	CONTRACT DOCUMENTATION - CREATE & CONNECT; VARIATION V3 - CONTRACT DOCUMENTATION TRAMWAY SHELTER; VARIATION V5 - CONTRACT DOCUMENTATION HEALING SHELTER AND VARIATION V10 TENDERING FOR PACKAGE 1 (TRAMWAY TRAIL, CREATE + CONNECT, TRAMWAY SHELTER & HEALTING SHELTER)	INV01723	$6,303.00	CAP DESIGN & PROJECT MANAGEMENT
T46374	04/12/2025	STUDIOCANAL PTY LIMITED	-$110.00	HIRE OF MOVIE "KANGAROO" FOR TUESDAY 11 NOVEMBER 2025	AU115924	$110.00	CINEMA EXPENSES
T46375	04/12/2025	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	-$9,350.00	ATTAIN COMPLETE STARTER PACKAGE INCLUSIVE OF GIFTS & TRAVEL, RETURNS (PRIMARY/ANNUAL). 12 MONTH SUBSCRIPTION; COMPLIANCE CALENDAR. 12 MONTH SUBSCRIPTION, INCLUDES 50% REGIONAL LOCAL GOVERNMENT DISCOUNT AND RELATED PARTY TRANSACTION MODULE (12 MONTH SUBSCRIPTION 30 NOVEMBER 2024-25) 50% REGIONAL LOCAL GOVERNMENT DISCOUNT	INV-0381	$9,350.00	CORPORATE SUBSCRIPTIONS AND SOFTARE
T46376	04/12/2025	INTEGRATED ICT	-$28,679.64	SECAAS FY 25/26 DARK WEB DOMAIN MONITORING TRAINING AND AWARENESS PLATFORM - ANNUAL PHISHING 1 SYSTEM INFORMATION AND EVENT MANAGEMENT; SINGLE SIGN ON; MANAGED DETECTION RESPONSE FOR MICROSOFT DEFENDER FOR OFFICE 365/1MO 123; MANAGED DETECTION RESPONSE FOR MICROSOFT DEFENDER FOR ENDPOINT/1MO 123 FOR THE MONTH OF NOVEMBER 2025	40508	$4,358.20	ICT SOFTWARE AND LICENSING
				EXCLAIMER SOFTWARE LICENSES FOR THE MONTH OF NOVEMBER 2025	40466	$297.44	ICT SOFTWARE AND LICENSING
				MANAGED SERVICE AGREEMENT - CONNECTWISE AUTOMATIC NODE 50+ FOR THE MONTH OF NOVEMBER 2025	40433	$10,692.00	ICT SERVICE
				AGREEMENT NAME IP TELEPHONE SERVICE - IP TEL MONTHLY SOFTWARE AND SERVICES SINGLE NUMBER HOSTING FEE PER MONTH; RIBBON CONNECT TRUNK - PER USER/PER MONTH; ECLIPSE UC UNLIMITED CALL PLAN/PER MONTH; 100X NUMBERS HOSTING FEE PER MONTH FOR THE MONTH OF NOVEMBER 2025	40353	$1,662.10	ICT SERVICE
				INTERNET SERVICES FY25/26 - 100MB SYNCHRONOUS INTERNET TRANSIT - UNLIMITED	40332	$561.00	INTERNET - LIBRARY
				UPLOAD SITE: 18 EGAN ST, CARNARVON; NBN® 50/20MBPS UNLIMITED INTERNET		$94.60	INTERNET - EMPLOYEE HOUSING
				SERVICE / 1MO (UNLIMITED DOWNLOADS AND UPLOADS) SITE: 51 YARDI QUAY,		$94.60	INTERNET - AQUATIC CENTRE
				CARNARVON; NBN® 50/20MBPS UNLIMITED INTERNET SERVICE / 1MO (UNLIMITED		$88.00	INTERNET - EMPLOYEE HOUSING
				ONSITE IT RELIEF, LABOUR SERVICES AND TRAVEL CHARGES FOR 17 - 21 NOVEMBER 2025	40296	$9,599.70	ICT SERVICE
				CIVIC CENTRE CAMERA SET-UP FOR LIVE STREAMING	39785	$1,232.00	COUNCIL CHAMBERS VIDEO CONFERENCE HARDWARE REFRESH
T46377	04/12/2025	KEVEN FOULKES	-$712.00	CORAL BAY RANGER REIMBURSEMENT FOR MEALS FROM 15/11/2025 TO 22/11/2025	DREQ-2727	$712.00	CONTROL EXPENSES - OTHER
T46378	04/12/2025	KLEENIT PTY LTD	-$7,029.00	PUBLIC SPACE AND FOOTPATH CLEANING F/E NOVEMBER 2025	183479	$3,025.00	CBD PARKS MAINTENANCE & RETIC
						$1,474.00	TOWN BEACH PARK MAINTENANCE

						$1,628.00	FASCINE PARK MAINTENANCE
						$902.00	BAXTER PARK MAINTENANCE & RETIC
EFT46379	04/12/2025	THE TRUSTEE FOR MAKELA FAMILY TRUST T/AS LARK INDUSTRIES PTY LTD	-$188,155.00	RECREOLOGY - CUSTOM BIG BANANA PLAY TOWER - SUPPLY - 40% BALANCE $164,000.00+GST	CARNA001-C	$180,400.00	CARNARVON ACTIVATION PLAN
				CERTIFICATION OF LOCAL ENGINEERING - REVIEW, ASSESSMENT, STRUCTURAL DESIGN AND DOCUMENTATION	CARNA004	$7,755.00	CARNARVON ACTIVATION PLAN
EFT46380	04/12/2025	HELENE PTY LTD T/A LO-GO APPOINTMENTS	-$6,394.85	COSTS OF WAGES FOR CONTRACT RANGER FOR PLANNING & SUSTAINABILITY DEPARTMENT WEEK ENDING 22 NOVEMBER 2025	H6103	$2,541.00	EMPLOYEE COSTS - CARNARVON RANGERS
				COSTS OF WAGES FOR CONTRACT RANGER FOR PLANNING & SUSTAINABILITY DEPARTMENT WEEK ENDING 15 NOVEMBER 2025	H6071	$3,853.85	EMPLOYEE COSTS - CARNARVON RANGERS
EFT46381	04/12/2025	LOHMAN NOMINEES PTY LTD	-$6,499.83	MONTHLY PERIODICAL LEASE OF 3Q ROBINSON STREET FOR COMMUNITY ART HUB FOR THE PERIOD 01 DECEMBER TO 31 DECEMBER 2025 AT $4325.60 + GST AND VARIABLE OUTGOINGS $1583.33 + GST AND	3910	$6,499.83	COMMUNITY ART HUB LEASE & BUILDING MAINTENANCE
EFT46382	04/12/2025	MASON CONTRACTING SERVICES	-$110.00	MONTHLY ROAD SAFETY SIGNAGE INSTALLATION SERVICE FEE @ $100 (+ GST) PER MONTH FOR THE PERIOD OCTOBER 25 TO JUNE 26 (9 MONTHS) - OCTOBER 2025	00007136	$110.00	MINILYA - LYNDON ROAD
EFT46383	04/12/2025	MESSAGES ON HOLD AUSTRALIA PTY LTD	-$324.99	ANNUAL SUBSCRIPTION FOR SHIRE PHONE SYSTEM PROFESSIONALLY PRODUCED AUDIO MUSIC & MESSAGES. 2025-2026 FINANCIAL YEAR. 35 X 20 SEC PHONE AUDIO MESSAGES PER YEAR FOR THE PERIOD 28/11/2025 - 27/02/2026	INV362995	$324.99	ICT SOFTWARE AND LICENSING
EFT46384	04/12/2025	METRO HOTEL ON CANNING	-$860.00	ACCOMODATION FOR JEANETTE AND KENNETH (WAYNE) TAYLOR - CARNARVON LITTER LEGENDS COMMUNITY LEADS ATTENDANCE AT TIDY TOWNS SUSTAINABLE COMMUNITIES AWARDS 2025. CHECK IN THURSDAY 27 NOVEMBER 2025. CHECK OUT MONDAY 01 DECEMBER 2025	278944	$860.00	CLEAN COMMUNITIES COFFEES PROGRAM
EFT46385	04/12/2025	MISS FANG PTY LTD	-$2,288.00	SUPPLY AND DELIVERY OF FOOD FOR 2025 STAFF CHRISTMAS PARTY FRIDAY 28 NOVEMBER 2025	1069	$2,288.00	STAFF ENTERTAINMENT
EFT46386	04/12/2025	OUTBACK COAST PROPERTY PTY LTD	-$2,063.98	STAFF HOUSING RENT AT $475.00 PER WEEK - $2058.34 PER CALENDAR MONTH FOR THE 25/26 FINANCIAL YEAR - FOR THE PERIOD 22/12/2025 - 21/01/2026	1085	$2,063.98	UNIT 20, 19 MARMION STREET
EFT46387	04/12/2025	PATHWEST LABORATORY MEDICINE WA	-$456.50	ALCOHOL & OTHER DRUG TESTS FOR THE MONTH OF NOVEMBER 2025	SHCA2025011	$456.50	STAFF RECRUITMENT
EFT46388	04/12/2025	PARTY ON THE GREEN PTY LTD	-$1,650.00	9 HOLE COURSE MINI GOLF ENTERTAINMENT FOR 14-16 JANUARY 2026 SCHOOL HOLIDAY PROGRAM. INCLUDES STANDARD 9 HOLE COURSE HIRE & LAWN GAMES, COURSE SUPERVISION AND COURSE MOVEMENT BETWEEN VENUES - DEPOSIT $1500+ GST TO SECURE BOOKING	INV-0370	$1,650.00	YOUTH OUTREACH AND SCHOOL HOLIDAY PROGRAM
EFT46389	04/12/2025	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	-$7,539.92	INSPECT AND REPLACE ALL REAR BRAKE COMPONENTS ON IVECO TRUCK, REGO C27746	INV-2498	$7,539.92	P294 - IVECO ACCO TIPPER BODY TRUCK C27746
EFT46390	04/12/2025	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	-$3,716.35	SUPPLY VARIOUS WASTE FACILITY SIGNS	1370	$3,716.35	REFUSE SITE MAINTENANCE - BROWN'S RANGE
EFT46391	04/12/2025	REJUVENATE - THE WELLNESS BOOTH	-$25.00	$25 GIFT VOUCHER FOR STAFF AWARDS	1006	$25.00	WHS - OTHER EXPENDITURE
EFT46392	04/12/2025	REPCO PTY LTD	-$61.11	1 X PINION SEAL	4610636481	$56.65	P298 - HOLDEN COLORADO LTZ SPACE CAB
				OIL SEAL	4610636431	$4.46	P298 - HOLDEN COLORADO LTZ SPACE CAB
EFT46393	04/12/2025	RICHER888 PTY LTD	-$455.00	CATERING FOR COUNCIL MEETING 25 NOVEMBER 2025	INV-0130268	$395.00	COUNCIL CATERING
				VOUCHER FOR SAFETY MONTH CHALLENGE PRIZE	INV-0130266	$60.00	WHS - OTHER EXPENDITURE
EFT46394	04/12/2025	TELSTRA LIMITED	-$113.00	TELEPHONE ACCOUNTS FOR DEPOT SAT PHONE FOR THE PERIOD OF 22/11/2025 TO 21/12/2025	424 4120 244/22112025	$55.00	UTILITY CHARGE COSTINGS (TELEPHONE - SP-52 MUN)
						$58.00	UTILITY CHARGE COSTINGS (TELEPHONE - SP-52 MUN)
EFT46395	04/12/2025	TOYWORLD - CARNARVON	-$100.38	GRANT-FUNDED VIA DEVELOPMENTAL DISABILITY AUSTRALIA: CARNARVON ALL ABILITIES FESTIVAL ON SUNDAY 30 NOVEMBER- VOLUNTEER EVENT TEAM LANYARDS AND FACE PAINTING	10000001251	$100.38	COMMUNITY ART HUB PROGRAMS
EFT46396	04/12/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	-$245.97	UNIFORMS FOR PART-TIME RANGER	30000199	$245.97	EMPLOYEE COSTS - CARNARVON RANGERS
EFT46397	04/12/2025	WATER CORPORATION	-$10,927.18	WATER USE AND SERVICE CHARGE FOR 450 ROBINSON STREET EAST CARNARVON LOT 372 RES 18999 FOR THE PERIOD 15 SEPTEMBER 2025 TO 17 NOVEMBER 2025	0172/18112025	$2,823.90	BUILDING MAINTENANCE - SHIRE DEPOT
				WATER USE AND SERVICE CHARGE FOR 163 ROBINSON STREET CARNARVON LOT 1188 RES 33019 FOR THE PERIOD 12 SEPTEMBER 2025 TO 14 NOVEMBER 2025	0151/17112025	$657.25	CBD PARKS MAINTENANCE & RETIC
				WATER AND USE AND SERVICE CHARGE FOR THE GARDEN AT VERGE ROBINSON STREET EAST CARNARVON LOT OPP LEWER ROAD FOR THE PERIOD 12 SEPTEMBER 2025 TO 14 NOVEMBER 2025	0148/17112025	$715.49	FESTIVAL GROUND PARK/RETIC
				WATER USE AND SERVICE CHARGE FOR 309 ROBINSON STREET EAST CARNARVON LOT 350 RES 9532 FOR THE PERIOD 12 SEPTEMBER 2025 TO 14 NOVEMBER 2025	0148/17112025	$264.01	FESTIVAL GROUND PARK/RETIC
				WATER USE AND SERVICE CHARGE FOR 450 ROBINSON STREET EAST CARNARVON LOT 372 RES 18999 FOR THE PERIOD 15 SEPTEMBER 2025 TO 17 NOVEMBER 2025	0147/18112025	$216.86	DEPOT STANDPIPE
				WATER USE AND SERVICE CHARGE FOR 140 WILLIAM STREET EAST CARNARVON LOT 1216 RES 21829 FOR THE PERIOD 15 SEPTEMBER 2025 TO 17 NOVEMBER 2025	0138/18112025	$2,198.53	MEDIAN STRIP & RETIC MAINTENANCE (NON CBD)
				WATER USE AND SERVICE CHARGE FOR 309 ROBINSON STREET EAST CARNARVON LOT 350 RES 9532 FOR THE PERIOD 12 SEPTEMBER 2025 TO 17 NOVEMBER 2025	0092/18112025	$4,051.14	BUILDING MAINTENANCE - PREMIER OVAL PAVILLION (FESTIVAL GROUNDS)
EFT46398	11/12/2025	AMPOL AUSTRALIA PETROLEUM PTY LTD	-$1,433.34	FUEL FOR ACCOUNT 0200606418 FOR THE PERIOD 01/11/2025 TO 30/11/2025	0001348581	$97.72	P340 - TOYOTA HIACE COMMUTER BUS (1)
						$100.70	P340 - TOYOTA HIACE COMMUTER BUS (1)
						$96.55	P340 - TOYOTA HIACE COMMUTER BUS (1)
						$90.44	P341 - TOYOTA HIACE COMMUTER BUS (2)
						$70.93	P353 - ISUZU D-MAX - (1GXV248)
						$106.35	P353 - ISUZU D-MAX - (1GXV248)
						$56.90	P353 - ISUZU D-MAX - (1GXV248)
						$67.21	P353 - ISUZU D-MAX - (1GXV248)
						$68.90	P369 - FORD RANGER MY21.25 3.2 TDCI XLS 4DR UTE (REL 11.20) (LEASED)
						$109.11	P379 - TOYOTA 4X4 WORKMATE
						$41.44	P379 - TOYOTA 4X4 WORKMATE
						$97.49	P391 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
						$135.91	P393 - MAZDA BT50 DUALCAB 4X4
						$142.17	P393 - MAZDA BT50 DUALCAB 4X4
						$84.48	P393 - MAZDA BT50 DUALCAB 4X4
						$67.04	PBFB1 - ISUZU 3.4 URBAN TANKER (EX P291)
EFT46399	11/12/2025	ASHFUELS (WA) PTY LTD	-$11,300.56	DIESEL SUPPLIED FOR TANK P308: 1200L ON 19/11/2025 INCLUDING $60.50 DELIVERY FEE (GST INCL)	INV00000063	$2,311.89	STOCK CONTROL ACCOUNT
				DIESEL SUPPLIED: 4800L ON 14/11/2025 FOR TANK 71	INV00000022	$8,988.67	STOCK CONTROL ACCOUNT
EFT46400	11/12/2025	BLUE REGION TOURISM ORGANISATION INC T/AS AUSTRALIA'S CORAL COAST	-$1,250.00	PARTNERSHIP WITH AUSTRALIA'S CORAL COAST FOR THE 2026 CARAVAN AND CAMPING SHOW	INV-3236	$1,250.00	AREA PROMOTION
EFT46401	11/12/2025	AUSTRALIA POST	-$846.83	POSTAGE FOR THE MONTH OF NOVEMBER 2025 : POSTAGE AND GST	1014403087	$846.83	POSTAGE AND FREIGHT
EFT46402	11/12/2025	BUILDING & CONSTRUCTION INDUSTRY TRAINING	-$1,421.13	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF NOVEMBER 2025. REFERENCE: INV-326649-D2X3D3	T1271	$207.35	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - App # B25/038
						$66.88	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - App # B25/078
						$627.55	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - App # B25/077
						$474.95	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - App # B25/079
						$44.40	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - App # B25/038
EFT46403	11/12/2025	BOC LIMITED (AUST)	-$64.05	12 MONTH HIRE OF GAS CYLINDERS FOR WORKSHOP	4040586015	$49.65	WORKSHOP CONSUMABLES
				12 MONTH HIRE OF MEDICAL GAS CYLINDERS AT AQUATIC CENTRE		$14.40	BUILDING MAINTENANCE - AQUATIC CENTRE
EFT46404	11/12/2025	BOOKEASY AUSTRALIA PTY LTD	-$519.92	BOOKEASY TOURISM SOLUTIONS BOOKING PLATFORM 12 MONTHS. MONTHLY FEE OF $300 (EX GST) AND BOOKING COMMISSION OF 3% (EX GST) OF BOOKING VALUE FOR THE MONTH OF NOVEMBER 2025	00008921	$519.92	SUBS./REGISTRATION FEES
EFT46405	11/12/2025	BRIANA LEE HARDIE	-$680.00	UNIT 2/6 JAMES STREET LEASE WEEKLY RENT - WEEK ENDING 14/12/2025	002-22	$340.00	SHIRE LEASED ACCOMMODATION
					002-21	$340.00	SHIRE LEASED ACCOMMODATION
EFT46406	11/12/2025	CARNARVON ENGINEERING	-$110.00	WELD UP CRACK IN ALI LADDER. CHECK REST OF LADDER FOR CRACKS	INV-6062	$110.00	BUILDING MAINTENANCE CONSUMABLES
EFT46407	11/12/2025	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	-$202.00	ACCOMMODATION FOR MARK YOUNG FOR IN 18TH NOVEMBER 2025 AND OUT 19TH NOVEMBER 2025	INV-5331	$202.00	MEMBERS CONFERENCES, TRAVEL & ACCOMODATION
EFT46408	11/12/2025	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	-$23,651.00	INSTALLATION OF POWER FOR THE CHRISTMAS DECORATIONS - SUPPLY AND INSTALL POSTS C/W A STAINLESS STEEL ENCLOSURE MOUNTED TO A GALVANISED POST	14853	$7,083.13	COMMUNITY DEVELOPMENT PROGRAMS

				CEMENTED INTO THE GRASS, SUPPLY AND INSTALL PIT AT THE FASCINE END FOR THE REINDEER AND INSTALL TIMERS WHERE REQUIRED WITH A CHANGE OVER SWITCH. INSTALL AND CABLE CONNECT STREET TREE LIGHTING BACK INTO SWITCHBOARDTO		$7,083.13	CBD PARKS MAINTENANCE & RETIC
				INSPECT AND REPAIR FAULTING LIGHTS AT BROCKMAN PARK - LIGHT FITTINGS HAVE FAILED DUE TO COCKATOO'S CHEWING THE WEATHERPROOFING OFF OF THE LIGHT FITTINGS AND ALLOWING WATER TO GET IN	14756	$9,484.74	BROCKMAN PARK MAINTENANCE & RETIC
-T46409	11/12/2025	COMMONWEALTH BANK OF AUSTRALIA	-$3,465.00	MONTHLY SUBSCRIPTION TO COUNCIL IQ - DATA INSIGHTS ON SPEND CATEGORIES IN THE CARNARVON REGION FOR VISITORS & RESIDENTS FOR THE PERIOD JULY - NOV 2025 6 MONTHS @ $1155/MTH (INC GST) = $6930 FOR PERIOD SEPTEMBER 2025 TO NOVEMBER 2025	CIQ002113	$3,465.00	ECONOMIC DEVELOPMENT PLANNING
-T46410	11/12/2025	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	-$137.50	25MPA CONCRETE - PART LOAD CHARGE	INV-0974	$137.50	CBD PARKS MAINTENANCE & RETIC
-T46411	11/12/2025	CORSIGN WA PTY LTD	-$9,361.00	SUPPLY OF FOCAL SIGNS AND DELINEATORS FOR CARNARVON MULLEA ROAD	00099675	$6,974.00	SIGNS - RURAL ROADS
				VARIOUS STREET BADE SIGNS FOR CARNARVON TOWN STREETS	00099441	$2,387.00	ROAD SIGNS
-T46412	11/12/2025	PRETZOS HOLDING PTY LTD T/AS COASTLINE MOWERS	-$153.70	SUPPLY AND DELIVER COVER (DISCHARGE) PLASTIC; PIN (DISCHARGE) AND SPRING (DISCHARGE)	50088 #5	$153.70	P400 - KUBOTA ZERO TURN MOWER
-T46413	11/12/2025	CUPPA & CRUMB CAFE	-$465.00	CATERING FOR 15 PEOPLE FOR GASCOYNE EARLY YEARS NETWORK END-OF-YEAR MEETING TO BE HELD ON 03 DECEMBER 2025 AT CUPPA & CRUMB CAFE	#95	$225.00	EARLY YEARS STRATEGY
				GRANT FUNDED ADF - STANDING PURCHASE ORDER FOR 5 X GRAZING BOXES - TO BE REQUESTED AS REQUIRED FOR FRIDAY NIGHT ART CLUB	#92	$120.00	DRUG & ALCOHOL ACTION TEAM
				GRANT FUNDED ADF - STANDING PURCHASE ORDER FOR 5 X GRAZING BOXES - TO BE REQUESTED AS REQUIRED FOR FRIDAY NIGHT ART CLUB	#90	$120.00	DRUG & ALCOHOL ACTION TEAM
-T46414	11/12/2025	CARNARVON GROWERS ASSOCIATION INC	-$132.05	HOSE CLEAR 12.5MM; SCREEN FILTER 20MM - 20 MESH (RED SCREEN); TAVLIT SCREEN 3/4-1 FILTER 80MESH AND NUT & TAIL 3/4" - 13MM TAIL FOR P362"	INV-439872	$132.05	P362 - NO DIG VACUUM EXCACTOR TRAILER
-T46415	11/12/2025	CARNARVON MEDICAL CENTRE	-$538.00	TWINRIX INJECTION FOR RJED VERGE MAINTENANCE OFFICER	252242LENA1	$110.00	WHS - OTHER EXPENDITURE
				TWINRIX INJECTION FOR GENERAL SERVICE OFFICER	252241LENA1	$110.00	WHS - OTHER EXPENDITURE
				TWINRIX INJECTION FOR GENERAL SERVICE OFFICER - NO SHOW	251521MISCH	$110.00	WHS - OTHER EXPENDITURE
				TWINRIX INJECTION FOR GENERAL SERVICE OFFICER - NO SHOW	250506KARLA	$110.00	WHS - OTHER EXPENDITURE
				LEVEL B CONSULT FOR GENERAL SERVICE OFFICER	249131KARLA	$98.00	WHS - OTHER EXPENDITURE
-T46416	11/12/2025	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	-$143.60	ORDER FOR CINEMA KIOSK SUPPLIES FOR 2025/26 - DECEMBER 2025	01/2705	$143.60	CINEMA KIOSK PURCHASE
-T46417	11/12/2025	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	-$504.73	BOLT NUT CH MET GALVANISED 12X100; ANKASCREW GALVANISED FLANGED HEX HEAD 12X100MM AND WASHER MET GALVANISED 12MM FOR CHRISTMAS DECORATIONS	10973194	$34.85	COMMUNITY DEVELOPMENT PROGRAMS
				MISCELLANEOUS MINOR EQUIPMENT FOR LIBRARY	10973089	$69.85	EQUIPMENT MINOR INCL IT-LIB
				BLADE SAWPCEED FIBRE CEMENT AND MARKERS	10972832	$125.60	COMMUNITY DEVELOPMENT PROGRAMS
				SUPPLY VARIOUS BRUSH PAINT, EXHAUST FAN ROUND WHITE, ROLLER COVERS, FILLER NO MORE GAPS AND DOOR -BLOCKCORE	10971826	$274.43	BUILDING MAINTENANCE - DON MCLEOD JUDO HALL
-T46418	11/12/2025	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	-$1,042.91	BUILDING SERVICES LEVY FOR THE PERIOD 01/11/2025-30/11/2025	T1272	$142.69	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/038
						$56.65	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/068
						$56.65	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/078
						$430.52	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/077
						$325.99	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/079
						$30.41	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/038
-T46419	11/12/2025	DUN DIRECT PTY LTD	-$361.63	FUEL FOR THE MONTH OF NOVEMBER 2025	30112025	$36.35	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$37.22	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$34.68	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$33.44	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$47.21	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$36.01	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$83.78	PSPARK - SUNDRY PARKS & GARDENS PLANT
						$52.94	P378 - TOYOTA YARIS HATCH C29002
-T46420	11/12/2025	JM AND VL FARNE T/A CORAL BAY CONTRACTING	-$23,302.58	MAINTENANCE OF LANDFILL SITE FOR NOVEMBER 2025	CS0590	$13,952.33	REFUSE SITE MAINTENANCE - CORAL BAY
				ROADSIDE BINS EMPTIED 01/11/2025 TO 30/11/2025		$1,564.20	REFUSE SITE MAINTENANCE - CORAL BAY
				PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY FISH OFFAL BIN COLLECTION & DISPOSAL FOR THE MONTH OF NOVEMBER 2025		$744.83	REFUSE COLLECTION - C.B.
				PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY FISH OFFAL BIN CLEANING FOR THE MONTH OF NOVEMBER 2025		$234.78	REFUSE COLLECTION - C.B.
				PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - TWICE MONTHLY ROADSIDE LITTER BIN PRESSURE WASH FOR THE MONTH OF NOVEMBER 2025		$73.38	REFUSE COLLECTION - C.B.
				DAILY CLEANING TASKS AND ABLUTION BLOCK CHECKS FOR THE MONTH OF NOVEMBER 2025	CS0589	$4,645.08	PC CORAL BAY
				PROVISION OF CORAL BAY CLEANING SERVICES AS PER CONTRACT RFT 06/2024 - ABLUTION FACILITY MONTHLY TASKS 2025/26 FOR THE MONTH OF NOVEMBER 2025		$412.94	PC CORAL BAY
				PROVISION OF CORAL BAY CLEANING SERVICES AS PER CONTRACT RFT 06/2024 - FISH CLEANING TABLE DAILY TASKS 2025/26 FOR THE MONTH OF NOVEMBER 2025		$1,548.02	CORAL BAY FISH CLEANING FACILITY
				PROVISION OF CORAL BAY CLEANING SERVICES AS PER CONTRACT RFT 06/2024 - AIRPORT TOILET MONTHLY CLEANING TASKS FOR THE MONTH OF NOVEMBER 2025		$127.02	BUILDING MAINTENANCE - CORAL BAY AIRPORT
-T46421	11/12/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES	-$97,403.70	2025/26 ESL Q 2 IN ACCORDANCE WITH THE FIRE & EMERGENCY SERVICES ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36L & 36M - ESLB 2ND QTR CONTRIBUTION	160323	$97,403.70	ESL CONTROL
-T46422	11/12/2025	GAVIN GRIFFITHS INVESMENTS PTY LTD	-$924.00	PRE-EMPLOYMENT MEDICAL - RJED STAFF	2908	$308.00	RJED ONBOARDING COSTS
				PRE-EMPLOYMENT MEDICAL - RJED STAFF X 2	2906	$616.00	RJED ONBOARDING COSTS
-T46423	11/12/2025	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	-$2,227.00	1 X TIMED EZY PUSH PILLAR TAP TO TROUGH FOR THE CULTURAL CENTRE PUBLIC TOILETS	# 5177	$577.00	PC CULTURAL CENTRE
				SUPPLY AND FIT NEW INVISI II SF 1.8 URINAL CISTERN AND RECTANGLE PLATE BUTTON INDUCT FOR THE CULTURAL CENTRE PUBLIC TOILETS	# 5153	$1,650.00	PC CULTURAL CENTRE
-T46424	11/12/2025	GASCOYNE MACHINING PTY LTD	-$4,605.70	DESIGN AND SUPPLY CUSTOM PIT LID COVERS FOR IRRIGATION IN FOOTPATH ON TOWN BEACH ON THE 27TH OF OCTOBER 2025. PRICE INCLUDE FREIGHT AND GST ($275.00)	3990	$4,605.70	FOOTPATH MAINTENANCE CARNARVON
-T46425	11/12/2025	GASCOYNE OFFICE EQUIPMENT	-$1,364.00	GUILLOTINE SERVICE - X 1 TEMP AND SPECIAL PRINTING A4 - SILK - 250GSM FOR EARLY YEARS PROJECT	133053 / REG3-20251120-145722	$75.00	EARLY YEARS STRATEGY
				5 X A1 POSTER PRINT FOR COMMUNITY MEETING 18.11.2025	132978 / SOF5695 308	$200.00	MEDIA PROMOTION
				PRINTING OF 230 X 28 PAGE NOVEMEBER COMMUNITY NEWSLETTER	132897 / SOF5695 303	$1,089.00	COMMUNITY NEWSLETTER
-T46426	11/12/2025	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	-$23,257.76	PROVISION OF SITE SUPERVISION SERVICES AS PER CONTRACT RFQ 08/2025 - RRG 2025/26 PROJECT 2 WAHROONGA PIMBEE RD FOR THE PERIOD 03/11/2025 TO 16/11/2025	INV-4887	$19,407.76	RRG086 - WAHROONGAPIMBEE ROAD
				CONDUCT 2025 MRWA LEVEL 1 VISUAL BRIDGE INSPECTION OF BIBBAWARRA CROSSING - SCHEDULED FOR NOVEMBER 2025	INV-4886	$3,850.00	RRG086 - WAHROONGAPIMBEE ROAD
-T46427	11/12/2025	COMMUNITY DEVELOPMENT TEAD LEAD	-$27.00	REIMBURSEMENT FOR PURCHASES MADE AT WOOLWORTHS AS IGA DID NOT HAVE ANY SAUSAGES AVAILABLE. ITMS: 2 X BREAD , 2 X SAUSAGES. VOLUNTEER EVENT AT CARNARVON AQUATIC CENTRE 04/12/2025	DREQ-2729	$27.00	COMMUNITY DEVELOPMENT PROGRAMS
-T46428	11/12/2025	HENRY & MOUAT PTY LTD	-$335.50	PROFESSIONAL FEES	2805	$335.50	CONTRACTORS/CONSULTANCY CONTINGENCY
-T46429	11/12/2025	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	-$47.96	H4 24V 75/70W P43T (1) NARVA HA	2112842	$21.11	P347 - ISUZU/ROSMECH STREET SWEEPER
				BRAKE CABLE 8M X 4MM AND SPARK PLUG FOR MAINTENANCE GRADING CONTRACT FUEL TRAILER (OWNED BY INDEPENDENT FUELS)	2112761	$26.85	PIF1 - MAINTENANCE GRADING CONTRACT FUEL TRAILER (OWNED BY INDEPENDENT FUELS)
-T46430	11/12/2025	HORIZON POWER (BENTLEY OFFICE)	-$62,367.25	POWER SUPPLY FOR LOT 1309 OLIVIA TERRACE CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 77101	$152.17	TOWN BEACH PARK MAINTENANCE
				POWER SUPPLY FOR 51 YARDI QUAYS BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 77078	$518.18	51 YARDI QUAYS

				POWER SUPPLY FOR UNIT B/LOT 95 FORREST STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 77028	$275.98	FASCINE PARK MAINTENANCE
				POWER SUPPLY FOR LOT 1180 REYNOLDS STREET EAST CARNARVON WA AND LOT 21 WILLIAM STREET EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76901	$255.35	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 1348 YARDI QUAYS BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76610	$140.89	NORTHWATER PARK
				POWER SUPPLY TO 9 DE BONI STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76605	$126.38	BUILDING MAINTENANCE - RECORDS ARCHIVES
				POWER SUPPLY FOR 10 FOSS CRESCENTS BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76452	$415.56	10 FOSS CRESCENT
				POWER SUPPLY FOR 1894 NORTH WEST COASTAL HIGHWAY CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76419	$408.49	FIRE PREVENTION (BFB EXPENDITURE)
				POWER SUPPLY FOR 422 ROBINSON STREET EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76328	$2,618.66	BUILDING MAINTENANCE - SHIRE DEPOT
				POWER SUPPLY FOR LOT 106 OLIVIA TERRACE CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76315	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 6049 OLIVIA TERRACE CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76296	$1,375.08	TRAMWAY BRIDGE MAINTENANCE
				POWER SUPPLY FOR NO A/LOT 95 FORREST STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76285	$222.45	PIONEER PARK MAINTENANCE
				POWER SUPPLY FOR 141 OLIVIA TERRACE SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76157	$321.36	141 OLIVIA TERRACE
				POWER SUPPLY FOR 11 NEWMAN PLACE BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76065	$126.38	BROCKMAN PARK MAINTENANCE & RETIC
				POWER SUPPLY FOR LOT 17 SKIPWORTH STREET MORGANTOWN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 76034	$129.92	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR 23 BROWN STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75971	$127.67	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 238 RICHARDSON STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75946	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR PUMP 1/30 MARGARET ROW EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75852	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 9000 SMITH STREET EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75791	$126.70	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 1300 CLEAVER STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75726	$238.58	BAXTER PARK MAINTENANCE & RETIC
				POWER SUPPLY FOR LOT 51 FLEMING STREET EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75718	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR 309A GASCOYNE ROAD EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75715	$1,476.96	FESTIVAL GROUND PARK/RETIC
				POWER SUPPLY FOR UNIT CSA/LOT 304 GEYER PLACE BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75702	$1,505.66	STREET LIGHTING POWER CONSUMPTION
				POWER SUPPLY FOR 11 DEBONI STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75695	$71.12	BUILDING MAINTENANCE - INFANT HEALTH (RUSHTON STREET)
				POWER SUPPLY FOR 18 BABBAGE ISLAND ROAD MORGANTOWN FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75686	$129.28	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 368 SNOOK COURT BROCKMAN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75661	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR 309 GASCOYNE ROAD EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75648	$295.00	BUILDING MAINTENANCE - BASTON PAVILLION
				POWER SUPPLY FOR LOT 854 ROBINSON STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75627	$157.97	STREET LIGHTING POWER CONSUMPTION
				POWER SUPPLY FOR 21 BABBAGE ISLAND ROAD BROCKMAN FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75574	$8,445.52	BUILDING MAINTENANCE - AQUATIC CENTRE
				POWER SUPPLY FOR 86 BABBAGE ISLAND ROAD MORGANTOWN WA FOR THE PERIOD 04/11/2025 TO 01/12/2025	21 025 75572	$4,442.36	WASTEWATER POND & PUMP OP & MTCE
				POWER SUPPLY FOR LOT 1 PELICAN POINT ROAD BABBAGE ISLAND WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75534	$128.63	PC PELICAN POINT
				POWER SUPPLY FOR LOT 547 JAMES STREET CARNARVON WA FOR THE PERIOD 04/11/2025 TO 01/12/2025	21 025 75517	$3,597.85	BUILDING MAINTENANCE - AIRPORT BUILDINGS
				POWER SUPPLY FOR LOT 13 ROBINSON STREET CARNARVON WA FOR THE PERIOD 04/11/2025 TO 01/12/2025	21 025 75498	$2,829.41	BUILDING MAINTENANCE - CIVIC CENTRE
				POWER SUPPLY FOR LOT 1150 WEST STREET SOUTH CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75471	$126.38	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR LOT 1 ANGELO STREET EAST CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75463	$127.03	DRAINAGE PUMP STATION MAINTENANCE
				POWER SUPPLY FOR 21 BABBAGE ISLAND ROAD MORGANTOWN WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75443	$127.70	SKATE PARK
				POWER SUPPLY FOR LOT 1021 FRANCIS STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 01/12/2025	21 025 75436	$370.45	BUILDING MAINTENANCE - JUBILEE HALL
				POWER SUPPLY FOR LOT 233 FRANCIS STREET CARNARVON WA FOR THE PERIOD 04/11/2025 TO 01/12/2025	21 025 75425	$3,116.04	BUILDING MAINTENANCE - ADMIN OFFICE
				POWER SUPPLY FOR STREET LIGHTS CARNARVON WA FOR THE PERIOD 01/11/2025 TO 30/11/2025	21 025 75348	$25,809.74	STREET LIGHTING POWER CONSUMPTION
				POWER SUPPLY FOR LOT 350 ROBINSON STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 30/11/2025	21 025 75337	$592.33	BUILDING MAINTENANCE - PREMIER OVAL PAVILLION (FESTIVAL GROUNDS)
				POWER SUPPLY FOR 7 EGAN STREET CARNARVON WA FOR THE PERIOD 02/10/2025 TO 30/11/2025	21 025 75336	$365.98	TOWN OVAL MAINTENANCE/RETIC/UTILITY
				POWER SUPPLY FOR CCTV OLIVIA TERRACE CARNARVON WA FOR THE PERIOD 01/11/2025 TO 30/11/2025	21 025 75298	$113.22	FASCINE PARK MAINTENANCE
				POWER SUPPLY FOR 4 YARDI QUAYS BROCKMAN WA FOR THE PERIOD 27/09/2025 TO 28/11/2025	21 025 74949	$242.41	4 YARDI QUAYS
				POWER SUPPLY FOR 11 PARNAA VIEW BROCKMAN WA FOR THE PERIOD 24/10/2025 TO 28/11/2025	21 025 74011	$84.51	11 PARNAA VIEW
T46431	11/12/2025	INTEGRATED ICT	-$13,410.91	TEAMS ROOM PRO LICENSE FOR CINEMA MEETING SYSTEM FOR THE MONTH OF NOVEMBER 2025	40647	$197.67	ICT SOFTWARE AND LICENSING
				MICROSOFT LICENSING FY25/26 - MICROSOFT 365 SUBSCRIPTIONS; MICROSOFT 365 BUSINESS BASIC / 1MO (NCE ANNUAL COMMITMENT); MICROSOFT 365 BUSINESS PREMIUM / 1MO (NCE ANNUAL COMMITMENT); MICROSOFT OFFICE 365 E3 / 1MO (NCE ANNUAL COMMITMENT) (EXISTING SUBSCRIPTIONS ONLY); MICROSOFT 365 APPS AND OTHER SERVICES; MICROSOFT EXCHANGE ONLINE PLAN 1 / 1MO (NCE ANNUAL COMMITMENT); MICROSOFT EXCHANGE ONLINE PLAN 2 / 1MO (NCE ANNUAL COMMITMENT); MICROSOFT PROJECT PLAN 3 / 1MO (NCE ANNUAL COMMITMENT); MICROSOFT 365 SECURITY AND COMPLIANCY; MICROSOFT DEFENDER FOR OFFICE 365 PLAN 2 / 1MO (NCE ANNUAL COMMIT) FOR THE MONTH OF NOVEMBER 2025	40647	$8,564.18	ICT SOFTWARE AND LICENSING
				MICROSOFT WINDOWS SERVER 2025 STANDARD - 8 CORE LICENSE / 1MO; MICROSOFT WINDOWS SERVER 2025 USER CAL / 1MO; MICROSOFT WINDOWS SERVER 2025 REMOTE DESKTOP SERVICES - 1 USER FOR THE MONTH OF NOVEMBER 2025	40646	$1,837.02	ICT SOFTWARE AND LICENSING
				DEFES M365 LICENSING - MICROSOFT OFFICE 365 E3 / 1MO (NCE ANNUAL COMMITMENT) BILLED MONTHLY, ANNUAL COMMITMENT REQUIRED; MICROSOFT EXCHANGE ONLINE PLAN 1 / 1MO (NCE ANNUAL COMMITMENT) BILLED MONTHLY, ANNUAL COMMITMENT REQUIRED. PRICING SUBJECT TO CHANGE BY MICROSOFT AUSTRALIA FOR THE MONTH OF NOVEMBER 2025	40645	$66.33	FIRE PREVENTION (BFB EXPENDITURE)
				ICT CLOUD BACKUP CLOUD STORAGE - ARCHIVE (TIER 4); VEEAM CLOUD CONNECT - BACKUP, VEEAM BACKUP & REPLICATION ENTERPRISE PLUS (PER VM) FOR THE MONTH OF NOVEMBER 2025	40616	$558.03	ICT CLOUD STORAGE
				COLOCATION SERVICES DISASTER RECOVERY CLOUD STORAGE - STANDARD (TIER 2); BLADE (PERTH); VEEAM CLOUD CONNECT & PUBLIC CLOUD REPLICATION (PER VM) PER MONTH FOR THE MONTH OF NOVEMBER 2025	40612	$2,187.68	ICT CLOUD STORAGE
T46432	11/12/2025	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	-$1,419.00	SYNERGYSOFT UPGRADE FOR AFTER HOURS	INITV042740	$1,419.00	ICT SOFTWARE AND LICENSING

EFT46433	11/12/2025	EXECUTIVE ASSISTANT LIFESTYLE AND COMMUNITIES	-$21.00	REIMBURSEMENT FOR ADDITIONAL SAUSAGES AND BREAD PURCHASED AT WOOLWORTHS FOR VOLUNTEER BBQ AT AQUATIC CENTRE: 2 X BREAD AND 2 X SAUSAGES	DREQ-2730	$21.00	COMMUNITY DEVELOPMENT PROGRAMS
EFT46434	11/12/2025	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	-$1,648.00	SUPPLY AND FIT 4 X TYRES FOR MAINTENANCE GRADING CONTRACT FUEL TRAILER (OWNED BY INDEPENDENT FUELS)	468766	$1,648.00	PIF1 - MAINTENANCE GRADING CONTRACT FUEL TRAILER (OWNED BY INDEPENDENT FUELS)
EFT46435	11/12/2025	JTAGZ PTY LTD	-$495.28	200 PACK OF 2026 DOG TAGS	00036918	$77.00	TOOLS & EQUIPMENT AND PPE
				200 PACK OF 2027 DOG TAGS		$77.00	TOOLS & EQUIPMENT AND PPE
				200 PACK OF 2028 DOG TAGS		$154.00	TOOLS & EQUIPMENT AND PPE
				200 PACK OF 2028 CAT TAGS		$77.00	TOOLS & EQUIPMENT AND PPE
				PRINTING SET UP DOGS		$57.75	TOOLS & EQUIPMENT AND PPE
				PRINTING SET UP CATS		$17.33	TOOLS & EQUIPMENT AND PPE
				FREIGHT		$35.20	TOOLS & EQUIPMENT AND PPE
EFT46436	11/12/2025	KICK SOLUTIONS	-$286.00	PRINTING OF FIVE A1 POSTERS OF THE ORGANISATION CHART FOR DISPLAY ACROSS SHIRE WORKPLACES TO SUPPORT STAFF VISIBILITY AND ORGANISATIONAL AWARENESS	IN-41138	$286.00	MEDIA PROMOTION
EFT46437	11/12/2025	LEAH MAREE HORTON	-$450.00	AUDIT AND RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 09/12/2025	DREQ-2732	$450.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46438	11/12/2025	LOHMAN NOMINEES PTY LTD	-$228.56	ELECTRICITY CHARGES FOR U8 OF CARNARVON BUSINESS CENTRE FOR THE PERIOD 04/11/25 TO 01/12/25	3922	$228.56	COMMUNITY ART HUB LEASE & BUILDING MAINTENANCE
EFT46439	11/12/2025	MASON CONTRACTING SERVICES	-$110.00	MONTHLY ROAD SAFETY SIGNAGE INSTALLATION SERVICE FEE @ $100 (+ GST) PER MONTH FOR THE PERIOD OCTOBER 25 TO JUNE 26 (9 MONTHS) - NOVEMBER 2025	00007221	$110.00	MINILYA - LYNDON ROAD
EFT46440	11/12/2025	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	-$1,520.00	WEEKLY COLLECTIONS OF 2 X 4.5M3 FRONT LIFT BINS AT BLOWHOLES CAMPING AREA AT $760.00 PER WEEK (EXCL GST) - COLLECTION DATE 20/11/2025	00007740	$760.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
				WEEKLY COLLECTIONS OF 2 X 4.5M3 FRONT LIFT BINS AT BLOWHOLES CAMPING AREA AT $760.00 PER WEEK (EXCL GST) - COLLECTION DATE 13/11/2025	00007711	$760.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
EFT46441	11/12/2025	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	-$3,850.00	REMOVE 2 PALM TREES AND STUMP GRIND IN FRONT OF THE CARNARVON MOTEL	0880	$2,200.00	STREET MAINTENANCE
				TRIM TREE IN FRONT OF 12 OLIVIA TERRACE		$825.00	STREET MAINTENANCE
				TRIM PALM TREE IN FRONT OF 96 DAVID BRAND DRIVE AS PER QUOTE 0875		$825.00	STREET MAINTENANCE
EFT46442	11/12/2025	NO DIG EQUIPMENT PTY LTD	-$5,821.20	VACUUM CYCLONE ASSEMBLY	00020962	$3,520.00	P363 - NO DIG VACUUM EXCAVATOR TRAILER
				ENGINE MOUNT		$211.20	P363 - NO DIG VACUUM EXCAVATOR TRAILER
				VACUUM FILTER ELEMENT		$1,496.00	P363 - NO DIG VACUUM EXCAVATOR TRAILER
				DELIVERY CHARGE		$440.00	P363 - NO DIG VACUUM EXCAVATOR TRAILER
				ROBBER DOOR SEAL		$154.00	P363 - NO DIG VACUUM EXCAVATOR TRAILER
EFT46443	11/12/2025	PARTIES KIDS REMEMBER	-$4,840.00	2 X ENTERTAINERS, 4 X ENTERTAINMENT SETS (INCLUSIVE OF ROVING BETWEEN) ON THE 14 DECEMBER 2025 AND FRIDAY PLAY GROUP ENTERTAINMENT ON THE 12 DECEMBER 2025	258033	$4,840.00	COMMUNITY DEVELOPMENT PROGRAMS
EFT46444	11/12/2025	PEOPLE ASSIGNMENT PTY LTD	-$450.00	AUDIT AND RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 09/12/2025	DREQ-2731	$450.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46445	11/12/2025	PHIL YOUD T/A CLASSIC 87.6	-$275.00	GRANT FUNDED - ART ON THE MOVE - EXQUISITE BODIES WORKSHOP PROMOTION FOR TWO WEEKS	10789	$275.00	ART GALLERY PROGRAMS
EFT46446	11/12/2025	REPCO PTY LTD	-$1,569.50	1 X FUEL FILTER	4610637091	$22.00	P362 - NO DIG VACUUM EXCACTOR TRAILER
				TRANSIT BAG CHARCOAL	4610636971	$233.00	TOOLS & EQUIPMENT AND PPE
				FRIDGE FREEZER 40L 12/24/240V	4610636753	$1,314.50	TOOLS & EQUIPMENT AND PPE
EFT46447	11/12/2025	RICHER888 PTY LTD	-$480.00	CATERING FOR COUNCIL WORKSHOP ON 02 DECEMBER 2025 - MORNING TEA AND LUNCHEON	INV-0130270	$480.00	COUNCIL CATERING
EFT46448	11/12/2025	ROADSHOW PUBLIC PERFORMANCE LICENSING	-$440.00	1 X BLANKET LICENSE FOR NON-THREATRICAL SCREENING OF FILMS FOR AN AUDIENCE OF 30 OF LESS - 01/01/2026-31/12/2026	10833944	$440.00	PUBLIC RELATIONS (LIB)
EFT46449	11/12/2025	RSM AUSTRALIA PTY LTD	-$192.50	PROFESSIONAL SERVICES ASSISTING WITH ATO BAS LODGEMENT REPORTING IN THE 2025-2026 FY - OCTOBER 2025 BAS STATEMENT	GERI05558	$192.50	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46450	11/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$58.00	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01/11/2025-30/11/2025	T1272	$5.00	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/038
						$5.00	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/068
						$5.00	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/078
						$5.00	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/077
						$5.00	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/079
				COMMISSION ON BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF NOVEMBER 2025. REFERENCE: INV-326649	T1271	$8.25	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/038
						$8.25	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/078
						$8.25	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/077
						$8.25	FUNDS - TRUST (BUILD IN TRAINING FUND(E) MUN) - APP # B25/079
EFT46451	11/12/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	-$166.00	2 X WORKPLACE VEHICLE FIRST AID KITS	CYINV00397966	$166.00	P382 - TOYOTA HILUX 4X4 WORKMATE
EFT46452	11/12/2025	TELSTRA LIMITED	-$1,487.27	TELEPHONE ACCOUNT 780 3346 000: USAGE CHARGES TO 19/11/2025 AND SERVICE AND EQUIPMENT RENTAL TO 19/12/2025	7803346000/2711 2025	$24.95	TELEPHONE ACCOUNT BUSY TONE
						$99.99	TELEPHONE ACCOUNT AIRPORT INTERNET
						$79.99	TELEPHONE ACCOUNT AIRPORT INTERNET
						$79.99	TELEPHONE ACCOUNT
						$69.99	TELEPHONE ACCOUNT INTERNET AND DATA
						$40.00	TELEPHONE ACCOUNT WEBCAM DATA
						$50.00	TELEPHONE ACCOUNT CIVIC CENTRE INTERNET
						$1,042.36	TELEPHONE ACCOUNT ADMIN INTERNET
EFT46453	11/12/2025	TOYWORLD - CARNARVON	-$174.30	SUPPLY OF ASSORTED TOYS FOR CHILDREN ATTENDING THE SHIRE OF CARNARVON STAFF CHRISTMAS PARTY ON FRIDAY 28 NOVEMBER 2025	10000001249	$174.30	COMMUNITY PROGRAMS
EFT46454	11/12/2025	AERODROME MANAGEMENT SERVICES PTY LTD	-$50,145.70	CARNARVON AERODROME UPGRADE PROJECT PLANNING AND DESIGN AS PER RFT 01/2025 EXCLUDING TECHNICAL TESTING	AMSINV-253043	$50,145.70	CARNARVON AIRPORT UPGRADE
EFT46455	11/12/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	-$179.35	FREIGHT FOR STAFF UNIFORMS (26 PARCELS)	UAW01134	$179.35	EMPLOYEE COSTS - ADMINISTRATION
EFT46456	11/12/2025	WATER CORPORATION	-$410.06	WATER USE AND SERVICE CHARGE ACCOUNT FOR HOUSE AT 141 OLIVIA TERRACE CARNARVON LOT 72 FOR THE PERIOD 08/09/2025 TO 10/11/2025	0171/11112025	$410.06	141 OLIVIA TERRACE
EFT46457	11/12/2025	WESTRAC PTY LTD	-$833.35	INSPECT AND RECTIFY EVENT CODE	SI 1868859	$417.55	P389 - CATERPILLAR WHEEL LOADER
				INSPECT AND REPAIR PGEN5 GENERATOR FAULT - ENGINE SHUTS DOWN AFTER START	SI 1868182	$415.80	PGEN5 - CATERPILLAR GENERATOR (AIRPORT)
EFT46458	11/12/2025	WILLIAM BUCK AUDIT (WA) PTY LTD	-$9,350.00	FINAL FEE FOR LOCAL ROADS AND COMMUNITY INFRASTRUCTURE ROGRAM PHASE 4 ACQUITTALS FOR THE YEAR ENDED 30 JUNE 2025	INV-8676	$2,695.00	AUDIT FEES
				FINAL FEE FOR LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (PHASE 1,2 AND 3) ACQUITTALS AND THE ROADS TO RECOVERY ACQUITTAL FOR THE YEAR ENDED 30 JUNE 2025	INV-8211	$6,655.00	AUDIT FEES
EFT46459	18/12/2025	KYLIE CONIGLIO	-$100.00	REFUND OF 2025 COUNCIL NOMINATION FEE	DREQ-2738	$100.00	NOMINATION DEPOSITS (E)
EFT46460	18/12/2025	ALCOLIZER PTY LTD	-$314.82	4X ORAL FLUID AND ALCOHOL DRUG SCREENING FORM NON BRANDED PLUS 1X 3KG STARTRACK DELIVERY	329377	$314.82	WHS - OTHER EXPENDITURE
EFT46461	18/12/2025	ACCWEST PTY LTD	-$2,475.00	MENTOR AND ASSIST FINANCE MANAGER AND ACCOUNTANT - OCTOBER TO DECEMBER 2025 WITH FINALISATION OF ANNUAL REPORT AND MONTHLY FINANCIAL REPORT	1274	$2,475.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46462	18/12/2025	AIRPORT LIGHTING SPECIALISTS PTY LTD	-$688.60	ASSESSMENT, REPAIR AND TESTING OF PAALC UNIT AND ROAD FREIGHT TO CARNARVON, WA 6701	IN28098	$688.60	CARNARVON AIRPORT AIRSIDE MAINTENANCE
EFT46463	18/12/2025	ARRB GROUP LTD T/ANATIONAL TRANSPORT RESEARCH ORGANISATION	-$4,059.00	UPGRADE PROJECT PLANNING AND DESIGN CARNARVON AIRPORT & RECALCULATION OF PAVEMENT MODULUS IPAVE DATA	SIN005974	$4,059.00	CARNARVON AIRPORT UPGRADE
EFT46464	18/12/2025	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	-$1,053.45	EARPLUGS; DISPOSABLE GLOVES AND ASSORTED GLOVES	G1211177	$1,053.45	PROTECTIVE CLOTHING & EQUIP
EFT46465	18/12/2025	OFFICE OF THE AUDITOR GENERAL	-$62,122.50	OAG AUDIT FOR THE YEAR ENDED 30 JUNE 2025	INV-1905	$62,122.50	AUDIT FEES
EFT46466	18/12/2025	BAYVIEW CORAL BAY	-$1,205.00	ACCOMODATION 1 X NIGHT FOR EXECUTIVE BUSINESS MANAGER AND EXECUTIVE MANAGER PLANNING & SUSTAINABILITY TO ATTEND CORAL BAY PROGRESS ASSOCIATION MEETING ON SAT 20 DEC 2025.AS PER QUOTE/INV 2025-12-11T150820.885	#FVH35ZXXQD	$1,155.00	CORAL BAY AIRPORT - INSPECTIONS
				ACCOMODATION 1 X NIGHT FOR EXECUTIVE BUSINESS MANAGER GUEST		$25.00	SUSPENSE (I)

				ACCOMODATION 1 X NIGHT FOR EXECUTIVE MANAGER PLANNING & SUSTAINABILITY GUEST		$25.00	SUSPENSE (I)
EFT46467	18/12/2025	BCA CONSULTANTS (WA) PTY LTD	-$2,750.00	BUILDING CODE OF AUSTRALIA (BCA) AND REGULATORY CERTIFICATION SERVICES IN RELATION TO THE PROPOSED CARNARVON CIVIC CENTRE UPGRADES	00043594	$2,750.00	CIVIC CENTRE REFURBISHMENT
EFT46468	18/12/2025	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	-$650.38	DELIVER 2 X PALLETS FROM DAVID GRAYS TO CARNARVON BROWN RANGE WASTE FACILITY AS PER QUOTE 77017	B336217	$504.52	MOBILE GARBAGE BINS
				FREIGHT FROM CONNOTE 830451 AND CONNOTE 856947 (CORSIGN)		$145.86	SIGNS - RURAL ROADS
EFT46469	18/12/2025	BLACKBOX CONTROL PTY LTD	-$990.00	2025/26 STANDING ORDER FOR MONTHLY SUBSCRIPTION FEE ($33 PER MONTH PER UNIT) FOR GPS TRACKING ON FLEET VEHICLES	78364	$33.00	P398 - TOYOTA HILUX 4X4 SR UTILITY
						$33.00	P384 - MITSUBISHI FUSO CANTER - TIPPER
						$33.00	P376 - ISUZU FVD RUBBISH COMPACTOR-1HSH483
						$33.00	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1
						$33.00	P339 - D-MAX UTILITY (LEASED
						$33.00	P340 - TOYOTA HIACE COMMUTER BUS (1)
						$33.00	P341 - TOYOTA HIACE COMMUTER BUS (2)
						$33.00	P346 - NISSAN NAVARA (EHO VEHICLE) LEASED
						$33.00	P347 - ISUZU / ROSMECH STREET SWEEPER 1GWO062 (LEASE)
						$33.00	P403 - TOYOTA PRADO GXL - CEO VEHICLE
						$33.00	P350 - TOYOTA HILUX - EMIS VEHICLE
						$33.00	P351 - ISUZU D-MAX - EXEC MGR CORP SERV VEHICLE
						$33.00	P353 - ISUZU D-MAX - (1GXV248)
						$33.00	P355 - TOYOTA HILUX WORK MATE HI RIDER SINGLE CAB 2WD - BUILDING MAINTENANCE VEHICLE LEASE C28583
						$33.00	P356 - ISUZU D-MAX SINGLE CAB 4X4 - DEPOT SPARE VEHICLE
						$33.00	P369 - FORD RANGER MY21.25 3.2 TDCI XLS 4DR UTE (REL 11.20) (LEASED)
						$33.00	P372 - ISUZU WATER TRUCK
						$33.00	P377 - KUBOTA RTVX 1100 CAB UTILITY VEHICLE
						$33.00	P378 - TOYOTA YARIS HATCH C29002
						$33.00	P379 - TOYOTA 4X4 WORKMATE
						$33.00	P382 - TOYOTA HILUX 4X4 WORKMATE
						$33.00	P383 - TOYOTA HILUX 4X4 WORKMATE
						$33.00	P391 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
						$33.00	P392 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
						$33.00	PTRU5 - MITSUBISHI FUSO TRUCK
						$33.00	P393 - MAZDA BT50 DUALCAB 4X4
						$33.00	P330 - TOYOTA HILUX SR MANUAL 4WD EXTRA CAB - WORKSHOP VEHICLE
						$33.00	PUTE30 - TOYOTA HILUX DUAL CAB UTE
						$33.00	P395 - FUSO CANTER 918 CREWCAB TIP TRUCK
						$33.00	P397 - TOYOTA HILUX 4 X 2 WORKMATE HI-RIDER
EFT46470	18/12/2025	B & L BUILDING	-$36,200.00	REMOVE AND REPLACE 2 ROLLER DOORS AT BUSH FIRE BRIGADE - 449 NORTH ROAD - CARNARVON WA 6701. LABOUR & MATERIALS TO REMOVE 2 EXISTING SHUTTER DOORS INCLUDING EXISTING DRIVE UNITS AND REPLACE WITH 2 WINDLOCKED COLORBOND ROLLER DOORS. INCLUDED IN THE PRICE IS $600.00 INC. GST FOR ELECTRICAL WORKS, DISCONNECT AND RECONNECT POWER.	0001400	$36,200.00	FIRE PREVENTION (BFB EXPENDITURE)
EFT46471	18/12/2025	BRIANA LEE HARDIE	-$680.00	UNIT 2/6 JAMES STREET LEASE WEEKLY RENT - WEEK ENDING 04/01/2026	002-24	$340.00	SHIRE LEASED ACCOMMODATION
				UNIT 2/6 JAMES STREET LEASE WEEKLY RENT - WEEK ENDING 28/12/2025	002-23	$340.00	SHIRE LEASED ACCOMMODATION
EFT46472	18/12/2025	BTX CONTRACTING	-$34,495.00	PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE FROM 1 SEPTEMBER 2025 UNTIL 30 JUNE 2026 AS PER CONTRACT EXTENSION AND VARIATION RFT 02/2022 AS PER SCHEDULE JANUARY 2026	00003440	$33,000.00	POOL CONTRACTORS
				GRANT FUNDED INTERNATIONAL VOLUNTEER DAY - FAMILY POOL PASSES TO AQUATIC CENTRE	00003439	$1,000.00	COMMUNITY DEVELOPMENT PROGRAMS
				GRANT FUNDED DEPARTMENT OF COMMUNITIES - INTERATIONAL VOLUNTEER DAY POOL OPEN AFTERNOON. PRIVATE POOL HIRE 3PM TO 6PM THURSDAY 4 DECEMBER 2025	00003433	$495.00	COMMUNITY DEVELOPMENT PROGRAMS
EFT46473	18/12/2025	CALL ASSOCIATES PTY LTD	-$165.79	CONNECT CALL CENTRE SERVICES - SHIRE OF CARNARVON (1 YEAR CONTRACT) 1 AUGUST 2025 - 31 JULY 2026 FOR THE NOVEMBER 2025 PERIOD	00120821	$165.79	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46474	18/12/2025	CARNARVON MOTOR GROUP PTY LTD	-$283.47	1 X MIRROR ASSY OUTER R	P112020762	$283.47	PUTE30 - TOYOTA HILUX DUAL CAB UTE
EFT46475	18/12/2025	CARNARVON CENTRAL APARTMENTS 2	-$5,492.00	ACCOMMODATION FOR SHIRE OF CARNARVON FOR RANGER CHLOE BLACKWELL FROM THURSDAY 1 JANUARY 2026 TO SATURDAY 31 JANUARY 2026	107631	$5,130.00	
				GRANT FUNDED - AUSTRALIA DAY COUNCIL - RESPECT. REFLECT. CELEBRATE ON YINGGARDA COUNTRY - ACCOMMMODATION FOR DANGEROUS DELIGHTS 25-27 JANUARY 2026	107563	$362.00	
EFT46476	18/12/2025	CARNARVON CLEANERS PTY LTD	-$5,722.70	AS PER CONTRACT RFT 03/2022 PROVISION OF CLEANING SERVICES FOR CARNARVON AIRPORT FOR THE PERIOD NOVEMBER 2025	INV-1006331	$3,180.96	CLEANING - AIRPORT BUILDINGS
				AS PER CONTRACT RFT 03/2022 PROVISION OF CLEANING SERVICES FOR CARNARVON CIVIC CENTRE FOR THE PERIOD NOVEMBER 2025		$2,541.74	BUILDING MAINTENANCE - CIVIC CENTRE
EFT46477	18/12/2025	KEMPTON FAMILY TRUST T/A KEMPGLAZE	-$6,362.78	SUPPLY AND INSTALL REPLACEMENT SLIDING DOOR UNIT FOR THE GREEN ROOM AT THE DEPOT	80917084	$6,362.78	BUILDING MAINTENANCE - SHIRE DEPOT
EFT46478	18/12/2025	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	-$778.15	SUPPLY AS PER QUOTE: QU-2396. 3 X K54870 - WORKCOOL SHIRT ($179.85) 5 X K13800 - WORKCOOL PANTS ($349.75) 3 X LOGO - RJED VERGE MAINTENANCE	INV-4424	$228.00	RJED ONBOARDING COSTS
				SUPPLY 3 X WORKCOOL SHIRTS PLUS LOGOS AND 5 X WORKCOOL PANTS FOR RJED VERGE MAINTENANCE OFFICER	INV-4421	$550.15	PROTECTIVE CLOTHING & EQUIP
EFT46479	18/12/2025	CHANGED INDUSTRIES T/A MADCOW ENTERTAINMENT CO OF WA	-$4,725.00	GRANT FUNDED BY DEPARTMENT OF COMMUNITIES 'COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM' GRANT - BOUNCY CASTLE HIRE FOR JANUARY 2026 SCHOOL HOLIDAYS AND AUSTRALIA DAY ACTIVATION. 1X DAY CORAL BAY + 3X DAYS CARNARVON - 50% UP FRONT COST	INV-0119	$4,725.00	YOUTH OUTREACH AND SCHOOL HOLIDAY PROGRAM
EFT46480	18/12/2025	CHAPPY & KAREN'S DIESEL DETAILING	-$660.00	FULL VEHICLE DETAIL FOR TOYOTA HILUX REGO C28452 (P342) - ESTIMATED $900 EXC GST. BOOKED IN FOR MONDAY 24TH NOVEMBER 2025	100905257	$660.00	P342 - TOYOTA HILUX (CESM VEHICLE)
EFT46481	18/12/2025	CITY OF GREATER GERALDTON	-$3,515.00	CONTRACT FOR THE PROVISION OF BUILDING SURVEYING SERVICES 2025-26 FY FOR THE PERIOD OCTOBER 2025	129038	$3,515.00	CONTRACT BLDG. SURVEY
EFT46482	18/12/2025	JRM OPERATIONS PTY LTD T/A CORAL COAST TOURIST PARK	-$622.12	OPERATOR PAYMENT FOR CLIENT 8105665	15212937	$122.50	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8105451	15131261	$301.00	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8105421	15121950	$150.50	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8103668	14744954	$48.12	VISITOR CENTRE - LIABILITIES
EFT46483	18/12/2025	CORAL COAST WATER PTY LTD	-$208.50	STANDPIPE WATER SALES - NOVEMBER 2025	99030144	$208.50	REFUSE SITE MAINTENANCE - BROWN'S RANGE
EFT46484	18/12/2025	CONDO PRODUCE PTY LTD T/A AL'S LIQUOR STORE	-$59.49	TOOHEYS NEW CANS	794501	$59.49	AREA PROMOTION
EFT46485	18/12/2025	PRETZOS HOLDING PTY LTD T/AS COASTLINE MOWERS	-$4,523.65	SUPPLY AND DELIVER SERVICE PARTS	50339 #5	$1,563.65	P400 - KUBOTA ZERO TURN MOWER
				SUPPLY OF 12V SPRAYERS, 24V TROLLY SPRAYER, AND OTHER SPRAY EQUIPMENT	50210 #5	$2,960.00	MINOR EQUIP - ROADWORKS
EFT46486	18/12/2025	CARNARVON AMATEUR SWIMMING CLUB	-$5,000.00	COMMUNITY GROWTH FUNDING - ROUND 03 OCT 2025. AS RECOMMENDED BY COMMUNITY GROWTH FUND RESOLUTION ON 18 NOVEMBER 2025 AND ENDORSED BY COUNCILON 25 NOVEMBER 2025 - COMMITTEE RESOLUTION CGFC 04/11/25 - COUNCIL RESOLUTION OCM 02/11/25	INV-0094	$5,000.00	COMMUNITY GRANTS
EFT46487	18/12/2025	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	-$6,719.70	SUPPLY: 1 X S80D26L BATTERY 1 X S80D26R BATTERY 1 LINK CABLE 1 POSITIVE BATTERY TERMINAL 1 NEGATIVE BATTERY TERMINAL	40004520	$457.00	PTRU4 - MITSUBISHI FUSO CANTER TRUCK
				INSPECT AND RECTIFY LIGHT FAULT	40004516	$1,004.41	P395 - FUSO CANTER 918 CREWCAB TIP TRUCK
				SUPPLY 1 X BATTERY FOR PRAMAC GSL DIESEL GENERATOR	40004497	$240.00	PGEN2 - PRAMAC GSL DIESEL GENERATOR
				INSTALL GPS, SUPPLY AND FIT SPOTLIGHTS, CONNECT BUS ADAPTER FOR HIGH BEAM	40004417	$1,924.84	P403 - TOYOTA PRADO GXL - CEO VEHICLE
				LOCATE AND REMOVE GPS	40004416	$385.00	P349 - TOYOTA PRADO - CEO VEHICLE LEASE

				FABRICATE BRACKETS, FIT SOLAR PANELS, JUNCTION BOX, 2 X ANDERSON PLUGS AND RUN WIRING. HOOK UP AND TEST TO BLOWHOLES CAMP HOST TRAILER - 1UBM570	40004415	$2,708.45	P401 - 7X4 JOHN PAPS TRAILER WITH TRADESMEN CANOPY
EFT46488	18/12/2025	CARNARVON BOWLING CLUB INC	-$1,977.00	CARNARVON BOWLING CLUB VENUE HIRE FRIDAY 28 NOVEMBER 2025 FOR SHIRE OF CARNARVON STAFF CHRISTMAS PARTY - HALL $350, KITCHEN $100 AND BOWLING GREEN AT $5 PER PERSON (EST 60 PEOPLE). DRINK TAB TO THE VALUE OF $1200	00000578	$1,977.00	STAFF ENTERTAINMENT
EFT46489	18/12/2025	CARNARVON GROWERS ASSOCIATION INC	-$1,076.21	1 X DAVEY FIREFIGHTER 5.5HP HONDA 1 IMP FOR FIRE FIGHTER TRAILER - P&G WATER TRAILER	INV-440639	$1,006.50	P105 - 1000 LTR SILVER SELECTION SURA GAL FIRE FIGHTER TRAILER - P&G WATER TRAILER
				PURCHASE OF HOSE JOINER 1/2 (13MM)	INV-440398	$19.80	CBD PARKS MAINTENANCE & RETIC
				S/STEEL RED NIPPLE 80-50MM AND TAPE - PLUMBERS PINK (2100766)	INV-440099	$49.91	PBFB1 - ISUZU 3.4 URBAN TANKER (EX P291)
EFT46490	18/12/2025	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	-$1,820.96	FOOD SUPPLIES FOR AFTER SCHOOL YOUTH PROGRAMS	02/3867	$35.20	YOUTH PROGRAMS
				FOOD SUPPLIES FOR COMMUNITY CONNECTORS BUS	01/9195	$131.59	SUPPLIES CENTRE
				CATERING SUPPLIES FOR LIBRARY EARLY YEARS PROGRAM	01/8074	$135.05	EARLY YEARS STRATEGY
				CATERING SUPPLIES FOR LIBRARY EARLY YEARS PROGRAM	01/7819	$15.29	EARLY YEARS STRATEGY
				CATERING SUPPLIES FOR LIBRARY EARLY YEARS PROGRAM	01/7819	$3.10	EARLY YEARS STRATEGY
				CATERING FOR COMMUNITY EVENTS THROUGHOUT THE YEAR	01/7339	$6.60	COMMUNITY DEVELOPMENT PROGRAMS
				FOOD SUPPLIES FOR AFTER SCHOOL YOUTH PROGRAMS	01/7141	$46.70	YOUTH PROGRAMS
				IGA CHECKOUT BAG	01/7141	$0.35	YOUTH PROGRAMS
				DEPOT MINOR CLEANING CONSUMABLES & TEA ROOM	01/6814	$67.45	STORE EXPENSES
				DEPOT MINOR CLEANING CONSUMABLES & TEA ROOM	01/6814	$66.10	STORE EXPENSES
				CATERING FOR COMMUNITY EVENTS THROUGHOUT THE YEAR: PARTY KIDS REMEMBER	01/6685	$42.03	COMMUNITY DEVELOPMENT PROGRAMS
				FOOD SUPPLIES FOR AFTER SCHOOL YOUTH PROGRAMS	01/5397	$9.00	YOUTH PROGRAMS
				PURCHASE HARVEY FRESH MILK AND MOCCANA COFFEE FOR KITCHEN IN ADMIN - 23/10/2025	01/5118	$139.47	MUNICIPAL GENERAL EXPENSES
				CATERING FOR COMMUNITY EVENTS THROUGHOUT THE YEAR	01/4874	$98.00	COMMUNITY DEVELOPMENT PROGRAMS
				PURCHASE ITEMS FOR CINEMA KIOSK SUPPLIES	01/4731	$148.44	CINEMA KIOSK PURCHASE
				PURCHASE ITEMS FOR INTERNATIONAL VOLUNTEER DAY	01/3873	$20.18	COMMUNITY DEVELOPMENT PROGRAMS
				GRANT FUNDED VIA ADF: CATERING FOR FRIDAY NIGHT ART CLUB AND 16 DAYS IN WA WORKSHOPS	01/3769	$68.97	DRUG & ALCOHOL ACTION TEAM
				PURCHASE ITEMS FOR STAFF DEVELOPMENT DAY	01/2319	$141.48	COMMUNITY DEVELOPMENT PROGRAMS
				GRANT FUNDED VIA ADF: CATERING FOR FRIDAY NIGHT ART CLUB AND 16 DAYS IN WA WORKSHOPS	01/2132	$174.17	DRUG & ALCOHOL ACTION TEAM
				FOOD SUPPLIES FOR AFTER SCHOOL YOUTH PROGRAMS	01/1799	$40.00	YOUTH PROGRAMS
				GRANT FUNDED VIA DEVELOPMENTAL DISABILITY AUSTRALIA: CARNARVON ALL	01/1723	$431.79	COMMUNITY ART HUB PROGRAMS
EFT46491	18/12/2025	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	-$1,464.20	SUPPLY BLACK PAINT	10975257	$168.90	BUILDING MIANTENANCE - AIRPORT BUILDINGS
				$35 VOUCHER FOR THE NOVEMBER STAFF VALUES AWARDS	10975077	$35.00	MUNICIPAL GENERAL EXPENSES
				10 X NET HEAD ELASTIC DRAWSTRING 60CM	10974782	$119.50	PROTECTIVE CLOTHING & EQUIP
				4 X RESPIRATOR HALF FAC SPRAY PAINT 3M	10974776	$296.00	PROTECTIVE CLOTHING & EQUIP
				2 X ADHESIVE LIQUID NAILS 320G SELLEY'S	10974725	$11.90	LEVEE MAINTENANCE
				EYE STRAP SS 5MM; GATE HINGE HEAVY DUTY RIGHT HAND CD2 88X86X4.0 S/S AND RATCHET TIE DOWN 4PC SET 225 KG	10974335	$59.79	P391 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
				CABLE TIE BLACK 380MM X 7.6MM 100PK CRESCENT; TENT PEG 300MM PK 5 X 4	10974069	$62.50	COMMUNITY DEVELOPMENT PROGRAMS
				RAPID SET CONCRETE FOR BABBAGE ISLAND ROAD	10974013	$69.00	BABBAGE ISLAND ROAD
				LINK QUICK ZP 6MM CD2 WLL230KG; CHAIN MACHINE ZP 5MMX5M AND DEMINERALISED WATER 2LITRE GLENDALE	10973896	$43.18	WORKSHOP CONSUMABLES
				U BOLT GALVANISED 32MM CD1; BOLT U SQUARE GLAVANISED 38MM; BOLT U GALVANISED 25MM AND CABLE TIE STANDARD 100MM X 2.5MM BLACK PK100 DETROIT	10973804	$62.60	COMMUNITY DEVELOPMENT PROGRAMS
				SAFETY CORDLOCK X 2 AND EXTENSION LEAD HEAVY DUTY 10 AMP 20M HPM X 2	10973716	$92.80	COMMUNITY DEVELOPMENT PROGRAMS
				GAFFA TAPE BLACK; ELECTRICAL TAPE GREEN AND BLACK; CABLE TIES, TENT PEG GALVANISED AND BOLT SCREW PRO -	10973605	$378.69	COMMUNITY DEVELOPMENT PROGRAMS
				STAPLES; CABLE TIES AND STORAGE BOX FOR COMMUNITY EVENTS	10973175	$64.34	COMMUNITY DEVELOPMENT PROGRAMS
EFT46492	18/12/2025	DAVID AND TAMMY BUMBAK	-$9,100.00	QUARLTERLY RENT IN ADVANCE 18/12/25 TO 17/3/26 FOR 10 CRAGGS COURT BROWNS RANGE WA	# 171225	$9,100.00	SHIRE LEASED ACCOMMODATION
EFT46493	18/12/2025	DEPARTMENT OF TRANSPORT	-$45.90	DISCLOSURE OF INFORMATION SEARCH FEES DURING THE MONTH OF NOVEMBER 2025	8083701	$45.90	INVESTIGATION ASSISTANT
EFT46494	18/12/2025	THE TRUSTEE FOR SILVERSPRING TRUST T/A TJ DEPIAZZI & SONS	-$16,471.40	SUPPLY AND DELIVER - 50M3 WOODLAND RED MULCH @ $149.74M3 + GST AND 50M3 WOODLAND BLACK MULCH @149.74M3 + GST	INV-13369	$16,471.40	CBD PARKS MAINTENANCE & RETIC
EFT46495	18/12/2025	DISCOVERY PARKS CARNARVON (DISCOVERY HOLIDAY PARKS PTY LIMITED)	-$40.25	OPERATOR PAYMENT FOR CLIENT 8180552	15444824	$40.25	VISITOR CENTRE - LIABILITIES
EFT46496	18/12/2025	MESSAGE4U PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	-$53.90	ONLINE SMS COMMUNICATION SERVICE USED TO MARKET AND PROMOTE EVENTS AND FOLLOWUP ON BOOKINGS WITH BOOKEASY. PROFESSIONAL 49 PLAN (INCLUDES 650 STANDARDPLUS SMS PER MTH) FOR THE PERIOD JULY 2025 - JUNE 2026 12 MTHS @ $53.90 EACH FOR THE PERIOD 01/12/2025 TO 31/12/2025	INV05725649	$53.90	SUBS./REGISTRATION FEES
EFT46497	18/12/2025	EQUIFAX AUSTRALIASIA WORKFORCE SOLUTIONS PTY LTD	-$757.90	AUSTRALIAN FEDERAL POLICE CHECK & CHINA POLICE CHECK	1588940	$757.90	STAFF ENTERTAINMENT
EFT46498	18/12/2025	EMERG SOLUTIONS PTY LTD	-$165.00	BART DIRECT SMS NUMBER ANNUAL FEE - INVOICE 2496 JANUARY 1 TO DECEMBER 31, 2025	INV-2682	$165.00	FIRE PREVENTION (BFB EXPENDITURE)
EFT46499	18/12/2025	EMPLOYMENT TRAINING SOLUTIONS	-$10,890.00	DELIVERY OF TRAFFIC MANAGEMENT TRAINING - COMMENCING MONDAY 8 DECEMBER 2025	INV-6686	$5,250.00	PWO STAFF OVERHEADS
				DELIVERY OF TRAFFIC MANAGEMENT TRAINING - COMMENCING MONDAY 8 DECEMBER 2025		$5,250.00	RJED COSTS
				DELIVERY OF TRAFFIC MANAGEMENT TRAINING - COMMENCING MONDAY 8 DECEMBER 2025 - MOBILISATION AND ACCOMMODATION		$390.00	RJED COSTS
EFT46500	18/12/2025	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	-$3,077.00	AIRFARE FOR IPAA TRAINER IN FEBRUARY 2026	I000054895	$721.00	STAFF TRAINING
				FLIGHTS PERTH - CARNARVON - PERTH ON 13 JANUARY 2026 FOR CHEF DON HANCEY TO ATTEND THE WA TOURISM CONFERENCE EVENT. BOOKING REF TNBTEI. CATERING & VENUE SITE INSPECTION FOR DINNER	I000054855	$795.00	ECONOMIC DEVELOPMENT PLANING
				RETURN FLIGHTS FOR MR MICHAEL EVANS AND MR ALEX VERHAGEN FOR THE CARNARVON CHRISTMAS PARTY PHOTOGRAPHY BETWEEN 12 DEC 2025 - PERTH-CARNARVON AND 20 DEC 2025 - CARNARVON-PERTH	I000054832	$1,561.00	MEDIA PROMOTION
EFT46501	18/12/2025	GAVIN GRIFFITHS INVESMENTS PTY LTD	-$308.00	PRE-EMPLOYMENT MEDICAL - RJED STAFF	2913	$308.00	RJED ONBOARDING COSTS
EFT46502	18/12/2025	EARLY YEARS PROJECT OFFICER	-$150.00	REIMBURSEMENT FOR FITNESS CLASSES - 10 CLASSES	DREWQ-2736	$150.00	CONTROL EXPENSES - OTHER MUN
EFT46503	18/12/2025	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	-$11,475.44	CALL OUT TO SPRAYING TAP AT EXELOO - FOUND SPRAY HEAD WAS DAMAGED AND NEEDED REPLACEMENT	# 5180	$1,025.44	PC CIVIC CENTRE (EXELOO)
				PUMP OUT SEPTIC SYSTEM AT THE BROWN RANGE CEMETERY ON 02/12/2025	# 5178	$1,650.00	BROWN RANGE CEMETERY MAINTNANCE
				PUMP OUT SEPTIC SYSTEM - PREMIER OVAL (08/12/2025) AND BASTON OVAL (01/12/2025)	# 5150	$2,200.00	BUILDING MAINTENANCE - BASTON PAVILLION
						$2,200.00	BUILDING MAINTENANCE - PREMIER OVAL PAVILLION (FESTIVAL GROUNDS)
				COMPLETE SEPTIC SYSTEM PUMP OUT - OLD AIRPORT TERMINAL AND TO COMPLETE SEPTIC SYSTEM PUMP OUT - AIRPORT PUBLIC TOILETS ON 01/12/2025	# 5149	$4,400.00	
EFT46504	18/12/2025	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	-$3,850.00	CEMETERY SERVICES AND MAINTENANCE FOR NOVEMBER 2025	00113489	$1,650.00	BROWN RANGE CEMETERY MAINTNANCE
				GRAVE DIGGING FOR GRAVE NO. 1285		$440.00	GRAVE DIGGING & KERBING
				GRAVE DIGGING FOR GRAVE NO. 1517		$440.00	GRAVE DIGGING & KERBING
				GRAVE DIGGING FOR GRAVE NO. 3932		$440.00	GRAVE DIGGING & KERBING
				GRAVE DIGGING FOR GRAVE NO. 1633		$440.00	GRAVE DIGGING & KERBING
				GRAVE DIGGING FOR GRAVE NO. 1253		$440.00	GRAVE DIGGING & KERBING
EFT46505	18/12/2025	GASCOYNE GYMNASTICS CLUB INC	-$660.00	REFUND OF BOND PAYMENT FOR HIRING CAMEL LANE THEATRE FOR END OF YEAR PERFORMANCE - SATURDAY 22 NOVEMBER 2025	T1565	$660.00	SHIRE FACILITY DEP €
EFT46506	18/12/2025	GASCOYNE LANDSCAPING	-$6,930.00	LABOUR RATES FOR RETICULATION SERVICING AND REPAIR FOR PARKS & GARDENS WITHIN THE SHIRE OF CARNARVON AT $198 PER HOUR	INV-0899	$6,930.00	CBD PARKS MAINTENANCE & RETIC
EFT46507	18/12/2025	GASCOYNE OFFICE EQUIPMENT	-$7,382.67	RICOH SERVICE AGREEMENT FOR SEPTEMBER 2025	133309 / SOF5695-311	$3,188.65	ICT SERVICE
				SUPPLY BLACK, CYAN, MAG AND YELLOW TONER	133175 / SOF5695-309	$919.60	PRINT/STATIONARY/COPYING
				BLU TACK BOSTIK 75G & OUTDOOR CORFLUTE FOR WA TOURIS CONNECT EVENT ON 25/11/2025	133173 / REG2-20251125-142203	$239.90	COMMUNITY DEVELOPMENT PROGRAMS
				RICOH SERVICE AGREEMENT FOR AUGUST 2025	131591 / SOF5695-296	$3,034.52	OFFICE EQUIPMENT MAINTENANCE
EFT46508	18/12/2025	HAMES SHARLEY WA PTY LTD	-$1,670.63	RFT 08/2023 SHIRE OF CARNARVON LOCAL PLANNING STRATEGY REVIEW STAGE 4 – FINALISATION OF LOCAL PLANNING STRATEGY – $1200.00 + GST PROJECT MANAGEMENT/MEETINGS - $318.75 + GST	WA018632	$1,670.63	STRUCTURE PLANS

EFT46509	18/12/2025	COMMUNITY DEVELOPMENT TEAM LEAD	-$50.01	REFUEL FOR YARIS AS THE DUNNINGS FUEL CARD WOULD NOT WORK	DREQ-2734	$50.01	P378 - TOYOTA YARIS HATCH C29002
EFT46510	18/12/2025	HIGHWAYONE INVESTMENTS PTY LTD	-$1,900.00	RENT PAYMENT 9 RICHARDS STREET, BROCKMAN 6701 - 22/12/25 TO 04/01/26 AND 05/01/26 TO 18/01/26	DREQ-2735	$1,900.00	SHIRE LEASED ACCOMMODATION
EFT46511	18/12/2025	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	-$634.59	HIGH PRESSURE WATER COUPLING	2113338	$261.10	P362 - NO DIG VACUUM EXCACTOR TRAILER
				SUPPLY SEAT COVERS	2113233	$289.00	P353 - ISUZU D-MAX - (1GXV248)
				COMPRESSOR OIL SAE 30 GW	2113080	$73.40	P290 - INFINITY CSA SCREW COMPRESSOR 10HP
				BLADE AF15 AMP(5) NARVA FUSE AND BLADE AF10 AMP(5) NARVA FUSE	2112970	$11.09	WORKSHOP CONSUMABLES
EFT46512	18/12/2025	HORIZON POWER (BENTLEY OFFICE)	-$1,654.05	POWER SUPPLY FOR UNIT 20/19 MARMION STREET EAST CARNARVON WA FOR THE PERIOD 09/10/2025 TO 08/12/2025	21 025 86086	$182.80	UNIT 20, 19 MARMION STREET
				POWER SUPPLY FOR 18 EGAN STREET CARNARVON WA FOR THE PERIOD 05/09/25 TO 06/11/26	21 025 50367	$1,471.25	BUILDING MAINTENANCE - LIBRARY/ART GALLERY
EFT46513	18/12/2025	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	-$523.00	ACCOMODATION FOR ATTENDEE - TOURISM COUNCIL MONDAY 24 NOVEMBER AND TUESDAY 25 NOVEMBER 2025 AT $179 PER NIGHT	148838/446311	$358.00	ECONOMIC DEVELOPMENT PLANING
				ACCOMODATION FOR ATTENDEE – AUSTRALIAS CORAL COAST TO ATTEND TOURISM CONNECT EVENT IN CARNARVON ON THE 25 NOVEMBER 2025. 1 X STANDARD QUEEN ROOM, ARRIVE TUESDAY 25/11/25. DEPART WEDNESDAY 26/11/25	148834/449209	$165.00	ECONOMIC DEVELOPMENT PLANING
EFT46514	18/12/2025	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	-$4,890.05	VARIATION V10 TENDERING FOR PACKAGE 1 (VAN DONGEN PARK)	INV01807	$965.25	CAP DESIGN & PROJECT MANAGEMENT
				VAN DONGEN PARK - STAGE TWO - PROJECT INITIATION AND BRIEF & SCHEMATIC DESIGN	INV01789	$3,924.80	VAN DONGEN PARK
EFT46515	18/12/2025	A & N ENTERPRISES (AUSTRALIA) PTY LTD T/AS INTEGRITY COACH LINES	-$3,167.54	OPERATOR PAYMENT FOR THE PERIOD 31.10.2025 TO 12.11.2025	ICL008973	$1,497.96	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR THE PERIOD 03.10.2025 TO 29.10.2025	ICL008960	$1,669.58	VISITOR CENTRE - LIABILITIES
EFT46516	18/12/2025	INTEGRATED ICT	-$5,975.64	EXCLAIMER SOFTWARE LICENSES - MONTHLY BILLING FOR DECEMBER 2025	40777	$297.44	ICT SOFTWARE AN LICENSING
				INTERNET SERVICES FY25/26. 100MB SYNCHRONOUS INTERNET TRANSIT - UNLIMITED UPLOAD SITE: 18 EGAN ST, CARNARVON	40760	$561.00	INTERNET- LIBRARY
				NBN® 50/20MBPS UNLIMITED INTERNET SERVICE / 1MO (UNLIMITED DOWNLOADS AND UPLOADS) SITE: 51 YARDI QUAY, CARNARVON		$94.60	INTERNET- EMPLOYEE HOUSING
				NBN® 50/20MBPS UNLIMITED INTERNET SERVICE / 1MO(UNLIMITED DOWNLOADS AND UPLOADS) SITE: AQUATIC CENTRE, 21 BABBAGE ISLAND RD, CARNARVON		$94.60	INTERNET- ACQUATIC CENTRE
				NBN® 50/20MBPS UNLIMITED INTERNET SERVICE / 1MO(UNLIMITED DOWNLOADS AND UPLOADS) SITE: 10 CRAGGS COURT, CARNARVON		$88.00	INTERNET- EMPLOYEE HOUSING
				REBUILD SERVER SOC-1PMW-HV01	40578	$4,840.00	ICT SOFTWARE AN LICENSING
EFT46517	18/12/2025	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	-$835.00	FORKLIFT TYRE PUNCTURE REPAIR	168950	$50.00	P375 - FORKLIFT - HELI CPCD25-M3H
				PUNCTURE REPAIR KIT	168949	$50.00	P330 - TOYOTA HILUX SR MANUAL 4WD EXTRA CAB - WORKSHOP VEHICLE
				REMOVE WORN LEFT FRONT TO SPARE / SPARE PUT ON LEFT FRONT. INC WHEEL ALIGNMENT	168902	$140.00	P392 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
				1 X TYRE	168841	$595.00	PTRU4 - MITSUBISHI FUSO CANTER TRUCK
EFT46518	18/12/2025	JTAGZ PTY LTD	-$123.20	ANNUAL POOL PASS TAGS FOR CARNARVON AQUATIC CENTRE. YELLOW 175MM RIG TAG # 301-400. INCLUDING FREIGHT	00037099	$123.20	POOL GROUND MAINTENANCE
EFT46519	18/12/2025	KLEENIT PTY LTD	-$30,288.50	PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 07/2023 - 2025/26 ROBINSON, EGAN, STUART, FRANCIS AND RUSHTON STREET AND DAVID BRAND DRIVE GENERAL FOOTPATH CLEANING, DEBRIS REMOVAL, BIN AND FURNITURE CLEANING AND HIGH PRESSURE WASH; TOWN BEACH GENERAL FOOTPATH CLEANING, DEBRIS REMOVAL AND HIGH PRESSURE WASH, BBQ & GAZEBO CLEANING; FASCINE FORESHORE GENERAL FOOTPATH CLEANING, DEBRIS REMOVAL AND HIGH PRESSURE WASH, BBQ & GAZEBO CLEANING AND BAXTER PARK BBQ, GAZEBO CLEANING FOOTPATH HIGH PRESSURE WASH FOR THE PERIOD 01/11/2025 TO 30/11/2025	183973	$2,882.00	CBD PARKS MAINTENANCE & RETIC
						$1,474.00	TOWN BEACH PARK MAINTENANCE
						$1,628.00	FASCINE PARK MAINTENANCE
						$902.00	BAXTER PARK MAINTENANCE & RETIC
				PRESSURE CLEAN ALL GAZEBO STRUCTURES ALONG THE FASCINE AND BAXTER PARK	183972	$418.00	FASCINE PARK MAINTENANCE
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - PUBLIC TOILET BLOCKS 2025/26 FOR CULTURAL CENTRE TOILETS, CIVIC CENTRE EXCELOO, TOWN BEACH TOILETS, BAXTER PARK TOILETS, AND PELICAN POINT TOILETS INCLUDING WEEKLY, MONTHLY FOR THE PERIOD 01/11/2025 TO 30/11/2025	183971	$7,815.50	PUBLIC CONVENIENCES - CLEANING & CONSUMABLES
				CLEANING OF 6 X TOILETS AT BLOWHOLES INCLUDING TRAVEL, CONSUMABLES AND LABOUR AT $240 + GST PER VISIT (26 VISITS) - LOW SEASON SCHEDULE MONDAYS AND FRIDAYS FROM 3 NOVEMBER 2025 TO 31 JANUARY 2026 FOR THE PERIOD 01/11/2025 TO 30/11/2025	183946	$2,112.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
				CLEANING OF 9 BUTCHER STREET- PLAYGROUND BUILDING. INCLUDES LABOUR, PRODUCTS AND EQUIPMENT @ $130 PER DAY + GST FOR THE PERIOD THURSDAY 9TH OCTOBER TO THURSDAY 18 DECEMBER 2025 (11 WEEKS) FOR THE PERIOD 01/11/2025 TO 30/11/2025	183944	$572.00	OPERATING AND MTNCE 9 BUTCHER STREET
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 V002 - YOUTH HUB (JIM RICHARD PAVILION) 2025/26 INCLUDING WEEKLY, MONTHLY AND QUARTERLY TASKS - $13,024 INCL GST FOR THE PERIOD 01/11/2025 TO 30/11/2025	183943	$880.00	BLDG. MCE. - YOUTH SERVICES
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - BASTON HALL 2025/26 (MARCH UNTIL OCTOBER) - $2,138.48 INCL GST FOR THE PERIOD 01/11/2025 TO 30/11/2025	183942	$231.00	BUILDING MAINTENANCE - BASTON PAVILLION
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT03/2022 - NETBALL COURTS 2025/26 (APRIL UNTIL OCTOBER) - $4,725.03 INCL GST FOR THE PERIOD 01/11/2025 TO 30/11/2025	183941	$1,232.00	NETBALL COURTS - FESTIVAL GROUNDS
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - PREMIER OVAL 2025/26 (JULY UNTIL JUNE) - $6,232.15 INCL GST FOR THE PERIOD 01/11/2025 TO 30/11/2025	183940	$462.00	BUILDING MAINTENANCE - PREMIER OVAL PAVILLION (FESTIVAL GROUNDS)
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - LIBRARY AND ART GALLERY 2025/26 INCLUDING DAILY, MONTHLY, QUARTERLY AND ANNUAL CLEANING TASKS FOR THE PERIOD 01/11/2025 TO 30/11/2025	183939	$2,541.00	BUILDING MAINTENANCE - LIBRARY/ART GALLERY
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - WASTE FACILITY OFFICE 2025/26 FOR THE PERIOD 01/11/2025 TO 30/11/2025	183938	$814.00	BUILDING MAINTENANCE - BROWN'S RANGE REFUSE SITE
				CATERING SUPPLIES FOR LIBRARY EARLY YEARS PROGRAM FOR THE PERIOD 01/11/2025 TO 30/11/2025	183937	$1,617.00	BUILDING MAINTENANCE - SHIRE DEPOT
				PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - SHIRE ADMIN AND CHANBERS 2025/26 INCL DAILY, QUARTERLY AND ANNUAL CLEANING TASKS FOR THE PERIOD 01/11/2025 TO 30/11/2025	183936	$3,850.00	CLEANING - ADMINISTRATION BUILDINGS
						$154.00	BUILDING MAINTENANCE - COUNCIL CHAMBERS
				JIM RICHARDS PAVILION. 1. CLEANING OF BUILDING AND TOILETS AND RESTOCKING OF ALL CONSUMABLES. 2. PRESSURE CLEAN OF BUILDING 3. CLEANING OF DISABLED TOILETS	183935	$704.00	BUILDING MAINTENANCE - JIM RICHARDS PAVILLION
EFT46520	18/12/2025	KOMATSU AUSTRALIA PTY LTD	-$1,590.64	SUPPLY STEP	# 004431111	$696.37	P304 - KOMATSU WHEEL LOADER WA380 1ENY111
				SUPPLY CARTRIDGES, ELEMENTS, FILTERS, RUBBER	# 004428434	$781.66	P304 - KOMATSU WHEEL LOADER WA380 1ENY112
				PURCHASE ELEMENT	# 004428033	$112.61	P304 - KOMATSU WHEEL LOADER WA380 1ENY113
EFT46521	18/12/2025	KTB AUTO ELECTRICS	-$549.00	INSTALL SOLAR PANEL AND ANDERSON PLUG	INV-0362	$549.00	P402 - WORKMATE 3 WAY TIPPING TRAILER
EFT46522	18/12/2025	LEAH MAREE HORTON	-$450.00	AUDIT AND RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 16/12/2025	DREQ-2741	$450.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46523	18/12/2025	LG BEST PRACTICES PTY LTD	-$8,140.00	RATES SERVICES OCTOBER - DECEMBER 2025. GENERAL ENQUIRIES, PROCESSING SCHEDULES, INTRIM NOTICES (PER MONTH), END OF MONTH PROCESSING, DEBT COLLECTION PREPARATION AND FOLLOW-UP FOR THE PERIOD OCTOBER 2025 TO DECEMBER 2025	23107	$8,140.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46524	18/12/2025	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	-$656.25	OPERATOR PAYMENT FOR CLIENT 8180458/8180459	14937639/14937818	$262.50	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8105743	15255705	$131.25	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8105742	15255704	$131.25	VISITOR CENTRE - LIABILITIES
				OPERATOR PAYMENT FOR CLIENT 8105578	15178835	$131.25	VISITOR CENTRE - LIABILITIES
EFT46525	18/12/2025	LOHMAN NOMINEES PTY LTD	-$6,499.83	MONTHLY EXTENSION FOR JANUARY 2026 AS IN po 52334 WHILE LEASE IS IN EXTENSION PROCESS $4758.16. VARIABLE OUTGOINGS ESTIMATE FOR JANUARY 2026: $1741.67	3927	$6,499.83	COMMUNITY ART HUB LEASE & BUILDING MAINTENANCE
EFT46526	18/12/2025	LUKE SKENDER	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2737	$100.00	NOMINATION DEPOSITS (E)
EFT46527	18/12/2025	BUCHER MUNICIPAL PTY LTD	-$1,557.78	SUPPLY VARIOUS PARTS FOR IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK	AUINV0022894	$1,557.78	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1

EFT46528	18/12/2025	DEVINIA WAINWRIGHT T/AS MARA LAMAR	-$220.00	GRANT FUNDED VIA ALCOHOL & DRUG FOUNDATION - FRIDAY NIGHT ART HUB, 16 DAYS IN WA EDITION ON FRIDAY 5 DECEMBER 2025 - 16 VOICES HEALING SESSION	# INV-000095	$220.00	DRUG & ALCOHOL ACTION TEAM
EFT46529	18/12/2025	MARCO PAULO FERREIRINHA	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2742	$100.00	NOMINATION DEPOSITS (E)
EFT46530	18/12/2025	EARLSFERRY PTY LTD T/AS MARTIN JAINE SCULPTURES	-$6,600.00	GRANT FUNDED - NOBODY PLANS A CRASH ROAD SAFETY COMMISSION - SHIRE OF CARNARVON ROAD SAFETY COMMISSION PROJECT TO DESIGN AND CONSTRUCT A 2.5 METRE TALL KANGAROO. FINAL INSTALMENT FOR THE ENGAGEMENT OF YOUNG PEOPLE AND BUILDING OF THE STATUE IN CARNARVON OVER THE CAUSE OF 3 WEEKS	550	$6,600.00	NATIONAL ROAD SAFETY WEEK (GRANT)
EFT46531	18/12/2025	MARK YOUNG	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2743	$100.00	NOMINATION DEPOSITS (E)
EFT46532	18/12/2025	MASLEN, DUDLEY	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2739	$100.00	NOMINATION DEPOSITS (E)
EFT46533	18/12/2025	MEROME BEARD	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2744	$100.00	NOMINATION DEPOSITS (E)
EFT46534	18/12/2025	MELBOURNE INTERNATION COMEDY FESTIVAL	-$2,475.00	MELBOURNE INTERNATIONAL COMEDY SHOW 2026 ON WEDNESDAY 3 JUNE 2026 - 7PM. COST AS PER AGREEMENT, DEPOSIT OF $2,250 + GST DUE TO SECURE SHOW AND BALANCE OF $2,250 + GST WITHIN 14 DAYS OF PERFORMANCE - 50% OF SHOW FEE	014390	$2,475.00	LIVE SHOW EXPENSES
EFT46535	18/12/2025	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	-$1,520.00	WEEKLY COLLECTIONS OF 2 X 4.5M3 FRONT LIFT BINS AT BLOWHOLES CAMPING AREA AT $760.00 PER WEEK (EXCL GST) - COLLECTION DATE 04/12/2025	00007811	$760.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
				WEEKLY COLLECTIONS OF 2 X 4.5M3 FRONT LIFT BINS AT BLOWHOLES CAMPING AREA AT $760.00 PER WEEK (EXCL GST) - COLLECTION DATE 27/11/2025	00007757	$760.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
EFT46536	18/12/2025	MODERN TEACHING AIDS	-$55.94	EARLY YEARS PLAY AND EDUCATION ITEMS: EC WOODEN DOUGH STAMPS - SEA & JUNGLE	46657091	$37.29	LIBRARY PROGRAMS AND EVENTS
				EARLY YEARS PLAY AND EDUCATION ITEMS: DINOSAURS	46655227	$18.65	LIBRARY PROGRAMS AND EVENTS
EFT46537	18/12/2025	NATHAN PARSONS	-$3,000.00	THIS LIFE PERFORMANCE SHOW FOR SATURDAY 14 FEBRUARY 2026 AT MISS FANGS, CARNARVON. INCLUDING	270	$3,000.00	LIVE SHOW EXPENSES
EFT46538	18/12/2025	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	-$826.65	REMOVE DEAD PALM FRONDS AND REMOVE COCONUTS IN FRONT OF CHICKEN TREAT	0892	$551.10	STREET TREE MAINTENACE
				REMOVE DEAD PALM FRONDS AND TRIM BACK PALM TREE IN FRONT OF 21 TONKIN CRESCENT	0888	$275.55	STREET TREE MAINTENACE
EFT46539	18/12/2025	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA LIFESTYLE PARK	-$134.75	OPERATOR PAYMENT FOR CLIENT 8180566	15454479	$134.75	VISITOR CENTRE - LIABILITIES
EFT46540	18/12/2025	OUTBACK FLORAL DESIGNS	-$1,950.00	DRIED AND PRESERVED FLORAL TABLE ARRANGEMENTS FOR COMMUNITY EVENTS - TOURISM CONFERENCE CONNECT EVENT AND AUSTRALIA DAY	INV-0752	$450.00	SUPPORT FOR COMMUNITY EVENTS
				GIRLS GROUP WORKSHOP - POTTED FLOWER ARRANGEMENTS. UP TO 25 PARTICIPANTS AT $60 PER HEAD - WORKSHOP 3RD DECEMBER 2025	INV-0747	$1,500.00	YOUTH PROGRAMS
EFT46541	18/12/2025	OUTBACK OASIS CARAVAN PARK	-$170.62	OPERATOR PAYMENT FOR CLIENT 8180508	15378310	$170.62	VISITOR CENTRE - LIABILITIES
EFT46542	18/12/2025	PEOPLE ASSIGNMENT PTY LTD	-$450.00	AUDIT AND RISK IMPROVEMENT COMMITTEE - MEETING ATTENDANCE FEE - 16/12/2025	DREQ-2740	$450.00	CONTRACTORS/CONSULTANCY CONTINGENCY
EFT46543	18/12/2025	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	-$3,723.06	G80 16MM 4 LEG CHAIN SLING ASSEMBLY C/W MULTI MASTER LINK, CLEVIS GRAB HOOK SHORTENERS ON TOP & CLEVIS SELF-LOCKING HOOKS AT THE BOTTOM. 3.0M CHAIN LENGTH PLUS COMPONENTS LENGTH; SLING 1M X 1T ROUND SLING AND SLING 3M X 3T - 3M X 3T ROUND SLING	INV-2541	$2,590.48	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				SLING 1M X 1T ROUND SLING		$37.50	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				SLING 3M X 3T - 3M X 3T ROUND SLING		$297.40	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				FREIGHT ON ITEMS NOT COVERED IN PO 52126	INV-2541	$797.68	REFUSE SITE MAINTENANCE - BROWN'S RANGE
EFT46544	18/12/2025	THE TRUSTEE FOR PFL UNIT TRUST KNOWN AS PRINT FINISHING LINE INCORPORATED	-$660.00	COUNCIL MINUTE BINDING X 3 BOOKS (INCLUDING POSTAGE) FOR MARCH - MAY 2025, JUNE - JULY 2025 AND AUGUST - SEPTEMBER 2025	64856	$660.00	PRINT/STATIONARY/COPYING
EFT46545	18/12/2025	R.C.THORNHILL T/A R AND L TRANSPORT	-$4,092.00	TRANSPORT RUBBISH TRUCK (1HSH483-P376) FROM CARNARVON TO GERALDTON AND RETURN - INSURANCE CLAIM MO0086373 ON 14/11/2025 (TRANSPORT $3000 EXCL GST PLUS FUEL LEVY $720 EXCL GST)	3884	$4,092.00	P376 - ISUZU FVD RUBBISH COMPACTOR-1HSH483
EFT46546	18/12/2025	REPCO PTY LTD	-$1,747.79	MAXITRAC 4WD RECOVERY KITS, MAXITRAC 4WD RECOVERY KITS	4610638329	$370.00	SMALL PLANT & EQUIPMENT (REFUSE SITE)
				VEHICLE CLEANING PRODUCTS AND AIR FRESHENERS	4610638286	$727.62	SMALL PLANT & EQUIPMENT (REFUSE SITE)
				PURCHASE JOCKEY WHEEL 6IN SWIG CLMP 350KG	4610638240	$73.24	PBFB3 - JOHN PAPAS 6X4 TRAILER
				PURCHASE MICROFIBRE CLOTH 36PACK	4610638219	$60.81	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				HD FUEL WATER SEPERATOR	4610638197	$45.10	P384 - MITSUBISHI FUSO CANTER - TIPPER
				PURCHASE DEEP DISH FR FLOOR MATS SET BLK	4610638163	$44.10	P369 - FORD RANGER MY21.25 3.2 TDCI XLS 4DR UTE (REL 11.20) (LEASED)
				RSK125 - RYCO FILTER SERVICE KIT	4610638137	$40.52	P384 - MITSUBISHI FUSO CANTER - TIPPER
				P636990 - AIR FILTER		$130.90	
				RYCO AIR FILTER - HEAVY DUTY, REPCO CARTRIDGE OIL FILTER FOR FUSO CANTER 918 CREWCAB TIP TRUCK	4610637615	$23.93	P395 - FUSO CANTER 918 CREWCAB TIP TRUCK
				RYCO AIR FILTER - HEAVY DUTY, REPCO CARTRIDGE OIL FILTER FOR FUSO CANTER 918 CREWCAB TIP TRUCK	4610637563	$86.35	P395 - FUSO CANTER 918 CREWCAB TIP TRUCK
				RYCO 4WD FILTER SERVICE KIT WITH CABIN FILTER FOR TOYOTA 4X4 WORKMATE		$145.22	P379 - TOYOTA 4X4 WORKMATE
EFT46547	18/12/2025	RICHER888 PTY LTD	-$295.00	FRUIT PLATTER, MIXED SANDWICH PLATTER AND MINI QUICHES PLATTER	INV-0130272	$295.00	COUNCIL CATERING
EFT46548	18/12/2025	ROAD RUNNER MECHANICAL SERVICES	-$390.50	TREADLE VALVE	39663	$174.74	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1
				TREADLE		$186.06	
				FREIGHT PERTH TO GERADLTON		$29.70	
EFT46549	18/12/2025	ROSMECH SALES & SERVICE PTY LTD	-$1,808.79	SUPPLY AND DELIVER SHUT OFF FLAP-POLY	140216	$516.55	P347 - ISUZU / ROSMECH STREET SWEEPER 1GWO062 (LEASE)
				SKIRT, RUBBER SIDE BROOM 3 HOLE		$577.80	
				2 X FILTER, WATER, 125 MESH, C/W- O'RING		$661.64	
				ROAD FREIGHT		$52.80	
EFT46550	18/12/2025	SANDHURST SECURITY SERVICES PTY LTD	-$3,708.58	SECURITY PATROLS FOR ADMIN OFFICE & LIBRARY FOR 2025/26 AS PER CONTRACT RFQ 12/2021	INV -4607	$518.10	BUILDING MAINTENANCE - ADMIN OFFICE
				SECURITY PATROLS FOR AIRPORT FOR 2025/26 AS PER CONTRACT RFQ 12/2021		$518.10	SECURITY COSTS
				SECURITY PATROLS FOR VISITORS AND CIVIC CENTRE FOR 2025/26 AS PER CONTRACT RFQ 12/2021		$518.10	BUILDING MAINTENANCE - CIVIC CENTRE
				SECURITY PATROLS FOR DEPOT FOR 2025/26 AS PER CONTRACT RFQ 12/2021		$518.10	BUILDING MAINTENANCE - SHIRE DEPOT
				SECURITY PATROLS FOR WASTE FACILITY FOR 2025/26 AS PER CONTRACT RFQ 12/2021		$518.10	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				SECURITY PATROLS FOR AQUATIC CENTRE FOR 2025/26 (NOT INCLUDED IN ORIGINAL CONTRACT RFQ 02/2017) AS PER CONTRACT RFQ 12/2021		$518.10	BUILDING MAINTENANCE - AQUATIC CENTRE
				ACTIVE ALARM RESPONSE FOR THE PERIOD 01/11/2025 TO 30/11/2025		$299.99	BUILDING MAINTENANCE - SHIRE DEPOT
				ACTIVE ALARM RESPONSE FOR THE PERIOD 01/11/2025 TO 30/11/2025		$224.99	BUTCHER STREET PLAYGROUP GARDEN MTCE
				ACTIVE ALARM RESPONSE FOR THE PERIOD 01/11/2025 TO 30/11/2025		$75.00	BUILDING MAINTENANCE - ADMIN OFFICE
EFT46551	18/12/2025	SAXON DOUGLAS BOSTON	-$100.00	REFUND OF 2025 ELECTION NOMINATION FEE	DREQ-2745	$100.00	NOMINATION DEPOSITS (E)
EFT46552	18/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$790.97	INTEGRITY COACH LINES COMMISSION PAYMENT: FOR INVOICE DATED 15.10.2025 & 31.10.2025	#008960 & #008973	$558.96	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE NOVEMBER 2025	15454479	$19.25	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE NOVEMBER 2025	15444824	$5.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE NOVEMBER 2025	15378310	$24.38	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15255705	$18.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15255704	$18.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15212937	$17.50	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15178835	$18.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15131261	$43.00	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	15121950	$21.50	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE NOVEMBER 2025	14937818	$18.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE NOVEMBER 2025	14937639	$18.75	VC COMMISSIONS
				COMMISSION PAYMENT FOR OPERATOR RETUN DATE OCTOBER 2025	14744954	$6.88	VC COMMISSIONS
EFT46553	18/12/2025	SEA CONTRACTING PTY LTD	-$10,763.68	ANNUAL ALARM MONITORING 2025/26 - DEPOT (QUARTERLY $154.54 INC GST)	IN6382	$157.54	BUILDING MAINTENANCE - SHIRE DEPOT
				ANNUAL ALARM MONITORING 2025/26 - ADMIN BUILDING (QUARTERLY $101.44 INC GST)		$101.44	BUILDING MAINTENANCE - ADMIN OFFICE
				ANNUAL ALARM MONITORING 2025/26 - LIBRARY (QUARTERLY $101.44 INC GST)		$101.44	BUILDING MAINTENANCE - LIBRARY/ART GALLERY
				ANNUAL ALARM MONITORING 2025/26 - 4 YARDI QUAYS (QUARTERLY $157.54 INC GST)		$157.54	4 YARDI QUAYS - MTCE.
				ANNUAL ALARM MONITORING 2025/26 - AIRPORT (QUARTERLY $157.54 INC GST)		$157.54	SECURITY COSTS
				ANNUAL ALARM MONITORING 2025/26 - 10 FOSS CRSCENT (QUARTERLY $101.44 INC GST)		$101.44	10 FOSS CRESCENT - MTCE
				ANNUAL ALARM MONITORING 2025/26 - AQUATIC CENTRE (QUARTERLY $157.54 INC GST)		$157.54	BUILDING MAINTENANCE - AQUATIC CENTRE
				ANNUAL ALARM MONITORING 2025/26 - VISITOR & CIVIC CENTRE (QUARTERLY $101.44 INC GST)		$101.44	BUILDING MAINTENANCE - VISITORS CENTRE
				ANNUAL ALARM MONITORING 2025/26 - 51 YARDI QUAYS (QUARTERLY $157.54 INC GST)		$157.54	51 YARDI QUAYS - MTCE.

				ANNUAL ALARM MONITORING 2025/26 - 141 OLIVIA TERRACE (QUARTERLY $157.54 INC GST)		$157.54	141 OLIVIA TERRACE - MTCE.
				ANNUAL ALARM MONITORING 2025/26 - 21 RICHARDS STREET (QUARTERLY $101.44 INC GST)		$101.44	21 RICHARDS STREET - MTCE.
				ANNUAL ALARM MONITORING 2025/26 - WASTE FACILITY (QUARTERLY $157.54 INC GST)		$157.54	BUILDING MAINTENANCE - BROWN'S RANGE REFUSE SITE
				ANNUAL ALARM MONITORING 2025/26 - BASTON PAVILION (QUARTERLY $157.54 INC GST)		$157.54	BUILDING MAINTENANCE - BASTON PAVILLION
				ANNUAL ALARM MONITORING 2025/26 - PREMIER PAVILION (QUARTERLY $101.44 INC GST)		$101.44	BUILDING MAINTENANCE - PREMIER OVAL PAVILLION (FESTIVAL GROUNDS)
				ANNUAL ALARM MONITORING 2025/26 - BUTCHER STREET PLAYGROUP (QUARTERLY $157.54 INC GST)		$157.54	OPERATING AND MTNCE 9 BUTCHER STREET
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - AIRPORT	IN6323	$338.80	BUILDING MAINTENANCE - AIRPORT BUILDINGS
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - CHAMBERS		$338.80	BUILDING MAINTENANCE - COUNCIL CHAMBERS
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - LIBRARY		$508.20	BUILDING MAINTENANCE - LIBRARY/ART GALLERY
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - ADMIN RECEPTION		$169.40	BUILDING MAINTENANCE - ADMIN OFFICE
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - VISITOR CENTRE		$424.38	BUILDING MAINTENANCE - VISITORS CENTRE
				QUARTERLY INSPECTIONS OF AUTOMATIC DOORS AND TESTING OF ALARM SYSTEMS NOVEMBER 2025 - EXCELOO		$169.40	PUBLIC CONVENIENCES - CLEANING & CONSUMABLES
				SUPPLY AND INSTALLATION OF HIKVISION CCTV SYSTEMS - 11 PARNAA VIEW, BROCKMAN WA 6701	IN6307	$6,788.20	HOUSING DEVELOPMENT NORTHWATER
EFT46554	18/12/2025	SOUTHERN CROSS AUSTEREO PTY LTD	-$297.00	RADIO ADVERTISING FOR THE 25/26 SUMMER CINEMA PROGRAM FOR THE PERIOD OF 26 NOVEMBER TO 20 DECEMBER - NOVEMBER 2025	71874980	$297.00	CINEMA ADVERTISING
EFT46555	18/12/2025	SPLOSH AUSTRALIA LIMITED	-$734.46	RESTOCK OF ITEMS FOR RETAIL SALE AT THE VISITOR CENTRE. TRAVEL BOARD AUSTRALIA DESK MAP X 25 AT $13.52EA	460080/01	$371.67	MERCHANDISE PURCHASES
				TRAVEL BOARD AUSTRALIA SMALL MAP X 8 AT $23.18EA		$203.98	MERCHANDISE PURCHASES
				FREIGHT		$257.21	POSTAGE AND FREIGHT
				FREIGHT OVER CHANGED AND NOW AMENDED	CR460080/01	-$98.40	POSTAGE AND FREIGHT
EFT46556	18/12/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	-$5,020.00	ST JOHN DEFIBRILLATOR STAND ARCH	STKINV00063933	$990.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
				ST JOHN G5 SEMI AUTOMATIC DEFIBRILLATOR WITH ICPR FEEDBACK		$4,000.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
				DELIVERY		$30.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
EFT46557	18/12/2025	TELSTRA LIMITED	-$100.00	TELEPHONE ACCOUNT FOR CEO LAPTOP FOR THE PERIOD OF 10 DECEMBER 2025 TO 9 JANUARY 2026	3108660774/1012 2025	$30.00	TELEPHONE - SP-05
				TELEPHONE ACCOUNT FOR EXECUTIVE BUSINESS MANAGER LAPTOP FOR THE PERIOD OF 10 DECEMBER 2025 TO 9 JANUARY 2026		$70.00	TELEPHONE - SP-05
EFT46558	18/12/2025	TEAM GLOBAL EXPRESS PTY LTD	-$1,042.06	FREIGHT - PATHWEST SAMPLES	1364/1ZD790	$67.24	FREIGHT (ENVIRONMENTAL HEALTH)
				FREIGHT - BUTCHER		$77.91	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1
				FREIGHT - COASTLINE		$775.02	P399 - KUBOTA FRONT DECK MOWER
				FREIGHT CHARGES FOR THE 12TH AND 17TH NOVEMBER: SAMPLES AND ART	1363-1ZD790	$47.01	FREIGHT (ENVIRONMENTAL HEALTH)
				FREIGHT CHARGES FOR THE 12TH NOVEMBER: ART		$74.88	ART GALLERY PROGRAMS
EFT46559	18/12/2025	TOYWORLD - CARNARVON	-$766.86	MISCELLANEOUS TOYS FOR SUMMER READING QUEST PRIZES	I0000001268	$107.88	YOUNG PEOPLES SERVICES
				CHILDRENS WEEK 2025 - MEERILINGA GRANT PURCHASE OF BIKES FOR CHILDRENS WEEK EVENT FOR RAFFLE	I0000001191	$658.98	YOUNG PEOPLES SERVICES
EFT46560	18/12/2025	TRAILER PARTS PTY LTD t/a MARTIN'S TRAILER PARTS	-$331.86	SUPPLY AND DELIVER COUPLING O/RIDE & PLATE, BRAKE SHOES, BRAKE LOWER LONG SPRING, BRAKE TOP SPRING	1532201	$331.86	PTL5 - JETWAVE HOT PRESSURE WASHER GRAFFITI TRAILER
EFT46561	18/12/2025	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	-$660.70	CLUB HAMMER GRAPHITE 3LB KNCROME AND SCREED LIGHTWEIGHT ETRUSION RAKE 100 X 500 FOR ROAD CREW	199118615	$107.90	MINOR EQUIP - ROADWORKS
				PLIER SIDE CUT 155MM SUPERCRAFT; CONNECTOR HOSE QUICKY S/S 8X450MM AND CONNECTOR HOSE QUICKY S/S 8X600MM	199118608	$46.80	7 AIRPORT CRES. - MTCE.
				WEATHERPROOF CORD CLAMP DREAMBABY; EXTENSION LEAD HEAVY DUTY 10 AMP 15M HPM AND TENT PEG GALVANISED 375 X 9 MM	199118573	$99.90	COMMUNITY DEVELOPMENT PROGRAMS
				1 X HEAVY DUTY 10AMP 15M EXTENTION LEAD AND 1 X 100PK OTTER RIVET OPEN ALUMINIUM 4X3 2MM	199118511	$52.25	TOWN BEACH PARK MAINTENANCE
				PURCHASE ITEMS FOR CHRISTMAS DECORATIONS: EXTENSION LEAD HEAVY DUTY 10 AMP HPM	104033049	$32.75	COMMUNITY DEVELOPMENT PROGRAMS
				PURCHASE ITEMS FOR CHRISTMAS DECORATIONS: BOLT NUT HH MET GALV 10X120 AND KINCROIME REPLACEMENT BLADES 50 PIECE	104032988	$65.75	COMMUNITY DEVELOPMENT PROGRAMS
				PURCHASE ITEMS FOR CHRISTMAS DECORATIONS: SDS PLUS X-BIT 12MM X 450MM; JIGSAW HCS T SHANK PRECISE CUT 100MM & 132MM; BOLT NUT HH HDG M6X75 AND WASHER FLAT HDG M6 BX800	103012487	$84.15	COMMUNITY DEVELOPMENT PROGRAMS
				PURCHASE ITEMS FOR CHRISTMAS DECORATIONS: EXTENSION LEAD 15A 10M ORANGE DETROIT AND CABLE TIE 200MM X 4.6 NATURAL PK 100 DETROIT	103012455	$56.25	COMMUNITY DEVELOPMENT PROGRAMS
				BREMICK SCREW SELF TAPPER PAN HEAD 100PK, PADLOCK EXCELL LAM 45MM WIDE, PADBOLT S/STEEL 100X10MM	103012363	$85.70	BUILDING MAINT CONSUMABLES
				TIMER HEAVY DUTY 24 HOUR OUTDOOR IP44 24 HOUR DOUBLE POLE	101001051	$29.25	COMMUNITY DEVELOPMENT PROGRAMS
EFT46562	18/12/2025	KDMJ (WA) PTY LTD T/AS KJ SANDS & EARTHMOVING (U2 BOBCAT HIRE)	-$2,145.00	LEASE OF SEMI SIDE TIPPER UP TO 3 DAYS - RIVER SAND HAULAGE FROM CROSSING LEASE TO THE CARNARVON AIRPORT AND SHIRE DEPOT @ $1950/10HRS EXC GST PER DAY. 150 TONNE TO AIRPORT. 200 TONNE TO SHIRE DEPOT. DATE LEASED 03/12/2025	00001876	$2,145.00	ANNUAL CYCLONE PREPARATION AND CLEANUP
EFT46563	18/12/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	-$126.20	EMPLOYEE UNIFORM EXPENSES	UAW01197	$50.85	UNIFORMS (EMPLOYEE COSTS- TOURISM & AREA PROMOTION MUN)
				EMPLOYEE UNIFORM EXPENSES	30000200-1	$75.35	UNIFORMS (EMPLOYEE COSTS- CARE OF FAMILIES & CHILDREN MUN)
EFT46564	18/12/2025	VALERIA LUCCHITTO	-$325.00	GRANT FUNDED VIA ALCOHOL & DRUG FOUNDATION - 16 DAYS IN WA EDITION ON WEDNESDAY 10 DECEMBER 2025 - CLOSING EVENT CATERING	1171	$325.00	DRUG & ALCOHOL ACTION TEAM
EFT46565	18/12/2025	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	-$499.18	BROCHURE DISPLAY SERVICES, HANDLING FEE, TRANSPORT FEE AND WAREHOUSING FEE OF WILDERNESS CAMPING GUIDES FOR NOVEMBER 2025	49286	$499.18	VISITOR CENTRE HOLIDAY PLANNER
EFT46566	18/12/2025	SARAH ELIZABETH BOOTH T/AS VISUAL CONTRAST	-$2,277.00	GRAPHIC DESIGN - 64PP REGIONAL ART PLAN DOCUMENT	00769	$2,277.00	CULTURAL PLAN
EFT46567	18/12/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	-$1,716.00	E-LEARNING FOR - ELECTED MEMBER ESSENTIALS X 5 MODULES. UNDERSTANDING LOCAL GOVERNMENT CONFLICTS OF INTEREST SERVING ON COUNCIL MEETING PORCEDURES UNDERSTANDING FINANCIAL REPORTS AND BUDGETS	SI-016671	$1,452.00	EXPENSES - OTHER (COUNCILLORS TRAINING MUN)
				E-LEARNING FOR - ELECTED MEMBER ESSENTIALS X 1 MODULE. UNDERSTANDING LOCAL GOVERNMENT	SI-016669	$264.00	EXPENSES - OTHER (COUNCILLORS TRAINING MUN)
EFT46568	18/12/2025	WATER CORPORATION	-$53.18	WATER USE AND SERVICE CHARGE ACCOUNT FOR 5 RUSHTON STREET CARNARVON LOT 924 FOR THE PERIOD 14/07/2025 TO 09/09/2025	0175/10092025	$53.18	BUILDING MAINTENANCE - 5 DE BONI STREET
EFT46569	18/12/2025	WEST AUSTRALIAN NEWSPAPER LTD	-$1,635.55	ADVERTISEMENT OF PUBLIC TENDERS IN THE WEST AUSTRALIAN ON 05/11/2025 EDITION 81 X 1 RFT 02/2025 - TRAMWAY WALK TRAIL SHELTERS - CONSTRUCTION AND INSTALLATION RFT 03/2025 - VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION	10023160202511 30	$765.95	CARNARVON ACTIVATION PLAN
				MIDWEST TIMES PUBLIC NOTICE - APPOINTMENT OF AUTHORISED OFFICERS, BUSH FIRE CONTROL	10023160202511 30	$259.38	FIRE HAZARD INSPECTIONS & MITIGATION
				ADVERTISEMENT OF PUBLIC TENDERS IN MIDWEST TIMES ON 05/11/2025 EDITION 14 X 3 RFT 02/2025 - TRAMWAY WALK TRAIL SHELTERS - CONSTRUCTION AND INSTALLATION RFT 03/2025 - VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION	10023160202511 30	$610.22	CARNARVON ACTIVATION PLAN
EFT46570	18/12/2025	WESTRAC PTY LTD	-$5,186.74	SIS WEB CAT LOGIN	PI 1697105	$1,364.00	P396 - CATERPILLAR 816 LANDFILL COMPACTOR
				FILTERS FOR CAT 320GC EXCAVATOR	PI 1697104	$377.59	P390 - CATERPILLAR 320G EXCAVATOR
				FILTERS FOR CAT 938K LOADER	PI 1697103	$1,024.33	P389 - CATERPILLAR WHEEL LOADER
				ELEMENT PRIM FOR CATERPILLAR 432E2TC BACKHOE	PI 1697102	$116.94	PBHOE1 - CATERPILLAR 432E2TC BACKHOE
				SEAL FOR CATERPILLAR 320G EXCAVATOR	PI 1692276	$104.15	P390 - CATERPILLAR 320G EXCAVATOR
				ELEMENT FILT; ELEMENT-SAFE; AIR FILTER, AIR FILTER A, FILTER HYD; WASHER, BOLT AND BUMPER	PI 1692275	$359.32	PBHOE1 - CATERPILLAR 432E2TC BACKHOE
				AIR FILTERS AND MAIN ELEMENTS	PI 1666855	$276.80	P348 - CAT 289D SKID STEER LOADER LEASED
				SUPPLY CAT HYDO ADVANCED	PI 1662387	$147.85	P390 - CATERPILLAR 320G EXCAVATOR

				SUPPLY CAT HYDO ADVANCED, RED STD OILTESTPK1, YEL STD OILTESTPK1	PI 1662386	$1,415.76	P390 - CATERPILLAR 320G EXCAVATOR
T46571	18/12/2025	WREN OIL	-$484.00	COLLECTION OF WASTE OIL FROM BROWNS RANGE WASTE FACILITY AND DEPOT. - QUANTITY 4100 ON 24/11/2025	211511	$484.00	REFUSE SITE MAINTENANCE - BROWN'S RANGE
T46572	18/12/2025	WURTH AUSTRALIA PTY LTD	-$2,186.64	BUILDING CONSUMABLES	4321650037	$1,095.23	BUILDING MAINT CONSUMABLES
				ORKSHOP CONSUMABLES		$727.36	WORKSHOP CONSUMABLES
				SUPPLY AND DELIVER DISPOSABLE BREATHING MASKS	4321649113	$347.60	PROTECTIVE CLOTHING & EQUIP
				FREIGHT CHARGE		$16.45	PROTECTIVE CLOTHING & EQUIP
T46573	22/12/2025	ASHFUELS (WA) PTY LTD	-$21,869.75	DIESEL FOR TANK 071 - 10/12/2025 - 6500L	INV00000196	$11,447.87	STOCK CONTROL ACCOUNT
				DIESEL FOR P308T - 1240L ON 08/12/2025	INV00000171	$2,176.94	STOCK CONTROL ACCOUNT
				DELIVERY FEE FOR DIESEL ON 08/12/2025	INV00000171	$60.50	REFUSE SITE MAINTENANCE - BROWN'S RANGE
				DIESEL SUPPLIED ON 27/11/2025	INV00000110	$8,184.44	STOCK CONTROL ACCOUNT
T46574	22/12/2025	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	-$20.24	DISPOSABLE GLOVES	G1212542	$20.24	PROTECTIVE CLOTHING & EQUIP
T46575	22/12/2025	J BLACKWOOD & SON PTY LTD	-$481.58	WHITE HOT HD DIRT REMOVER 25L & PENETRANT RELEASE AGENT AS PER QUOTE BWSQ001465691	SI3009593	$481.58	WORKSHOP CONSUMABLES
T46576	22/12/2025	CENTRAL REGIONAL TAFE	-$1,126.35	AUR31220-AD83 CERTIFICATE III IN MOBILE PLANT TECHNOLOGY (MOBILE PLANT EQUIPMENT)	I0035007	$1,126.35	STAFF TRAINING (DEPOT STAFF)
T46577	22/12/2025	CHANGED INDUSTRIES T/A MADCOW ENTERTAINMENT CO OF WA	-$4,725.00	GRANT FUNDED BY DEPARTMENT OF COMMUNITIES 'COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM' GRANT - BOUNCY CASTLE HIRE FOR JANUARY 2026 SCHOOL HOLIDAYS AND AUSTRALIA DAY ACTIVATION. 1X DAY CORAL BAY + 3X DAYS CARNARVON - FINAL 50%	INV0119	$4,725.00	YOUTH OUTREACH AND SCHOOL HOLIDAY PROGRAM
T46578	22/12/2025	CITY OF GREATER GERALDTON	-$1,480.00	CONTRACT FOR THE PROVISION OF BUILDING SURVEYING SERVICES 2025-26 FY FOR THE PERIOD OF NOVEMBER 2025	129703	$1,480.00	CONTRACT BLDG. SURVEY
T46579	22/12/2025	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	-$842.37	CHECK AND REPAIR POWER PACK FOR TIPPER BODY AND REMOVE BURNT OUT SOLENOID, CLEAN AND REPAIR BURNT CONNECTIONS, REFIT NEW SOLENOID AND TEST OPERATION	40004583	$116.60	TRRU5 - MITSUBISHI FUSO TRUCK
				INSPECTED AND REPAIRED FAULTY A/C SYSTEM	40004552	$725.77	P347 - ISUZU / ROSMECH STREET SWEEPER 1GWO062 (LEASE)
T46580	22/12/2025	CARNARVON CHAMBER OF COMMERCE	-$300.00	3 X $100 GIFT VOUCHERS FOR COMMUNITY MEETING - 18 NOVEMBER 2025	2098	$300.00	MUNICIPLE GENERAL EXPENSES
T46581	22/12/2025	CARNARVON GROWERS ASSOCIATION INC	-$142.00	1 X PAIR RUBBER BOOTS FOR CONCRETOPERATIONS PLANNER	INV-440860	$62.77	PROTECTIVE CLOTHING & EQUIP
				SOCKET 25MM; REDUCING NIPPLE 25MM X 20MM AND FIRE FIGHTING NOZZLE 3/4 BSP	INV-440784	$57.15	P105 - 1000 LTR SILVER SELECTION SURA GAL FIRE FIGHTER TRAILER - P&G WATER TRAILER
				REDUCING NIPPLE 40MMX25MM FOR P105, REDUCING NIPPLE 40MMX25MM	INV-440756	$3.80	P105 - 1000 LTR SILVER SELECTION SURA GAL FIRE FIGHTER TRAILER - P&G WATER TRAILER
				THREADED ELBOW 1.1/2; SCREWED BUSH 40-25MM; PVC VALVE SOCKET 20MM; PVC 45ELBOW 20MM AND PVC 90 ELBOW 20MM	INV-440750	$18.28	P105 - 1000 LTR SILVER SELECTION SURA GAL FIRE FIGHTER TRAILER - P&G WATER TRAILER
T46582	22/12/2025	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	-$639.17	EAR PLUG MAX-1 & RATCHET RETRACTABLE TIE DOWN PK4	10977252	$26.80	PC PELICAN POINT
				TRADE FIBRO CUTTER OX; SCREW S/T PAN SPHSS 10X40 P50 AND SS WASHER FLAT 1/4 X 5/8"	10976599	$78.42	BUILDING MAINTENANCE - COUNCIL CHAMBERS
				BIT DRILL LONG SERIES HSS MET BLUE 7MM SUTTON AND BYNORM OIL CHAIN BAR 4L1	10976508	$65.73	PSPARK - SUNDRY PARKS & GARDENS PLANT
				BIT DRILL LONG SERIES HSS IMP BLUE 5/32IN SUTTON AND SCREW COACH GLAV METRIC 10X150	10976269	$26.27	BEACH CLEANING
				RAGS AND PLASTIC TRAY SOLVENT RESISTANT 100MM UNI-PRO	10976102	$50.75	BUILDING MAINTENANCE CONSUMABLES
				THINNER ENAMEL 1L DIGGERS, PAINT REMOVER 500ML AND EXTENSION LEAD PIGGY BACK 10A 1 M WHITE DETROIT	10976102	$39.78	SKATE PARK
				SWITCH PLATE BLANK STANDARD AND MOUNTING BLOCK SURFACE WHITE 41MM	10976102	$19.40	BUILDING MAINTENANCE - ADMIN OFFICE
				BLOT HEX G8.8 M10 X 40MM ZP; WASHER SPRINT ZP M10 AND WASHER STEEL ZP 3/8IN	10975990	$6.29	WORKSHOP CONSUMABLES
				BOLT HEX G8.8 M8 X 75MM ZP	10975899	$4.73	WORKSHOP CONSUMABLES
				2 X SLEDGE HAMMERS	10975889	$144.80	WORKSHOP CONSUMABLES
				EAR PLUG MAX-1	10975883	$148.20	PROTECTIVE CLOTHING & EQUIP
				EAR PLUG & RATCHET RETRACTABLE TIE DOWN PK4		$28.00	P298 - HOLDEN COLORADO LTZ SPACE CAB, CUSTOM TRAY UTILITY C27664
T46583	22/12/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	-$61.15	DOG FOOD ALERT PLUS 20KG FOR ANIMAL POUND	6704-10011000439	$61.15	IMPOUNDING & SUSTENANCE
T46584	22/12/2025	GOODWORK HOLDINGS PTY LTD	-$295,198.17	RESHAPE FORMATION OF DRAINAGE TO CONSISTANT TYPE 3 STANDARD AND RE-SHEET TO ACHIEVE 7M PAVEMENT, FOR WAHROONGA PIMBEE 2025/2026 WORKS DELIVERED - SLK TO BE CONFIRMED - RRG FUNDED	INV-102344	$196,798.78	RRG086 - WAHROONGAPIMBEE ROAD
				RESHAPE FORMATION OF DRAINAGE TO CONSISTANT TYPE 3 STANDARD AND RE-SHEET TO ACHIEVE 7M PAVEMENT, FOR WAHROONGA PIMBEE 2025/2026 WORKS DELIVERED - SLK TO BE CONFIRMED - OWN SOURCE		$98,399.39	RRG086 - WAHROONGAPIMBEE ROAD
T46585	22/12/2025	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	-$550.28	LICENCE PLATE LAMP NARVA TRUCK	2113750	$19.48	P392 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
				1 X 20KG DRUM PENRITE GREASE	2113688	$311.15	PLANT OPERATION - OIL & LUBRICANTS
				POLISH-AUTOSOL 100G BOXED POLI; 375G VU PLEX PLASTIC CLEANER, POLISH-KITTEN ULTRA NO 1 CREAM 250G AND WATER RUBBING COMPOUND	2113533	$72.57	WORKSHOP CONSUMABLES
				24V 5W 11X36 FEST(10) NARVA GL	2113518	$10.48	P389 - CATERPILLAR WHEEL LOADER
				GLOVE 12V 3W T-10 WEDGE (10); AUTOMATIC AIR QUICK CHUCK AND CHUCK-TYRE SINGLE CLIP-ON 1/4	2113486	$77.60	PBFB1 - ISUZU 3.4 URBAN TANKER (EX P291)
				BONDED BRAKE SHOES	2113416	$37.90	PTL5 - JETWAVE HOT PRESSURE WASHER GRAFFITI TRAILER
				RING 8.4MM NARVA CABLE A; TERM RING RED 8.4MM TAB; RING 9.5MM NARVA CABLE AND RING 8.4MM NARVA CABLE	2113415	$21.10	WORKSHOP CONSUMABLES
T46586	22/12/2025	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	-$1,479.00	PUNCTURE REPAIR KIT	169004	$80.00	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1
				SUPPLY AND FIT 2 X TYRES	168977	$962.00	P356 - ISUZU D-MAX SINGLE CAB 4X4 - DEPOT SPARE VEHICLE
				SUPPLY AND FIT 1 X TYRE	168913	$437.00	P392 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
T46587	22/12/2025	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	-$760.00	WEEKLY COLLECTIONS OF 2 X 4.5M3 FRONT LIFT BINS AT BLOWHOLES CAMPING AREA AT $760.00 PER WEEK (EXCL GST) - COLLECTION DATE 11/12/2025	00007638	$760.00	BLOWHOLES OPERATIONAL EXPENDITURE AS PER BUSINESS MODEL
T46588	22/12/2025	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	-$53,724.00	PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023 - EDAGEE ROAD	00000713	$4,477.00	M088 - EDADDEE - WAHROONGA ROAD
				PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023 - WINDERIE ROAD	00000713	$40,293.00	M082 - CALLAGIDDY - MARRON ROAD
				PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023 - MEERAGOOLIA ROAD	00000713	$6,715.50	M084 - MEERAGOOLIA ROAD
				PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023 - ROCKY POOL ROAD	00000713	$2,238.50	M085 - ROCKY POOL ROAD
T46589	22/12/2025	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/AS NORWEST PROJECT SOLUTIONS	-$144,263.27	AS PER CONTRACT RFQ 05/2025 - INCLUDING WOOLSHED SHUTTERS, PAINTING, ROOF VENTILATION, COURTYARD GROUND UPGRADES AND ROOF ENCLOSURE, ROOF SCREW REPLACEMENT AND PLASTERBOARD SHEETING - CLAIM NO 5	INV-1088	$144,263.27	CIVIC CENTRE REFURBISHMENT
T46590	22/12/2025	OFFICEWORKS LTD	-$4,295.96	STATIONARY ORDER DECEMBER 2025 PART 2	625772809	$2,054.00	PRINT/STATIONERY/COPYING
				STATIONARY/KITCHEN SUPPLY ORDER FOR DECEMBER 2025 PART 1 $2213.41 + DELIVERY $28.55	625769043	$2,241.96	PRINT/STATIONERY/COPYING
T46591	22/12/2025	PACIFIC BIOLOGICS PTY LTD	-$3,868.15	BUCKETS OF 200 PROLINK BRIQUETS	20250629	$1,424.50	PEST MANAGEMENT (GENERAL - SOC COSTS)
				PROLINK PELLETS 10KG		$1,430.00	PEST MANAGEMENT (GENERAL - SOC COSTS)
				BUCKETS OF PROLINK PROSAND		$628.65	PEST MANAGEMENT (GENERAL - SOC COSTS)
				FREIGHT TO 3 FRANCIS ST, CARNARVON		$385.00	PEST MANAGEMENT (GENERAL - SOC COSTS)
T46592	22/12/2025	PARTY ON THE GREEN PTY LTD	-$6,429.50	9 HOLE COURSE MINI GOLF ENTERTAINMENT FOR 14-16 JANUARY 2026 SCHOOL HOLIDAY PROGRAM. INCLUDES STANDARD 9 HOLE COURSE HIRE & LAWN GAMES, COURSE SUPERVISION AND COURSE MOVEMENT BETWEEN VENUES - REMAINING AMOUNT DUE AS DEPOSIT PAID 4/12/2025	INV-0371	$6,429.50	YOUTH OUTREACH AND SCHOOL HOLIDAY PROGRAM
T46593	22/12/2025	REPCO PTY LTD	-$1,506.01	OIL FILTER	4610639350	$19.84	P392 - ISUZU D-MAX SX SPACE CAB WITH RANGER POD
				LUBE FILTER SPIN ON FULL FLOW	4610639243	$23.65	PBHOE1 - CATERPILLAR 432E2TC BACKHOE
				1 X GME UHF CB RADIO	4610639206	$531.05	P293 - IVECO ACCO 2350 SIDE-LOADING COMPACTOR TRUCK C1
				P-ENVIRO+ C3 P & D FS 5W30 7L	4610639008	$87.64	P384 - MITSUBISHI FUSO CANTER - TIPPER
				20L CASTROL AS BLUE	4610638997	$151.80	WORKSHOP CONSUMABLES
				FILTERS 4WD KIT	4610638980	$65.44	P384 - MITSUBISHI FUSO CANTER - TIPPER

				FILTERS	4610638923	$267.65	P376 - ISUZU FVD RUBBISH COMPACTOR-1HSH483
				FILTERS	4610638904	$49.23	P376 - ISUZU FVD RUBBISH COMPACTOR-1HSH484
				CONVOY SUPER FX 15W-40 20 L	4610638773	$146.45	P389 - CATERPILLAR WHEEL LOADER
				FILTER-FUEL; FILTER - CABIN AIR AND BARRICADE CARB HOSE 8MM	4610638707	$71.61	PBFB1 - ISUZU 3.4 URBAN TANKER (EX P291)
				PURCHASE OIL FILTER FOR PFB1 $8.00 + FREIGHT $5.00	4610638697	$13.00	WORKSHOP CONSUMABLES
				WHEEL BEARING KIT - FRONT FOR ISUZU D-MAX SINGLE CAB 4X4 - DEPOT SPARE VEHICLE	4610638578	$78.65	P356 - ISUZU D-MAX SINGLE CAB 4X4 - DEPOT SPARE VEHICLE
T46594	22/12/2025	RILEY JOHN BROWN	-$1,584.00	CONSULTANCY FEES FOR PLANNING DEPARTMENT -$90/HR + GST: COMPLIANCE CHECK; MEETING WITH APPLICANT; ASSESSMENT AND DETERMINATION	CARN007	$1,584.00	CONSULTANCY AND TRAINING - PLANNING
T46595	22/12/2025	STANDARDS AUSTRALIA LIMITED	-$1,039.50	PURCHASING OF LICENCE TO UTILISE AUSTRALIAN STANDARDS CONTRACT FOR 12 MONTHS - MINOR WORKS CONTRACT - TO BE UTILISED FOR LOTTERYWEST AND RPPP FUNDEDE PROJECTS FOR THE PERIOD 05/12/2025 TO 04/12/2026	INV-SA-000024998	$1,039.50	CARNARVON ACTIVATION PLAN
T46596	22/12/2025	TENDERLINK (TRADING AS TENDERLINK.COM)	-$184.80	ADVERTISING FOR RFT 04-2025 MINILYA LYDON ROAD - GRID REPLACEMENT AND SIGNAGE INSTALLATIONS ON SHIRE TENDER LINK PORTAL	CARNAR-730308	$184.80	MINILYA LYNDON ROAD - BLACKSPOT
T46597	22/12/2025	TEAM GLOBAL EXPRESS PTY LTD	-$142.71	FREIGHT - COASTLINE	1365-1ZD790	$67.30	P400 - KUBOTA ZERO TURN MOWER GZD15
				FREIGHT - PATHWEST SAMPLES		$75.41	FREIGHT (ENVIRONMENTAL HEALTH)
T46598	22/12/2025	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	-$2,273.25	BREMICK NUT LOCK NYLON ZP BRITISH STANDARD WIDTH 1/4 SP20	199118661	$7.90	FESTIVAL AND EVENTS
				SD HEX FINE C4 12-24 X 30 TRADE PACK 50; BREMICK BOLT NUT ZINC PLATED 1/4X60 SP8; MULTITOOL PLUNGE CUT SAW BLADE 32MM AND BLUILDERS BOG TURBO 500ML	199118659	$88.35	FESTIVAL AND EVENTS
				CAP HEX BRASS 15MM	199118609	$3.05	7 AIRPORT CRES. - MTCE.
				50 X WASHER FLAT HDG M6 B X 800 AND 2 X U BOLT ZINC 50MM X 50MM FOR CHRISTMAS DECORATIONS	199118598	$38.90	COMMUNITY DEVELOPMENT PROGRAMS
				KEY TAG ASSORTED COLOURS, HANDLE KNOB ENTRY, FLEXOVIT WHEEL CUT OFF THIN AND KEYS CUT	104034259	$122.05	BUILDING MAINTENANCE - 5 DE BONI STREET
				SHELF UNIT 4 TIER 610DX1954WX1830H H/DUTY 500KG TRULOCK 1/2	104034225	$418.00	COMMUNITY DEVELOPMENT PROGRAMS
				MISCELLANEOUS MINOR EQUIPMENT (STORAGE BOXES, TRESTLE TABLES ETC)	104033672	$121.00	EQUIPMENT MINOR INCL IT- LIB
				LOCK MORTICE VEST, LW SQ END FURN/CYL/LEVER AND 1905 SQUARE END PLATE WITH 70 LEVER	101001094	$507.00	PC BAXTER PARK
				BAXTER PARK TOILETS - VANDALISM. SUPPLY PLYWOOD	101001079	$538.00	PC BAXTER PARK
				1 X DRILL HAMMER BRUSHLESS 18V MAKITA	101001052	$429.00	BUILDING MAINT SMALL PLANT AND EQUIPMENT
T46599	22/12/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	-$1,093.66	UNIFORMS FOR EMPLOYEE	30000213	$431.61	EMPLOYEE COSTS - CARNARVON RANGERS
				UNIFORMS FOR EMPLOYEE	30000212	$130.40	UNIFORMS (EMPLOYEE COSTS-ADMINISTRATION MUN)
				UNIFORMS FOR EMPLOYEE	30000210	$268.75	UNIFORMS (EMPLOYEE COSTS- CARE OF FAMILIES & CHILDREN MUN)
				UNIFORMS FOR EMPLOYEE	30000209	$164.10	UNIFORMS (EMPLOYEE COSTS-ADMINISTRATION MUN)
				UNIFORMS FOR EMPLOYEE	30000208	$98.80	UNIFORMS (EMPLOYEE COSTS-ADMINISTRATION MUN)
T46600	22/12/2025	VENTIA AUSTRALIA PTY LIMITED	-$19,374.22	TRAMWAY BRIDGE DETAILED DESIGN AND REFURBISHMENT OF STAGE 1. PROGRESS CLAIM 1	93501577	$19,374.22	RPPP4 - TRAMWAY TRAIL & BRIDGE
T46601	22/12/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	-$4,092.00	WALGA CONTRACT ADMINISTRATION & MANAGEMENT TRAINING FOR 6 ATTENDEES	SI-016769	$4,092.00	STAFF TRAINING
		TOTAL	**-$1,933,986.37**				

Completed By:	Sarah Beresford
Signature:	S.Beresford
Position:	**Finance Officer**
Date:	16/01/2026

Checked By:	Marthie Jordaan
Signature:	M Jordaan
Position	**Finance Officer**
Date:	16/01/2026

Checked By:	Sarah Driscoll
Signature:	
Position	**Finance Manager / Executive Manager**
Date:	16/01/2026

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION	INV NO/REF	AMOUNT
DD42168.1	15/12/2025	SG FLEET AUSTRALIA PTY LTD	-$13,966.51	SG FLEET - MONTHLY LEASE PAYMENT FOR DECEMBER 2025	AUSH0035	$13,966.51
DD42168.2	15/12/2025	IINET LIMITED	-$35.00	IINET - INTERNET CHARGES FOR NIGHT PARTOL PHONE FOR THE PERIOD 19/12/2025 - 18/01/2026	875281699	$35.00
DD42176.1	28/12/2025	HP FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-$274.51	HPE - LEASE FOR PLANNING COPIER FOR THE PERIOD NOVEMBER 2025 - PRINCIPAL	BALANCE SHEET (ACCOUNT)	$240.10
				HPE - LEASE FOR PLANNING COPIER FOR THE PERIOD NOVEMBER 2025 - INTEREST	INTEREST EXPENSES	$34.41
DD42178.1	01/12/2025	DE LAGE LANDEN PTY LIMITED	-$6,786.45	DE LAGE - LEASE FOR THE IT EQUIPMENT FOR THE PERIOD DECEMBER 2025	303-0678753-001 - DECEMBER	$6,786.45
DD42178.2	01/12/2025	HP FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-$274.51	HPE - MONTHLY LEASE PAYMENT FOR PLANNING COPIER FOR THE PERIOD DECEMBER 2025 - PRINCIPAL	BALANCE SHEET (ACCOUNT)	$240.10
				HPE - MONTHLY LEASE PAYMENT FOR PLANNING COPIER FOR THE PERIOD DECEMBER 2025 - INTEREST	INTEREST EXPENSES	$34.41
DD42178.3	01/12/2025	ANZ BANK LIMITED	-$1,572.42	ANZ BANK - WORLDLINE FEES 000591840029275 FOR THE PERIOD NOVEMBER 2025 PLUS MERCHANT FEE FOR DECEMBER 2025	MERCHANT FEE - DECEMBER 2	$29.95
					MERCHANT FEE - DECEMBER	$183.68
					000591840029275 - NOVEMBER	$29.95
					000588780029719 - NOVEMBER	$195.51
					000464660023275 - NOVEMBER	$97.52
					000463170023277 - NOVEMBER	$1,035.81
DD42178.4	01/12/2025	WESTNET PTY LTD	-$12.95	WEST NET - MONTHLY DIALUP CHARGES FOR DEPOT FOR THE PERIOD DECEMBER 2025	253330ADC8EAEE5 - DECEMBER	$12.95
DD42180.1	03/12/2025	SG FLEET AUSTRALIA PTY LTD	-$395.25	SG FLEET LEASE PAYMENT FOR THE PLANT P339 FOR THE PERIOD DECEMBER 2025	1671410	$395.25
DD42182.1	04/12/2025	BEAM CLEARING HOUSE	-$94,380.67	EMPLOYEE SUPERANNUATION FOR THE PAY PERIOD 17/11/2025 - 30/11/2025	PR344 - SUPERANNUATION	$47,202.45
					PR340 - SUPERANNUATION	$47,178.22
DD42182.2	04/12/2025	AUSTRALIAN TAXATION OFFICE (PAYG)	-$90,072.00	PR344 - ATO TAXATION FOR THE PAY PERIOD 17/11/2025 - 30/11/2025	PR344 - ATO TAX	$90,072.00
DD42182.3	04/12/2025	ATO - CHILD SUPPORT AGENCY	-$1,662.83	PR344 - CHILD SUPPORT FOR THE PAY PERIOD 17/11/2025 - 30/11/2025	PR344 - CHILD SUPPORT	$1,662.83
DD42182.4	04/12/2025	AUSTRALIAN SERVICES UNION	-$26.50	PR344 - UNION FEES FOR THE PAY PERIOD 17/11/2025 - 30/11/2025	PR344 - UNION FEES	$26.50
DD42182.5	04/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$263,765.27	PR344 - EMPLOYEE SALARY FOR THE PAY PERIOD 17/11/2025 - 30/11/2025	PR344 - EMPLOYEE SALARY	$263,765.27
DD42182.6	04/12/2025	ANZ BANK LIMITED	-$539.90	ANZ BANK - MONTHLY ANZ TRANSACTION FEES FOR THE PERIOD DECEMBER 2025	031225 31807_TRN - DECEMBER	$237.29
					031225 0000170845_BPP - DECEMBER	$302.61
DD42184.1	05/12/2025	FLEET CARE PTY LTD	-$7,918.32	FLEET CARE - MONTHLY LEASE FOR CESM VEHICLE P404 FOR THE PERIOD NOVEMEBR AND DECEMBER	FLEETCARE 41476	$7,918.32
DD42184.2	05/12/2025	IINET LIMITED	-$25.00	IINET - INTERNET CHARGES FOR LIBRARY PHONE FOR THE PERIOD 12/12/2025 - 11/01/2026	874398669	$25.00
DD42187.1	11/12/2025	BEAM CLEARING HOUSE	-$355.36	PR345 - SUPERANNUATION FOR TERMINATION PAY PERIOD 1/12/2025 - 14/12/2025	PR345 - SUPERANNUATION	$355.36
DD42189.1	12/12/2025	W.A. TREASURY CORPORATION	-$149,330.10	WATC - BI YEARLY LOAN REPAYMENT FOR LOAN 217	NET15015-7949 - LOAN 217	$149,330.10
DD42189.2	12/12/2025	ANZ BANK LIMITED	-$45.00	ANZ BANK - ACCOUNT SERVICING FEES FOR THE PERIOD DECEMBER	STAFF ASSISTED - DECEMBER	$35.00
					SERVICING FEES - DECEMBER	$10.00
DD42189.3	12/12/2025	AUSTRALIAN TAXATION OFFICE (PAYG)	-$4,954.00	PR345 - ATO TAXATION FOR THE TERMINATION PAY PERIOD 01/12/2025 - 14/12/2025	PR345 - ATO TAX	$4,954.00
DD42189.4	12/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$8,703.13	PR345 - TERMINATION PAYMENT FOR THE PAY PERIOD 01/12/2025 - 14/12/2025	PR345 - 8703.13	$8,703.13
DD42191.1	08/12/2025	ANZ BANK LIMITED	-$12,051.44	ANZ CREDIT CARD PAYMENT FOR THE PERIOD 23/10/2025 - 23/11/2025	23102025 - 23112025	$12,051.44
DD42202.1	31/12/2025	ANZ BANK LIMITED	-$934.84	ANZ BANK WORLDLINE 000591840029006 FEES FOR THE PERIOD DECEMBER 2025	000591840029006 - DECEMBER	$29.95
					000588780029531- DECEMBER	$237.40
					000464660023119 - DECEMBER	$173.02
					000463170023120 - DECEMBER	$494.47
DD42204.1	30/12/2025	DE LAGE LANDEN PTY LIMITED	-$6,786.45	DE LAGE - LEASE FOR IT EQUIPMENT FOR THE PERIOD DECEMBER 2025	303-0678753-001 - OCTOBER	$6,786.45
DD42207.1	23/12/2025	3E ADVANTAGE PTY LIMITED	-$410.30	3E ADVANTAGE - LEASE PAYMENT FOR ADMIN COPIER/PRINTER FOR THE PERIOD DECEMBER 2025	INV-220475	$410.30
DD42212.1	17/12/2025	BEAM CLEARING HOUSE	-$1,570.23	PR347 - COUNCILLORS SUPERANNUATION FOR THE PAY PERIOD DECEMBER 2025	PR347 - COUNCILLORS SUPER	$1,570.23
DD42212.2	17/12/2025	IINET LIMITED	-$25.00	IINET - INTERNET FOR VISITOR CENTRE PHONE FOR THE PERIOD 24/12/2025 - 23/01/2026	875906793	$25.00
DD42214.1	18/12/2025	BEAM CLEARING HOUSE	-$98,299.49	EMPOLYEES SUPERANNUATION FOR THE PAY PERIOD 15/12/2025 - 28/12/2025	PR349 - SUPERANNUATION	$48,128.20
					PR346 - SUPERANNUATION	$50,171.29

DD42214.2	18/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$278,435.27	PR346 - EMPOLYEES SALARY FOR THE PAY PERIOD 01/12/2025 - 14/12/2025	PR346 - SALARY	$278,435.27
DD42214.3	18/12/2025	IINET LIMITED	-$35.00	IINET INTERNET CHARGES FOR NIGHT PATROL PHONE FOR THE PERIOD 25/12/2025 - 24/01/2026	876019409	$35.00
DD42216.1	19/12/2025	SHIRE OF CARNARVON MUNICIPAL FUND	-$19,041.98	PR347 - COUNCILLORS PAY FOR THE PAY PERIOD DECEMBER 2025	PR347 - COUNCILLORS PAY	$19,041.98
DD42218.1	24/12/2025	AUSTRALIAN TAXATION OFFICE (PAYG)	-$98,412.00	PR346 - ATO TAXATION FOR THE PAY PERIOD 01/12/2025 - 14/12/2025	PR346 - ATO TAX	$98,412.00
DD42218.2	24/12/2025	ATO - CHILD SUPPORT AGENCY	-$1,662.83	PR346 -CHILD SUPPORT PAYMENT FOR THE PAY PERIOD 01/12/2025 - 14/12/2025	PR346 - CHILD SUPPORT	$1,662.83
DD42218.3	24/12/2025	AUSTRALIAN SERVICES UNION	-$26.50	PR346 - UNION FEES FOR THE PAY PERIOD 01/12/2025 - 14/12/2025	PR346 - UNION FEES	$26.50

TOTAL BANK DIRECTS **-$1,162,787.01**

Completed By:	Sarah Beresford
Signature:	S.Beresford
Position:	**Finance Officer**
Date:	16/01/2026

Checked By:	Marthie Jordaan
Signature:	M Jordaan
Position	**Finance Officer**
Date:	16/01/2026

Checked By:	Sarah Driscoll
Signature:	
Position	**Finance Manager/Executive Manager**
Date:	16/01/2026

MOORE

Moore Australia

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000

PO Box 5785, St Georges Terrace, WA 6831

T +61 8 9225 5355
F +61 8 9225 6181

www.moore-australia.com.au

16 January 2026

Ms Amanda Dexter
Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

COMPILATION REPORT TO SHIRE OF CARNARVON

We have compiled the accompanying special purpose financial report of Shire of Carnarvon which comprise the statement of financial position as at 31 December 2025, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Carnarvon as at 31 December 2025 and for the period then ended based on the records of the Shire of Carnarvon.

THE RESPONSIBILITY OF CARNARVON

The CEO of Shire of Carnarvon is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Carnarvon we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Carnarvon and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Carnarvon who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.

SHIRE OF CARNARVON

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 December 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity		2
Statement of financial position		3
Note 1	Basis of preparation	4
Note 2	Net current assets information	5
Note 3	Explanation of variances	6

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

	Note	Amended Budget Estimates (a) $	YTD Budget Estimates (b) $	YTD Actual (c) $	Variance* $ (c) - (b) $	Variance* % ((c) - (b))/(b) %	Va
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		6,774,254	6,749,253	**6,730,402**	(18,851)	(0.28%)	
Rates excluding general rates		998,592	998,592	**980,909**	(17,683)	(1.77%)	
Grants, subsidies and contributions		11,006,952	5,851,735	**3,656,193**	(2,195,542)	(37.52%)	▼
Fees and charges		3,695,402	2,644,700	**2,786,599**	141,899	5.37%	
Interest revenue		492,000	230,994	**197,315**	(33,679)	(14.58%)	▼
Other revenue		354,050	193,246	**202,833**	9,587	4.96%	
		23,321,250	**16,668,520**	**14,554,251**	**(2,114,269)**	(12.68%)	
Expenditure from operating activities							
Employee costs		(12,507,213)	(6,187,590)	**(5,567,926)**	619,664	10.01%	▲
Materials and contracts		(11,281,903)	(5,791,677)	**(3,860,969)**	1,930,708	33.34%	▲
Utility charges		(879,208)	(439,527)	**(399,206)**	40,321	9.17%	
Depreciation		(8,815,610)	(4,407,583)	**(4,386,885)**	20,698	0.47%	
Finance costs		(109,567)	(56,938)	**(58,483)**	(1,545)	(2.71%)	
Insurance		(697,887)	(697,806)	**(702,381)**	(4,575)	(0.66%)	
Other expenditure		(380,470)	(200,148)	**(144,396)**	55,752	27.86%	▲
		(34,671,858)	**(17,781,269)**	**(15,120,246)**	**2,661,023**	14.97%	
Non cash amounts excluded from operating activities	2(c)	8,815,610	4,407,583	**3,651,228**	(756,355)	(17.16%)	▼
Amount attributable to operating activities		**(2,534,998)**	**3,294,834**	**3,085,233**	**(209,601)**	(6.36%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		14,868,174	2,223,709	**2,324,467**	100,758	4.53%	
		14,868,174	**2,223,709**	**2,324,467**	**100,758**	4.53%	
Outflows from investing activities							
Acquisition of property, plant and equipment		(1,708,886)	(1,229,379)	**(759,248)**	470,131	38.24%	▲
Acquisition of infrastructure		(15,726,811)	(12,111,956)	**(3,110,909)**	9,001,047	74.32%	▲
		(17,435,697)	**(13,341,335)**	**(3,870,157)**	**9,471,178**	70.99%	
Amount attributable to investing activities		**(2,567,523)**	**(11,117,626)**	**(1,545,690)**	**9,571,936**	86.10%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Leases liabilities recognised		9,300	0	**0**	0	0.00%	
Proceeds from new borrowings		365,000	0	**0**	0	0.00%	
Transfer from reserves		1,311,260	0	**0**	0	0.00%	
		1,685,560	**0**	**0**	**0**	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities		(131,074)	(112,079)	**(112,079)**	0	0.00%	
Repayment of borrowings		(464,694)	(230,093)	**(230,093)**	0	0.00%	
Transfer to reserves		(475,366)	0	**(24,108)**	(24,108)	0.00%	
		(1,071,134)	**(342,172)**	**(366,280)**	**(24,108)**	(7.05%)	
Non-cash amounts excluded from financing activities	2(d)	(9,300)	0	**0**	0	0.00%	
Amount attributable to financing activities		**605,126**	**(342,172)**	**(366,280)**	**(24,108)**	(7.05%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	4,106,688	4,106,688	**4,106,688**	0	0.00%	
Amount attributable to operating activities		(2,534,998)	3,294,834	**3,085,233**	(209,601)	(6.36%)	
Amount attributable to investing activities		(2,567,523)	(11,117,626)	**(1,545,690)**	9,571,936	86.10%	▲
Amount attributable to financing activities		605,126	(342,172)	**(366,280)**	(24,108)	(7.05%)	
Surplus or deficit after imposition of general rates		**(390,707)**	**(4,058,276)**	**5,279,951**	**9,338,227**	230.10%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2025

	Actual 30 June 2025	Actual as at 31 December 2025
	$	$
CURRENT ASSETS		
Cash and cash equivalents	5,788,339	6,617,051
Trade and other receivables	2,630,622	4,032,085
Inventories	59,973	97,826
Contract assets	558,349	0
TOTAL CURRENT ASSETS	9,037,283	10,746,962
NON-CURRENT ASSETS		
Trade and other receivables	113,317	113,317
Other financial assets	139,334	139,334
Property, plant and equipment	45,795,560	45,889,769
Infrastructure	271,040,822	270,461,758
Right-of-use assets	118,926	87,053
TOTAL NON-CURRENT ASSETS	317,207,959	316,691,231
TOTAL ASSETS	326,245,242	327,438,193
CURRENT LIABILITIES		
Trade and other payables	1,472,655	1,249,306
Contract liabilities	546,213	546,213
Capital grant/contributions liabilities	442,737	442,737
Lease liabilities	121,774	9,695
Borrowings	464,694	234,601
Employee related provisions	1,123,052	1,123,052
TOTAL CURRENT LIABILITIES	4,171,125	3,605,604
NON-CURRENT LIABILITIES		
Borrowings	2,187,030	2,187,030
Employee related provisions	141,111	141,111
TOTAL NON-CURRENT LIABILITIES	2,328,141	2,328,141
TOTAL LIABILITIES	6,499,266	5,933,745
NET ASSETS	**319,745,976**	**321,504,448**
EQUITY		
Retained surplus	51,937,005	53,671,369
Reserve accounts	2,468,990	2,493,098
Revaluation surplus	265,339,981	265,339,981
TOTAL EQUITY	**319,745,976**	**321,504,448**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 15 January 2026

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 December 202
Current assets		$	$	$
Cash and cash equivalents		5,788,339	5,788,339	6,617,05
Trade and other receivables		2,630,622	2,630,622	4,032,08
Inventories		59,973	59,973	97,82
Contract assets		558,349	558,349	
		9,037,283	9,037,283	10,746,96
Less: current liabilities				
Trade and other payables		(1,472,655)	(1,472,655)	(1,249,306
Other liabilities		(988,950)	(988,950)	(988,950
Lease liabilities		(121,774)	(121,774)	(9,695
Borrowings		(464,694)	(464,694)	(234,601
Employee related provisions		(1,123,052)	(1,123,052)	(1,123,052
		(4,171,125)	(4,171,125)	(3,605,604
Net current assets		4,866,158	4,866,158	7,141,35
Less: Total adjustments to net current assets	2(b)	(759,470)	(759,470)	(1,861,407
Closing funding surplus / (deficit)		**4,106,688**	**4,106,688**	**5,279,95**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,468,990)	(2,468,990)	(2,493,098
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		121,774	121,774	9,69
- Current portion of borrowings		464,694	464,694	234,60
- Current portion of employee benefit provisions held in reserve		1,123,052	1,123,052	387,39
Total adjustments to net current assets	2(a)	**(759,470)**	**(759,470)**	**(1,861,407**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 December 2025	YTD Actual 31 December 202
	$	$	$
Adjustments to operating activities			
Less: Movement in liabilities associated with restricted cash	0	0	(739,404
Add: Depreciation	8,815,610	4,407,583	4,386,88
Movement in current employee provisions associated with restricted cash	0	0	3,74
Total non-cash amounts excluded from operating activities	**8,815,610**	**4,407,583**	**3,651,22**

(d) Non-cash amounts excluded from financing activities

Adjustments to financing activities			
Non cash proceeds from new leases	(9,300)	0	
Total non-cash amounts excluded from financing activities	**(9,300)**	**0**	

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions Funding not receive at time of reporting including Roads to Recovery, DRFWA, Coral Bay Settlement Structure Plan and income for strategic projects.	**(2,195,542)**	**(37.52%)**	▼
Interest revenue Interest received on investments lower than YTD budget due to lower interest and cash levels for investment. Higher amounts of interest received from instalment and penalty interest on rates.	**(33,679)**	**(14.58%)**	▼
Expenditure from operating activities			
Employee costs Expenditure is lower than YTD budget due to vacant positions. RJED employee costs are lower than YTD budget due to timing of onboarding roles.	**619,664**	**10.01%**	▲
Materials and contracts YTD actuals of materials, contracts and operating services are below YTD budget profiled on a monthly basis with no allocations to AGRN 1118 repair works at time of reporting. Year to date expenditure on structure plans, mosquito eradication project, area promotion and minor plant are less than YTD budget	**1,930,708**	**33.34%**	▲
Other expenditure Timing of donations budgeted for Community growth fund.	**55,752**	**27.86%**	▲
Non cash amounts excluded from operating activities Adjustment to determination of surplus due to employee leave provisions not held in reserve account.	**(756,355)**	**(17.16%)**	▼
Outflows from investing activities			
Acquisition of property, plant and equipment YTD actuals for building projects and IT equipment are lower than YTD budget. Animal control vehicle not purchased at time of reporting.	**470,131**	**38.24%**	▲
Acquisition of infrastructure Timing of Roads to Recovery, Blackspot Road and airport upgrade projects not aligned to YTD budget. Footpath and drainage projects have yet to commence.	**9,001,047**	**74.32%**	▲
Surplus or deficit after imposition of general rates Variances detailed above.	**9,338,227**	**230.10%**	▲

SHIRE OF CARNARVON

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key information	2
2	Key information - graphical	3
3	Cash and financial assets	4
4	Reserve accounts	5
5	Capital acquisitions	6
6	Receivables	8
7	Other current assets	9
8	Payables	10
9	Borrowings	11
10	Other current liabilities	12
11	Grants and contributions	13
12	Capital grants and contributions	14
13	Trust fund	15
14	Budget amendments	16

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$4.11 M	$4.11 M	$4.11 M	$0.00 M
Closing	($0.39 M)	($4.06 M)	$5.28 M	$9.34 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$6.62 M	% of total
Unrestricted Cash	$4.12 M	62.3%
Restricted Cash	$2.49 M	37.7%

Refer to 3 - Cash and Financial Assets

Payables

	$1.25 M	% Outstanding
Trade Payables	$0.53 M	
0 to 30 Days		98.8%
Over 30 Days		1.2%
Over 90 Days		0.3%

Refer to 8 - Payables

Receivables

	$0.29 M	% Collected
Rates Receivable	$3.74 M	61.0%
Trade Receivable	$0.29 M	% Outstanding
Over 30 Days		74.1%
Over 90 Days		67.3%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.53 M)	$3.29 M	$3.09 M	($0.21 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$6.73 M	% Variance
YTD Budget	$6.75 M	(0.3%)

Grants and Contributions

YTD Actual	$3.66 M	% Variance
YTD Budget	$5.85 M	(37.5%)

Refer to 11 - Grants and Contributions

Fees and Charges

YTD Actual	$2.79 M	% Variance
YTD Budget	$2.64 M	5.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.57 M)	($11.12 M)	($1.55 M)	$9.57 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Amended Budget	$0.00 M	

Asset Acquisition

YTD Actual	$3.11 M	% Spent
Amended Budget	$15.73 M	(80.2%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$2.32 M	% Received
Amended Budget	$14.87 M	(84.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.61 M	($0.34 M)	($0.37 M)	($0.02 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.23 M)
Interest expense	($0.06 M)
Principal due	$2.42 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$2.49 M
Net Movement	$0.02 M

Refer to 4 - Cash Reserves

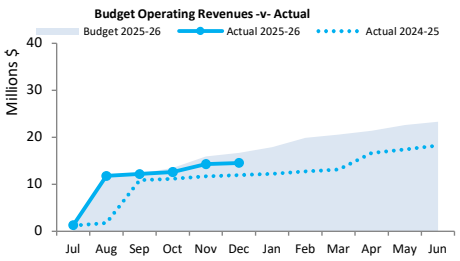
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

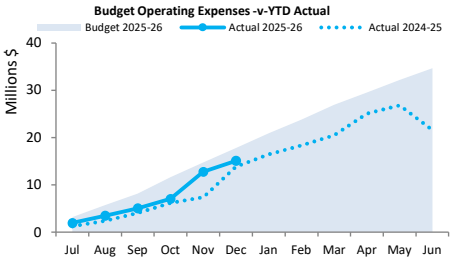
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

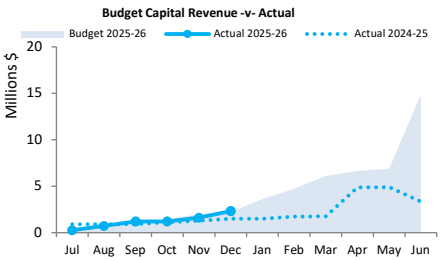


OPERATING EXPENSES

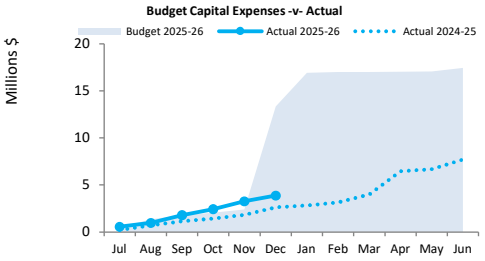


INVESTING ACTIVITIES

CAPITAL REVENUE

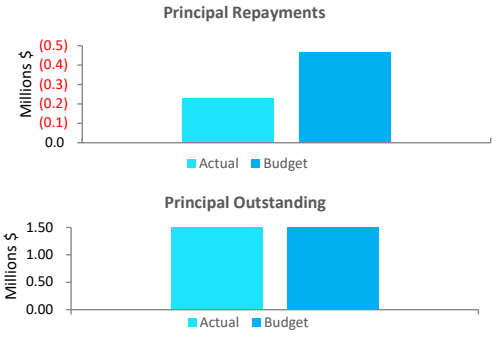


CAPITAL EXPENSES

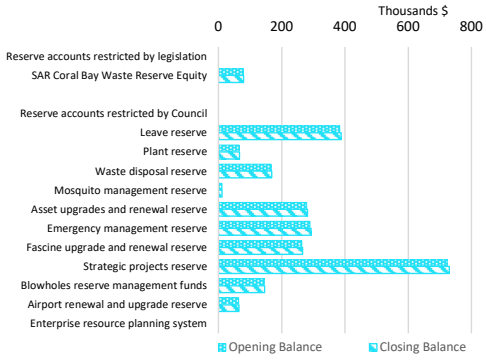


FINANCING ACTIVITIES

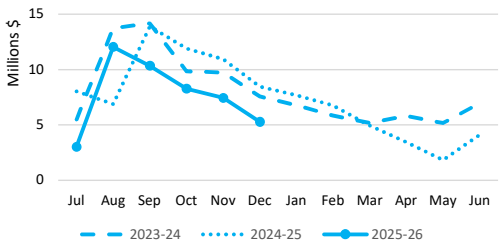
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

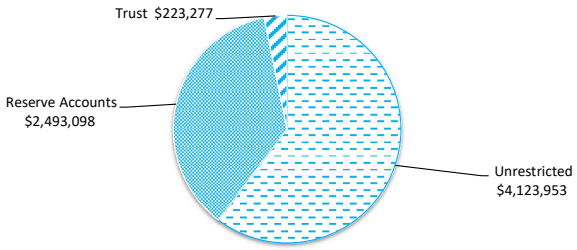
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand	Cash and cash equivalents	2,800	0	2,800	0	NA	NA	NA
Municipal Account	Cash and cash equivalents	1,404,465	0	1,404,465	0	ANZ	Variable	NA
Municipal Online Account	Cash and cash equivalents	716,688	0	716,688	0	ANZ	Variable	NA
Municipal Term Deposit	Cash and cash equivalents	1,000,000	0	1,000,000	0	ANZ	2.85%	Jan-26
Municipal Term Deposit	Financial assets at amortised cost	1,000,000	0	1,000,000	0	ANZ	4.22%	Feb-25
Reserve Online Account	Cash and cash equivalents	0	470,716	470,716	0	ANZ	Variable	NA
Reserves Term Deposit	Financial assets at amortised cost	0	2,022,382	2,022,382	0	ANZ	4.19%	Jan-26
Trust Bank Account	Cash and cash equivalents	0	0	0	223,277	ANZ	4.19%	Jan-26
Total		**4,123,953**	**2,493,098**	**6,617,051**	**223,277**			
Comprising								
Cash and cash equivalents		3,123,953	470,716	3,594,669	223,277			
Financial assets at amortised cost - Term Deposits		1,000,000	2,022,382	3,022,382	0			
		4,123,953	**2,493,098**	**6,617,051**	**223,277**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation								
SAR Coral Bay Waste Reserve Equity	78,683	375,366	(375,366)	78,683	78,683	768	0	79,45
Reserve accounts restricted by Council								
Leave reserve	383,648	0	(100,570)	283,078	383,648	3,747	0	387,39
Plant reserve	65,355	0	0	65,355	65,355	639	0	65,99
Waste disposal reserve	166,684	0	0	166,684	166,684	1,627	0	168,3
Mosquito management reserve	11,117	0	0	11,117	11,117	109	0	11,22
Asset upgrades and renewal reserve	278,513	0	(194,494)	84,019	278,513	2,719	0	281,23
Emergency management reserve	289,779	0	0	289,779	289,779	2,830	0	292,60
Fascine upgrade and renewal reserve	263,476	0	0	263,476	263,476	2,573	0	266,04
Strategic projects reserve	723,119	0	(640,830)	82,289	723,119	7,061	0	730,18
Blowholes reserve management funds	144,203	0	0	144,203	144,203	1,407	0	145,61
Airport renewal and upgrade reserve	64,413	0	0	64,413	64,413	628	0	65,04
Enterprise resource planning system	0	100,000	0	100,000	0	0	0	
	2,468,990	**475,366**	**(1,311,260)**	**1,633,096**	**2,468,990**	**24,108**	**0**	**2,493,09**

SHIRE OF CARNARVON **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	975,831	970,824	597,138	(373,686)
Furniture And Equipment	141,360	98,860	48,250	(50,610)
Plant And Equipment	591,695	159,695	113,860	(45,835)
Acquisition of property, plant and equipment	**1,708,886**	**1,229,379**	**759,248**	**(470,131)**
Infrastructure - Roads	4,164,419	3,979,166	2,317,095	(1,662,071)
Other Infrastructure - Drainage	40,790	40,790	0	(40,790)
Other Infrastructure - Footpaths	75,000	75,000	0	(75,000)
Other Infrastructure - Parks And Ovals	0	0	99,296	99,296
Other Infrastructure	3,374,602	17,000	643,885	626,885
Other Infrastructure - Airport	8,000,000	8,000,000	50,401	(7,949,599)
Other Infrastructure - Landfill	72,000	0	232	232
Acquisition of infrastructure	**15,726,811**	**12,111,956**	**3,110,909**	**(9,001,047)**
Total capital acquisitions	**17,435,697**	**13,341,335**	**3,870,157**	**(9,471,178)**
Capital Acquisitions Funded By:				
Capital grants and contributions	14,868,174	2,223,709	2,324,467	100,758
Lease liabilities	9,300	0	0	0
Borrowings	365,000	0	0	0
Reserve accounts				
Asset upgrades and renewal reserve	194,494	0	0	0
Strategic projects reserve	640,830	0	0	0
Contribution - operations	1,357,899	11,117,626	1,545,690	(9,571,936)
Capital funding total	**17,435,697**	**13,341,335**	**3,870,157**	**(9,471,178)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF CARNARVON **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

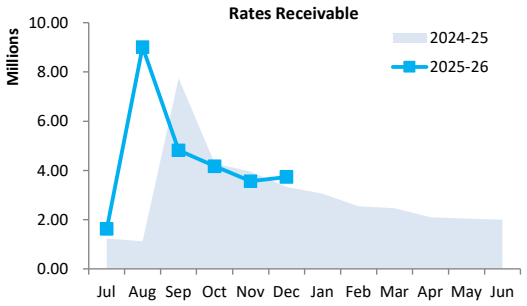
Cat	Category Description	Job	Description	Current Budget	YTD Budget	YTD Actual	YTD Variance
13101	Buildings	0386	Washbay For Trucks	65,500	65,500	62,518	(2,98
13101	Buildings	1501	Depot Improvements	0	0	6,095	6,0
13101	Buildings	BC01	Housing Development Northwater	494,337	494,334	362,431	(131,90
13101	Buildings	BC02	Shire Buildings	10,000	5,000	0	(5,00
13101	Buildings	C2501	Depot Storage Project	0	0	20,620	20,6
13101	Buildings	G011	Civic Centre Refurbishment	405,994	405,990	145,474	(260,51
			Buildings Total	**975,831**	**970,824**	**597,138**	(373,68
13102	Furniture And Equipment	CO012	Cctv Server & Security Upgrades	85,000	42,500	38,180	(4,32
13102	Furniture And Equipment	CO016	Shire Firewall Upgrades	20,000	20,000	0	(20,00
13102	Furniture And Equipment	CO017	Council Chambers Video Conferencing Hardware Refresh	30,000	30,000	10,070	(19,93
13102	Furniture And Equipment	FE0010	Canon Large Format Printer/Scanner	6,360	6,360	0	(6,36
			Furniture and Equipment Total	**141,360**	**98,860**	**48,250**	(50,61
13103	Plant And Equipment	A020	Fod*Boss Runway Sweeper	10,787	10,787	10,787	
13103	Plant And Equipment	PC007	Isuzu/Rosmech Street Sweeper	365,000	0	0	
13103	Plant And Equipment	PC012	Ceo - Vehicle Purchase	89,150	89,150	81,606	(7,54
13103	Plant And Equipment	PC013	Ute Purchase For Verge Crew	67,000	0	0	
13103	Plant And Equipment	PC014	Trailer Purchase - Rjed Verge Crew	20,000	20,000	13,236	(6,76
13103	Plant And Equipment	PC015	Fcar Diagonistic Scan Tool	9,758	9,758	8,230	(1,52
13103	Plant And Equipment	PC0436	Canopy For Ranger Ute P379	30,000	30,000	0	(30,00
			Plant and Equipment Total	**591,695**	**159,695**	**113,860**	(45,83
13201	Infrastructure - Roads	9010	Temporary Budget Job No - Roads To Recovery (Coa 3740)	476,710	476,710	0	(476,71
13201	Infrastructure - Roads	BLS174	Minilya Lyndon Road - Blackspot	367,000	181,750	182,875	1,12
13201	Infrastructure - Roads	BLS204	Speedway Road A - Black Spot	377,845	377,845	0	(377,84
13201	Infrastructure - Roads	BLS240	French Street Blackspot	400,000	400,000	0	(400,00
13201	Infrastructure - Roads	LRC027	Electric Road Condition Monitering & Response System	26,350	26,349	28,263	1,9
13201	Infrastructure - Roads	R2R121	Quobba-Gnaraloo Road - Roads To Recovery	45,000	45,000	43,991	(1,00
13201	Infrastructure - Roads	R2R174	Minilya Lyndon Road - Roads To Recovery	184,000	184,000	0	(184,00
13201	Infrastructure - Roads	R2R204	Speedway Road - Roads To Recovery	205,000	205,000	0	(205,00
13201	Infrastructure - Roads	R2R240	French Street - Roads To Recovery	200,000	200,000	0	(200,00
13201	Infrastructure - Roads	RRG086	Wahroonga Pimbee Road (Rrg)	806,508	806,508	752,268	(54,24
13201	Infrastructure - Roads	RRG121	Quobba Gnaraloo	1,076,006	1,076,004	1,309,698	233,6
			Infrastructure - Roads Total	**4,164,419**	**3,979,166**	**2,317,095**	(1,662,07
13202	Other Infrastructure - Footpaths	9004	Kerbing & Footpath Replacement - Allocation Tbc	75,000	75,000	0	(75,00
			Other Infrastructure - Footpaths Total	**75,000**	**75,000**	**0**	(75,00
13204	Other Infrastructure - Drainage	D010	Pump Station Upgrades	40,790	40,790	0	(40,79
			Other Infrastructure - Drainage Total	**40,790**	**40,790**	**0**	(40,79
13207	Other Infrastructure - Airport	A016	Carnarvon Airport Upgrade Q400	8,000,000	8,000,000	50,401	(7,949,59
			Other Infrastructure - Airport Total	**8,000,000**	**8,000,000**	**50,401**	(7,949,59
13209	Other Infrastructure	3624	Fascine Jetties Renewal	0	0	33,126	33,1
13209	Other Infrastructure	3763	Coral Bay Cenotaph	17,000	17,000	0	(17,00
13209	Other Infrastructure	CAP01	Cap Design & Project Management	0	0	147,760	147,7
13209	Other Infrastructure	CAP02	Carnarvon Activation Plan	3,357,602	0	402,930	402,9
13209	Other Infrastructure	LRC025	Tramway Bridge Improvements	0	0	60,069	60,0
13210	Other Infrastructure - Landfill	0385	New Refuse Site Development At Coral Bay	72,000	0	232	2
13205	Other Infrastructure - Parks And Ovals	RPPP2	Fascine To Harbour Walk	0	0	27,805	27,8
13205	Other Infrastructure - Parks And Ovals	RPPP3	The Pier Development	0	0	44,993	44,9
13205	Other Infrastructure - Parks And Ovals	RPPP4	Tramway Trail & Bridge	0	0	22,930	22,9
13205	Other Infrastructure - Parks And Ovals	RPPP6	Van Dongen Park	0	0	3,568	3,5
			Other Infrastructure Total	**3,446,602**	**17,000**	**743,413**	726,4
			Grand Total	**17,435,697**	**13,341,335**	**3,870,156**	(9,471,17

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

OPERATING ACTIVITIES

6 RECEIVABLES

Rates receivable	30 Jun 2025	31 Dec 2025
	$	$
Opening arrears previous year	1,483,133	2,004,628
Levied this year	7,264,318	7,711,311
Less - collections to date	(6,608,439)	(5,929,595)
Gross rates collectable	**2,139,012**	**3,786,344**
Allowance for impairment of rates receivable	(134,384)	(47,334)
Net rates collectable	**2,004,628**	**3,739,010**
% Collected	75.5%	61.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(4,001)	178,646	40,083	5,303	452,783	672,814
Percentage	(0.6%)	26.6%	6.0%	0.8%	67.3%	
Balance per trial balance						
Trade receivables						672,814
Other receivables						27,672
GST receivable						58,451
Receivables for employee related provisions						18,011
Allowance for impairment of receivables from contracts with customers						(489,524
Accrued income						5,651
Total receivables general outstanding						**293,075**

Amounts shown above include GST (where applicable)

KEY INFORMATION

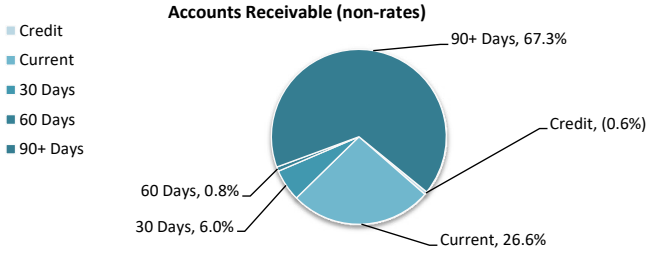
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 December 2
	$	$	$	$
Inventory				
Fuel and materials	14,671	123,896	(86,043)	52,52
Visitor Centre stock	45,302	0	0	45,30
Contract assets				
Contract assets	558,349	0	(558,349)	
Total other current assets	**618,322**	**123,896**	**(644,392)**	**97,82**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

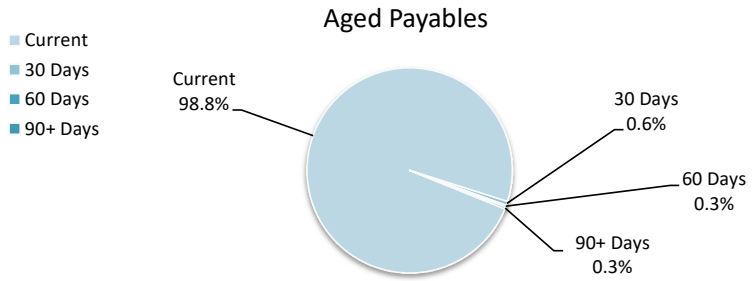
Contract assets
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF CARNARVON **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	525,310	3,276	1,601	1,538	531,72
Percentage	0.0%	98.8%	0.6%	0.3%	0.3%	
Balance per trial balance						
Sundry creditors						531,72
Accrued salaries and wages						30,22
ATO liabilities						92,88
Other payables						471,90
Bonds and deposits held						112,94
Visitor Centre liabilities						9,62
Total payables general outstanding						**1,249,30**
Amounts shown above include GST (where applicable)						

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budge
		$	$	$	$	$	$	$	$	$
Airport Corrective Works	216	76,481	0	0	(25,109)	(50,601)	51,372	25,880	(1,166)	(1,9
Plant and Equipment	217	1,224,905	0	0	(126,098)	(254,589)	1,098,807	970,316	(23,232)	(44,0
Heavy Plant	219	664,889	0	0	(49,108)	(99,280)	615,781	565,609	(14,414)	(27,7
Light Fleet	220	192,689	0	0	(22,349)	(45,173)	170,340	147,516	(4,100)	(7,7
Housing (RED House)	221	492,760	0	0	(7,429)	(15,051)	485,331	477,709	(12,858)	(25,5
Plant	TBA	0	0	365,000	0	0	0	365,000	0	
Total		**2,651,724**	**0**	**365,000**	**(230,093)**	**(464,694)**	**2,421,631**	**2,552,030**	**(55,770)**	**(107,0**
Current borrowings		464,694					234,601			
Non-current borrowings		2,187,030					2,187,030			
		2,651,724					**2,421,631**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2025-26

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balanc Unspe
	$	$				$	%	$	$	$
Heavy Plant (Street Sweeper)	0	365,000	WATC	Debenture	7	150,109	5.22	0	(365,000)	(365,0

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 December 2025
		$	$	$	$	$
Other liabilities						
Contract liabilities		546,213	0	0	0	546,213
Capital grant/contributions liabilities		442,737	0	0	0	442,737
Total other liabilities		988,950	0	0	0	988,950
Employee Related Provisions						
Provision for annual leave		606,701	0	0	0	606,701
Provision for long service leave		378,632	0	0	0	378,632
Employment on-costs		137,719	0	0	0	137,719
Total Provisions		1,123,052	0	0	0	1,123,052
Total other current liabilities		**2,112,002**	**0**	**0**	**0**	**2,112,002**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF CARNARVON **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions		
Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2025	Current Liability 31 Dec 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
F.A.G.- General Purpose	0	0	0	0	0	2,607,198	1,303,598	1,303,59
F.A.G. - Roads	0	0	0	0	0	904,406	452,202	452,20
Grant Income - SP-05	0	0	0	0	0	40,000	19,998	
RJED Grant Income	0	0	0	0	0	1,041,450	601,085	601,08
Bushfire Grant	0	0	0	0	0	103,074	103,074	71,98
Other Grants - SP-06	0	0	0	0	0	27,920	27,918	13,97
Emergency Services Grant	0	0	0	0	0	39,414	14,780	5,59
Grants And Contributions	0	0	0	0	0	119,762	119,760	47,41
Grants- Early Years	70,805	0	0	70,805	70,805	70,805	0	
Department Of Communities Grant- Mayu Mia	0	0	0	0	0	182,442	91,220	101,08
Department Of Communities Grant- Community Connectors - Night Patrol	0	0	0	0	0	228,000	0	114,00
Other Grant Income- Youth Services	45,087	0	0	45,087	45,087	209,000	121,727	69,00
Grants (Mosquito Funding)	0	0	0	0	0	3,000	1,500	3,32
Grants - Protection Of The Environment	8,314	0	0	8,314	8,314	242,895	121,446	234,96
Grant - Pelican Pt. Sand Drift & Erosion Project - DPLH Coastwest Program	0	0	0	0	0	24,991	0	
Art Gallery Grants	21,684	0	0	21,684	21,684	194,360	97,176	46,48
Grants Library	0	0	0	0	0	10,000	6,667	7,00
Grants - Library	0	0	0	0	0	5,000	2,496	5,00
Community Development Grants Income	0	0	0	0	0	91,182	91,182	64,79
Community Hub Grant Income	25,490	0	0	25,490	25,490	73,005	73,005	1,00
Seniors Grant (Income)	0	0	0	0	0	3,000	3,000	
Grant- DRFWA AGRN 1118	0	0	0	0	0	1,820,000	909,999	
Grant - Improving Flood Preparedness Project	50,000	0	0	50,000	50,000	50,000	50,000	
Town Planning Grants	62,211	0	0	62,211	62,211	62,211	31,104	
Grant For Charmap Development	0	0	0	0	0	15,000	7,500	
Grant -Coral Bay Settlement Structure Plan	250,217	0	0	250,217	250,217	250,218	125,106	
MRWA Direct Grant	0	0	0	0	0	507,485	507,485	507,48
MRWA Streetlighting Contribution	0	0	0	0	0	24,200	0	
MRWA Robinson Street Sweeping Contribution	0	0	0	0	0	10,000	0	
MRWA Verge Mtnce Contribution	0	0	0	0	0	16,500	0	
R2R Funding - Operating	0	0	0	0	0	1,340,549	670,274	
Other Grants & Contributions	0	0	0	0	0	93,000	0	5,00
Strategic Projects Income - Other Economic Services	0	0	0	0	0	584,385	292,188	
	533,808	**0**	**0**	**533,808**	**533,808**	**10,994,452**	**5,845,490**	**3,655,00**
Contributions								
State Library Subsidy	0	0	0	0	0	1,000	498	35
Community Art Hub Contributions & Donations	12,405	0	0	12,405	12,405	11,500	5,747	84
	12,405	**0**	**0**	**12,405**	**12,405**	**12,500**	**6,245**	**1,19**
TOTALS	**546,213**	**0**	**0**	**546,213**	**546,213**	**11,006,952**	**5,851,735**	**3,656,19**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and		
Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2025	Current Liability 31 Dec 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Housing Development Northwater - Grant	0	0	0	0	0	48,000	48,000	48,00
Grants - Protection Of The Environment	0	0	0	0	0	0	0	7,89
Grants Seroja Resilience - Civic Centre	375,994	0	0	375,994	375,994	375,994	0	
Grant - Pelican Pt. Sand Drift & Erosion Project - DPLH Coastwest Program	0	0	0	0	0	0	0	
Art Gallery Grants	0	0	0	0	0	0	0	116,17
Historical Grants	9,091	0	0	9,091	9,091	10,000	10,000	
Carnarvon Activation Plan Income	0	0	0	0	0	3,357,603	0	609,76
Regional Road Group Funding	0	0	0	0	0	1,255,009	1,255,010	1,345,00
State Blackspot Funding French St & Minilya Road	57,652	0	0	57,652	57,652	1,144,845	377,845	146,93
Roads To Recovery Funding	0	0	0	0	0	1,065,710	532,854	
R.A.D.S Grant	0	0	0	0	0	7,611,013	0	
Grant - Coral Bay Settlement Structure Plan	0	0	0	0	0	0	0	50,67
LRCI Phase 4B - Grant	0	0	0	0	0	0	0	1
	442,737	**0**	**0**	**442,737**	**442,737**	**14,868,174**	**2,223,709**	**2,324,46**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

13 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 December 2025
	$	$	$	$
Private Works	138,033	0	(55,130)	**82,903**
Public Open Space	140,374	0	0	**140,374**
	278,407	**0**	**(55,130)**	**223,277**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						(390,70
Opening surplus(deficit)	Res. OCM 11/10/25	Opening surplus(deficit)	0	0	(112,774)	(503,48
Operating grants, subsidies and contributions	Res. OCM 11/10/25	Operating revenue	0	1,809,545	0	1,306,0
Other revenue	Res. OCM 11/10/25	Operating revenue	0	31,500	(894,041)	443,5
Employee costs	Res. OCM 11/10/25	Operating expenses	0	0	(423,686)	19,8
Materials and contracts	Res. OCM 11/10/25	Operating expenses	0	0	(267,195)	(247,35
Purchase of property, plant & equipment	Res. OCM 11/10/25	Capital expenses	0	0	(143,349)	(390,70
Purchase and construction of infrastructure	Res. OCM 11/10/25	Capital expenses	0	0	0	(390,70
				1,841,045	**(1,841,045)**	**(390,70**

Coastal Hazard Risk Management Adaption Plan

PREPARED FOR

Shire of Carnarvon

November 2025



Prepared by:

Land Insights

PO Box 289

Mt Lawley WA 6929

(08) 9271 8506

admin@landinsights.com.au

Document Name: Shire of Carnarvon CHRMAP Summary_Rev0.2 Sep25.docx

Document History:

Date	Document Revision	Document Manager	Summary of Document Revision	Client Delivered
Jan 25	Rev0	RH	Draft	Jan 25
Jun 25	Rev 0.1	MT	Draft for Client Review	Jul 25
Sep 25	Rev 0.2	MT	Incorporate Steering Group comments	Sep 25
Nov-25	Rev 1	MT	Final Draft incorporating Steering Group comments	Nov-25

Important Note:

"The information contained in this report has been prepared with care by the author(s), or it has been supplied to the author(s) by apparently reliable sources. In either case, the author(s) have no reason to doubt its completeness or accuracy. However, neither the author(s) company nor its employees guarantee the information, nor does it or is it intended to form part of any contract. Accordingly, all interested parties should make their own inquiries to verify the information, as well as any additional or supporting information supplied, and it is the responsibility of interested parties to satisfy themselves in all respects.

This report is for the use only of the party to whom it is addressed. Land Insights disclaims responsibility to any third party acting upon or using the whole or part of its contents."

Table of Contents

1 ESTABLISHING THE CONTEXT 1

1.1 INTRODUCTION 1

1.2 STUDY AREAS 5

1.3 EXISTING PLANNING CONTROLS 10

1.4 STATE PLANNING POLICIES AND STRATEGIES 10

1.5 COMMUNITY ENGAGEMENT 12

1.6 SUCCESS CRITERIA 13

2 RISK IDENTIFICATION 15

2.1 INTRODUCTION 15

2.2 SITE VISIT 16

2.3 CALCULATION OF COASTAL PROCESSES ALLOWANCE – CARNARVON 16

2.4 MAPPING –COASTAL PROCESSES ALLOWANCE 20

2.5 MAPPING – INUNDATION RISK 23

3 VULNERABILITY ASSESSMENT & RISK EVALUATION 33

3.1 ASSET IDENTIFICATION 33

3.2 ASSET CLASS 33

3.3 IDENTIFIED COASTAL ASSETS 34

3.4 RISK ASSESSMENT FRAMEWORK 52

3.5 ADAPTIVE CAPACITY 56

3.6 VULNERABILITY SCALE 59

3.7 VULNERABILITY ANALYSIS 59

3.8 EXISTING CONTROLS 64

3.9 PRIORITIES FOR RISK TREATMENT 68

4 RISK TREATMENT 72

4.1 RISK TREATMENT APPROACH 72

4.2 ADAPTION TOOLKIT 77

4.3 MULTI-CRITERIAL ASSESSMENT 82

4.4 MANAGEMENT UNITS 83

4.5 MCA OUTCOMES – CARNARVON 86

4.6 MCA Outcomes – Coral Bay 100
4.7 Potential Responses 106
4.8 Cost benefit analysis 109
4.9 Pathways 111
5 IMPLEMENTATION PLAN – CORAL BAY 113
5.1 Coral Bay MU 1: Bills Bay to Coral Bay Beach 113
5.2 Coral Bay MU 2 (North): Coral Bay Townsite 117
5.3 Coral Bay MU 2 (South): Settlement to Boat Ramp 121
6 IMPLEMENTATION PLAN – CARNARVON 124
6.1 Carnarvon MU 1: Babbage Island 124
6.2 Carnarvon MU 3: Maritime Facility 129
6.3 Carnarvon MU 4: South Carnarvon 132
6.4 Carnarvon MU 5: Brockman 135
7 LAND USE PLANNING RESPONSE 136
7.1 Local Planning Strategy 136
7.2 Local Planning Scheme 136
7.3 Local Planning Policy 139
7.4 Foreshore Management Plan 140
8 FUNDING CONSIDERATIONS 141
9 MONITORING AND REVIEW 144
10 APPENDIX A - STRATEGIC ADAPTATION APPROACHES (ADAPTED FROM WAPC, 2021) 145
11 APPENDIX B – IMPLEMENTATION PLAN OVERVIEW 148

Figures

Figure 1.1– Risk management process flowchart adapted to coastal planning[2] 3
Figure 1.2 – CHRMAP preparation stages 4
Figure 1.3 – Planning framework overview 10
Figure 1.4 – Policy Relationships 11
Figure 2.1 – Determining allowance for coastal erosion over time 17
Figure 3.1 – Vulnerability assessment components (reproduced from (WAPC, 2019) – adapted from Allen Consulting, 2005) 53

Figure 3.2 – Assessing vulnerability 59
Figure 4.1 – Risk management and adaptation hierarchy (source: WAPC 2019).....74

Tables

Table 2.1 – Carnarvon Coastal Processes Allowances. Landward distance (m) from HSD by planning timeframe. 19
Table 3.1 - Overview of Coastal Asset functions, services, value based on (WAPC, 2019) 33
Table 3.2 – Key assets at risk (erosion) 36
Table 3.3 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Carnarvon 42
Table 3.4 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Coral Bay 44
Table 3.5 – Quantification of residential and commercial building assets affected by inundation 51
Table 3.6 – Exposure / Likelihood 53
Table 3.7 – Consequence Rating 55
Table 3.8 – Risk Level (Potential Impact) Matrix as Product of Sensitivity (Consequence) and Exposure (Likelihood) 56
Table 3.9 – Risk Profile Definition 56
Table 3.10 – Adaptive capacity scale 57
Table 3.11 – Assigned adaptive capacity – erosion assets 57
Table 3.12 – Assigned adaptive capacity – inundation assets (Local Planning Scheme) 57
Table 3.13 – Vulnerability Matrix 59
Table 3.14 – Erosion Vulnerability Ratings 60
Table 3.15 – Inundation Vulnerability Ratings 63
Table 3.16 – Community consultation outcomes summary 68
Table 3.17 – Priorities for risk treatment – Erosion 69
Table 3.18 – Priorities for risk treatment – Inundation 70
Table 4.1 - Risk treatment options 74
Table 4.2 - Adaptation toolkit 77
Table 4.3 - MCA criteria 83
Table 4.4 – Potential planning responses 106
Table 5.1: Coral Bay MU1: Preferred Adaptation Pathways 115
Table 5.2: Coral Bay MU1: Action List 116
Table 5.3: Coral Bay MU2 (North): Preferred Adaptation Pathways 118

Table 5.4: Coral Bay MU2 (North): Action List 120
Table 5.5: Coral Bay MU2 (South): Preferred Adaptation Pathways 122
Table 5.6: Coral Bay MU2 (South): Action List 123
Table 6.1: Carnarvon MU1: Preferred Adaptation Pathways 126
Table 6.2: Carnarvon MU1: Action List 127
Table 6.3: Carnarvon MU3: Preferred Adaptation Pathways 129
Table 6.4: Carnarvon MU3: Action List 131
Table 6.5 - Carnarvon MU4: Preferred Adaptation Pathways 132
Table 6.6: Carnarvon MU4: Action List 133
Table 6.7: Carnarvon MU5: Preferred Adaptation Pathways 135
Table 6.8: Carnarvon MU5: Action List 135
Table 7.1 – Special Control Area 12: Coastal Hazard 136
Table 8.1 - Summary of Costs for Action Lists per Townsite 141
Table 8.2 - Potential Funding sources, by Action Type 141
Table 8.3 - Preliminary Prioritisation of Significant Items 142
Table 9.1 - Alternative Monitoring Levels 144

Maps

Map 1.1 – CHRMAP Extent - Carnarvon 7
Map 1.2 – CHRMAP Extent – Coral Bay 9
Map 2.1 – Coastal process allowance - Coral Bay. 21
Map 2.2 – Coastal process allowance - Carnarvon 22
Map 2.3 – Coral Bay 100year ARI 2025 24
Map 2.4 – Coral Bay 100year ARI 2125 25
Map 2.5 – Coral Bay 500year ARI 2025 26
Map 2.6 – Coral Bay 500year ARI 2125 27
Map 2.7 – Carnarvon 100year ARI 2025 28
Map 2.8 – Carnarvon 100year ARI 2125 29
Map 2.9 – Carnarvon 500year ARI 2025 30
Map 2.10 – Carnarvon 500year ARI 2125 31

Map 3.1 – Carnarvon Erosion Planning Allowances with identified assets 39
Map 3.2 – Coral Bay Erosion Planning Allowances with identified assets 40
Map 3.3 - Carnarvon Inundation Risk 45
Map 3.4 - Carnarvon Inundation Risk 500yr ARI 2025 (Local Planning Scheme) 46
Map 3.5 - Carnarvon Inundation Risk 500yr ARI 2125 (Local Planning Scheme) 47
Map 3.6 - Coral Bay Inundation Risk 48
Map 3.7 - Coral Bay Inundation Risk 500yr ARI 2025 (Local Planning Scheme) 49
Map 3.8 - Coral Bay Inundation Risk 500yr ARI 2125 (Local Planning Scheme) 50
Map 3.10 – Existing physical structures - Carnarvon 66
Map 3.11 – Existing physical structures – Carnarvon (detail) 67
Map 4.1 – Management Units (Carnarvon) 84
Map 4.2 – Management Units (Coral Bay) 85
Map 4.3 – Adaptation Overview MU1 (Carnarvon) 87
Map 4.4 – Adaptation Overview MU2 (Carnarvon) 89
Map 4.5 – Adaptation Overview MU3 (Carnarvon) 91
Map 4.6 – Adaptation Overview MU4 (Carnarvon) 93
Map 4.7 – Adaptation Overview MU5 (Carnarvon) 95
Map 4.8 – Adaptation Overview MU6 (Carnarvon) 97
Map 4.9 – Adaptation Overview MU7 (Carnarvon) 99
Map 4.10 – Adaptation Overview MU1 (Coral Bay) 101
Map 4.11 – Adaptation Overview MU2 (Coral Bay) 105

1 Establishing the context

1.1 Introduction

Purpose

Local communities within the Western Australian coastal zone, including Carnarvon and Coral Bay, are drawn to the ocean interface for their livelihoods, with the coast central to their social and economic activities. Coastal settlement in these communities serves as a hub for recreation, tourism, and industry. The Coral Bay settlement and coastline, in particular, provides a major boost to regional tourism, while Carnarvon's coastal location supports its fishing industry and agricultural economy.

These social and economic activities often require significant investment in infrastructure and community improvements. The coastal landscape's natural beauty also provides important ecological services that are reflected in elevated real estate and commercial land values throughout the region.

Coastal management involves multiple authorities, each with distinct responsibilities based on land tenure, zoning, and management orders. In the context of climate variability, it is essential to bring all decision-makers together into an informed and collaborative planning process. The vulnerability of coastal assets to hazards such as erosion and inundation is expected to increase in the future, requiring coordinated adaptation strategies.

In response to these challenges, the Western Australian Planning Commission (WAPC) developed the Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) framework and adopted State Planning Policy 2.6 – State Coastal Planning (SPP2.6), whose stated purpose is:

> *....to provide guidance for decision-making within the coastal zone including managing development and land use change; establishment of foreshore reserves; and to protect, conserve and enhance coastal values. This policy recognises and responds to regional diversity in coastal types; requires that coastal hazard risk management and adaptation is appropriately planned for; and encourages innovative approaches to managing coastal hazard risk and provides public ownership of coastal foreshore reserves.*

State Planning Policy 2.6 requires local governments to undertake coastal hazard risk management and adaptation planning for areas at risk from changing coastal hazards. Completion of a CHRMAP is a prerequisite for local governments to access funding for coastal adaptation works. To meet this requirement, the Shire of Carnarvon has prepared this Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the Carnarvon and Coral Bay coastline.

This CHRMAP will identify where existing or proposed development and landholders are most exposed to changing coastal processes, assess the implications of these risks, and establish a framework for managing coastal hazards over the agreed planning timeframe. By analysing the vulnerability of specific assets, the CHRMAP will provide strategic guidance for the Shire to adopt a coordinated, integrated, and sustainable approach to land use planning and management decisions on behalf of the community.

The CHRMAP will also guide necessary updates to the Shire's Local Planning Strategy, Local Planning Scheme, and other relevant strategies and local planning policies. Through a structured process based on scientific

evidence and probability assessment, this plan will help the community identify priority coastal assets and determine how these will be protected and managed to address both immediate and future risks.

The CHRMAP adopts a risk management approach that directs how the Shire will address coastal hazard risks over time and assign priorities. This approach is designed to:

- Consider the risks arising from coastal hazards
- Identify risk management responses, and
- Prioritise and implement the risk management responses.

It considers '**who**' is responsible for managing the risk:

- **Private parties** are responsible for managing risks to their private assets and incomes. To manage these risks private parties, need to:
  - be aware of the risks and their responsibility for managing them
  - take steps to understand the magnitude and nature of the specific risks to their assets and activities
  - develop and implement strategies and actions to manage the risks.

- **Governments**, on behalf of the community, are primarily responsible for the oversight of planning and managing risk to public goods and public assets which they own and manage. Governments also seek to:
  - develop local policies and regulations consistent with State risk management approaches
  - facilitate by building resilience and adaptive capacity within the local community, including providing timely information about relevant known coastal hazards including erosion and inundation, and
  - building a workable partnership with the community to identify and manage risks.

The risk management process, adapted to the CHRMAP process, is in Figure 1.1.

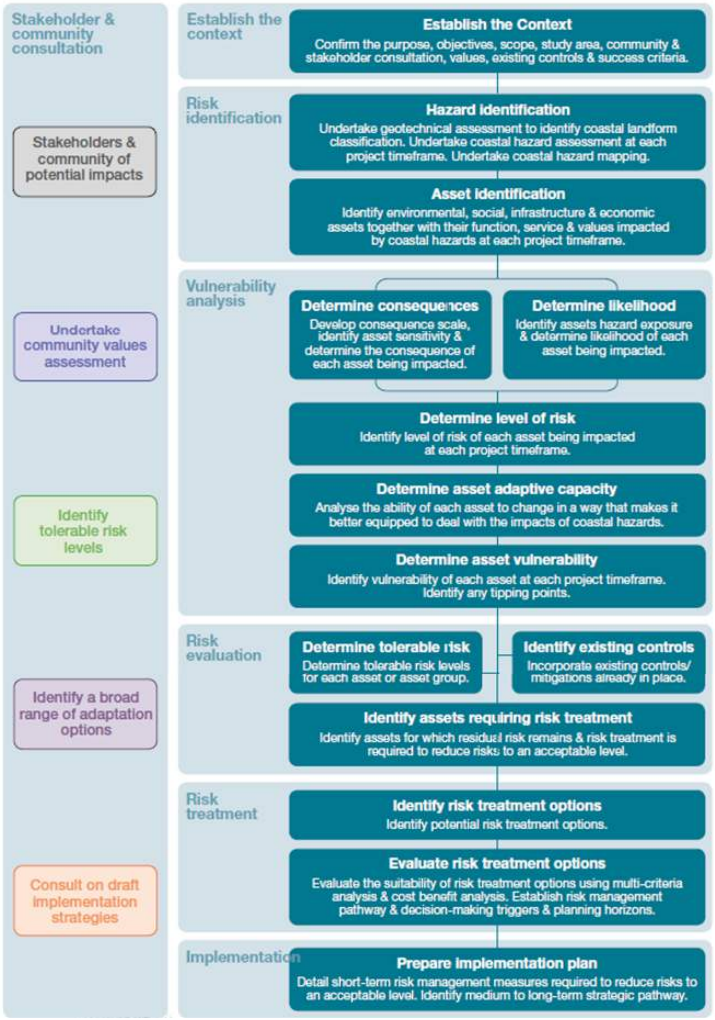


Figure 1.1– Risk management process flowchart adapted to coastal planning[2]

Preparing this CHRMAP

The CHRMAP has been prepared over a period of 18 months, following the seven stages outlined in Figure 1.2. For each stage of the project, a separate detailed technical report was prepared and provided to the Shire and Steering Group for review.

This document presents the consolidated outcomes of the CHRMAP process, drawing from the detailed technical assessments prepared at each stage:

- Establish the Context (September 2023)
- Hazard Assessment (October 2023)
- Vulnerability Analysis and Risk Evaluation (May 2024)
- Risk Treatment (December 2024)
- Implementation and Monitoring (May 2025)

These technical reports provide the evidence base for this plan and are available from the Shire of Carnarvon.

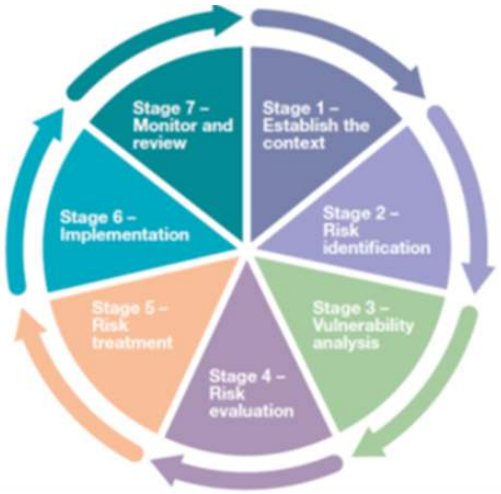


Figure 1.2 – CHRMAP preparation stages

CHRMAP Objectives

The objectives of the CHRMAP are set out within the guidelines provided by the Western Australian Planning Commission (WAPC) and are as follows:

- improve the understanding of coastal features, processes and hazards in the study area
- identify significant vulnerability trigger points and respective timeframes for the relevant coastal compartments to mark the need for immediate or medium-term risk management measures
- identify assets (natural and man-made) within the coastal zone and review the services and functions they provide
- review the identified assets vulnerability
- review the value of the vulnerable assets to adverse impacts from coastal hazards
- determine the consequence and likelihood of coastal hazards on the assets, and assign a level of risk
- identify possible (effective) risk management measures (or 'actions') and how these can be incorporated into short and longer-term decision-making
- engage stakeholders and the community in the planning and decision-making.

Preliminary Risk Identification

This CHRMAP focuses on assets within the study area that are likely to be exposed to coastal hazard processes. Each asset has been assessed against defined criteria to determine the level of risk over both short- and long-term timeframes. Based on these assessments, the plan identifies appropriate management responses, including physical protection works and strategic measures implemented through the Shire's planning scheme and related policy frameworks.

1.2 Study Areas

This CHRMAP focuses on the coastline between Massey Bay and the Gascoyne River mouth, and the settlement of Coral Bay. The importance of this coastline is heightened by the designation of the Ningaloo Coast as a UNESCO World Heritage area. The extent of the CHRMAP in each location is shown on Map 1.1 (Carnarvon) and Map 1.2 (Coral Bay).

Management and regulation of these coastal areas involves multiple authorities with distinct roles and responsibilities for different sections of the shoreline. This CHRMAP has been prepared in consultation with relevant authorities to ensure coordinated management approaches. The plan details the Shire's role in administering land use within these localities through its local planning framework, and provides general guidance on coastal hazard adaptation and risk management for the remainder of the Shire's coastal areas where appropriate.

Carnarvon

Carnarvon is situated at the delta of the Gascoyne River, resulting in a diverse land use pattern shaped by its coastal setting. The Gascoyne floodplain immediately upstream of the Indian Ocean is a food production area of State economic significance. Despite the town's long history of flooding, the Gascoyne River remains dry for much of the year.

The Shire's Local Planning Strategy identifies opportunities for expanding tourism and economic development to facilitate steady population growth within the townsite and its surrounds, while recognising the ongoing importance of pastoral activities in inland areas of the Shire.

Residential development is concentrated in close proximity to the town centre, with housing taking advantage of scenic coastal outlooks and beach access. Several areas within the Carnarvon townsite are covered by structure

plans including the Babbage Whitlock Structure Plan, Carnarvon Airport Structure Plan, Kingsford Structure Plan, and East Carnarvon Structure Plan. Within areas adjoining the coast and the Fascine, the strategy identifies opportunities for further intensification of tourism, residential, and community uses where appropriate.

The proximity of development to the coast means Carnarvon faces challenges from coastal hazards including erosion, sea-level rise, and storm surges. This CHRMAP will inform future planning decisions and guide updates to the Shire's planning scheme, strategy, and structure plans. It emphasises the implementation of adaptive management strategies such as prudent setback requirements, coastal buffers, and land-use zoning that anticipate future sea-level rise projections and more frequent extreme weather events.



Map 1.1 – CHRMAP Extent - Carnarvon

Coral Bay

Coral Bay is located 220 kilometres north of the Carnarvon townsite and is recognised as one of Australia's premier holiday destinations. It is situated adjacent to the UNESCO World Heritage-listed Ningaloo Reef, which is of international renown.

The settlement does not contain any residentially zoned land. The beach and coastal foreshore are designated as Foreshore Reserve under the Local Planning Scheme, while most development is located within the Tourist zone, with smaller areas allocated for workforce accommodation, holiday homes, and commercial uses. Development is positioned on the coast to take advantage of the scenic outlook; however, this proximity exposes existing infrastructure to potential coastal hazards.

The reliance on coastal tourism means that Coral Bay faces particular challenges from coastal hazards and requires proactive risk management. This CHRMAP identifies erosion and inundation through sea-level rise and storm and tidal surges as the primary coastal hazards affecting Coral Bay. Past impacts from marine infrastructure development have altered beach sand dynamics, demonstrating how modifications to the coastal system can increase exposure to climate-related impacts.

To mitigate these risks, the CHRMAP emphasises the implementation of adaptive management strategies including setback requirements, coastal buffers, and land-use zoning that anticipate future sea-level rise projections. Planning instruments such as an updated Coral Bay Settlement Structure Plan can guide development towards areas not subject to coastal hazards.



Map 1.2 – CHRMAP Extent – Coral Bay

1.3 Existing Planning Controls

Planning in Western Australia is guided and regulated by the State Planning Framework, which ranges from overarching strategic planning strategies, to specific planning policies and supportive guidelines. Figure 1.3 explains the framework, which includes planning at the state, regional, and local levels and demonstrates how strategic planning is implemented through statutory planning controls (e.g., local planning schemes) and local planning policies. This Framework sits within the Planning and Development Act 2005. The relationships of the various policies are presented in Figure 1.4.

The planning documents within this Framework were reviewed to determine which are relevant to coastal hazard planning in the project area. This review helped to: assess the adequacy of the existing planning documents for addressing coastal hazards; identify gaps that needed to be addressed through the CHRMAP process (such as planning controls that are required, or need amending to enable implementation of CHRMAP recommendations); identify any potential planning issues that may constrain the CHRMAP process; and ensured that the adaptation plan aligns with state, regional and local planning frameworks.

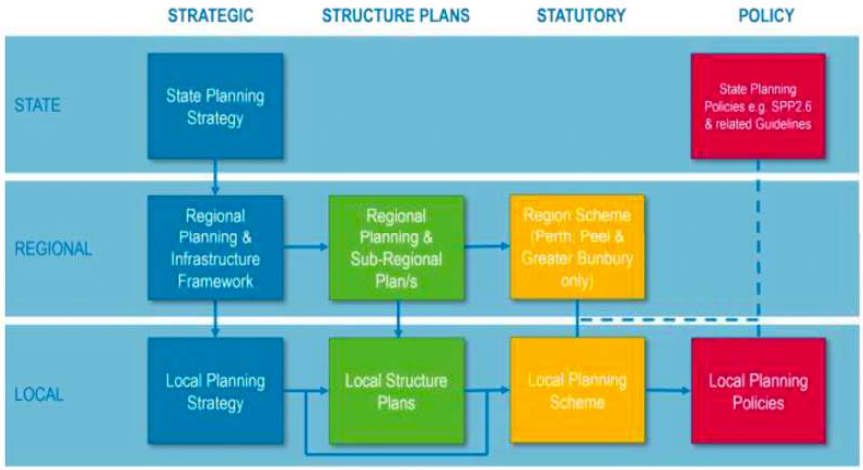


Figure 1.3 – Planning framework overview

1.4 State Planning Policies and Strategies

The following state documents have been reviewed. Information relevant to the CHRMAP has been included below:

- State Planning Strategy 2050
- WA Coastal Zone Strategy 2017
- State Planning Policy 2.6 – State Coastal Planning Policy (and Guidelines)
- State Planning Policy 2.9 – Water resources

- Coastal Hazard Risk Management and Adaptation Planning Guidelines 2019
- State Planning Policy 3.4 – Natural Hazards and Disasters

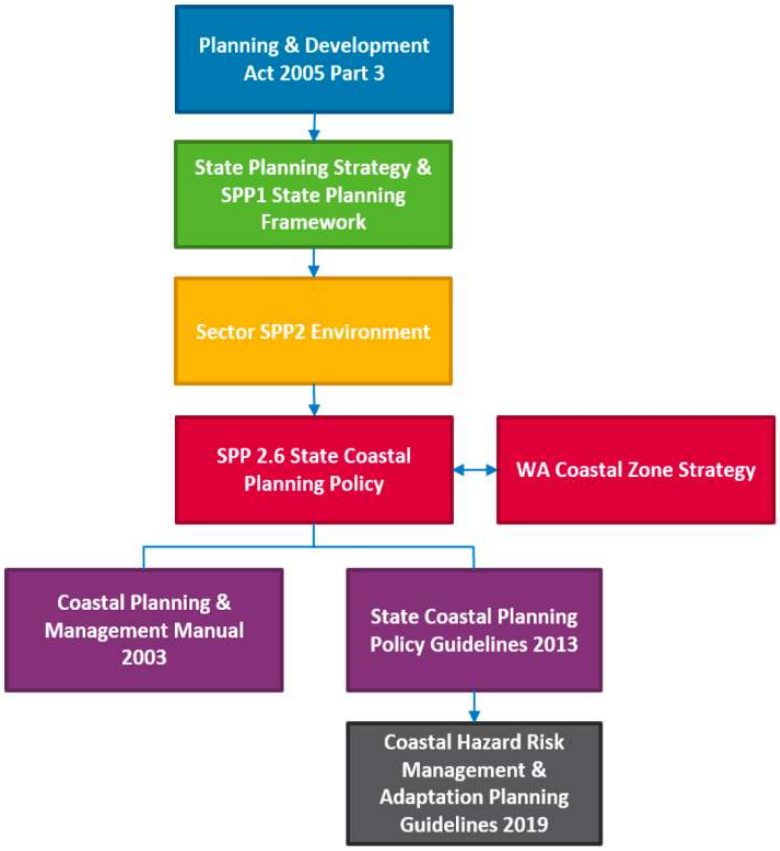


Figure 1.4 – Policy Relationships

A range of local planning documents were also reviewed, including:

- Shire of Carnarvon Strategic Community Plan 2022 – 2032
- Shire of Carnarvon Local Planning Strategy 2017 (LPS)
- Shire of Carnarvon Local Planning Scheme No.13 (LPS13)
- Babbage and Whitlock Islands Structure Plan (2014)
- Coral Bay Settlement Structure Plan (2014).

1.5 Community Engagement

Engagement Objectives

Engagement is undertaken to share information and to assist the community and stakeholders to contribute effectively to the preparation of the CHRMAP. As per the scope of work, the Stakeholder and Community Engagement Plan (SCEP) objectives include:

- the collection and collation of community and stakeholders' social, environment, infrastructure and economic values and aspirations for the coastal area; this information informed the remainder of the process, in particular the vulnerability analysis and multi-criteria assessment of adaptation options;
- an understanding of the level of tolerance and acceptability of specific risks within the community for specific assets, or groups of assets;
- involving the community in identifying suitable adaptation options;
- advising the community and stakeholders about the inclusion of a Benefit Distribution Analysis to assist with apportioning the costs (capital and recurrent) of chosen risk management measures, based on the beneficiary pays principle; and
- wide distribution of the draft CHRMAP to seek feedback on the proposed adaptation options, pathways and implementation plan.

Survey

A questionnaire was prepared to capture community opinion, test community values, knowledge and preconceptions about coastal change. This information is then used to gauge the level of support for different management options. Although only a limited number of responses were received; the survey responses have informed the outcome of the CHRMAP.

Stakeholder Meetings August 2023

Two days of interview were held with stakeholders who lived and worked in Carnarvon and Coral Bay, the conclusions of these interviews are outlined below.

Whilst Carnarvon and Coral Bay are situated on the same coast, they hold very different community dynamics, and the results indicate a variety of the values and expectations for the future roles and options in relation to coastal areas. Coral Bay is dominated by business interest whereas Carnarvon has this balanced by residents and other interest groups.

The Town of Carnarvon has since its founding borne the brunt of flooding and cyclones and therefore there is an acceptance that physical climate event risks are inevitable, likely and unable to be fully prevented or abated. Aboriginal knowledge about the place might shed a valuable insight into the history of Carnarvon as a delta and therefore a dynamic part of a high energy coastline in combination with a confluence with Gascoyne River.

Coral Bay is a more recent settlement and development – founded as a tourist hub in the 1980s. Unlike Carnarvon there is a focussed economic base of tourism, seasonal in nature, and the values are skewed towards ecoservice to tourist activities, access to the reef and beaches and the potential long-term impact of diminished 'Coral Bay nature experience' as witnessed when consulting the businesses which invested in tourism in the settlement.

This contrast is useful and further community benchmarking may explore the differences in the two communities, and identify the motivations of each to better control, manage or adapt to change.

1.6 Success Criteria

A preliminary consideration of success criteria was undertaken and is presented below. As the project progressed the criterion was modified and updated – particularly as community and stakeholder discussions were undertaken.

Risk Assessment and Mapping

- Completion of a comprehensive coastal risk assessment for Carnarvon (focus on inundation, delta processes, critical infrastructure) and Coral Bay (focus on dune erosion, tourism assets, beach access).
- Development of hazard maps for Carnarvon and Coral Bay, showing projected erosion/inundation extents for key planning horizons (e.g., 2035, 2050, 2125), with overlays of vulnerable assets and land use zones.

Community Engagement and Stakeholder Participation

- Conduct targeted engagement with Carnarvon residents, business owners, and Aboriginal groups to capture local knowledge of flooding, shoreline change, and asset priorities.
- Engage Coral Bay tourism operators, seasonal workers, and visitors to understand the economic and environmental values at risk, and preferences for managed retreat versus protection.
- Document and benchmark differences in community values and adaptation preferences between Carnarvon and Coral Bay.

Infrastructure Resilience

- For Carnarvon: Prioritise resilience upgrades for areas subject to inundation (e.g., Pelican Point Road), surge walls, and civic assets identified as high vulnerability in the CHRMAP.
- For Coral Bay: Focus on maintaining dune buffers, rationalising beach access, and planning for managed retreat of tourist infrastructure when triggers are reached.
- Develop asset-specific adaptation pathways and triggers for intervention, as detailed in the implementation plans.

Natural Buffer Restoration and Conservation

- In Carnarvon: Restore and maintain mangrove and dune systems, especially in areas identified as erosion/inundation hotspots (e.g., Babbage Island, South Carnarvon).
- In Coral Bay: Implement dune management plans, consolidate 4WD tracks, and prioritize revegetation in areas with high recreational use and erosion risk.
- Monitor buffer width and condition using aerial imagery and site surveys every 5 years.

Land Use Planning and Regulation

- Amend the Local Planning Scheme to introduce Special Control Areas (SCAs) for all land at risk by 2125 in Carnarvon and Coral Bay, with site-specific development controls and triggers for managed retreat.
- Require notifications on title for properties within SCAs and enforce minimum floor levels and setback requirements for new development.
- Review residential densities and lease arrangements in vulnerable areas, as recommended in the CHRMAP.

Funding and Resource Management

- Establish a coastal adaptation fund for the Shire, with contributions from rates, grants, and targeted levies for benefitting landowners.
- Prioritize funding for immediate actions in Carnarvon (e.g., surge wall upgrades, emergency management) and for technical studies and dune management in Coral Bay.
- Pursue external funding for significant mitigation works, as outlined in the implementation plan.

Education and Awareness

- Develop tailored education programs for Carnarvon (inundation risk, asset protection, emergency response) and Coral Bay (dune conservation, managed retreat, tourism impacts).
- Use local case studies and monitoring data to illustrate changing risks and adaptation successes.
- Survey community knowledge and perceptions every 5 years to inform future engagement.

Monitoring and Evaluation

- Implement long-term monitoring of shoreline position (HSD), dune condition, and asset vulnerability in both Carnarvon and Coral Bay, using aerial imagery and site surveys.
- Set clear triggers for review and update of the CHRMAP (e.g., after major storm events, every 5–10 years, or when new hazard data becomes available).
- Evaluate adaptation outcomes for each Management Unit and adjust pathways as needed.

2 Risk Identification

2.1 Introduction

The Carnarvon Townsite is subject to complex coastal and geomorphic processes influenced by tropical cyclones and river flooding, with natural and anthropogenic influences[1] in the area creating regions of erosion and inundation potential. As outlined in this chapter, Babbage and Whitlock islands are likely to be subject to future inundation risk, particularly during times of cyclonic activity.

One concern identified is that the risk of erosion south of Coral Bay may be intensified by the current lack of adequate foreshore reserve width in this area. This potential vulnerability is a key reason for including Coral Bay in the CHRMAP process, to assess whether broader reserves are necessary to better accommodate the possible landward movement of the shoreline in the future.

Historic variability in beach width and dune mobility, demonstrated through scarped dunes along the coast, indicates the potential for risk to the townsite and foreshore reserve from further erosion, and the lower lying parts of the Coral Bay Townsite and surrounds are at risk of inundation during the passage of tropical cyclones, a phenomenon which occurred several years ago.

Each of these potential risks will be exacerbated in terms of extent and frequency by the influence of climate change over the identified planning periods, most strongly felt via the impacts of sea level rise. Consideration has been made of this factor throughout this study.

[1] Examples might include:

- Coastal development: Construction of buildings, roads, and infrastructure close to the shoreline can alter natural sediment movement and contribute to erosion or reduced dune mobility.
- Seawalls and rock groynes: Installation of hard coastal defences may protect specific areas but often redirects wave and sediment energy, sometimes worsening erosion elsewhere.
- Sand mining and dredging: Removal of sand or sediments from beaches or river mouths for construction or navigation can deplete natural sediment supplies and impact beach stability.
- Recreational activities: Off-road vehicles, excessive foot traffic, and unmanaged tourist access can damage dune vegetation, reducing natural stability and increasing erosion risk.
- Altered river flows: Upstream water extraction, damming, or diversions can change the volume of freshwater and sediment reaching the coast, impacting delta and estuarine environments.
- Vegetation clearing: Removal of coastal vegetation for agriculture, development, or landscaping weakens natural dune and shoreline protection mechanisms.
- Stormwater and wastewater discharge: Increased runoff from urban areas can accelerate beach and foreshore erosion or alter local hydrological patterns.

Previous studies

The present study has reviewed historic reports to assist with the development of the CHRMAP, with a literature review of relevant previous studies presented in Section 2. The historical studies by Gems (2005) and Gems (2009) have been used to previously define coastal hazard in Carnarvon and Coral Bay.

2.2 Site Visit

Site visits for the Coral Bay and Carnarvon study locations were undertaken on the 13th and 14th June 2023. A brief summary of the observations captured in the field were presented in this section outlining the various areas throughout Carnarvon and Coral Bay.

2.3 Calculation of Coastal Processes Allowance – Carnarvon

A study was undertaken in relation to coastal process allowances for the study areas of Carnarvon and Coral Bay, in line with the procedures outlined in Schedule 1 of the State Coastal Planning Policy SPP2.6. The associated mapping providing an interpretation of areas potentially exposed to coastal processes over the applicable planning timeframe.

Coastal Classification

SPP2.6, requires the classification for coastal processes should be determined with regard to the physical and biological features of the coast. The coastal classification system in SPP2.6 denotes four general categories adopted in this assessment:

Sandy Coastlines

- Sandy coasts comprise unlithified/unconsolidated sediments, rock is either not present or not dominant. They typically feature gently to moderately sloping shores and are often backed by dunes or beach ridges, which may contain dune blowouts. The shoreline can quickly alternate between accretion and erosion but is likely to retreat as a result of sea level rise.
- Guidance in accordance with SPP2.6 specifies that the planning allowance for coastal erosion should be measured from the horizontal shoreline datum (HSD) and determined by calculating the cumulative impact of the following factors: short-term erosion (S1), historic shoreline movement (S2), and sea level rise allowance (S3), in addition to a contingency factor of 0.2 metres per year to account for uncertainty (U). This has been adopted in the CHRMAP and is outlined schematically in Figure 2.1.

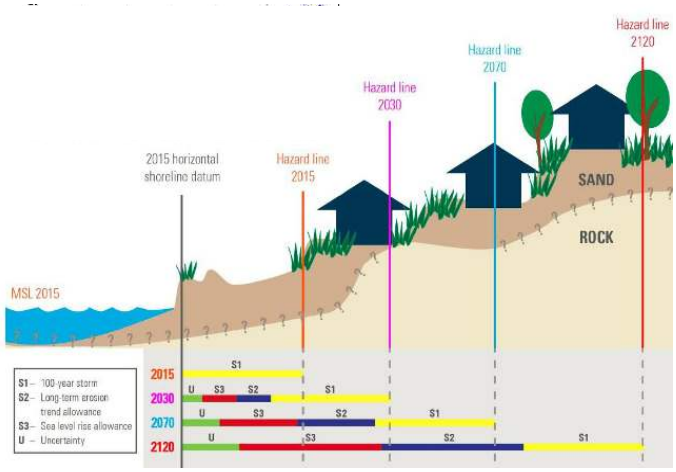


Figure 2.1 – Determining allowance for coastal erosion over time

Rocky Coasts

- Rocky coasts comprise a continuous rocky substrate which extends to an elevation above the active limit of the shoreline. In most instances this elevation should be defined at least one metre above the HSD.

Mixed Sandy and Rock Coasts

- These are classed as one of the three groups dependent on the location and continuity of the rock – fringing reef, rocky platforms or discontinuous rocky shorelines. These coasts may be sensitive to small variations in climatic conditions and often contain unstable/dynamic landforms.
- The allowance for erosion is generally determined using the methods specified for sandy coasts

Tidal Reaches of Inland Waters

- Tidal reaches of inland waters are inland water bodies which are predominantly controlled by coastal related processes, particularly tides and fluctuations in sea level. They include river mouths and estuaries and generally comprise flat to gently sloping shores often containing high percentages of finer sediments. These shorelines are strongly influenced by inundation and tidal processes.

Coastal Lowlands

- Coastal lowlands typically feature flat to gently sloping shores often containing high percentages of finer sediments. The near shore environment often comprises tidal flats, salt marshes or mangroves, with shorelines strongly influenced by inundation and tidal processes.

Islands

- For this assessment there are two Islands in the study area. For Babbage Island, the individual shorelines are treated in their respective category of sandy coast for the western facing open coast shoreline and as tidal reaches of inland waters for the inner Fascine shorelines. At Whitlock Island the

shorelines are protected from open ocean within the Fascine. There is a large area of reclaim on the Island which is treated as protected from coastal erosion in future planning periods.

The application of each of these coastal classifications is summarised for the study areas.

Sandy Coastlines

The areas assessed as sandy coastlines under SPP2.6 guidance are:

- the west facing shoreline of Babbage Island in Carnarvon
- the shorelines of Coral Bay other than those designated with rock in the foreshore (see below). Much of the shoreline is typically perched beaches, which align closest to the general category 'sandy and rocky coast'. In SPP2.6.

Tidal Reaches of Inland Waters

The areas assessed under this category are:

- Inner shorelines of Whitlock Island and Babbage Island within the Carnarvon Fascine.

These are predominantly mangrove fronted estuarine environments. The assessment technique recommended in SPP2.6 is for coastal erosion hazard distance based on sandy coasts, with SPP2.6 acknowledging the application is not well suited to these types of sheltered inland waters.

To overcome this limitation the treatment in this report is to adopt the HSD level at the 100-year level (1.92m AHD) and to adopt a S1 value of 10m coupled with allowance for sea level rise (S3) based on sandy coasts (105m over the 100-yr planning period). No historical shoreline erosion allowance (S2|) is included. Uncertainty of 0.2m a year over the planning period is adopted. This approach is considered suitably conservative for the purpose of the CHA and the CHRMAP.

Coastal Lowlands

The areas assessed in this category are:

- tidal flats and mangrove fronted shoreline areas of Massey Bay in the southern shoreline of Carnarvon

These are mangrove fronted shoreline with fine sediments in the shoreline. Coastal erosion assessment is recommended to be based on 'sandy coasts' under SPP2.6, noting this approach is not ideally suited to assessment of these shorelines. In the assessment in this report the HSD is taken as the shoreline upper limit influenced by the regular tidal influence (HAT level of 1.1m AHD). The SBEACH model is not applicable for analysis of erosion for these shoreline areas due to the small sediment size. In the absence of modelling a minimum value of 40m has been adopted for cross-shore erosion (S1) with allowance for sea level rise (S3) based on sandy coasts (105m over the 100-yr planning period). No historical shoreline erosion allowance (S2|) is included. Uncertainty of 0.2m a year over the planning period is adopted. This approach is considered suitably conservative for the purpose of the CHA and the CHRMAP.

Rocky Shorelines

The coastal classification 'Rocky Coasts' is adopted for three shoreline areas in Coral Bay. These are:

- Monck Head
- the section of shore around the boat ramp and immediately north

- the section north of Paradise Beach connecting to Coral Bay beach

For these sections, the assessment for coastal processes in future planning periods assumes no erosion will occur.

A summary of the coastal processes' allowances by location and respective shoreline section are present in the Table 2.1 & Table 2.2 for both Carnarvon and Coral Bay below.

Table 2.1 – Carnarvon Coastal Processes Allowances. Landward distance (m) from HSD by planning timeframe.

Coastal Processes Allowance (S1 + S2 + S3 + Uncertainty)					
Planning Year Section	*2025 (S1)*	*2035*	*2050*	*2075*	*2125*
Babbage Island CN1	18	30	43	78	143
Babbage Island CN2	18	30	43	78	143
Babbage Island CN3	7	19	32	67	132
Babbage Island CN4	11	29	51	101	196
Babbage Island CN5	18	38	63	118	223
Inner Fascine	10	22	35	70	135
Massey Bay	40	52	65	100	165

Table 2.2 – Coral Bay Coastal Processes Allowances. Landward distance (m) from HSD by planning timeframe.

Coastal Processes Allowance (S1 + S2 = S3 = Uncertainty)					
Planning Year Section	*2025 (S1)*	*2035*	*2050*	*2075*	*2125*
CB1	7	12	21	50	147
CB2	12	15	23	48	139
CB3 Rock Headland	0	0	0	0	0
CB4	9	15	27	60	166
CB5	6	9	16	41	131

Coastal Processes Allowance (S1 + S2 = S3 = Uncertainty)					
Planning Year Section	*2025 (S1)*	*2035*	*2050*	*2075*	*2125*
CB6 (Rock, Boat Ramp)	0	0	0	0	0
CB7	6	9	17	43	136
CB8 (Rock, Monk Head)	0	0	0	0	0

2.4 Mapping –Coastal Processes Allowance

There are the following sets of mapping included within the Chapter and include

1. Carnarvon Coastal Allowances with Structures in Place
2. Coral Bay Coastal Processes Allowances

For the mapping at point 1 it is assumed that the hard structures and flood walls in place currently in Carnarvon are maintained over the 100-year planning period and continue to protect the areas landward from erosion.



Map 2.1 – Coastal process allowance - Coral Bay.



Map 2.2 – Coastal process allowance - Carnarvon

2.5 Mapping – Inundation risk

Inundation risk mapping has been developed using the ground level defined in the LiDAR applying the design water level to determine depth. The mapping represents the peak water depth over the land surface in the design event and is a simple 'bathtub flooding' approach. It is noted that finished floor levels of properties in the coastal areas are not considered in the inundation mapping.

The LiDAR dataset used to inform the mapping was captured in July 2023 over the town areas of Carnarvon including Whitlock Island and Babbage Island. Land level in the tidal flats and region eastward of Massey Bay drive incorporating the Golf Club and Oyster Creek is described by survey data captured in 2014.

To improve the spatial mapping from a simple 'bathtub' flooding approach, all inundated areas have been incorporated a 'hydro-connectivity' algorithm. Hydro-connectivity ensures that the flooded inland areas connect to the offshore ocean region. This mechanism overcomes the limitation of the bathtub method where isolated inland pockets of inundation will occur, and this provided a more robust product when presenting results to the community and later developing adaptation approaches for the inland areas which would incorrectly show as flooded under the bathtub approach.

The flood mapping on Figures 2.3 to 2.10 show inundation levels for the 100 and 500-yr ARI event in the years 2025 and 2125 (100-yr planning period case). These scenarios have been included here to provide an indication of potential assets at risk. A range of other scenarios is provided in the detailed *Hazard Assessment Report*.



Map 2.3 – Coral Bay 100year ARI 2025



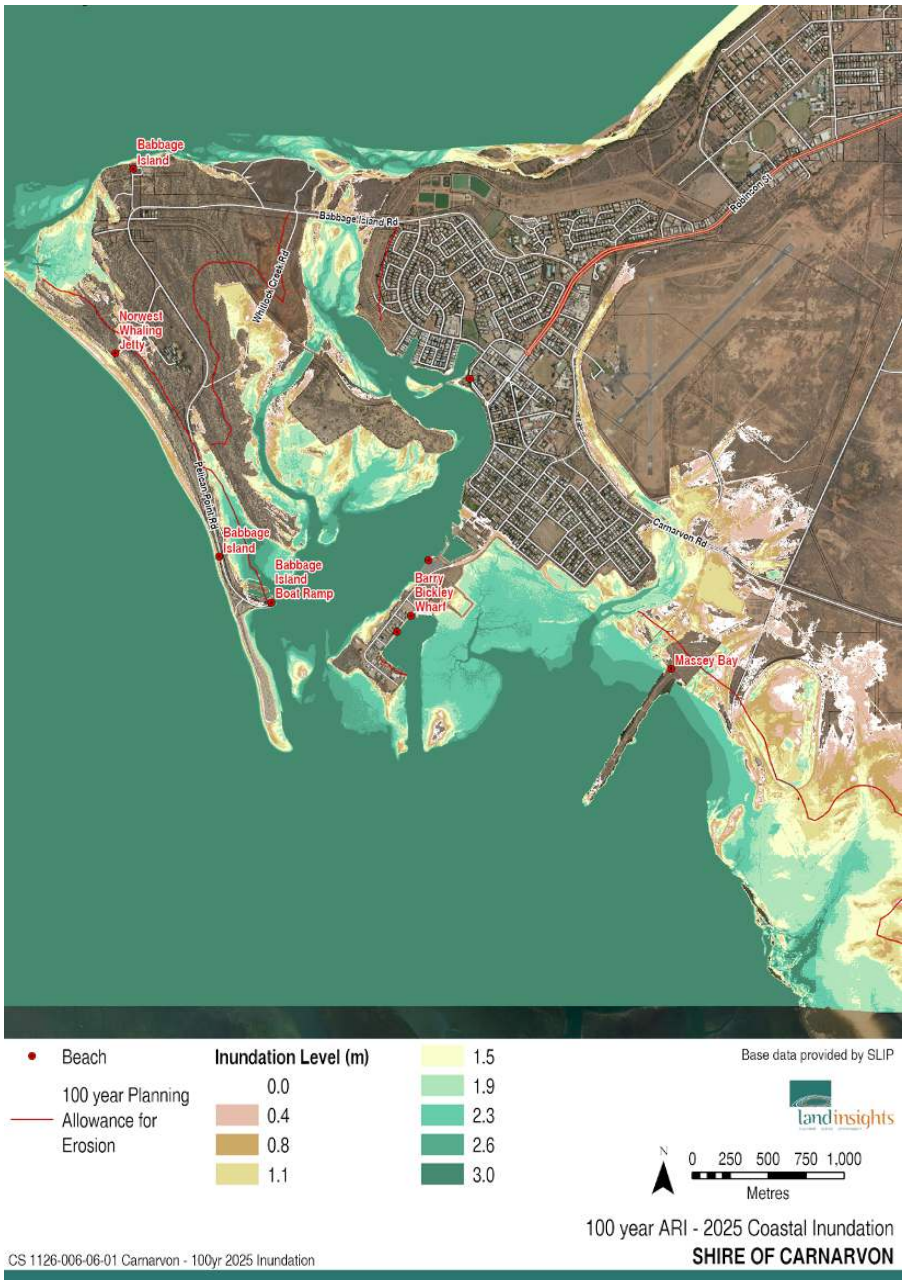
Map 2.4 – Coral Bay 100year ARI 2125



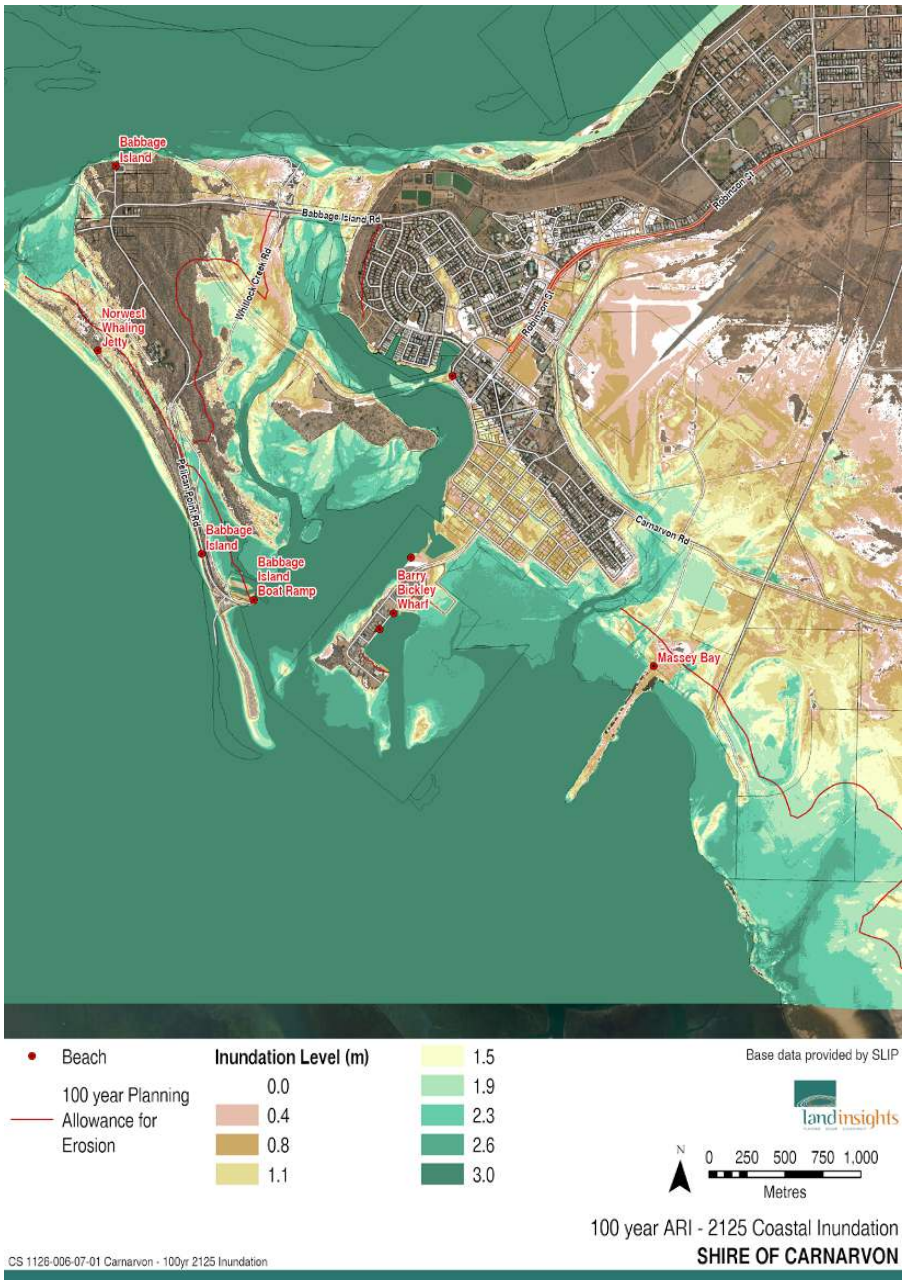
Map 2.5 – Coral Bay 500year ARI 2025



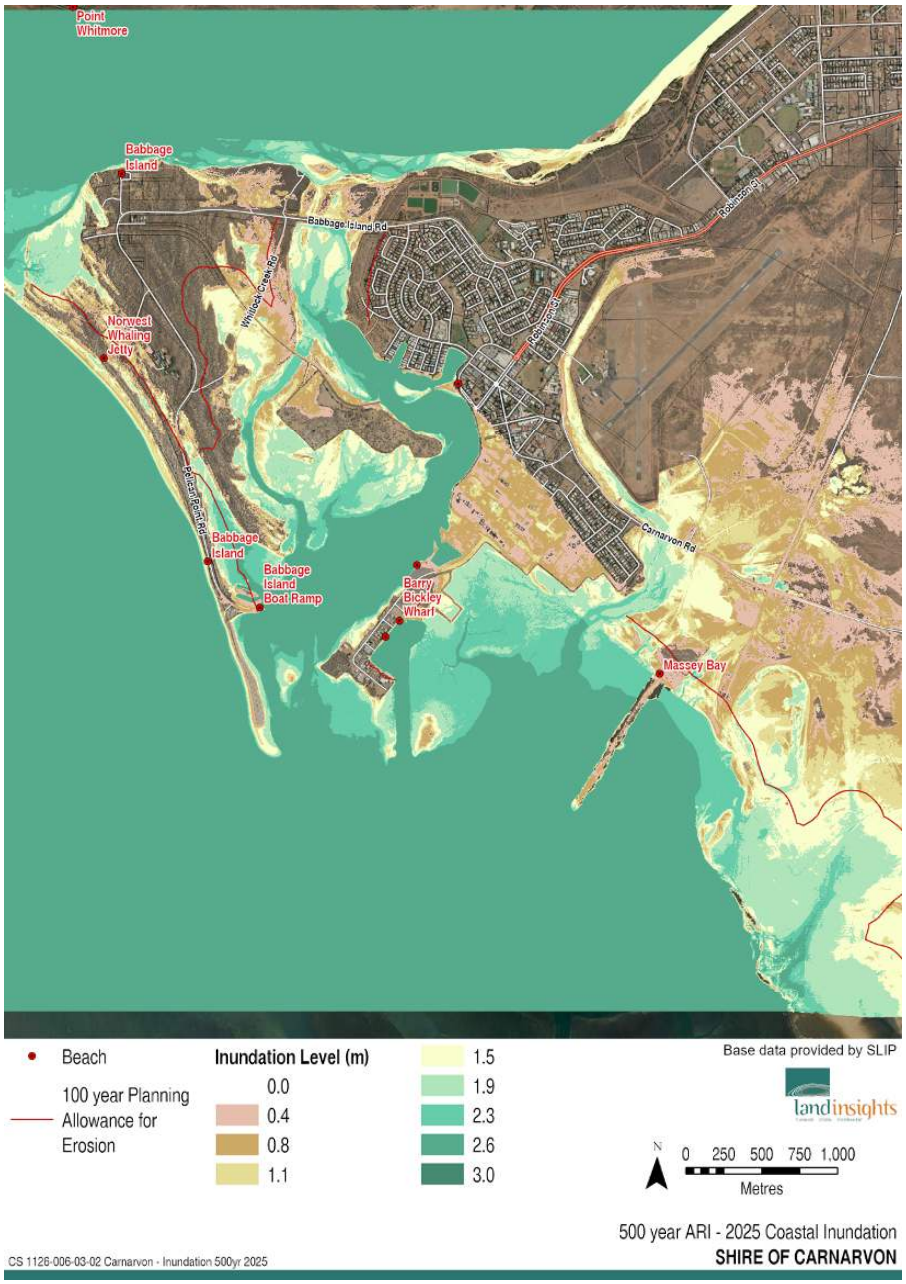
Map 2.6 – Coral Bay 500year ARI 2125



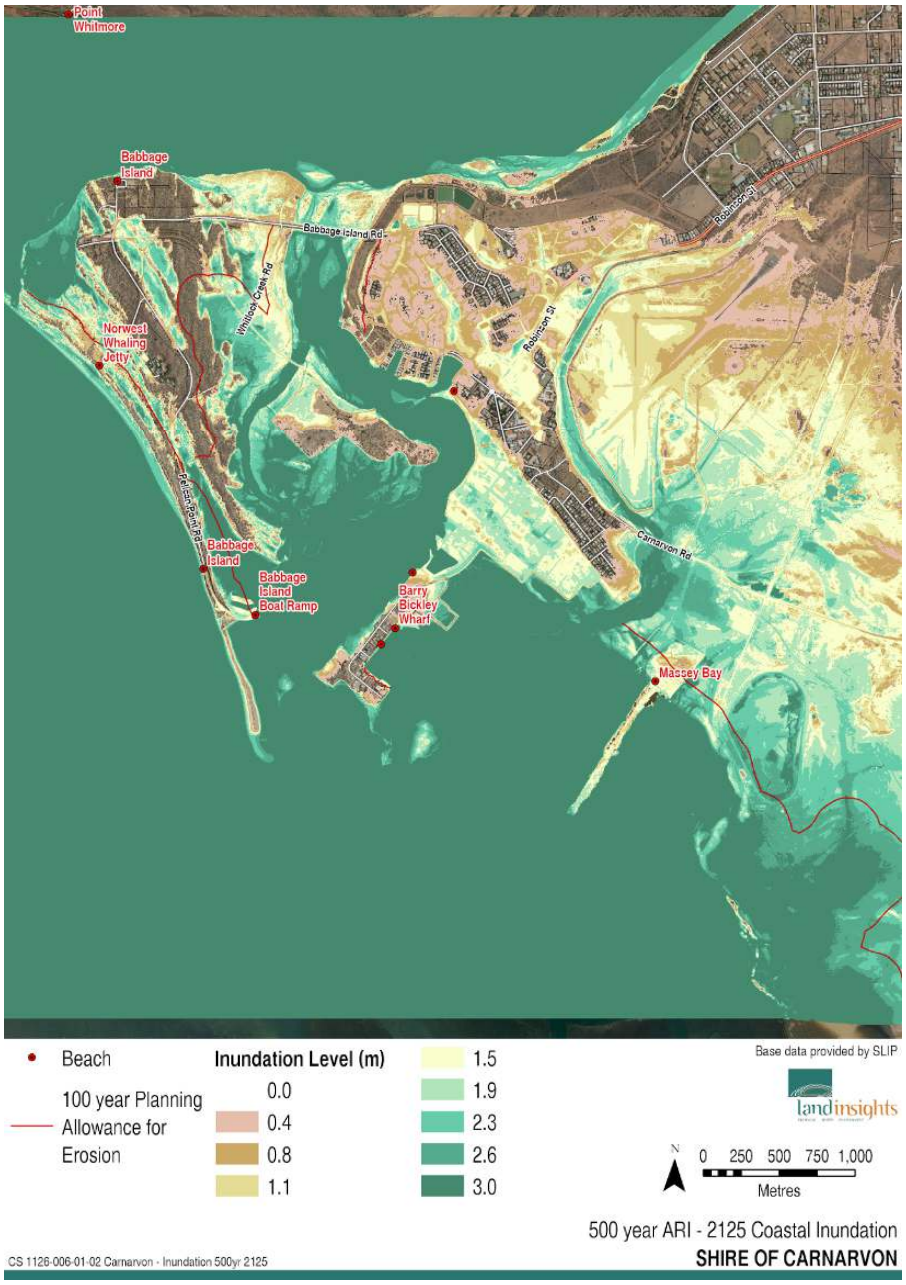
Map 2.7 – Carnarvon 100year ARI 2025



Map 2.8 – Carnarvon 100year ARI 2125



Map 2.9 – Carnarvon 500year ARI 2025



Map 2.10 – Carnarvon 500year ARI 2125

Limitations

The accuracy of the LiDAR data on which the flood mapping is based is noted as follows.

- For Carnarvon the vertical accuracy of the July 2023 LiDAR data is stated as +/-0.07m (Woolpert 2023).
- For Coral Bay the accuracy of the landside survey data is assumed to be in the range +/-0.10m.

3 Vulnerability Assessment & Risk Evaluation

A Vulnerability and Risk Evaluation Chapter Report was prepared which constitutes the second stage of the risk identification process. All identified risk assets within the identified study areas were assigned vulnerability ratings, according to the various scales. The vulnerability results are presented in full in the Vulnerability Analysis chapter report. A summary is presented below.

3.1 Asset Identification

Coastal Assets

For the purposes of this study, coastal assets were identified in the following ways:

- Asset information from the Shire
- Review of Local Planning Scheme and other planning documents (as outlined earlier in this document)
- Relevant data available via data.wa.gov.au
- The coastal values survey(s) and other engagement activities to identify additional assets of importance and value to the community
- Site visits to investigate locations and discussion with community members with local knowledge
- Identification of further assets from aerial photography (e.g., developed areas of foreshore reserve).

3.2 Asset Class

A range of coastal assets through the Shire that may be impacted by coastal processes in future planning periods broadly span the following categories:

- Roads
- Residential
- Commercial
- Public & Community
- Developed Foreshore Reserve
- Undeveloped Foreshore Reserve
- Environmental/ecosystem services
- Heritage.

Coastal Asset Functions, Services and Value

Coastal asset types through the Shire study area and specific management units and their functions, services and values are presented in Table 3.1 below adapted from (WAPC 2019) and is informed through community engagement and stakeholder views.

Table 3.1 - Overview of Coastal Asset functions, services, value based on (WAPC, 2019)

Asset Class	Function, Service, Value
Environment	

Asset Class	Function, Service, Value
Undeveloped foreshore reserve	Coastal access, recreation, and conservation; tourist drawcard; buffer to other 'higher value' assets. Local Planning Scheme zones/reserves: **Foreshore**
Environmental/ecosystem services	Habitat for flora and fauna (conservation value for rare and threatened species); recognised importance with RAMSAR; supports biodiversity and ecosystem integrity; ecosystem benefit. Local Planning Scheme zones/reserves: **Environmental Conservation**
Social	
Public and community	Provides recreation facilities Local Planning Scheme zones/reserves: **Public Purpose; Strategic Infrastructure**
Developed foreshore reserve	Ongoing access, community services, recreation and health benefits; lifestyle, social/family recreation. Local Planning Scheme zones/reserves: **Public Open Space**
Heritage	Significant site and place of historical importance; historical value, tourist attraction, culture. Local Planning Scheme zones/reserves: **Heritage**
Residential development	Provides housing for resident population and future population. Local Planning Scheme zones/reserves: **Residential; Urban Development; Special Use**
Economic	
Roads	Access (regular and emergency) Local Planning Scheme zones/reserves: **Local Road; District Distributor Road**
Commercial & Tourism	Provides employment and contributes to economy; provides jobs, serves community and visitors. Local Planning Scheme zones/reserves: **Regional Centre; Tourism**
Infrastructure	Industry and infrastructure base for the Shire; provides employment; major infrastructure. Local Planning Scheme zones/reserves: **Strategic Infrastructure; Infrastructure Services; General Industry; Light Industry**

3.3 Identified Coastal Assets

A coastal asset register has been established from existing data; the first site visit and via analysis of aerial photography. Reports from the *Australian Exposure Information Platform* (AEIP) provide an early indication of existing institution, infrastructure, and business assets, along with built form quantities and values.

Key assets under consideration are outlined in the tables below. Asset class is identified (as per Section 3.2), along with further relevant details. The location/extent of assets is shown in maps in this chapter.

Table 3.2 – Key assets at risk (erosion)

Locality	Asset Class	Asset Type	Facility Type	Description
Carnarvon	Commercial	Tourism	Accommodation	Carnarvon Beach Holiday Resort
Carnarvon	Developed Foreshore	Infrastructure	Toilet Block	Babbage Island Beach Toilets
Carnarvon	Undeveloped Foreshore	Recreation	Sandy Beach	Babbage Island Beach (extent)
Carnarvon	Road	Transport	Minor Road	Pelican Point Road
Carnarvon	Commercial	Industry	Processing Plant	NorWest Seafoods site
Carnarvon	Environment	Undisturbed Foreshore	Dunes	Babbage Island coastal dunes
Carnarvon	Environment	Undisturbed Foreshore	Dunes and intertidal area	Babbage/Whitlock Islands dunes and intertidal area
Carnarvon	Public Community	Recreation	Trail	Historic Tramway Reserve Trail
Carnarvon	Residential	Future Residential	Housing	Future Residential land (zoned)
Carnarvon	Residential	Future Residential	Housing	Future Residential land (development zone)
Carnarvon	Road	Transport	Important Road	Harbour Road
Carnarvon	Undeveloped Foreshore	Amenity	Dunes	Remnant dunes/Vegetation
Carnarvon	Commercial	Industry	Marine Services	Marine services adjacent to marina
Carnarvon	Commercial	Transport	Wharf Access	Wharf Access Road
Carnarvon	Commercial	Transport	Car Parks	Carparks adjacent Harbour Road
Carnarvon	Undeveloped Foreshore	Amenity	Sandy Foreshore	Sandy Foreshore adjacent Harbour Road
Carnarvon	Environment	Undisturbed Foreshore	Mangroves	Intertidal Mangroves
Carnarvon	Environment	Undisturbed Foreshore	Mangroves	Intertidal Mangroves
Carnarvon	Developed Foreshore	Recreation	Access	Massey Bay constructed access

Locality	Asset Class	Asset Type	Facility Type	Description
Carnarvon	Public Community	Recreation	Race Course	Race course and associated infrastructure (partial)
Carnarvon	Environment	Undisturbed Foreshore	Intertidal area	Intertidal area (extent)
Carnarvon	Infrastructure	Transport	Land-backed wharf	Wharf
Carnarvon	Infrastructure	Foreshore	Engineered walling	Fascine Wall
Carnarvon	Undeveloped Foreshore	Disturbed Foreshore	Constructed dunes	Sand Spit
Carnarvon	Infrastructure	Transport	Maritime	Babbage Island Boat Ramp
Carnarvon	Infrastructure	Transport	Maritime	Navigation Channel
Coral Bay	Environment	Undisturbed Foreshore	Dunes	Sandy coastal dunes
Coral Bay	Undeveloped Foreshore	Amenity	Dunes	Sandy dunes with informal beach access
Coral Bay	Commercial	Tourism	Accommodation	Chalets
Coral Bay	Road	Transport	Important Road	Robinson Street
Coral Bay	Developed Foreshore	Amenity	Toilet	Toilet Block
Coral Bay	Developed Foreshore	Amenity	Grass	Grassed Parkland
Coral Bay	Undeveloped Foreshore	Amenity	Sandy Beach	Coral Bay Beach
Coral Bay	Undeveloped Foreshore	Amenity	Heath	Coastal heath with constructed pedestrian access to beach
Coral Bay	Road	Transport	Car Park	Coral Bay public car park
Coral Bay	Commercial	Tourism	Accommodation	Caravan park; chalets, tourist accommodation along Robinson Street
Coral Bay	Environment	Undisturbed Dune	Dunes	Sandy dunes with limited beach access points
Coral Bay	Undeveloped Foreshore	Amenity	Dunes	Dunes with 4wd access

Locality	Asset Class	Asset Type	Facility Type	Description
Coral Bay	Developed Foreshore	Transport	Maritime	DOT-managed boat harbour



Map 3.1 – Carnarvon Erosion Planning Allowances with identified assets



Map 3.2 – Coral Bay Erosion Planning Allowances with identified assets

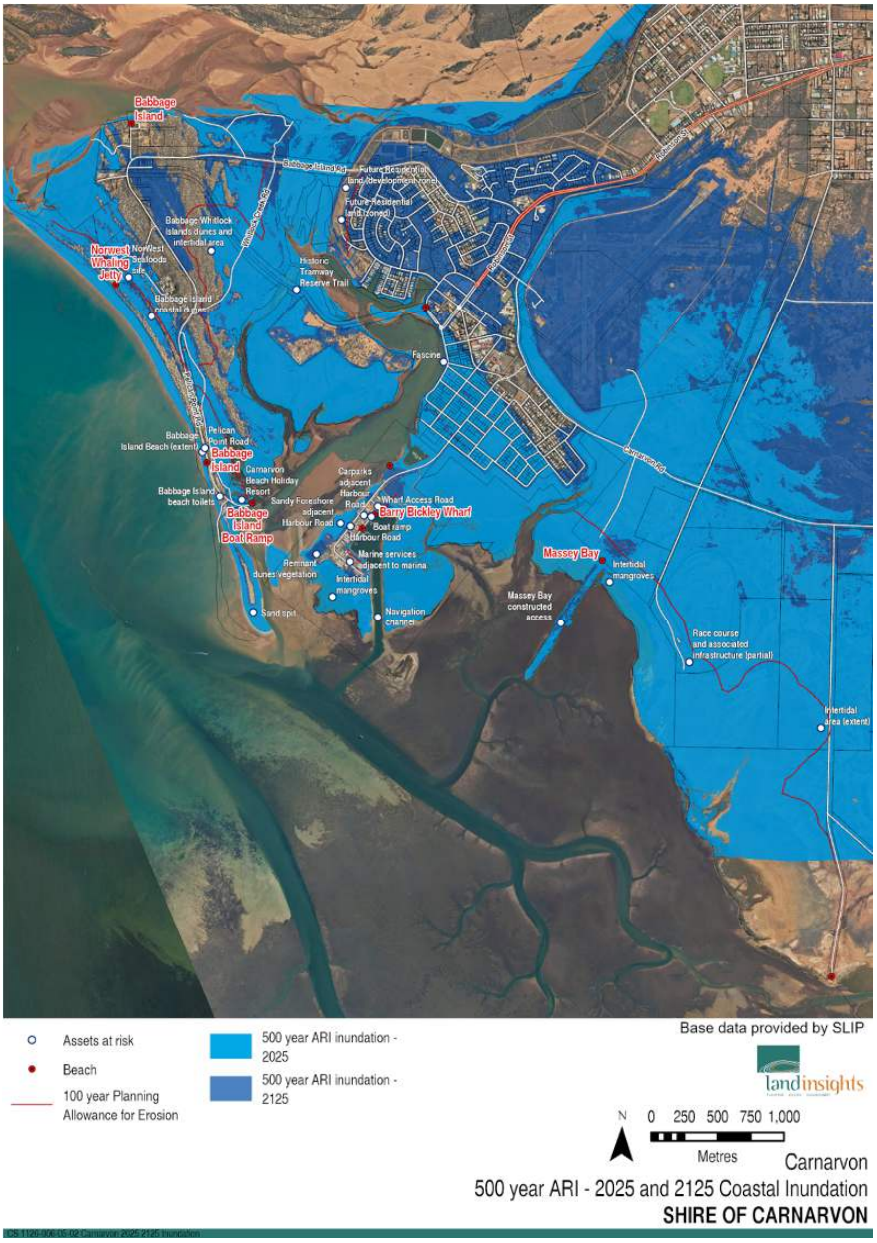
Table 3.3 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Carnarvon

Zone/Reserve	Area (ha) 2025	Area (ha) 2125
Car Park	0	0.69
Cemetery	0	3.06
Civic and community	0	0.4
Commercial	0	0.66
Cultural Facilities	0	1.29
District distributor road	3.85	17.4
Drainage/waterway	817.84	817.84
Education	0	0.33
Environmental conservation reserve	1667.5	1813.36
Foreshore	151.63	191.47
General industry	0.56	16.16
Heritage	8.9	13.39
Infrastructure Services	9.99	12.04
Light industry	0	0.76
Local distributor road	4.05	15.6
Local road	21.47	69.31
Primary distributor road	0	7.91
Priority agriculture	0.31	0.42
Public open space	14.97	49.01
Public purposes	13.53	15.17
Recreational	179.64	215.13
Regional centre	0	8
Residential	3.46	63.41
Service commercial	0	0.39
Special use	0	2.09
Strategic infrastructure	159.71	358.08
Tourism	4.68	17.25
Urban Development	0	0.39

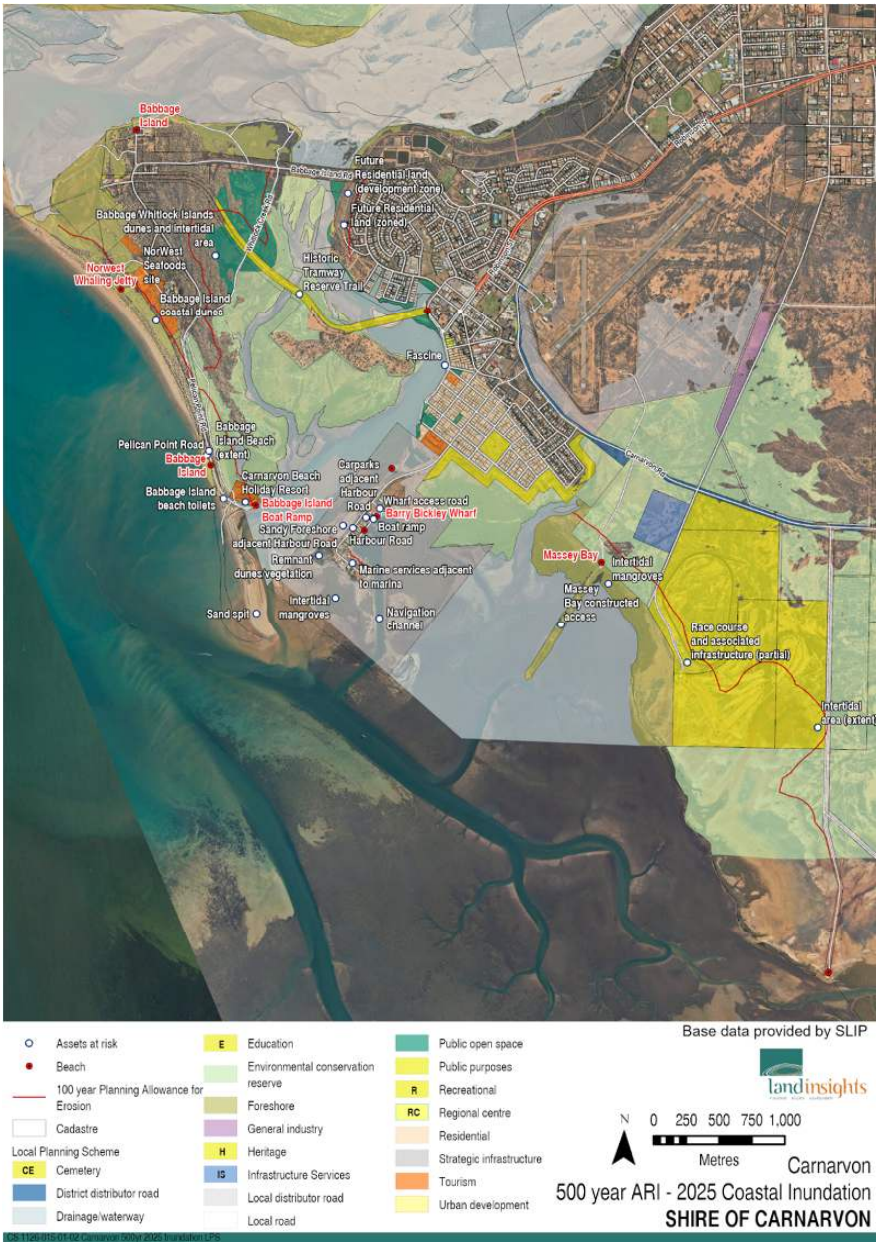
Table 3.4 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Coral Bay

Zone/Reserve	Area (ha) 2025	Area (ha) 2125
Commercial	0	0.02
Foreshore	3.8	4.49
Local road	0.51	0.57
Tourism	0.44	0.95
Urban Development	0	0

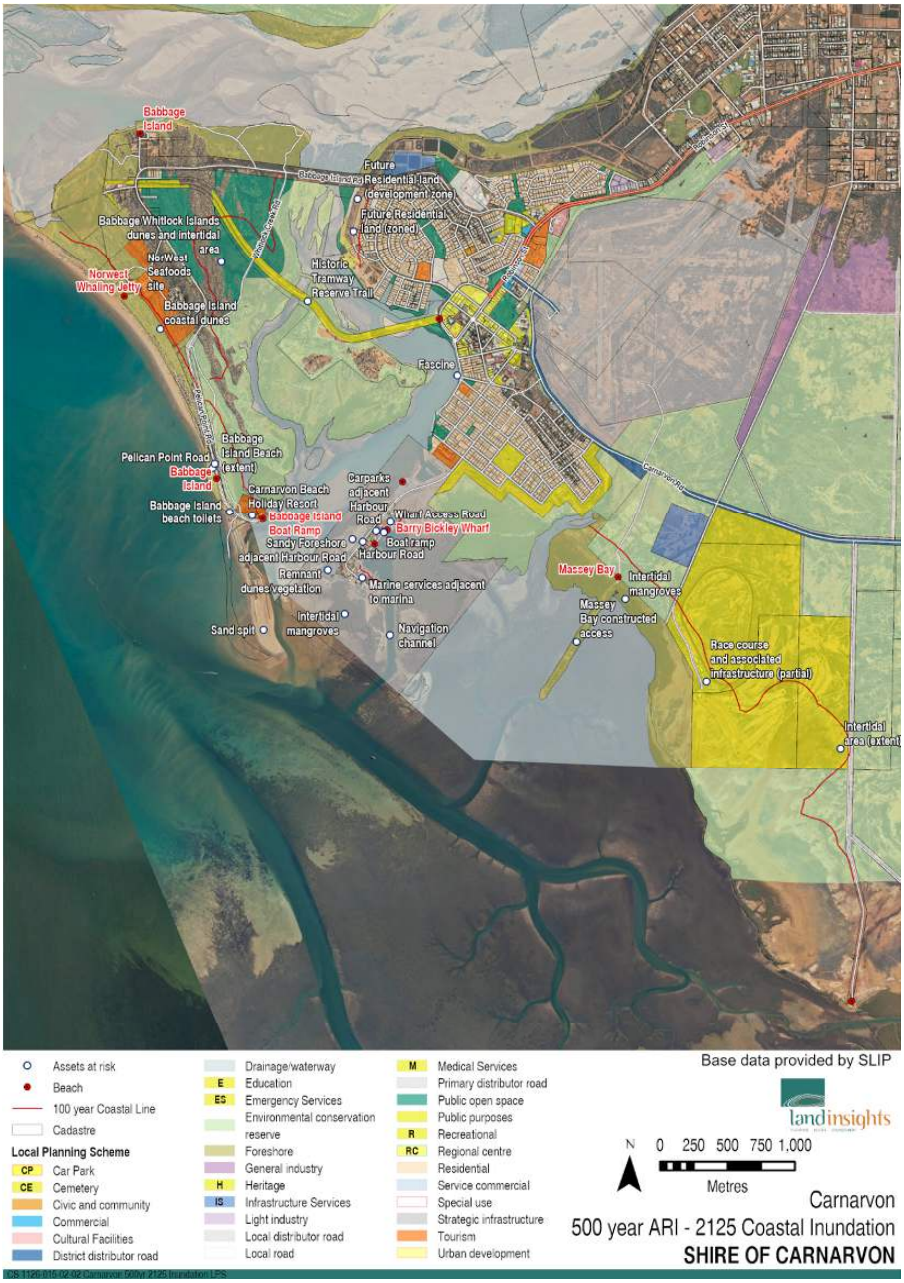
The following plans indicate the possible extent of inundation for both 100- and 500-year events, for the present and projected 100 years into the future. The purpose of these plans is to show which assets, including physical infrastructure and zoning areas, may be affected during these periods. This information supports an assessment of asset vulnerability and informs the consideration of adaptation options.



Map 3.3 - Carnarvon Inundation Risk



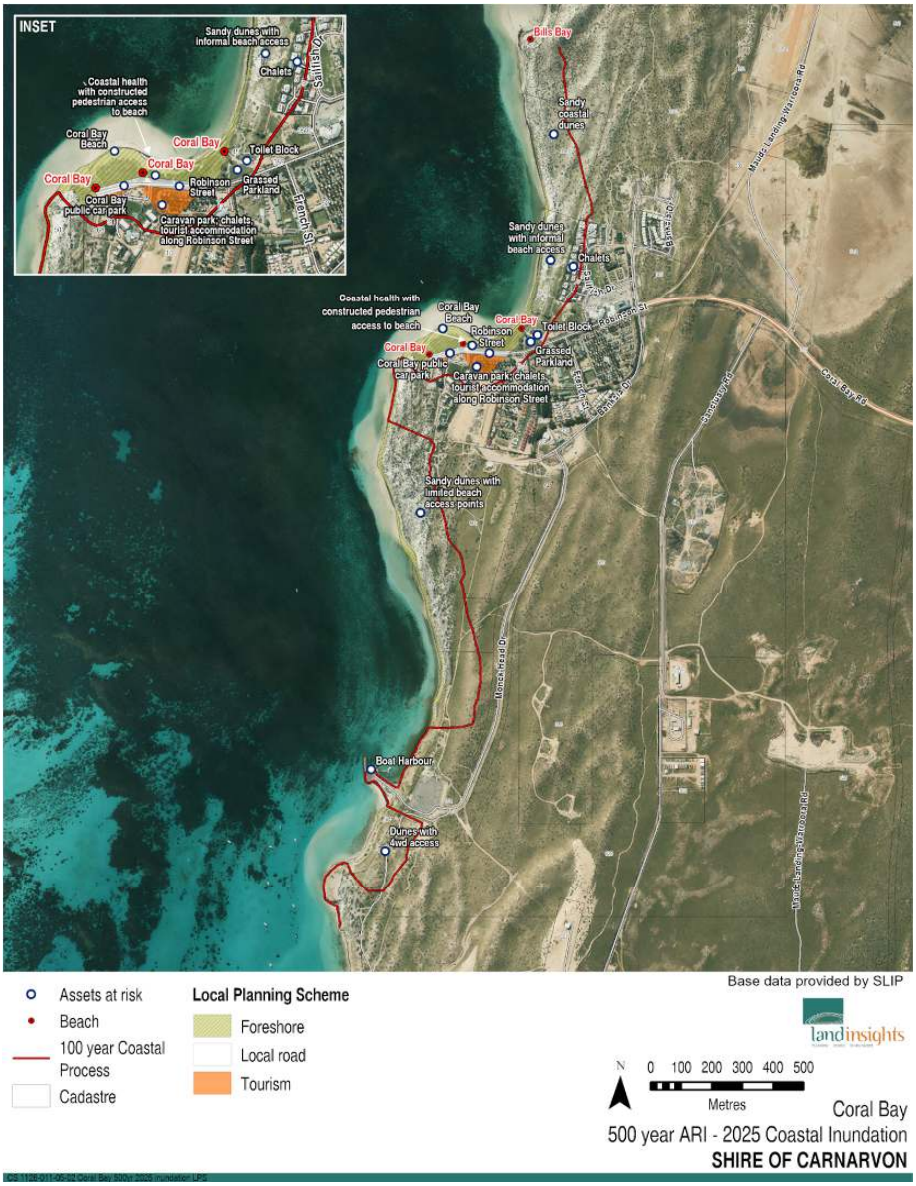
Map 3.4 - Carnarvon Inundation Risk 500yr ARI 2025 (Local Planning Scheme)



Map 3.5 - Carnarvon Inundation Risk 500yr ARI 2125 (Local Planning Scheme)



Map 3.6 - Coral Bay Inundation Risk



Map 3.7 - Coral Bay Inundation Risk 500yr ARI 2025 (Local Planning Scheme)



Map 3.8 - Coral Bay Inundation Risk 500yr ARI 2125 (Local Planning Scheme)

An additional analysis of assets in the Shire of Carnarvon and Coral Bay was conducted using the Australian Exposure Information Platform (AEIP). The table below shows assets potentially at risk from a 500-year ARI inundation event, both now and in 100 years. This data details asset exposure within each land use zone or category for these extreme events.

Table 3.5 – Quantification of residential and commercial building assets affected by inundation

Category	Feature	500yr ARI 2025	500yr ARI 2125
Carnarvon			
Residential	Estimated Population affected	804	2762
	Dwelling Count	420	1406
	Building Count	359	1176
	Pre 1980 construction count	293	694
	Pre 1990 probable asbestos containing products	321	1035
	Reconstruction value	$247,750,000	$853,470,000
	Contents value	$22,720,000	$73,870,000
Commercial	Commercial building count	4	52
	Commercial Reconstruction Value	$25,380,000	$316,220,000
Institution – Education	School – Pre/Primary	0	1
	School - Secondary	0	1
	School – Other (Combined, Special)	1	1
Institution – Health & Welfare	Hospital – Public	0	
Institution – Emergency Services	Police Station	0	1
	SES Facility	0	
Institution – Government Facilities	Centrelink office	0	1
	Local Government Office	0	
Infrastructure – Transport	Airport – Major Areas	1	1

Category	Feature	500yr ARI 2025	500yr ARI 2125
	Road – Major (km)	0	4
	Road – Arterial and Sub-Arterial (km)	4	7
Agriculture - Avocados, Bananas, Broccoli, Capsicums, Grapes non wine production, Hay, Mandarins, Mangoes, Meat cattle, Melons, Nectarines, Oranges, Peaches, Pumpkins, Sheep and lambs, Tomatoes	Area	5ha	44ha
	Value	$22 464	$4,197,999
Coral Bay			
Residential	Population estimate	0	0
	Dwelling count	0	0
	Building count	0	0
	Pre 1980 construction count	0	0
	Pre 1990 probable asbestos containing products **	0	0
	Reconstruction Value	0	0
	Contents Value	0	0
Commercial	Commercial building count	0	1
	Commercial Reconstruction value	0	$17,170,000

Source: AEIP

3.4 Risk Assessment Framework

Approach to the risk assessment

A vulnerability assessment determines how coastal assets may be affected by change and events over the planning period. The factors influencing asset vulnerability include exposure, sensitivity, and adaptability. Exposure refers to the likelihood of an asset being affected by coastal change or hazards. Sensitivity relates to the potential damage or loss an asset might suffer, while adaptability reflects the assets capacity to adjust,

withstand, or cope with such hazards. This is displayed diagrammatically in Figure 3.1, with the input components displayed in blue.

In considering vulnerability in this report, inundation and erosion hazards are considered separately. Assets are grouped according to class for ease of interpretation and to facilitate potential economic impacts of asset vulnerability.

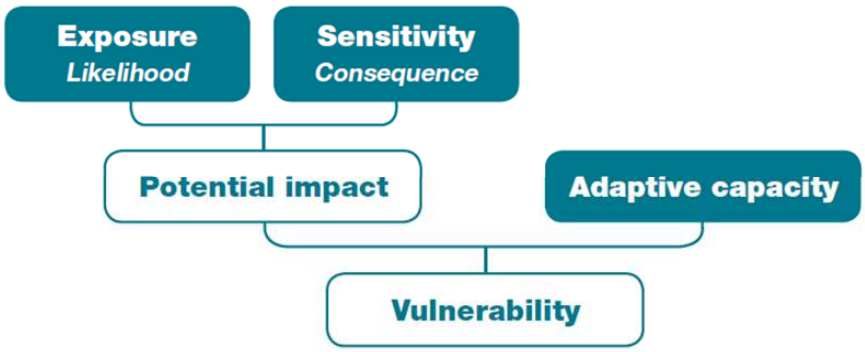


Figure 3.1 – Vulnerability assessment components (reproduced from (WAPC, 2019) – adapted from Allen Consulting, 2005)

Identifying the likelihood of an asset being affected

The exposure or likelihood of coastal assets to hazards directly corresponds to the probability of those hazards impacting an asset. In other words, it reflects the chance of erosion and/or storm surge inundation affecting both existing and future assets, along with their associated values (WAPC, 2019). The likelihood scale adopted for this study is presented in Table 3.6.

Table 3.6 – Exposure / Likelihood

Likelihood rating	Description	Annual Exceedance Probability
Almost Certain	Expected to occur in most circumstances	>90%
Likely	Impact to asset shoreline for a given planning timeframe is likely	50 – 90%
Possible	Impact to asset shoreline for a given planning timeframe is possible	10 – 50%
Unlikely	Impact to asset shoreline for a given planning timeframe is unlikely	1 – 10%
Rare	May occur in exceptional or unforeseen circumstances	<1%

What is the consequence of an asset being affected?

Within the context of this CHRMAP, c*onsequence* relates to the ability of an asset to respond to a coastal hazard. The response to the hazard could be a gradual response, or a stepped change in response to discrete events (WAPC 2019).

The consequence ranking presented in 3.11 outlines the physical impact that an event can have on an asset.

For each hazard, the consequence was assessed against the criteria and was based on the hazards and impacts of both coastal erosion and inundation. This assessment and the assignment of vulnerability identify areas that will require adaption and to prioritise areas that are vulnerable.

Table 3.7 – Consequence Rating

Likelihood rating	Physical, Financial	Environment	Community / Social & Cultural
Insignificant	No or minimal damage, perhaps requiring increased maintenance. Financial loss less than $20,000	Negligible to no impact to the environment	Minimal short-term inconvenience to asset, services and function, <5% of community affected. Many alternatives exist.
Minor	Minor damage to assets resulting in restrictions in capability, financial loss of $20,00 to $200,000	Short term damage to environment. Recovery will be strong. Local or regional alternate habitat exists.	Isolated but noticeable (short term) decline or disruption to asset, services and function, <10% of community affected. No convenient alternative exists.
Moderate	Damage to assets resulting in isolated loss of capability, financial loss of $200,000 to $2 million	Medium term loss of environmental assets. Recovery is likely. Local or regional alternate habitats exist.	Moderate (short to medium term) decline or disruption to assets, services and function ,25% of community affected. No convenient alternative exists.
Major	Significant damage to many assets resulting in very limited capability, financial loss of $2 million to $5 million	Long term damage to assets. Limited chance of recovery. No alternate habitats exist.	Severe (medium-term) decline or disruption to asset, services and function, <50% of community affected. No convenient alternative exists.
Catastrophic	Significant damage to most assets resulting in loss of capability, financial loss of over $5 million.	Permanent damage to environmental assets. No chance pf recovery. No alternate habitat(s) exist	Long term or permanent loss of asset, services and function >75% of community affected. No alternative exists.

Potential Impact – how to define risk?

The indicative level of risk or the potential impact in relation to coastal hazards is calculated by the product of exposure and sensitivity. It provides a classification of the potential impacts of coastal hazards on the identified assets within the Shire. These are to be determined and considered for each of the planning timeframes identified within the CHRMAP.

The evaluated level of risk in relation to hazards is influenced by the asset's tolerability (ie consequence). Definitions are provided in Table 3.8 & 3.9 below

Table 3.8 – Risk Level (Potential Impact) Matrix as Product of Sensitivity (Consequence) and Exposure (Likelihood)

Sensitivity/ Consequence	Exposure / Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	Medium	High	Extreme	Extreme	Extreme
Major	Medium	Medium	High	Extreme	Extreme
Moderate	Low	Medium	Medium	High	High
Minor	Low	Low	Low	Medium	Medium
Insignificant	Low	Low	Low	Low	Low

Table 3.9 – Risk Profile Definition

Risk Profile	Definition[2]
Low	Tolerable risk. A level of risk that is low and manageable without intervention outside routine asset maintenance.
Medium	A level of risk that may require intervention to mitigate, such as changes to design standards of asset maintenance. Short to medium term action required.
High	A level of risk requiring significant intervention to mitigate in the immediate to short term.
Extreme	Immediate action required to reduce the risk to acceptable levels.

3.5 Adaptive Capacity

The adaptive capacity of a coastal asset refers to its ability to adjust and respond effectively to the identified hazards of erosion and inundation. An asset with high adaptive capacity can readily adjust or it possesses inherent flexibility to respond to dynamic conditions. For instance, while built coastal structures and properties near the coast are constrained by their fixed nature, the mobile nature beach and dune systems may exhibit greater adaptability, often coping with change and minimising additional impacts.

[2] Note: Timeframes are aligned with the Coastal Hazard Assessment (CHA) planning periods. "Immediate to short term" corresponds to 2025–2035, "medium term" to 2050–2075, and "long term" to 2125. Hazards are assessed using 100-year ARI for erosion (S1) and inundation (S4) in the short and medium term, and 500-year ARI for extreme inundation in the long term.

The scale of adaptive capacity is provided in Table 3.10 below

Table 3.10 – Adaptive capacity scale

Adaptive Capacity	Description
No adaption required	Potential impact has insignificant effect on asset. Controls are re-established naturally or with ease before more damage would likely occur.
Very High	Good adaptive capacity. Functionally restored easily. Adaptive systems restored at a relatively low cost or naturally over time.
High	Decent adaptive capacity. Functionality can be restored, although additional adaptive measures should still be considered. Natural adaptive capacity restored slowly over time under average conditions.
Moderate	Small amount of adaptive capacity. Difficult but possible to restore functionality through repair and redesign.
Low	Little or no adaptive capacity. Potential impact would destroy all functionality. Redesign required.

Table 3.11 below outlines the assigned adaptive capacity for each asset category are presented in relation to both erosion and inundation combined. Ratings in relation to adaptive capacity is determined by the asset itself, groups of assets and then the opinions of the community and stakeholders.

Table 3.11 – Assigned adaptive capacity – erosion assets

Asset Category	Adaptive Capacity: Erosion
Roads	Moderate
Residential	Low
Commercial & Tourism	Low
Developed Foreshore Reserve	High
Undeveloped Foreshore Reserve	Moderate
Environment / Ecosystem Services	Moderate
Heritage	Low
Public / Community	Moderate
Infrastructure	Low

Table 3.12 – Assigned adaptive capacity – inundation assets (Local Planning Scheme)

Asset Category	Adaptive Capacity: Inundation
Car Park	Very High
Cemetery	Moderate
Civic and community	High
Commercial	High
Cultural Facilities	High
District distributor road	High
Drainage/waterway	High
Education	High
Environmental conservation reserve	High
Foreshore	High
General industry	Moderate
Heritage	Moderate
Infrastructure Services	Moderate
Light industry	Moderate
Local distributor road	High
Local road	High
Primary distributor road	High
Priority agriculture	High
Public open space	High
Public purposes	High
Recreational	High
Regional centre	Moderate
Residential	Moderate
Service commercial	Moderate
Special use	High
Strategic infrastructure	Moderate
Tourism	Moderate
Urban Development	High

3.6 Vulnerability scale

The vulnerability of an asset is determined by evaluating both the potential impact of coastal hazards (risk level) and the adaptive capacity of the identified asset. According to the CHRMAP Guidelines issued by the WAPC (2019), the study considers four vulnerability levels, which should be assessed for each of the specified timeframes within the CHRMAP. The diagram below illustrates the process of assessing vulnerability as part of the CHRMAP.



Figure 3.2 – Assessing vulnerability

Table 3.13 below is an example of the vulnerability matrix contained within the guidelines and will be used in the assessment against assets as part of the production of the CHRMAP.

Table 3.13 – Vulnerability Matrix

	Adaptive Capacity			
Potential Impact	*Low*	*Moderate*	*High*	*Very High*
Extreme	**Very High**	**Very High**	**High**	**Medium**
High	**Very High**	**High**	**Medium**	**Medium**
Medium	**High**	**Medium**	**Medium**	**Low**
Low	**Medium**	**Medium**	**Low**	**Low**

3.7 Vulnerability analysis

As illustrated in Table 3.13 above, vulnerability is a product of potential impact (risk) and adaptive capacity. To calculate vulnerability, each component of the formula has been considered, the results are presented in this section, along with brief analysis of key assets that are at risk. The CHRMAP adopts four levels of vulnerability, as outlined below:

- **Very high:** Asset has minimal to no ability to adapt to impacts of coastal hazards without additional support. Significant further adaptation is required to ensure the asset is not lost. Reconsideration of

design may be required if vulnerability cannot be reduced. Risk management measures will need to be a priority.

- **High:** Asset has limited ability to adapt to impacts of coastal hazards. Immediate to short term risk management measures are required.
- **Medium:** Asset has some ability to adapt to impacts of coastal hazards. Short term to medium term risk management measures are required.
- **Low:** Asset has high resilience and can adapt to impacts of coastal hazards without additional support. No immediate risk management measures are required other than monitoring.

Vulnerability to erosion

The outcomes of the vulnerability analysis for erosion across key assets, for coastal erosion, is provided in Table 3.14 below.

Table 3.14 – Erosion Vulnerability Ratings

		Vulnerability				
Asset Type	**Description**	**2025**	**2035**	**2050**	**2075**	**2125**
Carnarvon						
Commercial & Tourism	Carnarvon Beach Holiday Resort	Medium	Medium	Medium	Medium	Very High
Developed Foreshore	Babbage Island Beach Toilets	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Babbage Island Beach (extent)	Medium	Medium	Medium	High	High
Road	Pelican Point Road	Medium	High	High	High	High
Commercial & Tourism	NorWest Seafoods site	Medium	Medium	Medium	Medium	Very High
Environment/ Ecosystem Services	Babbage Island coastal dunes	Medium	Medium	Medium	Medium	Medium
Environment/ Ecosystem Services	Babbage/Whitlock Islands dunes and intertidal area	Medium	Medium	Medium	Medium	Medium
Public community	Historic Tramway Reserve Trail	Medium	Medium	Medium	Medium	Medium
Residential Development	Future Residential land (zoned)	Medium	Medium	Very High	Very High	Very High
Residential Development	Future Residential land (development zone)	Medium	Medium	Very High	Very High	Very High
Road	Harbour Road	Medium	Medium	Medium	High	High
Undeveloped Foreshore	Remnant dunes/Vegetation	Medium	Medium	Medium	High	High

		Vulnerability				
Asset Type	**Description**	**2025**	**2035**	**2050**	**2075**	**2125**
Commercial & Tourism	Marine services adjacent to marina	Medium	Medium	Very High	Very High	Very High
Commercial & Tourism	Wharf Access Road	Medium	Medium	Very High	Very High	Very High
Commercial & Tourism	Carparks adjacent Harbour Road	Medium	Medium	Medium	Very High	Very High
Undeveloped Foreshore	Sandy Foreshore adjacent Harbour Road	Medium	Medium	High	High	High
Environment/ Ecosystem Services	Intertidal Mangroves	Medium	Medium	Medium	Medium	Medium
Environment/Ecosyste m Services	Intertidal Mangroves	Medium	Medium	Medium	Medium	Medium
Developed Foreshore	Massey Bay constructed access	Medium	Medium	Medium	Medium	Medium
Public Community	Race course and associated infrastructure (partial)	Medium	Medium	Medium	Medium	Medium
Public Community	Race course and associated infrastructure (partial)	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Intertidal area (extent)	Medium	Medium	Medium	Medium	Very High
Infrastructure	Wharf	Medium	Medium	Medium	Medium	Medium
Infrastructure	Fascine Wall	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Sand Spit	Medium	Medium	Medium	High	High
Infrastructure	Babbage Island Boat Ramp	Medium	Medium	Medium	Medium	Medium
Infrastructure	Navigation Channel	Medium	Medium	Medium	Medium	Medium
Coral Bay						
Environment/ Ecosystem Services	Sandy coastal dunes	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Sandy dunes with informal beach access	Medium	Medium	Medium	Medium	High
Commercial & Tourism	Chalets	Medium	Medium	Medium	Medium	Very High
Road	Robinson Street	Medium	Medium	High	High	High
Developed Foreshore	Toilet Block	Low	Low	Low	Low	Medium

		Vulnerability				
Asset Type	**Description**	**2025**	**2035**	**2050**	**2075**	**2125**
Developed Foreshore	Grassed Parkland	Low	Low	Low	Low	Medium
Undeveloped Foreshore	Coral Bay Beach	Medium	Medium	Medium	High	High
Undeveloped Foreshore	Coastal heath with constructed pedestrian access to beach	Medium	Medium	Medium	High	High
Road	Coral Bay public car park	Medium	Medium	Medium	Medium	Very High
Commercial & Tourism	Caravan park; chalets, tourist accommodation along Robinson Street	Medium	Medium	Medium	Medium	Very High
Environment/ Ecosystem Services	Sandy dunes with limited beach access points	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Dunes with 4wd access	Medium	Medium	Medium	Medium	High
Infrastructure	Boat Launching Area (DOT)	Medium	Medium	Medium	Medium	Medium

The erosion vulnerability assessment demonstrates that both Carnarvon and Coral Bay face increasing risks to key coastal assets over the planning horizon. In Carnarvon, assets such as the Carnarvon Beach Holiday Resort, NorWest Seafoods site, and future residential development zones are projected to transition from "medium" vulnerability in the near term to "very high" vulnerability by 2125. Roads including Pelican Point Road and Harbour Road, as well as undeveloped foreshore and remnant dunes, also show a marked increase in vulnerability, reflecting the cumulative impacts of ongoing shoreline retreat, sea level rise, and limited adaptive capacity of fixed infrastructure and low-lying land. Notably, some assets, such as Babbage Island Beach Toilets and the Historic Tramway Reserve Trail, remain at "medium" vulnerability throughout, likely due to their location or construction.

In Coral Bay, the vulnerability profile is similarly concerning for assets located on sandy dunes and low-lying foreshore areas. Sandy dunes with informal beach access, Coral Bay Beach, and the public car park are rated as "medium" vulnerability in the near term but increase to "high" or "very high" by 2125. Commercial and tourism assets, including chalets and caravan parks along Robinson Street, also shift from "medium" to "very high" vulnerability over time. Developed foreshore assets such as the toilet block and grassed parkland generally remain at "low" or "medium" vulnerability, reflecting their location or construction. These results highlight the importance of proactive dune management, planning controls, and managed retreat strategies to address the escalating erosion risk, particularly for assets with limited natural buffer or those situated close to the active shoreline.

Vulnerability to inundation

The outcome of the vulnerability for coastal inundation is provided in Table 3.15 below.

Table 3.15 – Inundation Vulnerability Ratings

	Vulnerability	
Asset Type (Local Planning Scheme)	**2025 500YR ARI**	**2125 500YR ARI**
Carnarvon		
Car Park	Low	Low
Cemetery	Medium	Medium
Civic and community	Low	Medium
Commercial	Low	Medium
Cultural Facilities	Low	Medium
District distributor road	Medium	Medium
Drainage/waterway	Low	Low
Education	Low	Medium
Environmental conservation reserve	Medium	Medium
Foreshore	Medium	Medium
General industry	Medium	Medium
Heritage	Medium	High
Infrastructure Services	Medium	High
Light industry	Medium	Medium
Local distributor road	Medium	Medium
Local road	Low	Medium
Primary distributor road	Medium	Medium
Priority agriculture	Low	Low
Public open space	Medium	Medium
Public purposes	Medium	Medium
Recreational	Low	Medium
Regional centre	Medium	High
Residential	High	High
Service commercial	Medium	High

	Vulnerability	
Asset Type (Local Planning Scheme)	**2025 500YR ARI**	**2125 500YR ARI**
Special use	Low	Medium
Strategic infrastructure	High	Very High
Tourism	Medium	High
Urban Development	Low	Medium
Coral Bay		
Commercial	Low	Medium
Foreshore	Medium	Medium
Local road	Low	Medium
Tourism	Medium	High
Environmental conservation reserve	Low	Medium

The inundation vulnerability assessment in Table 3.15 shows that both Carnarvon and Coral Bay have a range of assets that are increasingly exposed to flood risk over the planning horizon, particularly under extreme events such as the 500-year ARI scenario. In Carnarvon, residential areas, strategic infrastructure, and service commercial zones are already rated as "high" vulnerability in the present day, with some assets (such as heritage and infrastructure services) escalating to "very high" vulnerability by 2125. Public open space, regional centres, and commercial areas also see their vulnerability increase from "medium" to "high" or "very high" over time, reflecting the cumulative impact of sea level rise and the limited adaptive capacity of low-lying land and critical infrastructure.

In Coral Bay, the vulnerability profile is similarly concerning for tourism assets and foreshore areas. Tourism zones, public car parks, and foreshore reserves are rated as "medium" or "high" vulnerability under current and future scenarios, with the risk intensifying by 2125. Environmental conservation reserves and local roads, while starting at "low" vulnerability, also increase to "medium" over time. These results highlight the importance of proactive adaptation measures, such as flood-proofing, planning controls, and emergency management, to address the growing risk of coastal inundation, especially for assets with limited elevation or those located close to the shoreline.

3.8 Existing Controls

Planning Controls

A summary of the current relevant planning controls applicable to the subject area are provided in Chapter 1 – Establish the Context of this report. A significant array of planning documentation applies to the subject area,

some of which already makes mention of coastal hazards, or values within the Shire that have provided input in the CHRMAP process.

Physical Controls

There are several existing physical controls that have been identified around Carnarvon. These structures have been considered in the assessment of shoreline erosion (Baird, 2023) and have been taken into account when considering the *likelihood* of an event occurring and thus flowing through to the likely risk and vulnerability of nearby assets.

The extent of physical structures in shown on Map 3.9 (overall) and 3.10 (detail).



Map 3.9 – Existing physical structures - Carnarvon



Map 3.10 – Existing physical structures – Carnarvon (detail)

3.9 Priorities for Risk Treatment

Identifying priorities for risk treatment is an important and somewhat subjective consideration of the vulnerability of key assets, coupled with the coastal values of the community that were gathered during the early stages of the project – as summarised in Table 3.16 below

Table 3.16 – Community consultation outcomes summary

Consideration	Carnarvon	Coral Bay
Environmental	Recognising the town is surrounded by natural places which can be impacted and changed by climate change. Biodiversity and ecology are likely to be impacted by climate. For example, rising sea levels and increased storm surges may lead to the loss of mangrove habitats and coastal dunes, while changes in rainfall and temperature could affect the health and distribution of native plant and animal species in the Gascoyne delta and surrounding wetlands.	Operators of tourism are aware of need to protect reefs and access to them for commercial business operations. Recognise visitors are recreational users (boats and beach focus) and are the settlement's key economic driver. Coral bleaching was seen as a crisis but overall, the reef is believed to be resilient. A defend approach to potential climate impacts is more evident than Carnarvon and there is resistance to the use of restrictive beach access as a management tool.
Culture	People have long witnessed changes and events due to natural forces and therefore more understanding of flooding high winds surges and erosion accretion. Carnarvon has a dynamic shoreline. There is a need to accept this fluidity and plan to be accommodating changes. Some focus on bridges, jetties and boating facilities – these were seen as very important for recreation and fishing tourism. Aboriginal knowledge of land and climate history is important, including their knowledge of past shorelines deltas and seasonal risks.	The sample is a small number of business proprietors, there are very few long-term residents who aren't operating businesses. Reliant entirely on inflow resources and businesses are not relocatable thus their willingness to defend and keep investing in maintaining the status of place and shoreline versus surrender or adaptive approaches.
Economy	Carnarvon needs to protect civic and business assets from impacts and design better. More attention to lifespan investment is required - for example boat ramps which are unusable after only a number of years. The CCI is interested in further dialogue - no set position of members yet but aware of sensitivities.	The Capped Population of Coral Bay and coastal nodes provide a false measure of security given the boom in pandemic demand which exceeded 3500 people. This placed a lot of pressure on utilities and natural areas and facilities beyond what was planned. It raised the impact of disconnected governance – with DBCA and Shire as well as different business interests working from own values. In the case of

Consideration	Carnarvon	Coral Bay
		previous 'economic' decisions they cited the boat ramp and marina as not successful due to scouring of Paradise Beach, EPA inattention to compliance, and resulting interruption of sand transport and impact on beach. Better governance of the place is needed. Shire has an extremely limited role and authority - which diminishes is ability to deliver the oversight needed to manage Coral Bay as a place. The present fragmentation of authority lacks consistency and security to deliver for continued business investment.

The risk management approach applied in this CHRMAP (likelihood, consequence, risk priorities) is combined with consultation outcomes and discussion with the Shire to agreed priorities which align with their organisational risk management framework.

In the process, the degree of tolerance and acceptability of coastal risk for key assets by the community has been determined using identified community values listed above, along with a review of existing planning controls.

This approach now forms a framework for future adaptation options to be considered in subsequent chapters. By incorporating existing controls and community values, the relative vulnerability is used to assess mitigation and adaptation priorities across different planning time frames. Prioritisation becomes critical to define trade-offs, including the physical transfer of erosion pressure or financial costs. This holistic approach better informs planning decisions about coastal and risk management.

Both Carnarvon and Coral Bay have assets at risk to an unacceptable level of vulnerability, at all planning timeframes, and as such all sites will require risk mitigation as part of their management regime. In summary, Carnarvon has a greater level of vulnerability to inundation compared to erosion. Coral Bay has comparatively smaller (but still significant in the longer-term), vulnerability to coastal change.

Table 3.17 – Priorities for risk treatment – Erosion

Asset Type	Description	Vulnerability	Planning Period
Carnarvon			
Commercial & Tourism	**Carnarvon Beach Holiday Resort**	**Very High**	**100-yr**
Undeveloped Foreshore	**Babbage Island Beach (extent)**	**High**	**50-yr**
Road	**Pelican Point Road**	**High**	**10-yr**
Residential Development	**Future Residential land (zoned)**	**Very High**	**25-yr**

Asset Type	Description	Vulnerability	Planning Period
Residential Development	**Future Residential land (development zone)**	**Very High**	**25-yr**
Road	**Harbour Road**	**High**	**50-yr**
Undeveloped Foreshore	**Remnant dunes/Vegetation**	**High**	**50-yr**
Commercial & Tourism	**Marine services adjacent to marina**	**Very High**	**25-yr**
Commercial & Tourism	**Wharf Access Road**	**Very High**	**25-yr**
Commercial & Tourism	**Carparks adjacent Harbour Road**	**High**	**50-yr**
Undeveloped Foreshore	**Sandy Foreshore adjacent Harbour Road**	**High**	**25-yr**
Undeveloped Foreshore	**Intertidal area (extent)**	**Very High**	**100-yr**
	Coral Bay		
Undeveloped Foreshore	Sandy dunes with informal beach access	**High**	**100-yr**
Commercial & Tourism	Chalets	**Very High**	**100-yr**
Road	Robinson Street	**High**	**25-yr**
Undeveloped Foreshore	Coral Bay Beach	**High**	**50-yr**
Undeveloped Foreshore	Coastal heath with constructed pedestrian access to beach	**High**	**50-yr**
Road	Coral Bay public car park	**Very High**	**100-yr**
Undeveloped Foreshore	Dunes with 4wd access	**High**	**100-yr**

Table 3.18 – Priorities for risk treatment – Inundation

Local Planning Scheme Zone/Reserve	Vulnerability	Planning Period
Carnarvon		
Heritage	**High**	**100-yr**
Infrastructure Services	**High**	**100-yr**
Residential	**High**	**Current**
Service Commercial	**High**	**100-yr**
Strategic Infrastructure	**High**	**Current**
Coral Bay		
Tourism	**High**	**100-yr**

4 Risk Treatment

4.1 Risk treatment approach

Overview

The risk treatment and adaptation stage within the CHRMAP framework focuses on addressing residual risks to coastal assets. Its primary objective is to identify appropriate risk treatment responses that can effectively mitigate coastal hazard risks for the shoreline areas and coastal assets within the study area over the planning horizon. Additionally, these responses should allow for flexibility in future decision-making.

Key considerations include:

- **Current Vulnerability**: Presently, the level of coastal hazard vulnerability for coastal assets in the Shire is generally low/medium (refer tables 3.14 and 3.15). However, this risk is anticipated to escalate due to projected sea level rise in the coming years.
- **Sea Level Rise Scenarios**: The CHRMAP has examined various sea level rise scenarios consistent with SPP2.6. These scenarios assess how coastal assets may be affected by hazards in the future, considering events ranging from annual occurrences to extreme events (within the limits outlined in Section 1.3).
- **Uncertainty Acknowledgment**: Recognising the uncertainty associated with long-term predictions related to sea level rise and climate change, the risk treatment process incorporates this uncertainty into its considerations.
- **Risk Treatment Pathways**: The CHRMAP outlines risk treatment pathways that enable the management of coastal assets in the present while adjusting to changing risk profiles in the future. These pathways are designed to adapt over time, aligning with increasing risk levels due to sea level rise and climate change. Trigger points, rather than fixed time frames, guide adjustments.
- **Examples of Triggers**: Instances where a shift to a new level of risk management may be necessary include measured or actual changes in sea level or shoreline erosion near structures (e.g., houses).
- **Community Responsibility**: The ability of shorelines and riverine areas in the Shire to adapt and respond to changing conditions rests with the Shire and the community.

Decision-making context

Although the Shire is a manager of coastal areas and associated public assets, it is not the role nor remit of the Shire to protect or compensate for the loss of freehold property from damage caused by coastal processes. The CHRMAP process delivers a plan to assist the community to identify those most important assets along the coast, and to then consider how these will be protected and managed for immediate and future risk.

As such, the CHRMAP adopts a '**risk management'** approach to:

- Consider the risks arising from coastal hazards
- Identify risk management responses, and
- Prioritise and implement the risk management responses.

It considers '**who**' is responsible for managing the risk:

- **Private parties** are responsible for managing risks to their private assets and incomes. To manage these risks private parties, need to:
    - be aware of the risks and their responsibility for managing them
    - take steps to understand the magnitude and nature of the specific risks to their assets and activities
    - develop and implement strategies and actions to manage the risks.

- **Governments**, on behalf of the community, are primarily responsible for the oversight of planning and managing risk to public goods and public assets which they own and manage. Governments also seek to:
    - develop local policies and regulations consistent with State risk management approaches;
    - facilitate by building resilience and adaptive capacity within the local community, including providing timely information about relevant known coastal hazards including erosion and inundation; and
    - building a workable partnership with the community to identify and manage risks.

Adaption hierarchy

SPP 2.6 (Western Australian Planning Commission 2013) establishes a structured hierarchy of adaptation pathways designed to inform decision-making in coastal areas. These pathways serve as the framework for the Shire to evaluate adaptation strategies aimed at minimising risks associated with coastal hazards. The hierarchy of treatment options includes '**Avoid**,' '**Planned** / **Managed Retreat**,' '**Accommodate**,' and '**Protect**.' It is important to note that neither State nor Local Government are legally bound to safeguard private assets from coastal hazards. It is also noted that the CHRMAP process strongly discourages the long-term adoption of the 'Protect' pathway for adaptation.

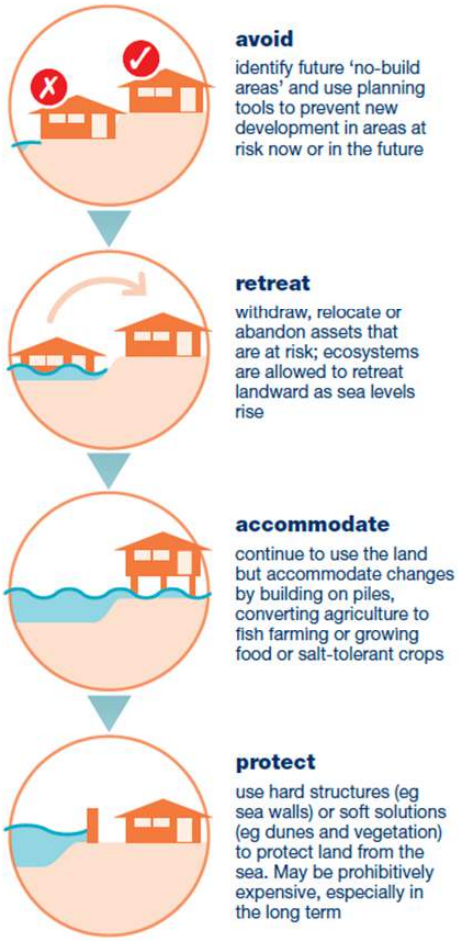


Figure 4.1 – Risk management and adaptation hierarchy (source: WAPC 2019)

The following table outlines the objectives of each of the treatment options.

Table 4.1 - Risk treatment options

Risk Treatment Option	Objectives
Avoid	The aim of this risk treatment option is to avoid the construction of new public and private assets within areas identified to be impacted by coastal hazards. Avoidance

Risk Treatment Option	Objectives
	risk treatment options are the best form of risk management (mitigation) and where possible should be the risk treatment option of choice. Avoidance risk treatment options ensure that risk management measures that eliminate hazards, activities and exposures that can negatively affect an asset can be formulated and implemented. Avoidance is particularly applicable to all land use and development in greenfield locations.
Retreat	The planned or managed retreat risk treatment option aims to preserve beach and coastal foreshore assets, public access, recreation, conservation and coastal foreshore management. This risk treatment option allows coastal physical processes to occur with as little impediment from development as possible in the future, allowing natural dynamic movement and retreat in response to coastal physical processes, particularly sea level rise. Planned or managed retreat for existing development involves relocating or sacrificing infrastructure, both public assets and private property, when erosion and recession impacts reach action trigger points (discussed further in Section 5.4.1 Triggers). No new coastal structures would be constructed, and new development would be avoided or minimised within high-risk areas. Where possible and practical, dunes would be restored or enhanced to maintain or create a buffer against storm erosion. As existing assets reach the end of their functional life (or if they are substantially damaged by a storm event), or if a trigger for removal is reached, they would be removed, including any associated coastal protection structures (e.g. temporary protection works that extended the life of the asset). If planned or managed retreat is the approach selected for implementation, it will need to be implemented through the planning framework and instruments within Western Australia.
Accommodate	The accommodate risk treatment option aims to utilise design and management strategies which render the risks as tolerable/acceptable, allowing land to continue to be utilised until risks become intolerable. Design and management strategies may include a mix of structural or non-structural approaches. Structural approaches include minimum finished floor levels and elevated electrical circuitry, and relocatable structures which can be moved to a different location on- or off-site to manage risk arising from inundation coastal hazards. Non-structural approaches such as modifications to local planning frameworks can also enable accommodate risk treatment options. These modified local planning frameworks should provide clear direction for decision-makers when assessing applications for new development, and to affected landholders. Planning frameworks might include a selection of the following instruments: clear development assessment criteria indicating what would be appropriate development; notifications on title, to inform current and future landholders of hazard; and planning approval conditions which allow the continued use of land until risks become intolerable. Accommodate risk treatment options can help to facilitate a switch to planned or managed retreat or protection risk treatment options later.

Risk Treatment Option	Objectives
Protect	Protect risk treatment options aim to protect assets from damage resulting from erosion and recession and storm surge inundation. Protect risk treatment options should be primarily proposed in the public interest and enhance or preserve beach and foreshore reserve amenity. Common hard protection structures include seawalls; groynes; offshore breakwaters and artificial headlands; and soft protection measures such as beach nourishment. Protection should be congruent with the coastal physical process and assets, amenity and value of any given location they are being imposed upon. When considering protection structures, it is important to understand they have off-site impacts, for example loss of beach in front and accelerated erosion at the edge of a seawall. Therefore, a protect decision must consider off-site impacts. In the event protection is selected for implementation, comprehensive analysis as part of the CHRMAP process should include the policy requirements of SPP 2.6 Cl. 5.7 Coastal protection works. Of importance to such analysis will be governance matters of ownership and funding arrangements for the construction and ongoing care, control and maintenance, in particular where protection of private property is considered. Risk management measures will need to ensure these requirements are implemented. Where public and private assets are proposed to be constructed inland of existing protection structures, such protection structures should only be considered as an interim risk management measure within the planning timeframes being considered in the CHRMAP. The design life of the protection structure should be a key factor in determining the appropriateness of the proposed asset or development. Decision-makers and landholders may need to consider the appropriateness of using interim protection structures to delay shoreline recession over the short to medium term. This might be achieved through soft protection measures such as regular sand renourishment and revegetating coastal dunes.

Source: (Western Australian Planning Commission, 2019)

In addition to the four main categories above, additional management approaches considered in the CHRMAP are:

No-regrets

The no-regrets category is used for approaches that can improve resilience and preparedness against the impact of coastal hazards. These can be implemented where further understanding of the risk to assets is being collected or while the assessments to determine a preferred risk treatment option is incomplete.

Do-nothing

The do-nothing risk treatment option assumes that all levels of risk is accepted and that no further action will be taken. This risk treatment option provides a basis for comparison of all other risk treatment options.

4.2 Adaption toolkit

Table 4.2 outlines a comprehensive list of adaptation options suitable for most coastal sites. These options address both short-term and long-term coastal hazard adaptation, extending beyond considerations solely related to climate change impacts. The right-hand columns provide insights into the suitability of each option for Coral Bay and Carnarvon.

While risks and corresponding adaptation strategies are evaluated independently, it's important to recognise that triggers for implementing these options can be adjusted to align with specific circumstances. For instance, if erosion or inundation risks escalate sooner than anticipated, a trigger may prompt an earlier adaptation response.

Table 4.2 - Adaptation toolkit

Category	Code	Name	Description	Possible actions	Comment / Suitability
AVOID	*AV1*	*Avoid development*	Avoiding new development within areas potentially impacted by coastal hazards (low, medium and high) and locating assets in areas that will not be vulnerable to coastal hazards.	1. Amend local planning scheme to include Special Control Area (SCA) which encompasses all areas affected by planning 10-, 20- and 100-year planning allowances (refer hazard assessment. 2. Establish planning-based controls that only allow development in the SCA that can address coastal hazard. 3. Reserve land in the Local Planning Scheme as required. 4. The Shire's Asset Management program to consider location for future public assets. 5. Amending the local planning framework to remove development potential on affected areas.	Financial resources will not be required to be spent on risk management. There are limited options to 'avoid' development within the CHRMAP study area where existing infrastructure is located, however can be implemented in undeveloped areas.
PLANNED OR MANAGED RETREAT	*MR1*	*Leave assets unprotected*	Accept functional loss of an asset following a coastal hazard event. Assets are not repaired to usable condition (only to ensure public safety is maintained).	6. Determine assets that are deemed sacrificial. 7. Monitoring (NR1) to identify when trigger is reached. 8. The Shire's Asset Management program to consider location for future public assets and update Council's Asset register to reflect likely timeframe for	Saves financial resources for alternative uses and allows for retreat that enables natural recession of the shoreline over the long-term.

Category	Code	Name	Description	Possible actions	Comment / Suitability
				impact to assist in prioritising asset relocation.	
	MR2	***Remove / Relocate***	Assets located in the hazard zone are permanently removed or relocated.	9. Determine assets that are deemed sacrificial or relocatable, and update Council's Asset register to reflect likely timeframe for impact to assist in prioritising asset relocation. 10. Monitoring (see NR1) to identify when trigger is reached for removal or relocation.	For residential and commercial property, this option may require voluntary or compulsory acquisition of land, transferrable development rights and land swaps. Enables the social and economic values of assets to be utilised until such time that the asset needs to be relocated. Can often coincide with asset replacement, and allows the cost of relocation to be shared with the cost of asset replacement.
	MR3	***Planning controls for managed retreat /Prohibit expanding existing use rights***	Use planning controls to allow continued use of the current infrastructure until such time that impacts arise, but restrict further or new development	11. Amend local planning scheme to include Special Control Area. 12. Notifications on title regarding the limits on expanding and/or modification of existing use rights.	This enables existing development and use rights to continue without increasing them, until such time that risk arising from coastal hazards is intolerable. Includes mechanisms for ensuring that the Shire, landowners and prospective buyers are made aware of the risk. Generally applicable where protection of assets is not viable. Works generally on zoned land (not local scheme reserves).
	MR4	***Voluntary acquisition***	Acquisition of affected properties on a voluntary basis.	13. Investigate/put in place funding for acquisition of priority properties. 14. Offer voluntary acquisitions reflecting asset value in light of hazard. 15. Reservation of land in a Local Planning Scheme.	This enables removal of private property(s) located within a land use that would otherwise be permitted, to ensure land in the coastal zone is continuously provided for coastal foreshore management, public access, recreation and conservation, and where alternative risk treatment options are not viable for the property and adjacent land. Early acquisition and leaseback could be used as an alternative to help reduce overall costs. Reservation of land in a local planning scheme signals the intent of the local government to acquire the land, and also activates provisions in the *Planning and Development Act 2005* regarding acquisition, resumption and compensation.

Category	Code	Name	Description	Possible actions	Comment / Suitability
ACCOMMODATE	*AC1*	***Design assets to withstand impacts***	Design of assets to withstand the impact of inundation, for example, building houses on stilts or raising building pads above the expected inundation levels	16. Planning response to stipulate building requirements. 17. Appropriate design requirements to be incorporated into the Shire's Asset Management Plan for public assets.	This is aimed at retaining existing assets in their current locations but reducing the consequences of the inundation hazard. It is often cheaper to mitigate the impacts with initial design outcomes as opposed to retrofitting (adapting) existing assets in the future.
	AC2	***Planning controls for accommodation***	Amend local planning frameworks to require assets to be designed to be able to accommodate hazards.	18. Amend local planning scheme to include a Special Control Area that identifies affected areas, requires any development to be approved by the Local Government, and outlines what requirements for accommodating the potential inundation risk need to be addressed. 19. Prepare local planning policy outlining relevant planning controls. This will generally be read in conjunction with the SCA. 20. Notifications on title when a development application is lodged/approved to advise of the potential risk.	Indicates to current and future landholders that an asset is at risk from coastal hazards over the planning timeframe. and that risk management and adaptation is likely to be required at some stage. Helps owners to make informed decisions about the level of risk they are willing to accept. This is a low-cost option that does not prohibit the use of other management options in the future. Limited application – would only apply where a Development Application is lodged with Council.
PROTECT	*PR1*	***Dune care/ management***	Development of a long-term program for revegetation and rehabilitation of dune system.	21. Update existing Foreshore Management Plans to ensure that actions associated with dune management, within the context of coastal hazards, is adequately addressed.	Program needs to be considered in context of cost of replenishment and resources to undertake actions. Would require continued funding sources. This is a largely suitable option for the Shire's foreshore and is currently being implemented via existing Foreshore Management Plans.
	PR2	***Groyne***	Construct rock groynes along the beach approximately perpendicular to the shoreline to restrict longshore sediment movement and stabilise sections of shoreline. This option is often accompanied by beach nourishment.	22. Undertake a feasibility and design study to guide construction.	Hard protection can divert erosion issues elsewhere, such as to the down drift side of a groyne, and can have significant impact on coastal ecosystems when accompanied by beach nourishment. Groynes are not effective as a means of managing short-term storm erosion. Can be expensive and rock sources may not be readily available or affordable. Groynes change the nature and

Category	Code	Name	Description	Possible actions	Comment / Suitability
					appearance of the coast and can impact walking and beach use. Assessment of this option needs to consider long term maintenance, as this will extend the life of the groyne.
	PR3	***Seawall***	Construct seawall in front of assets or along length of coastline to protect them from coastal hazards.	23. Undertake a feasibility and design study to guide construction.	Hard protection can divert erosion issues elsewhere, such as to beaches either side of, and directly in front of, a seawall. They can also have significant impact on coastal ecosystems Seawalls are expensive and change the nature and appearance of the coast, typically resulting in long term loss of the beach in front. Rock sources may not be readily available or affordable. They need to be accompanied by beach nourishment/ replenishment, which adds to the cost of option. Assessment of this option needs to consider long term maintenance, as this will extend the life of the wall.
	PR4	***Nearshore reef/ Breakwater/ Artificial Reef***	Construct offshore reef(s)/breakwater(s) or raise existing natural nearshore reef structures to maintain level of protection as sea level rises.	24. Undertake a feasibility and design study to guide construction.	The impacts of these structures are relatively unknown, and untested in the local context. May have significant impact on coastal ecosystems in adjacent areas. Reefs are unlikely to be effective over time as sea levels rise, or the crest would need to be raised in height in response. Are very expensive to design, build and maintain and rock sources may not be readily available or affordable. Assessment of this option needs to consider long term maintenance, as this will extend the life of the structure.
	PR5	***Beach (sand) nourishment***	Addition of sand to the beach, dune and/or nearshore area to replace lost material and/or create additional buffer.	25. Undertake a feasibility and design study to guide construction.	This option is a temporary measure and can be more effective in association with other options. The sand may be from an external source or from a nearby part of that coastal area, as such availability of suitable sand sources may be an issue. Where suitable sources are not readily available or a considerable distance away, costs

Category	Code	Name	Description	Possible actions	Comment / Suitability
					are increased. If the nourishment sand is significantly finer than the existing beach sand the nourishment sand will be lost quickly.
NO REGRETS	*NR1*	*Monitoring*	Long term baseline monitoring and event-based monitoring following storm erosion events	26. Set up a baseline monitoring programme for long term trend and condition following major events. 27. Review results for particular asset triggers regularly. 28. Re-run risk assessment based on monitoring results and revise risk management measures if risk level changes (i.e. increase or decrease in level of risk).	Monitoring enables assessment of the frequency and severity of coastal hazard events (along with their impacts). This information is useful as part of an ongoing review process for the CHRMAP, and can is also useful in the identification of triggers that lead to particular management actions.
	NR2	*Protection structure audit*	Involves undertaking an audit of existing protection structures, to determine their current condition, effectiveness and future protection potential/adaptability.	29. Conduct audit of existing protection structures. 30. Update planning allowances lines where relevant to account for existing protection structures. 31. Update CHRMAP proposed actions to account for condition (life) of existing protection structures.	Depending upon the expected life and future protection from existing protection structures, there may be updates to the hazard estimates. This will flow on to affect other risk treatment options, including implementation of risk management measures. Limited applicability to Shire given limited existing structures.
	NR3	*Notification on title*	Using the Planning and Development Act 2005 and the Land Administration Act 1997 to place a notification on the titles of potentially affected properties.	32. Implement in accordance with the planning framework, and as conditions of approval for subdivision and development.	Indicates to current and future landowners that an asset is likely to be affected by coastal erosion and/or inundation over the planning timeframe. Helps current and future owners make informed decision about level of risk they are/may be willing to accept, and that risk management is likely to be required at some stage within the planning timeframe. Allows vulnerability of asset to hazards to be conveyed to existing and future owners. One means of implementation that is low cost, is

Category	Code	Name	Description	Possible actions	Comment / Suitability
					through subdivision and development decision making
	NR4	***Emergency evacuation plans***	Establishing emergency evacuation management plans where existing assets may be affected by erosion and/ or inundation to manage the safety of community and stakeholders	33. Develop evacuation plans for each site considered by the CHRMAP. 34. Update evacuation plans with latest inundation mapping available or include coastal inundation area into existing evacuation plans.	This option is a low-cost option in addressing the consequences of erosion / inundation regarding safety to lives as the impact occurs.
DO NOTHING	***DN***	***Do nothing***	This is managed retreat at its most basic form. The asset will be lost after a hazard event. Repairs are carried out for public safety purposes only. Take no action. No limitations on development or implementation of adaptation planning. Accept risk	35. Take no action and accept risk.	Does not involve any new actions. Where existing levels of risk are low, accepting the risk may be appropriate. However, it may not be appropriate for high-risk locations/assets. The cost of Do Nothing may be substantially greater in the future than the current cost of implementing planning controls. This is because the value of land at risk continues to increase, as does the cost of mitigating recession impacts over time (such as retrofit, or even abandoning lost lands). Further, as the value of land at risk continues to increase over time, implementation of retreat risk treatment options in the future, to ensure land in the coastal zone is continuously provided for coastal foreshore management, public access, recreation and conservation, become increasingly desirable while more difficult to implement.

4.3 Multi-criterial assessment

MCA categories

A multi-criteria analysis (MCA) provides a qualitative framework to rank risk treatment options and has been completed to consider adaptation options for identified assets at Carnarvon and Coral Bay. The MCA is based on 6 broad categories as outlined in Table 4.2 below.

Table 4.3 - MCA criteria

Criteria	MCA considerations
Effectiveness	Ability for the option to mitigate the coastal hazard risk
Environmental Impact	Impact on existing native vegetation / dunes / coastal processes (including both construction and ongoing maintenance)
Social Impact	Impacts on amenity Potential impacts on Aboriginal and European heritage sites and values are considered in this criterion Public acceptability.
Landscape	Impacts on landscape Consideration of aesthetics associated within nearby areas
Cost	Upfront capital costs Ongoing maintenance costs Economic impacts – such as loss of businesses, income, value
Future adaptability	Whether the option is easily adaptable in future, such as for updated sea level rise levels If the option limits the feasibility of selecting other options in future

Assessment framework

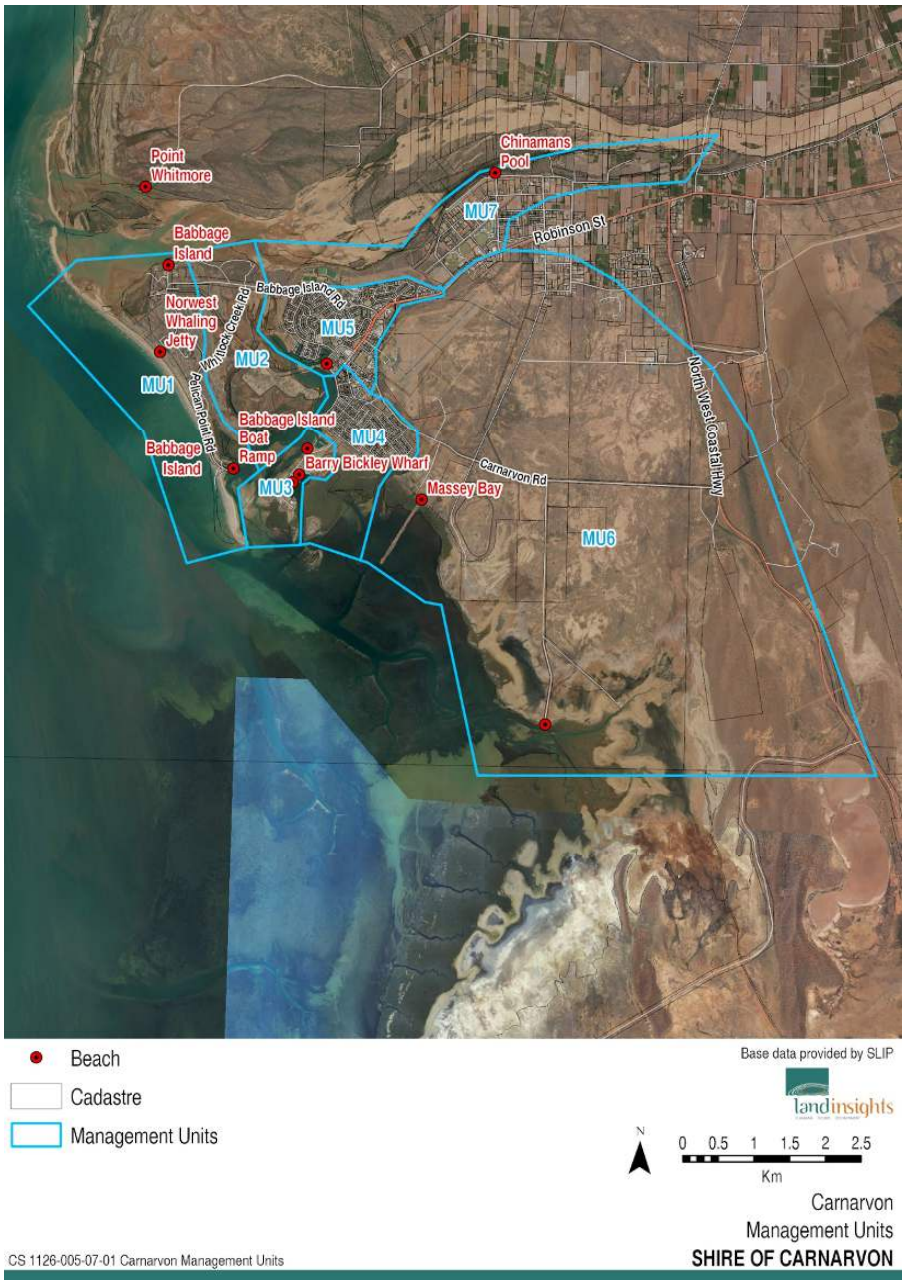
To perform the MCA, each identified option was assessed against each of the criteria for each of the Management Units, this is shown within Table 3.2 of the Risk Assessment Chapter that forms part of the CHRMAP. The assessment criteria run across the top row whilst the ratings are shown below; each have a possible score from **-2 to +2**.

The ratings will provide a priority for adaptation options to be subject to CBA. At the completion of this process a clear direction for adaptation will be identified and incorporated into an Implementation Plan. It is acknowledged that that more than one adaptation option may be required across varying timeframes.

It is also important to note that the rating/score is subjective, based on knowledge of local condition by the project team, stakeholder knowledge and feedback, and Shire input. The weightings applied reflect the outcomes of previous consultation in both locations, resulting in an increased importance placed on the effectiveness and cost of adaptation options with Carnarvon, compared to the greater focus on environmental, aesthetic and social considerations in Coral Bay.

4.4 Management units

To assist with refining the MCA, both Carnarvon and Coral Bay have been divided into separate sectors. Sectors have been identified based on land use, coastal characteristics and topography. The extent of sectors across both settlements is provided in Figures 4.1 and 4.2 below.



Map 4.1 – Management Units (Carnarvon)



Map 4.2 – Management Units (Coral Bay)

4.5 MCA Outcomes – Carnarvon

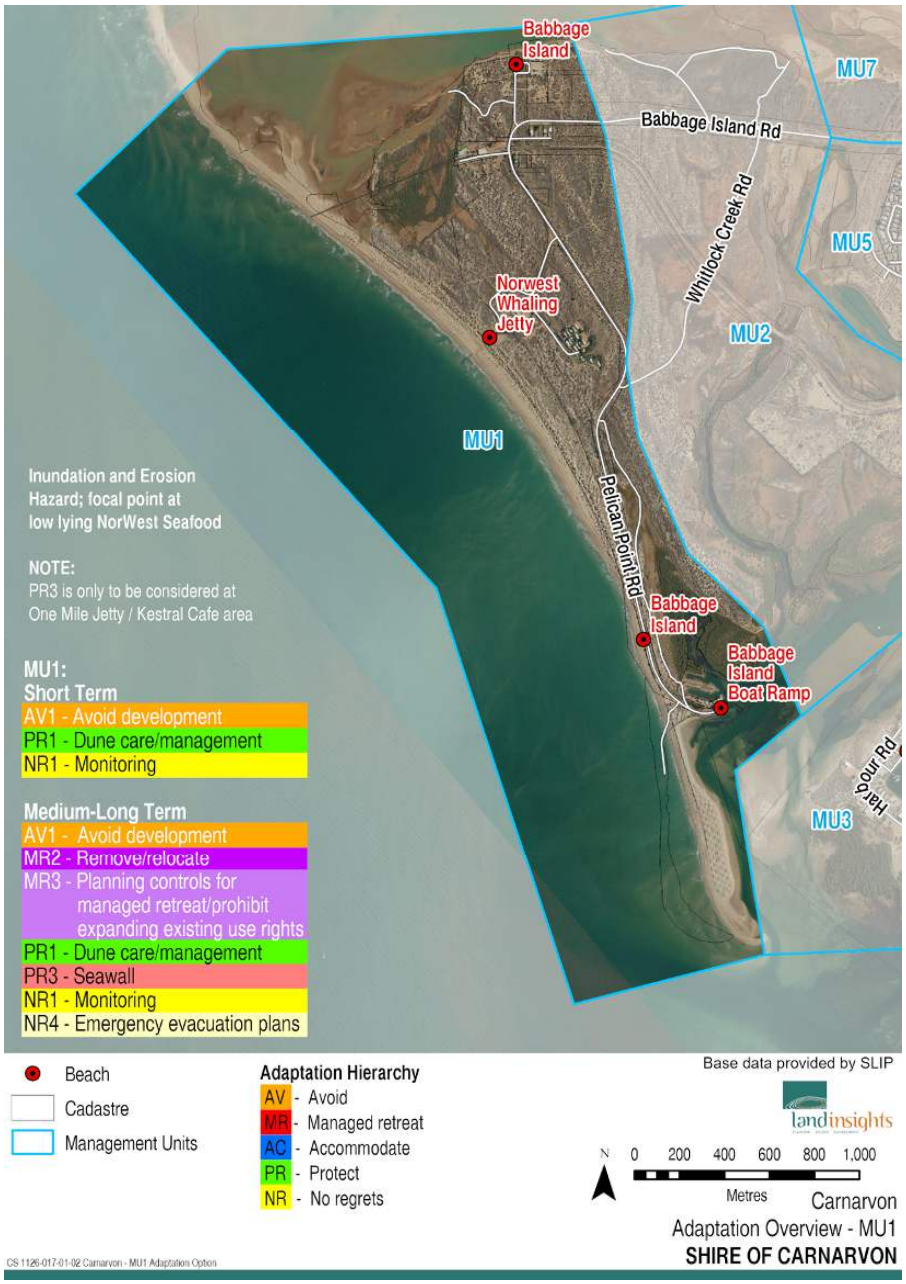
MU1: Babbage Island Coastal

Boundary Definition

The Babbage Island Coastal Management Unit (MU1) is characterised by its open ocean exposure, which includes wave run-up. The landward boundary of this unit is defined by a high dune ridge that is positioned well landward to account for coastal erosion allowances. This area is susceptible to both inundation and erosion.

Preliminary Adaptation Considerations

- The Carnarvon Beach Holiday Resort and the Babbage Island boat ramp area are situated at extremely low land levels, with some areas reaching as low as 1.6 metres. Any future breaches in the spit could create new channels near Pelican Point, which may necessitate relocation in the long term.
- Erosion buffers are available throughout much of the area, facilitating a sequence of strategies: initially adopting an Avoid approach, followed by Accommodate through dune management, and eventually Retreat, which involves either relocating landward or opting for protective measures.
- The land surrounding the NorWest Seafood Site is at 1 to 2 metres AHD. Mitigation measures are required, including raising or removing the access pathway through the frontal dune. In the longer term, relocation to higher land may become necessary.
- For the One-Mile Jetty/heritage precinct, accommodating development can be considered – this will be achieved by maintaining the mangroves for erosion protection. In the longer term, retreat/relocation, or protection, can be considered.



Map 4.3 – Adaptation Overview MU1 (Carnarvon)

MU2: Babbage Island Fascine

Boundary Definition

Management Unit MU2 encompasses the area defined by the landward side of a high dune ridge. There are pathways for inundation through both the Gascoyne River and the Fascine.

Preliminary Adaptation Considerations

There are three primary adaptation considerations for Management Unit MU2, Babbage Island Fascine: Avoid, Accommodate, and Protect. Detailed considerations for each strategy are provided below.

Avoid:

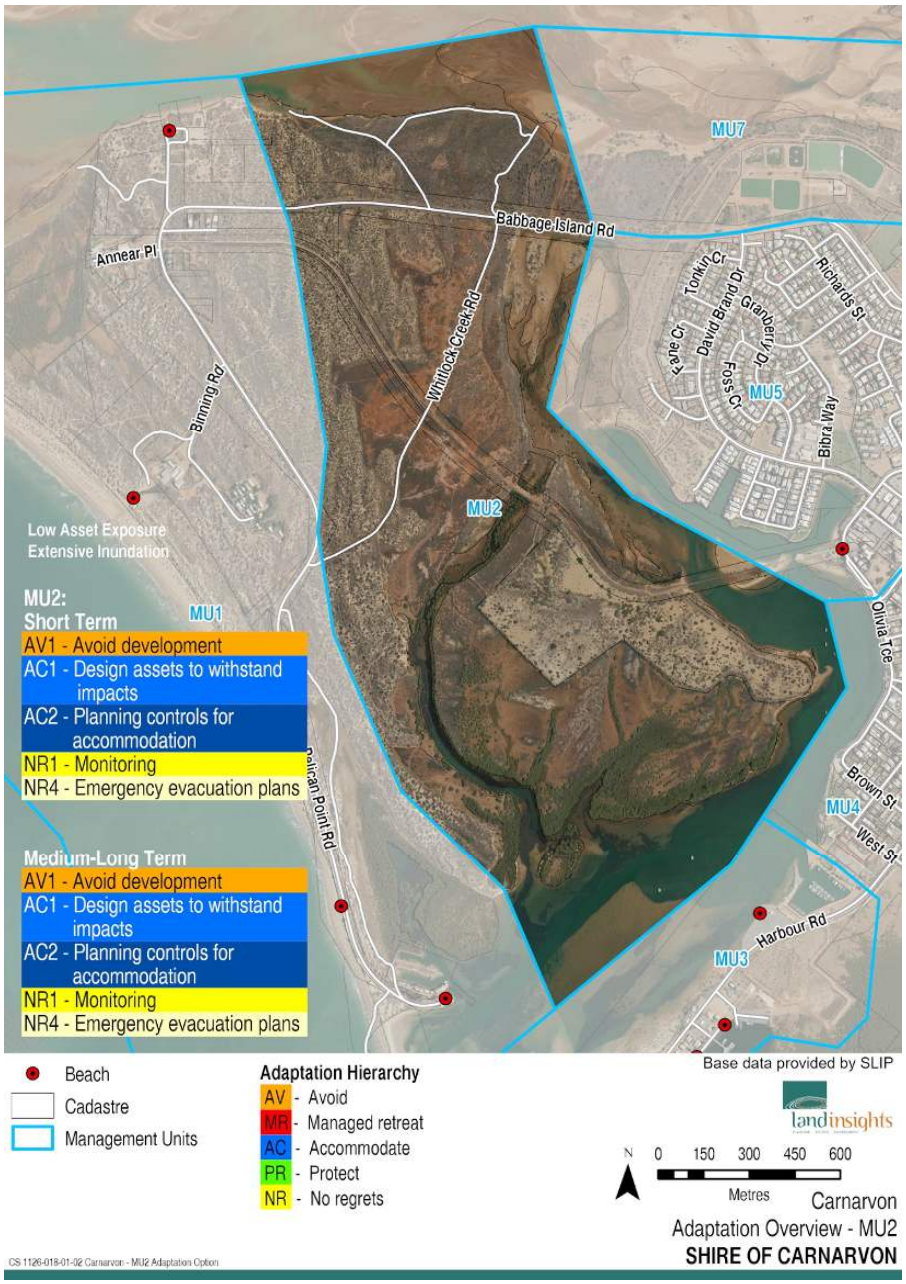
- There are limited assets in this Management Unit, but potential inundation is extensive.
- Avoidance of development in low-lying areas is recommended to minimise risk.

Accommodate:

- Historic Tramway Reserve Trail: Impacts are expected around +2.4m AHD.
- The future golf course grassed areas should be set above 2.5m AHD, which corresponds to the 10-year Annual Recurrence Interval (ARI) flood level of +1.05m.
- The golf course clubhouse should be constructed above 3.5m AHD to ensure resilience against flooding.

Protect:

- Conduct a structure audit and upgrade: Small rock structures at the Tramway bridge abutment should be enhanced, with the height raised to +2.7 AHD.



Map 4.4 – Adaptation Overview MU2 (Carnarvon)

MU3: Fascine Maritime Facilities

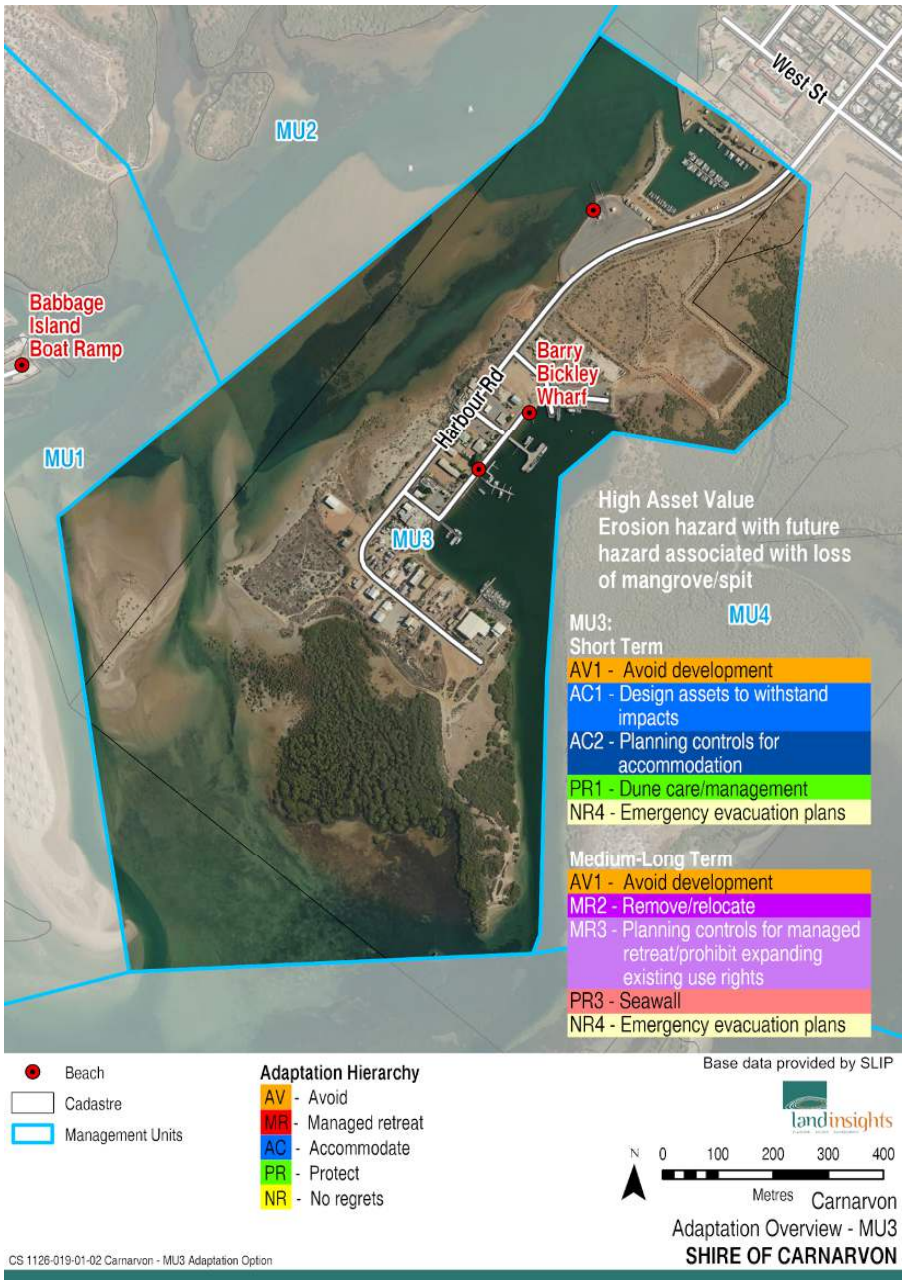
Boundary Definition

MU3 encompasses the Fascine Maritime Facilities, including the Pickles Point marine and industrial area, which is situated approximately 3 meters above the Australian Height Datum (AHD). Harbour Road, which features erosion protection around the boat harbour, also falls within this unit, with the remaining area positioned at around 3.5 meters AHD. The dune and adjacent sandy areas along Harbour Road are low-lying and require consideration for potential wave run-up, especially with the risk of spit breaching. The wharf access road, which declines from 3.5 meters to 1.55 meters at the wharf, is another critical component. Additionally, the intertidal mangrove area in this region plays a significant protective role for the landward assets.

Preliminary Adaptation Considerations

The following preliminary adaptation considerations have been identified for the Fascine Maritime Facilities management unit. These points aim to address the potential risks and enhance the resilience of the area in response to environmental changes and hazards.

- Harbour Road requires an emergency management plan, along with dune management and protection measures.
- Future development should be avoided on the undeveloped foreshore to minimise environmental impact.
- Marine services adjacent to the marina must have an Emergency Management Plan and be flood-proofed and protected.
- The Wharf Access Road should be elevated and safeguarded in conjunction with any wharf upgrades.
- Harbour Road carpark can tolerate infrequent inundation, thus may not require significant alterations.
- It is essential to retain, and possible extend, mangroves and plan for potential spit breaches and increased wave impacts. Any wave exposure could result in sediment redistribution and erosion, affecting nearby assets.



Map 4.5 – Adaptation Overview MU3 (Carnarvon)

MU4: South Carnarvon

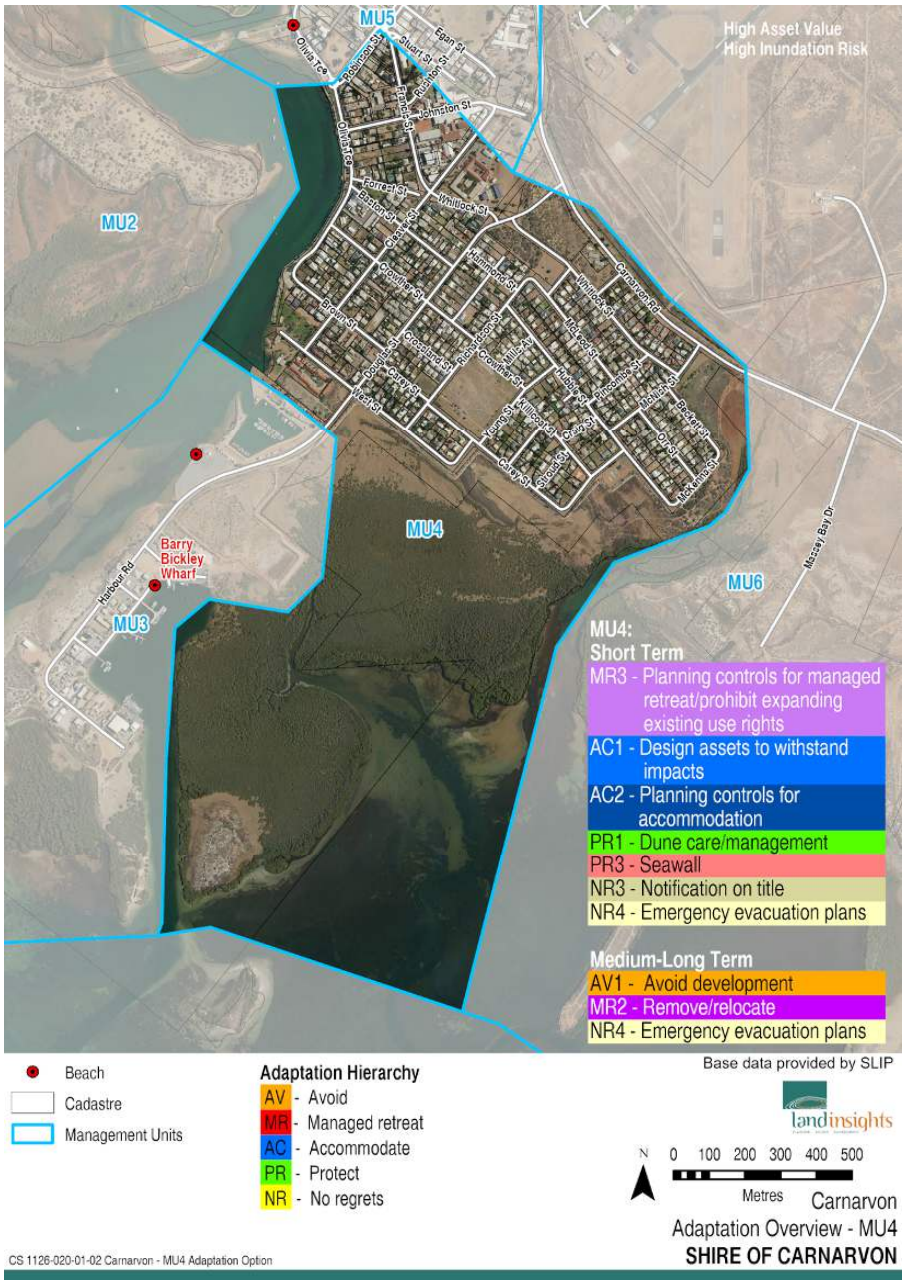
Boundary Definition

MU4, encompasses a basin of extremely low-lying residential areas. The region is particularly vulnerable as road levels range between +1.4 to +1.6 meters AHD, which will be below the Highest Astronomical Tide with a 0.5-meter sea level rise.

Preliminary Adaptation Considerations

The following preliminary adaptation considerations have been identified for the Fascine Maritime Facilities management unit.

- Inundation Protection: The existing South Carnarvon Surge Wall offers protection along the southern perimeter of the residential area, with a current capacity of approximately +2.1 to +2.2 meters AHD (100-year ARI).
- Ingress Points: Inundation ingress can initially occur through the Carnarvon Yacht Club, reaching West Street at +1.4 meters AHD (~6-year ARI) and causing widespread inundation at +1.6 meters AHD (~20-year ARI).
- Foreshore Levees: There is an opportunity to mitigate inundation by using foreshore levees along the Carnarvon Fascine, particularly adjacent to the Yacht Club and Olivia Terrace. This is practical up to +2.1 meters AHD, corresponding to a 500-year ARI.
- Relocation Considerations: Given the low road network for evacuation and the impracticality of property fill levels above +2.5 meters AHD, relocation may be a necessary consideration for long-term adaptation.



Map 4.6 – Adaptation Overview MU4 (Carnarvon)

MU5: Carnarvon/Brockman

Boundary Definition

This section covers a basin of relatively low-lying residential area within Brockman. Two key pathways for inundation are identified: one through the Fascine and another around the back near James St/Marr Place.

Preliminary Adaptation Considerations

Preliminary adaptation considerations for the Carnarvon/Brockman precinct are outlined below. These measures aim to address key pathways for inundation and provide effective protection for the residential areas within this basin.

Both Brockman/Carnarvon Areas

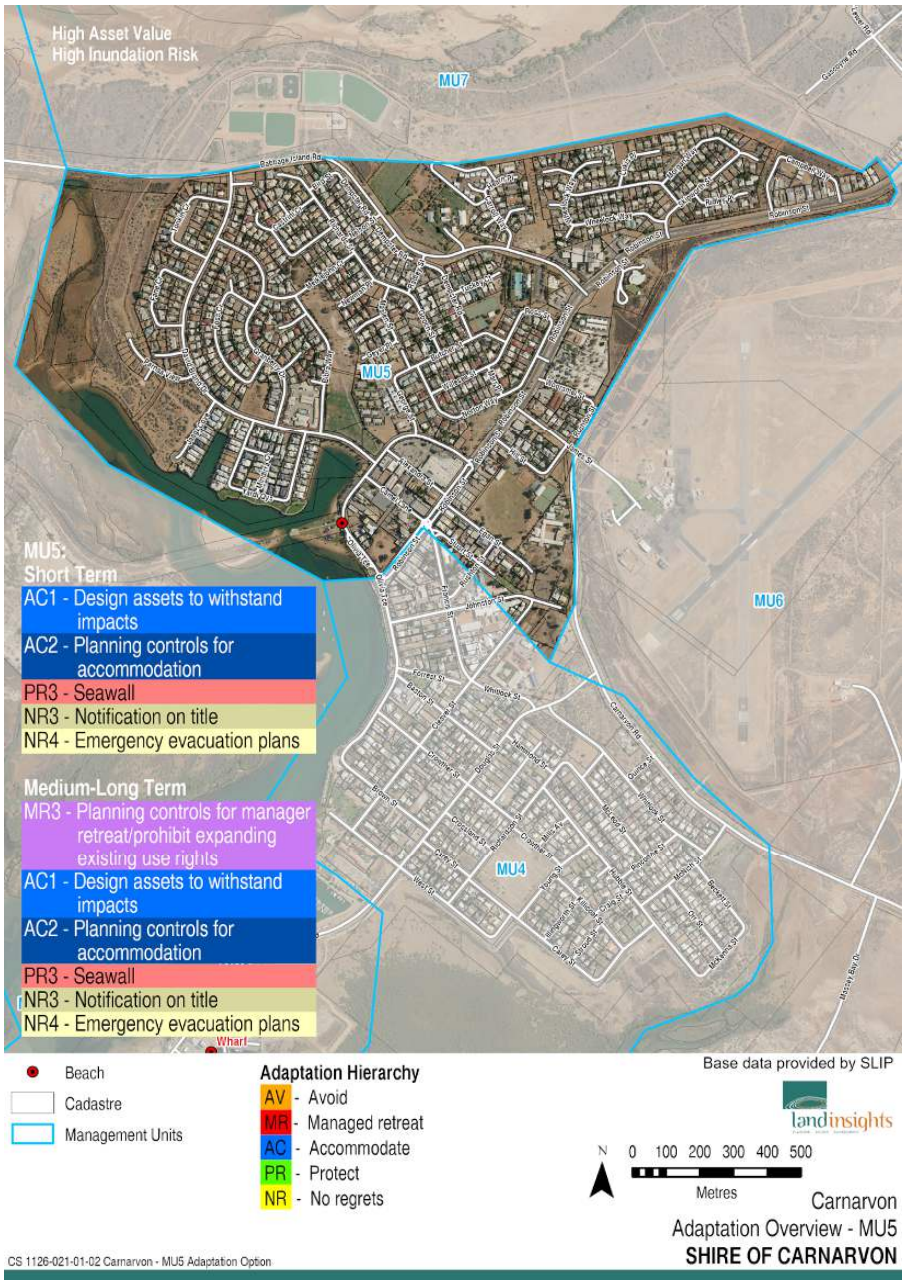
- **Protect:** A raised barrier could be used at the back, approximately 0-1.5 meters above existing levels, running parallel with Dempster Road and Marr Place. This pathway reaches as low as +2.0 meters AHD but is likely to experience estuarine dampening.
- Sub-arterial roads are generally as low as +2.3 meters AHD, potentially requiring modified levels for high sea level rise scenarios, especially for excavation purposes.
- Property levels are generally slightly higher than +2.6 meters AHD, which should provide for adequate property level protection.

Brockman Only:

- Property levels in Carnarvon are generally slightly higher than 2.6 meters AHD, providing adequate **protection** at the property level.
- It is recommended to raise the low section of Babbage Island Road near the David Brand Drive intersection.
- On the Fascine:
    - Levees are generally sufficient north of the Marina Precinct.
    - In the Marina Precinct, roads should be modified to be at least 2.6 meters AHD, with property fill adjustments for high sea level scenarios.
    - A localised levee structure adjacent to David Brand Drive should connect to higher land on Camel Lane and integrate with decision-making for the Marina Precinct.

Carnarvon Only:

- Property levels are generally slighter higher >2.6m AHD, which allow for property level **protection**.



Map 4.7 – Adaptation Overview MU5 (Carnarvon)

MU6: Rural – Southside of Carnarvon

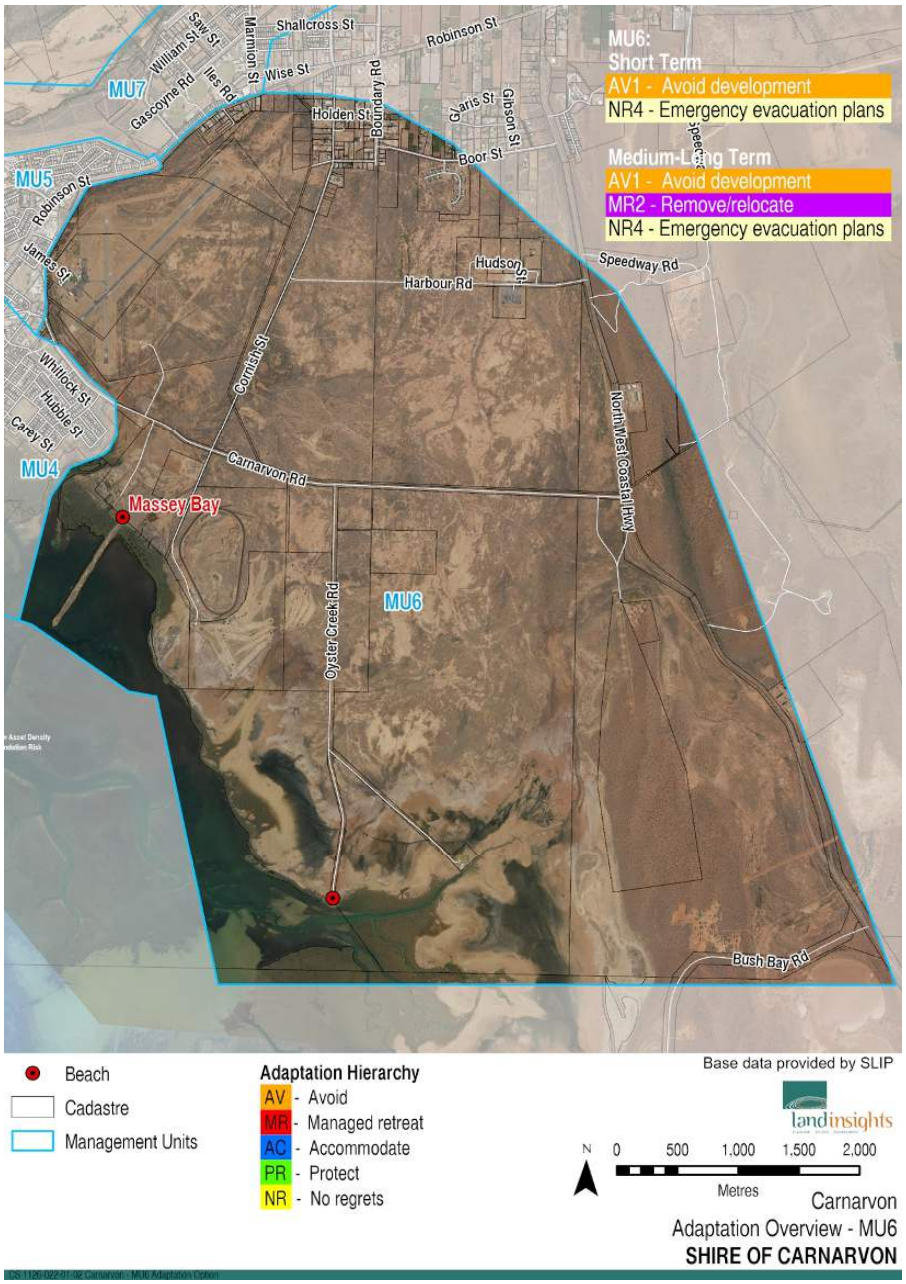
Boundary Definition

The MU6 management unit, encompassing the rural southside of Carnarvon, is defined by its regional area, with inundation ingress through Massey Bay and the creek system.

Preliminary Adaptation Considerations

The following are the preliminary adaptation considerations for the MU6 management unit, encompassing the rural southside of Carnarvon:

- Development should be **avoided** in low-lying areas.
- Adaptation at the asset level is recommended for airport facilities, as there is ample space to raise the runway and facilities. Additionally, possible long-term relocation is planned.



Map 4.8 – Adaptation Overview MU6 (Carnarvon)

MU7: Gascoyne River

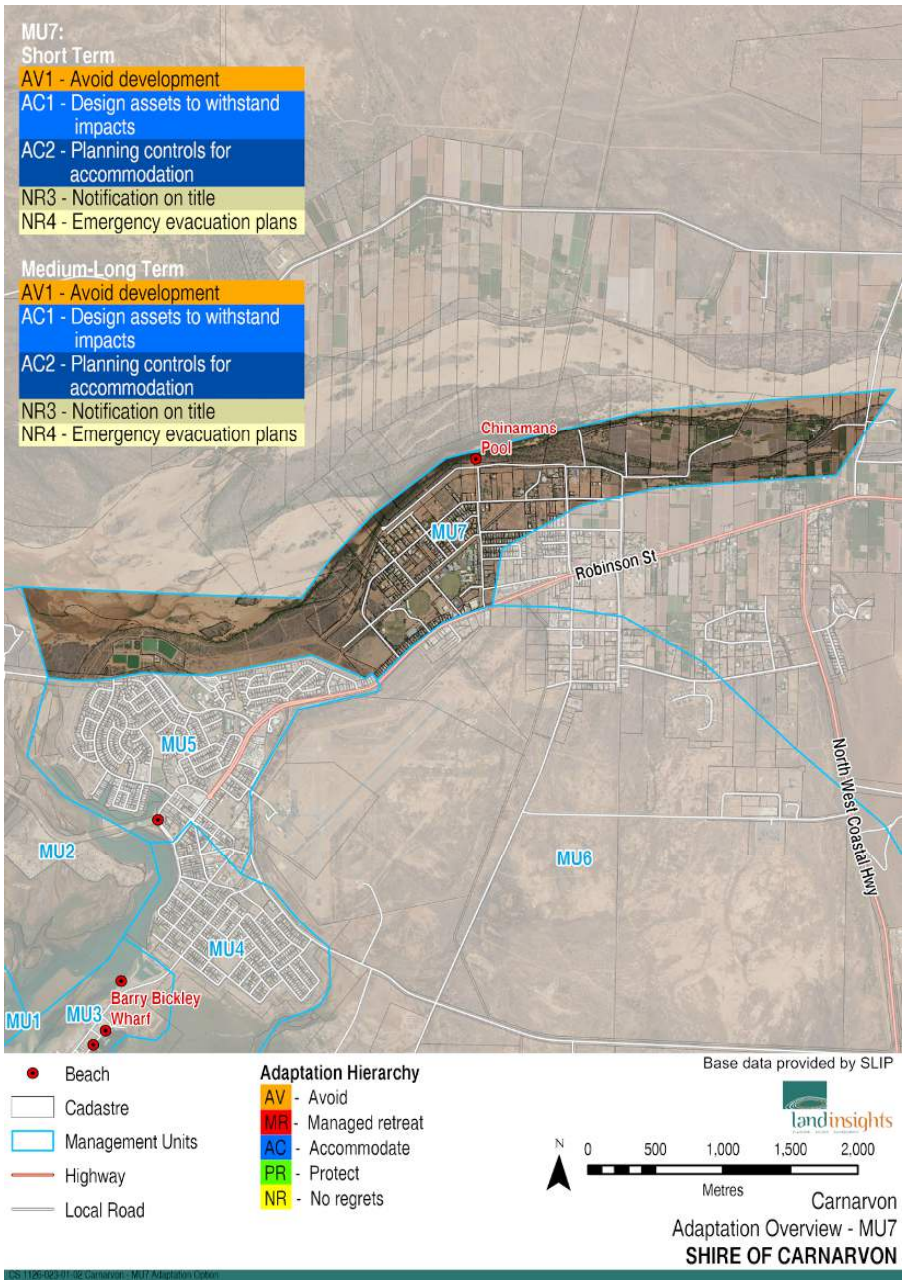
Boundary Definition

MU7 encompasses the Gascoyne River area, which is subject to potential river flooding.

Preliminary Adaptation Considerations

Preliminary adaptation considerations for MU7 include:

- **Avoid**: Any new development should be avoided. Existing development is set above the hazard zone and is therefore unlikely to be impacted in the future.
- Raise low section of Babbage Island Road, near David Brand Drive intersection for inundation protection to Waste Water Treatment and MU5. This is at +2.9m AHD, so only applicable for high sea level rise scenarios.



Map 4.9 – Adaptation Overview MU7 (Carnarvon)

4.6 MCA Outcomes – Coral Bay

Low intervention, non-structural solutions are most appropriate options for further investigation, given strong preference for preservation of environmental values in Coral Bay, in particular, access and amenity to the beach and nearshore area and conservation of marine habitat.

Overall, where avoiding hazard is not possible, managed retreat is the preferred option to treat identified erosion and inundation hazards due to the presence of relatively wide coastal buffer and availability of potentially suitable relocation sites to the landward.

Likely impacts at Coral Bay will be inundation of the low-lying areas around Robinson Road in the settlement with associated impacts on the adjacent beach and dunes. Existing infrastructure is largely camping and tourist accommodation with a small commercial zone impacted by inundation.

A brief discussion of hazards and preferred treatment options per Management Unit is provided below.

MU1: Bills Bay to Coral Bay

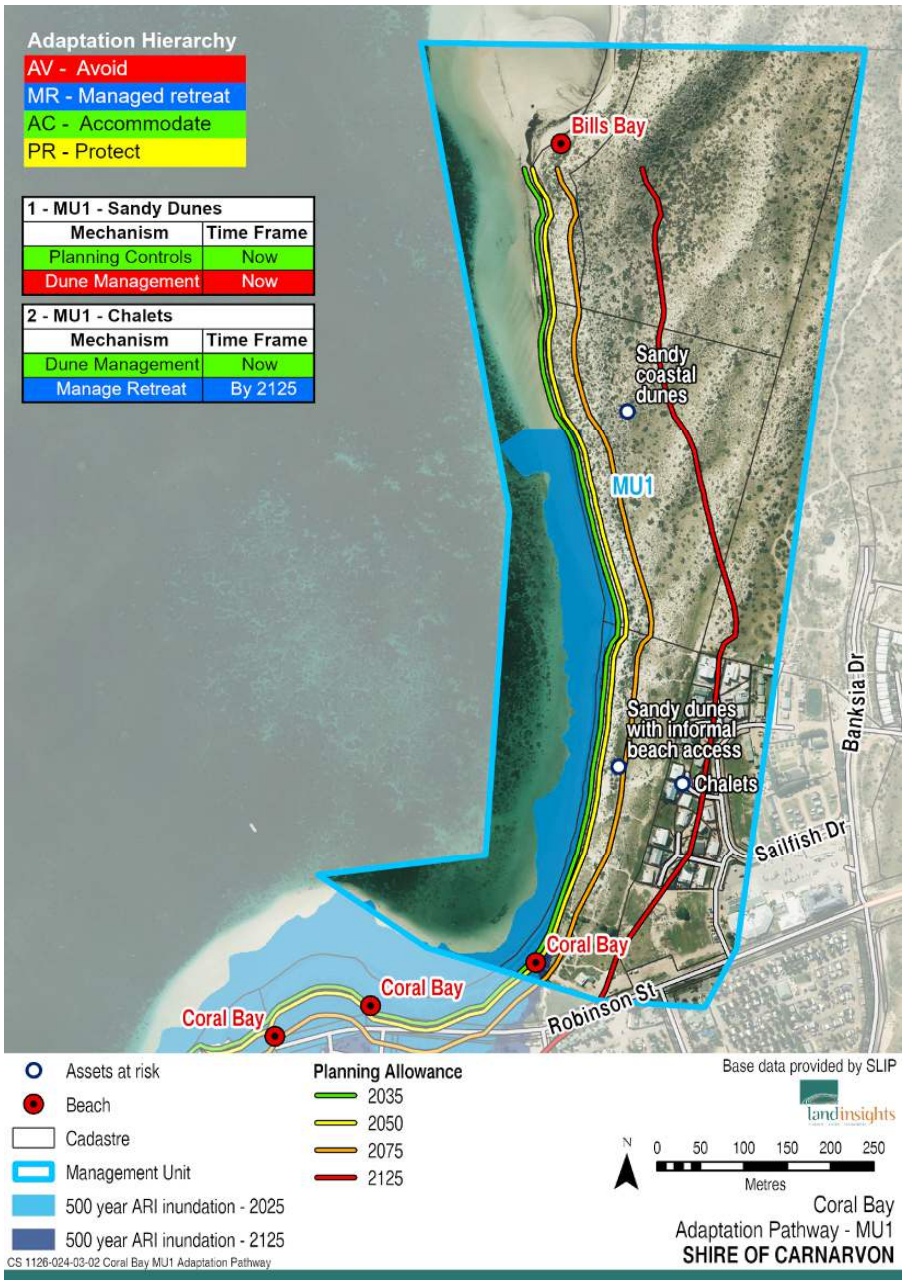
Boundary Definition

Management Unit 1 (MU1) encompasses the stretch from Bills Bay to Coral Bay Beach. This area features sandy dunes with informal beach access to the north and chalets set back approximately 75 meters from the High-Storm-Dune (HSD) line, situated landward of the erosion hazard line, which is projected to be about 25 metres by 2125. The southern portion of this unit includes significant beach infrastructure such as shelters, access points, toilets, foreshore amenities, and an information centre. Towards the northeast of Robinson Street, the low dunes provide a critical natural barrier, essential for maintaining the integrity and accessibility of Coral Bay Beach.

Preliminary Adaptation Considerations

Preliminary adaptation options for Management Unit 1 (MU1) have been developed to balance environmental preservation with community and infrastructure needs.

- **Avoid** future hazard by preventing new developments in vulnerable areas.
- Manage the existing dune area to maintain its protective function against erosion and inundation.
- Instigate a program of **managed retreat** for the chalets when specific decision triggers are reached, which will be detailed in the implementation plan.



Map 4.10 – Adaptation Overview MU1 (Coral Bay)

MU2: Settlement to Boat Harbour

Boundary Definition

Settlement (MU2 North)

The low-lying area adjacent to Robinson Street, with its narrow coastal buffer, is susceptible to erosion and inundation. This vulnerability impacts beach access, the foreshore, the low dunes, and nearby infrastructure. Specifically, erosion is projected to affect Robinson Street by 2035, the Robinson Street carpark and campsite by 2075, and the Ningaloo Reef Resort by 2125.

South (MU2 South)

Largely undeveloped foreshore, valued highly for its environmental and pedestrian access, and the dune area immediately south of the harbour, which is used for 4WD activities, face significant challenges. By 2125, the shoreline is expected to retreat by over 150 meters, resulting in the loss of beach and dune habitats and narrowing the coastal buffer seaward of Monck Head Drive by approximately 50 meters. This retreat will intersect Banksia Drive to the south by 2075. Additionally, current impacts on the boat ramp facilities to the south require sediment bypassing to address the buildup on the southern side of the causeway.

Preliminary Adaption Considerations

MU2 North

To mitigate the high erosion and inundation hazards in the low-lying area with narrow coastal buffers, the preferred strategy includes:

- Dune management to reinforce natural barriers.
- Managed retreat by relocating the carpark, rerouting Robinson Road, and moving campgrounds to higher ground.

In the short term, an emergency management plan should be developed for the campground area.

An alternative approach involves:

- Beach renourishment to preserve beach value and protect infrastructure, with initial allowances up to 1,000 m^3 in the first decade, exponentially increasing to 70,000 m^3 per decade to align with sea level rise projections.

While constructing a seawall could potentially mitigate sea level rise impacts, it was excluded from the Cost-Benefit Analysis (CBA) based on the Multi-Criteria Analysis (MCA) results. This exclusion was due to:

- The misalignment of hard protection structures with the site-specific adaptation objectives.
- The substantial size required for effective protection (over 400 meters), which would also necessitate beach renourishment to maintain beach value.

MU 2 South

The following preliminary adaptation options for this management unit include:

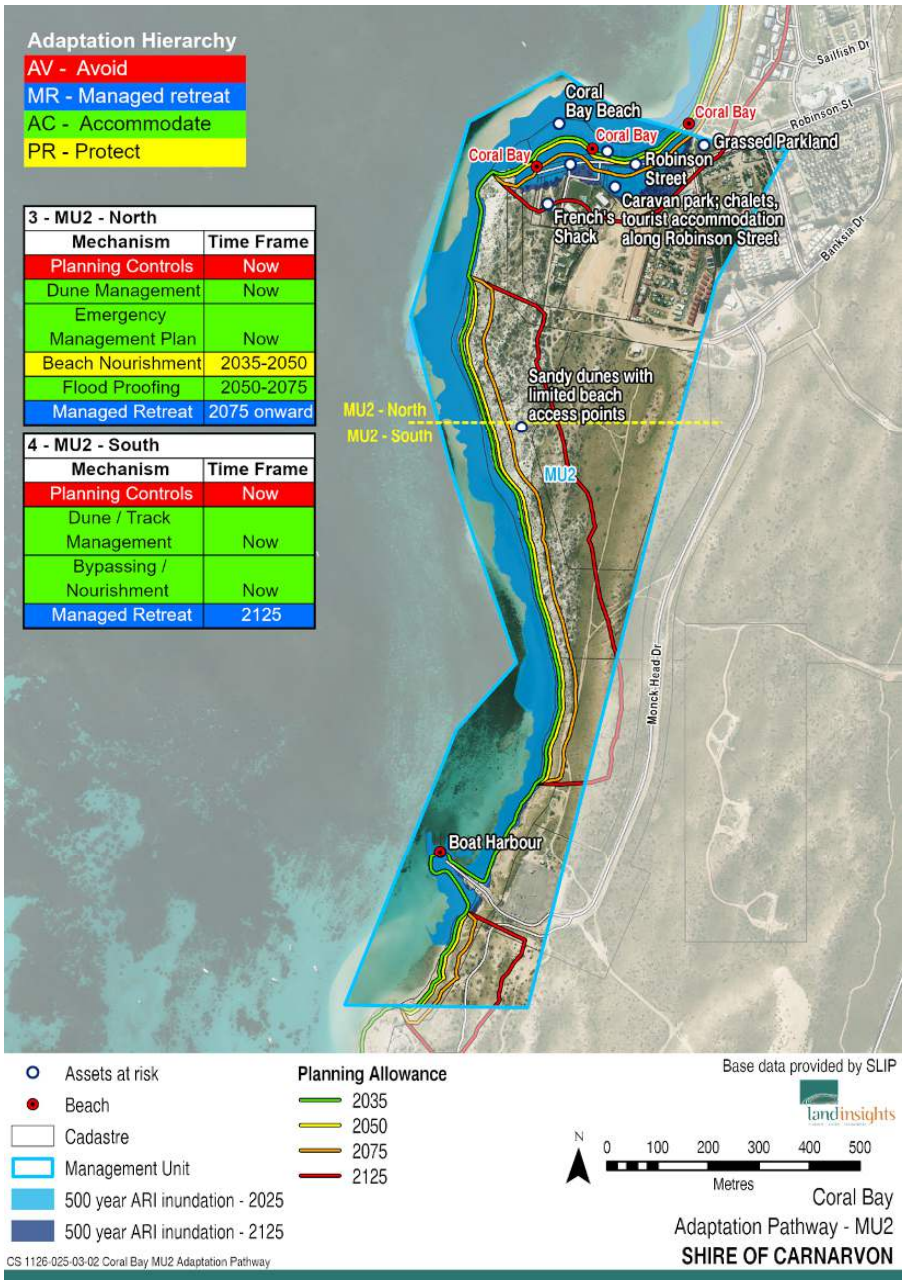
- Avoid establishing beach access tracks in areas with rocks, cliffs, narrow beaches, and those directly oriented toward prevailing winds. These conditions contribute to dune mobility and may cause access restrictions due to soft, boggy sand at the dune-beach interface.
- Tracks in dunes immediately to the south of the townsite should be avoided or rationalised due to potential dune mobility.
- Reestablishing littoral drift by bypassing at the causeway and marine facility could be considered, with potential placement at Paradise Beach.



Coral bay beach looking landward to Robinson Road area adjacent to caravan park. Coastal buffer is narrow here and area to landward is relatively low-lying. Assets along this stretch of the coastline are exposed to erosion hazard and inundation hazard at the present time with erosion hazard lines extending landward as far as Ningaloo resort by 2125 and inundation.



Low Lying area at Coral Bay Beach adjacent to Robinson Road.



Map 4.11 – Adaptation Overview MU2 (Coral Bay)

4.7 Potential Responses

Table 4.4 – Potential planning responses

Planning response	*Description*	*Comment / Suitability*
Structure Plan / Precinct Structure Plan	*These plans can address location-specific issues, such as the identification of coastal physical setbacks and areas affected by storm surge. However, they do not have the force and effect of the Scheme, meaning decision-makers only need to have due regard for them. Structure plans cannot specify or enforce built form requirements. They are location-specific and therefore cannot address coastal hazard issues on a broad scale. Generally, the land needs to be appropriately zoned to require the preparation of a structure plan.*	*A structure plan can be used to coordinate the response to inundation risk, such as identifying floor levels for new development over a relatively large area. However, it has limited effect on existing development.*
Local Development Plan	*These plans can specify built form requirements to address location-specific coastal hazard issues, such as increased setbacks and minimum habitable floor levels. They hold the statutory weight of the local planning scheme and can vary 'deemed-to-comply' development requirements. However, they are also location-specific and cannot address coastal hazard issues on a broad scale.*	*LDPs have a refined scope of matters when compared to a structure plan. They are normally made over relatively small areas comprising one or more lots that have a common level of development capability. As they tend to be used for smaller areas, and LDPs will not be as effective as other planning responses, particularly where a neighbourhood or locality response is needed.*
Local Planning Policy	*Local planning policies can address coastal hazard and risk issues at both a district (broad) level and a location-specific level. They can include mapping of coastal hazard issues with the flexibility to update mapping as amendments are required. However, they are only 'due regard' documents and do not have the full force and effect of provisions contained in a local planning scheme.* *These policies can vary 'deemed-to-comply' development requirements and can be amended relatively quickly compared to a local planning scheme amendment, as new coastal studies are completed.*	*Local planning policies are likely to be effective in the short term, or until the risk increases to a point that requires a more coordinated response between land use and infrastructure planning. Any policies will need to consider whether support is required to ensure development that is normally exempt from development approval is captured by the policy. This support can be provided through the application of a special control area that triggers development approval, with the policy providing the development settings.*
Special Control Area	Special Control Areas (SCAs) may establish specific provisions to address	The special control area will work most effectively with a supporting local planning

Planning response	*Description*	*Comment / Suitability*
	issues such as storm surge and coastal processes. They can broadly address unique issues that extend across multiple zones and reserves. SCAs can be used to require development approval for developments that are otherwise normally 'exempted'. This makes SCAs the preferred mechanism to identify where and what type of development requires approval to allow for appropriate consideration of the risk of coastal processes. A scheme amendment would potentially need to be progressed every time mapping of the coastal issue is amended or updated. This may be avoided if the SCA refers to a separate Local Planning Policy that contains references to mapping coastal hazards.	policy that sets out the development requirements and also to ensure the mapping of coastal hazards is updated in the planning framework as required.
General Development Provisions (Part 4; Clause 32 of the model scheme provisions)	These provisions can broadly address coastal hazards and introduce provisions related to a local planning policy addressing coastal hazards, which may contain coastal hazard mapping. Given the specific nature of coastal issues and the varied locational extent to which they may affect land within a district, specific development requirements would more appropriately be established within a Special Control Area as opposed to general provisions within the scheme.	Clause 32 could be employed should it be considered necessary to incorporate development provisions into the Scheme. This will provide the greatest statutory weight when compared to a local planning policy or supplemental provisions. However, it will be static and difficult to change over time as coastal hazard mapping matures.
Supplemental Provisions to Schedule 1 and 2 of the Regulations	These provisions may be used to supplement the standard scheme provisions set out in Schedule 1 and 2 of the Regulations to address specific coastal process issues. Given the specific nature of coastal issues and the varied locational extent to which they may affect land within a district, specific development requirements would more appropriately be established within a Special Control Area as opposed to the supplemental provisions of a scheme.	Supplemental provisions are unlikely to provide any greater effect when compared to clause 32 development provisions or special control area.
Improvement Plan and Scheme	An Improvement Scheme is a strategic planning tool used to facilitate the development and use of land in areas	An improvement plan and scheme would be most effective in this CHRMAP where there is a need to coordinate with

Planning response	*Description*	*Comment / Suitability*
	identified as requiring special planning. It replaces the local planning scheme for the area it covers, allowing for more targeted and comprehensive planning efforts. Improvement schemes are based on improvement plans, which outline the specific objectives and guidelines for the development of the land. The Western Australian Planning Commission (WAPC) administers these schemes and is guided in decision-making by the improvement plan. An improvement plan and scheme will be more effective than a structure plan only where there is agreement between state and local governments that a coordinated planning and infrastructure response is required. In most cases, other planning responses will be likely to be more appropriate, particularly in the short-medium term.	infrastructure works and the future development or redevelopment of an area prone to inundation.

Planned or managed retreat policy

One probable adaptation method for the Shire is managed retreat, and planning for this should begin soon for vulnerable assets. The WAPC CHRMAP guidelines offer advice on the Planned and Managed Retreat approach for assets facing erosion and inundation, serving as a basis for policy development.

Foreshore management plan

Foreshore management plans can implement the CHRMAP's recommendations for specific foreshore reserves, especially when dune management is advised. These plans address dune management, infrastructure, sand renourishment, and other protection adaptations. They also serve as a vital tool for community communication and planning for public spaces and facilities.

Emergency response plan

In accordance with the Emergency Management Act 2005, the Shire is responsible for helping the community prepare for, prevent, respond to, and recover from various emergencies. Accordingly, the Shire has established a *Local Emergency Management Plan* that considers a range of potential emergencies within the Shire, including flooding. The plan is managed by the Community Emergency Services Manager employed by the Shire.

It is advised that the LEMP be reviewed together with this CHRMAP to ensure that areas identified as at risk have appropriate measures for emergency response and recovery.

Economic framework

The economic evaluation of adaptation options used to support the CHRMAP process involves:

- Determining economic value of assets at risk to coastal hazards;
- Determining the current and future annual cost of hazards to susceptible assets in the Shire's Coastal Zone;
- Determining the cost of options to mitigate coastal hazards; and
- Economic evaluation of reduction in costs of hazards to susceptible assets as a result of mitigation options.

The evaluation of adaptation options in this task focuses on conducting a Cost Benefit Analysis (CBA) as part of the risk treatment process.

At this stage of the project, a Cost-Benefit Analysis (CBA) is useful in the context of coastal hazard risk management and adaptation planning for several reasons:

- **Determining Economic Value**: It helps to determine the economic value of assets at risk due to coastal hazards.
- **Cost of Hazards**: It assesses the current and future annual costs that hazards pose to susceptible assets.
- **Mitigation Costs**: It evaluates the costs associated with different options to mitigate coasta3l hazards.
- **Economic Evaluation**: It provides an economic evaluation of the reduction in costs of hazards to susceptible assets as a result of mitigation options.
- **Decision-Making**: It supports decision-making by comparing the benefits of an adaptation action against its costs, ensuring that resources are used efficiently and effectively.
- **Prioritisation**: It aids in prioritising adaptation options based on their cost-effectiveness.

4.8 Cost benefit analysis

Context for Multi-Criteria Assessment (MCA) and Coastal Adaption Options

A The Cost Benefit Analyses (CBA) for the Carnarvon and Coral Bay Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been prepared to provide an evaluation of the economic implications of various coastal adaptation options. This analysis is based on the Multi-Criteria Assessment (MCA) ratings and priority list of adaptation options subsequently considered. The adaptation options considered include:

- Avoid
- Managed Retreat
- Accommodate
- Protect
- No Regrets.

The MCA framework evaluates these options based on six criteria:

- Effectiveness
- Environmental Impact
- Social Impact
- Landscape
- Cost
- Future Adaptability.

Each criterion is rated on a scale from Positive 2 (very effective) to Negative 2 (very ineffective), with Zero as the midpoint. The analysis covers nine Management Units (MUs) across Coral Bay and Carnarvon, assessing the risk treatment options for each asset through community engagement and subsequent financial and economic cost assignments.

The CBA involves assigning financial and economic costs and benefits to the adaptation options over four planning periods: 2035, 2050, 2075, and 2125. The preferred adaptation options are presented in tables, including the 'do-nothing' base case and, where applicable, a 'Protect' option based on indicative coastal engineering costs and estimated benefits.

Social and Environmental Costs and Benefits

The analysis includes additional coastal amenity benefits arising from both use (access, recreation, environmental health, heritage) and non-use (existence, bequest, option) values of the coastal zone. These values are based on previous studies of beach and foreshore reserves, adjusted for inflation. The estimates consider the extent of coastal development, with higher values assigned to highly developed urban coastlines compared to less developed areas.

It is important to note that there are limitations to these estimates, as they largely depend on the beach type and frequency of use. The extent of coastal development in the form of residential and commercial land also significantly affects beach values. For instance, highly developed urban coastlines, such as the Sunshine Coast in Queensland and the Surf Coast in Victoria, have substantially higher values compared to less developed areas like the Clarence Valley or Augusta-Margaret River.

Financial and Economic Costs and Benefits

The financial and economic costs are based on the replacement cost of Shire assets and the Gross Rental Values (GRVs) of private properties within the Management Units. The analysis also considers the potential damage costs from coastal inundation, particularly in areas like South Carnarvon, where a breach in the surge wall could lead to significant annual damage costs. According to the WA Coastal Inundation Assessment – Phase 2 Report, South Carnarvon has the largest average annual damage cost from inundation up to extreme levels, estimated at $1.2 million per year. This cost assumes no foreshore levees are installed. However, the use of foreshore levees to finished floor level to +2.5m AHD can reduce the present-day average annual damage cost for the entire Carnarvon Fascine segment from $1.15 million per year down to $510,000 per year (source: WA Coastal Inundation Assessment – Phase 2 Report).

Assumptions

Several assumptions underpin the analysis, including the perspective of public costs and benefits from the Shire of Carnarvon, the impact of private costs on private property, and the use of replacement costs for calculating

public economic costs. The recreational value of beaches and foreshore reserves is also considered, along with the Shire's rates revenue as the primary economic benefit for cost-benefit ratio estimation. The replacement cost of roads is assumed to be $116 per square metre, based on Australis (2023). Future CPI would impact equally on the value of benefits (rate revenue) as well as costs (replacement cost and property values).

Cost Benefit Analysis

The initial coastal engineering costs for the potentially impacted MUs are detailed, with costs included in the CBA if the MCA recommends coastal protection as the preferred response option. The analysis presents benefit-cost ratios for each MU and planning period, comparing the 'do-nothing' option with specific risk treatment options. The ratios indicate the economic viability of each option, guiding future decision-making and funding allocation for coastal adaptation projects.

The Benefit Distribution Analysis will form part of the upcoming implementation plan.

Important Considerations

1. **Beach Valuation Estimates**: The estimates of use and non-use benefits are based on the benefits transfer method, which relies on studies of comparable sites across Australia. This approach, while sufficient for informing and prioritising coastal management and adaptation options, has limitations. The valuation of beaches and foreshore reserves can vary significantly based on the type of beach and frequency of use. Further primary data collection from users in Coral Bay and Carnarvon could provide more accurate valuations.
2. **Impact of Coastal Development**: The extent of coastal development in the form of residential and commercial land significantly affects beach values. Highly developed urban coastlines have substantially higher values compared to less developed areas. This factor should be considered in future analyses to ensure accurate valuations and effective adaptation strategies.
3. **Damage Costs from Coastal Inundation**: The potential damage costs from coastal inundation, particularly in areas like South Carnarvon, are significant. The analysis assumes no foreshore levees are installed. However, the use of foreshore levees can substantially reduce these costs. Further investigation into the feasibility and cost-effectiveness of installing foreshore levees in vulnerable areas is recommended.
4. **Assumptions and Future CPI Impact**: The analysis is based on several assumptions, including the perspective of public costs and benefits from the Shire of Carnarvon and the impact of private costs on private property. The replacement cost of roads and future CPI impacts are also considered. These assumptions should be periodically reviewed and updated to ensure the accuracy and relevance of the analysis.

4.9 Pathways

Risk management approach

Effective risk management pathways assist in prioritising adaptation responses. These pathways provide a structured approach to decision-making, incorporating a sequence of decision points over time. This ensures that

responses are adaptive and appropriate as circumstances evolve, avoiding premature commitments to specific risk treatment options that may not be suitable in the long term.

By establishing these clear risk management pathways, the Shire can plan, prioritise, and prepare for future actions even if all decisions cannot be made today. This approach emphasises responsiveness to changing conditions while maintaining flexibility in selecting the most suitable risk treatment options from the risk management hierarchy outlined in the CHRMAP.

The pathways approach also highlights the importance of trigger points, which are specific conditions or thresholds that signal the need for action. These trigger points are integral to the dynamic nature of the risk management process, allowing for timely and efficient implementation of risk management measures as coastal hazards and associated risks manifest over time.

This section outlines the pathways and triggers for action for each of the key locations.

Triggers

There are four trigger points considered by this CHRMAP:

1. **Proximity trigger:** when the most landward portion of an erosion scar threatens ground stability, or when long-term erosion trends, as evidenced by monitoring, indicate an insufficient erosion buffer for the upcoming winter season.
2. **Replacement trigger:** When an asset being accommodated reaches the end of its useful life and needs replacement.
3. **Damage trigger:** when any property within a designated hazard zone or Special Control Area sustains irreparable damage.
4. **Access trigger:** When a public road or accessway can no longer provide legal access to a property or townsite.

5 Implementation Plan – Coral Bay

A strong community preference for preservation of environmental value requires that risk mitigation in Coral Bay should involve low intervention, nonstructural solutions as far as possible. in the community has identified particular interest in providing access and amenity to the beach and nearshore area, with conversation of marine habitat. Overall, where avoiding hazard is not possible, **MANAGED RETREAT** is the preferred option to treat identified erosion and inundation hazards due to the presence of a relatively wide coastal buffer and availability of potentially suitable relocation sites to landward.

Likely impacts at Coral Bay will be inundation of low-lying areas around Robinson Road in the settlement with associated impacts on the adjacent beach and dunes. Existing infrastructure is largely camping and tourist accommodation with a small area zoned as commercial potentially impacted by inundation.

A brief discussion of preferred treatment options per Management Unit is provided with a tabulated summary of positively rated MCA results. The cost-benefit of potential options was considered to inform a preferred adaptation pathway per MU. The set of actions associated with preferred pathways are provided as a short-term implementation plan for Coral Bay MU 1; MU2 (North) and MU2 (South) in the Sections that follow.

5.1 Coral Bay MU 1: Bills Bay to Coral Bay Beach

There is limited inundation and erosion hazard at present due to a wide coastal buffer and high backing dunes. The large dune ridge increases in size to the north and is generally above 10m. Tourist chalets are presently set back approximately 75m from the Horizontal Shoreline Datum (HSD). Future erosion will impact beach infrastructure to the South (shelters, access, toilets, foreshore amenities, information center) with tourist chalets landward of the 2125 mapped erosion hazard allowance by ~25m. The preferred pathway for this Management Unit is **MANAGED RETREAT** over the 100-year planning horizon with dune and track management recommended for the short term in conjunction with planning controls to avoid further exposure of assets.



Bills Bay to Coral Bay Beach: high dunes & wide buffer with fragmented access

Table 5.1: Coral Bay MU1: Preferred Adaptation Pathways

MU1: Sandy Dunes with informal beach access • Provide buffer to tourist accommodation to landward (~75m) • Large dune ridge increasing in size to north, but generally 10m and reaching >13m • Wave exposure low in Coral Bay (e.g. run-up), but higher to north and south.			
Accommodate (now)	**Planning Controls**	Avoid/ Accommodate; allow expansion of facilities, but subject to planning controls (e.g. low value/temporary managed retreat)	**Now**
Avoid (future)	**Dune Management**	Revegetation to encourage dune building. Rationalise beach access.	**Now**
PATHWAY: Avoid Development in Erosion Hazard Area; amend local planning scheme to include Special Control Area which encompasses all areas affected by erosion hazard over the 100-year planning period Establish planning-based controls that only allow SCA development where hazards are otherwise mitigated. **TRIGGER**: beach and foreshore reserve become highly or very highly vulnerable to impacts in next planning timeframe (next ~10 years). **MONITORING**: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor movement of the HSD line every 5 to 10-years as part of CHRMAP update. Determine HSD from examination of vegetation lines in latest available aerial image.			
MU1: Chalets - North **High elevation on dunes (>10m AHD) with reasonable setback allowance.** **No inundation risk**			
Accommodate (short term)	**Dune Management**	Revegetation of dune buffer to encourage dune building and delay managed retreat. Rationalise beach access	**Now**
Retreat (long term)	**Managed Retreat**	Plan for managed retreat of chalets by 2125	**By 2125**
PATHWAY: Leave unprotected and review the site under a managed retreat approach. Carry out dune management/track management and plan for managed retreat when triggers are reached (likely by ~2075) Remove and relocate the assets a distance appropriate for the asset design life / lifecycle (by ~2125). **TRIGGER**: The Horizontal Shoreline Datum (HSD) is within the S1 (12m) distance of asset's seaward extent. **MONITORING**: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events.			

Table 5.2: Coral Bay MU1: Action List

Option	Type	Actions	Timeframe	Cost	Responsibility
Planning	CMP	Avoid expansion of high value fixed infrastructure facilities into dune area	**Now**	**Neg.**	**Shire**
	CMP	Allow expansion of low value/temporary infrastructure subject to planning controls (managed retreat)	**Now**	**Neg.**	**Shire**
	SP	Define Special Control Area	**By 2050**	**$5k**	**Shire**
	BDG	Prepare guidance regarding flood proofing	**By 2050**	**$10k**	**State Govt / Shire**
	BDG	Flood proof chalets during renewal	**by 2075**	***	**Property owners**
Technical Studies	CMAP	Dune Management Plan (including access/track management)	**Now**	**$15k**	**Shire**
Monitoring	CMAP	Beach Width	**Annual**	**$5k**	**Shire**
	CMAP	Dune Condition Assessment (%veg cover; blow outs)	**~5 yearly**	**$5-10k**	**Shire**
Relocate	SP	Relocate chalets When distance from to HSD is within S1 and/or assets are damaged	**By 2125**	**TBD**	**External**

5.2 Coral Bay MU 2 (North): Coral Bay Townsite

MU2 (North) is adjacent to the Coral Bay town settlement and encompasses the western edge of its commercial area, Robinson Street and its adjacent carpark, a campsite landward of Robinson Street and Ningaloo Reef Resort, which is landward of the long-term erosion hazard line (~2125 planning timeframe). The low-lying area adjacent to Robinson Street has a narrow coastal buffer and is exposed to erosion and inundation. Coastal hazards can impact on beach access, environmental condition of the foreshore and low dunes, and infrastructure to landward.



Coral Bay beach, landward to Robinson Road area adjacent to caravan park.



Low Lying area at Coral Bay Beach adjacent to Robinson Road.

The coastal buffer adjacent to Robinson Road is narrow and the area to landward is relatively low-lying. Assets along this stretch of coast are exposed to erosion hazard and inundation hazard at the present time with 2125 erosion hazard lines extending landward as far as Ningaloo Resort. The preferred pathway to mitigate impacts is (a) **dune management**; (b) **managed retreat** involving relocating the carpark, rerouting

Robinson Street and moving campgrounds to higher ground. In the short term, an emergency management plan should be prepared for the campground area.

An alternate pathway would involve renourishment for beach value and protection of the carpark and road (nominal allowances of up to 10,000 m^3 in first 10 years and increasing exponentially up to 70,000 m^3 per decade towards long-term scenarios for beach area to keep pace with sea level rise). Results of the Cost Benefit Analysis (CBA) undertaken indicated that renourishment only rates positively up until 2050. However, any renourishment undertaken at this location should be carefully considered (due to potential flow on effects for the highly valued marine environment) and include an Environmental Impact Assessment as well as identification of a suitable sand source.

While a seawall would potentially reduce sea level rise impacts in this area, it was not an alternative not included in recommendations for a CBA due to the outcomes of the MCA analysis, largely due to:

a. Hard protection of the beach does not align to site specific adaptation objectives
b. Effective protection at this site would require a 400m+ long structure and would also require associated nourishment to retain beach value.

Table 5.3: Coral Bay MU2 (North): Preferred Adaptation Pathways

Coral Bay MU2 (North): Narrow coastal dunes with informal beach access; Robinson Street Carpark and Adjacent Campground; western edge of commercial precinct • Dunes provide buffer to Robinson Road (<30m in places) • Multiple shore perpendicular access paths • Low lying foreshore backed by road/carpark with limited opportunity for natural realignment • Very High Inundation Risk • Low lying road impacted by erosion by ~2035; carpark and campsite by ~2075			
Avoid	**Planning Controls**	Avoid placing facilities in fragile dune area (now) and plan for managed retreat (2035; or when triggers are reached)	**Now**
Accommodate	**Dune Management**	Sand back passing, beach scraping and dune placement to enhance resilience. Requires revegetation; Rationalise beach access.	**Now**
	Emergency Management Plan	With evacuation planning for campground area	**Now**
Protect	**Beach Nourishment**	Potentially viable up to 2050 but with EIA and ID of appropriate sediment source	**2035-2050**
Accommodate	**Flood Proofing**	Commercial/tourist infrastructure with renewal	**2050-2075**
Retreat	**Managed Retreat**	Plan for managed retreat/realignment of road and carpark and potential relocation of camping facilities	**2075 onwards**

PATHWAY: Avoid Development in Erosion and Inundation Hazard Area; amend local planning scheme to include Special Control Area which encompasses all areas affected by hazard over the 100-year planning period. Commence a dune management program (access consolidation and revegetation) to improve protective function to landward road, carpark and tourist infrastructure. Investigate the feasibility of localised beach nourishment (up to ~2050 only) and plan for flood proofing of landward infrastructure (by ~2075 or when triggers are reached) and eventual rerouting of road and relocation of campground.

TRIGGER: General dune management to commence now with targeted interventions required if the Horizontal Shoreline Datum (HSD) is within the S1 (7m) of Robinson Road. Inundation hazard to the campground is considered tolerable for the campground, with an evacuation plan in place, if there is <20m of dune (alongshore) below 2.9m AHD, but would require mitigation when SLR +0.4m (~2075) if the dune is not providing effective protection.

MONITORING: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.

Table 5.4: Coral Bay MU2 (North): Action List

Option	Type	Actions	Time frame	Resources	Responsibility
Planning	EMP	Emergency Management Plan (including consideration of alternative access with impacts to road)	**Now**	**$15k**	**Shire**
	CMAP	Dune and Access Management Plan	**Now**	**$15k**	**Shire**
	SP	Define special control area	**Now**	**$5k**	**Shire**
	SP	Avoid expansion (only removable infrastructure on beach)	**Now**	**Neg**	**Shire**
Technical Studies	CM	Beach Nourishment: EIA and Sediment Source ID	**0-5 years**	**$30-50k**	**Shire**
	CM	Sand Drift Management Plan Robinson Road	**0-5 years**	**$15k**	**Shire**
Monitoring	CMAP	Dune Condition (including veg. and track/access assessment)	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (HSD)	**~5 yearly**	**$5-10k**	**Shire**
Protect	CM	Potential short-term nourishment to defer relocation	**2035**	**$2M**	**Shire/State Govt.**
Relocate	SP	Raise/re-route Road and relocate carpark landward (pending outcome of technical study)	**50-75yrs**	**TBD**	**Shire**
	SP	Relocate low campground	**75-100yrs**	**TBD**	**Property Owner**

5.3 Coral Bay MU 2 (South): Settlement to Boat Ramp

The area south of the settlement extending towards the boat ramp is a largely undeveloped foreshore with environmental value and pedestrian access highly rated by the community. An area of dunes immediately south of the ramp is used for recreational 4WD activities. Shoreline retreat of 150m+ has been projected by 2125 with loss of beach and dune habitat and constriction of the coastal buffer seaward of Monck Head Drive (~50m by 2125); intersecting Banksia Drive to the South by ~2075.



Monck Head Boat Ramp

Accretion observed to the south, with erosion to the North at Paradise Beach

Table 5.5: Coral Bay MU2 (South): Preferred Adaptation Pathways

MU2 South: Undeveloped foreshore; rocky shoreline/perched beach backed by dunes Relatively wide buffer between shoreline and Monck Head Drive Sand drift issues to south of Boat Ramp; erosion to the north at Paradise Beach 4WD and pedestrian access paths Erosion hazard potential near boat ramp is high by ~2075			
Avoid	**Planning Controls**	Avoid placing any further tracks/access between Monck Head Drive and the coast	Now
Accommodate	**Dune/Track Management**	Revegetation of dunes; Rationalise beach access; consolidate 4WD track access	Now
Accommodate/ Project	**Bypassing/ Nourishment**	South of Causeway/Paradise Beach	Now
Retreat	**Managed Retreat**	Plan for managed retreat/realignment of road and carpark	**2125**
PATHWAY: The recommended pathway for this MU is managed retreat by 2125 with short term actions that avoid any further beach access tracks due to presence of rock (including cliffs), narrow beaches, and orientation directly toward prevailing winds (i.e. for dune mobility, and access restriction (soft boggy sand at dune beach interface). It is recommended that existing tracks in the dunes are rationalised immediately south of the townsite due to potential dune mobility. Buildup of sediment on the southern side of the boat ramp causeway has been observed and likely requires a bypassing regime to address sand drift issues around the boat ramp facilities with potential placement to the north at Paradise Beach to address erosion (cited in the community consultation; Risk Evaluation Report). **TRIGGER**: Banksia Drive (unsealed) should be relocated if the upper limit of coastal erosion (i.e. scarp crest) is within 6m of the unsealed road (S1 allowance). **MONITORING**: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.			

Table 5.6: Coral Bay MU2 (South): Action List

Option	Type	Actions	Time frame	Resources	Responsibility
Planning	CMP	Dune and Access Management Plan	Now	$15k	Shire
	SC	Avoid expansion (only removable infrastructure on beach)	Now	Neg.	Shire
Technical Studies	CM	Bypassing feasibility study	Now	$30-50k	State Govt.
	RBFS	Drift Management Plan (Boat Ramp)	Now	$30k	State Govt.
Monitoring	CMAP	Dune Condition (including veg. and track/access assessment)	Annual	$5k	Shire
	CMAP	Monitor Buffer (HSD)	~5 yearly	$5-10k	Shire
Protect	CM	Potential short-term by-passing/ nourishment- Boat ramp and marine/Paradise Beach	1-5yrs	TBD	State Govt.
Relocate	SP	Banksia Drive	50yrs	TBD	Shire
	SP	Raise/re-route Monck Head Drive (pending outcome of technical study)	75-100yrs	TBD	State Govt.

6 Implementation Plan – Carnarvon

The focus of the Carnarvon CHRMAP is the coastline between Massey Bay and Gascoyne River mouth. Most sites considered in Carnarvon CHRMAP have a relatively narrow coastal buffer, high development density and high proportion of built assets vulnerable to inundation impacts with erosion impacts to a lesser degree. Stakeholder consultation for Carnarvon confirmed the high value placed on coastal infrastructure, for example, bridges, jetties and boating facilities, which are viewed as very important for recreation and fishing tourism. Key adaptation objectives for Carnarvon are increasing the resilience of civic and business assets through 'protection and better design'. Potential adaptation strategies to treat identified 'high' and 'very high' risk to assets per MU are summarised here with a summary of options selected through the MCU and subject to subsequent Cost Benefit Analysis. Adaptation actions associated with preferred pathways are provided with timeframes and indicatives costs for implementation.

6.1 Carnarvon MU 1: Babbage Island

This MU is located to the North of the settlement, with ocean exposure, including wave run-up. Land surrounding Nor West Seafoods site is extremely low at 1-2m AHD and will require mitigation, with a pathway through the frontal dune access point. Initial management should focus on raising/removing the access pathway with possible flood proofing requirements and relocation to higher land when triggers are reached. Erosion and inundation hazard was rated 'very high' for the Pelican Point Waterfront Resort and Babbage Island boat ramp area both with extremely low land levels (~1.6m AHD). The stability of the MU is directly related to the continuity of Babbage Island spit (if spit breaching occurs, erosion and inundation hazard will increase).

Pelican Point Road has high erosion risk within the short-term (~10 year) planning timeframe. Adaptation of this asset also requires consideration of preferred adaptation approaches to emerging high risks identified beyond 25 years to Babbage Island beach (~50 years) and Carnarvon Beach Holiday Resort (~100 years). Location of these assets on a dynamic spit feature provides reduced confidence in projection timeframes, as erosion and spit rotation can accelerate rapidly, potentially shortening effective planning timeframes.

Since completion of Carnarvon and Coral Bay Coastal Hazard Report (Baird 2023), further erosion has occurred adjacent to the Pelican Point Access Road, resulting in the complete loss of the dune in front of the ablution block and further reduction in remaining dune buffer along the road's extent immediately to the north. The erosion is subsequently deemed to present an immediate risk to the Shire, requiring mitigation in the short-term. The road provides the sole access to key assets, including the Carnarvon Beach Resort and Babbage Island Beach, with the value of each asset requiring consideration in both short- and long-term adaptation measures. The preferred adaptation pathway for Pelican Point Road (Pelican Point Waterfront Resort) is **MANAGED RETREAT.** The managed retreat pathway includes the downgrade and then relocation of the road with eventual removal of the road and Caravan Park likely to be required (indicatively after 2075). A protect pathway involving use of a seawall as protection, with size and extent progressively extended with increasing erosion risk. However, the cost/benefit ratio of this option for the Shire was low and therefore it was not further considered as a recommended option.

It is noted that other forms of protection, such as groynes, were not deemed appropriate solutions, with greater interruption of sediment transport likely to contribute to destabilisation of the spit which is providing a role in navigation to Carnarvon Fascine.

Interpretation of the Cost-Benefit Analysis suggests that as well as the managed retreat[3] pathway for the area around Pelican Point Road/Pelican Point Waterfront resort, **AVOID/ACCOMMODATE** options should be employed for the beach area extending northwest from Pelican Point, including the Nor West Seafoods site[4].



Pelican Point Waterfront Resort

Low lying infrastructure exposed to overtopping and increased erosion hazard if spit breaching occurs.

[3] Protection of assets for this area was cost prohibitive. For example, rerouting the full length of Pelican Point Road would cost approximately $2.3M, gaining ~30m of additional buffer. Given the highly dynamic nature of this area, relocation would be viable for a 25-year timeframe at best and would provide negligible benefit for the Shire (ramp use and vehicle access to the Spit). Similarly, while dune management along the 500m strip adjacent to the road may provide interim protection for the short to medium term, the required investment required for an 'effective' outcome is in the order of $25,000/annum. Use of hard coastal engineering measures would cost $2.5M for short to medium term protection, but will act to transfer erosion pressure, potentially acting to destabilise the Spit, which would significantly affect MU3 and MU4.

[4] Nor West Seafoods site was not rated as 'high risk' but is likely to be vulnerable to inundation given a) it's low-lying nature and b) a flood pathway through the dunes. It is recommended that owners of the facility do a structure audit, flood proof with renewal and consider managed retreat to a landward site when triggers are reached (HSD being <18m from assets and/or >20m of dune, measured alongshore, below 3.0m AHD). Without the dune providing effective protection from inundation, inundation risk to this site is intolerable.

Table 6.1: Carnarvon MU1: Preferred Adaptation Pathways

Carnarvon MU 1: Carnarvon beach holiday resort and Pelican Point Road; Babbage Island Beach • Part of a dynamic river delta system, and influenced by spit evolution (e.g. rotation/breaching) • Most existing facilities set around +2.0 to +2.1m AHD • Erosion lines impact holiday park by 2075, but subject to spit dynamics • Road is an erosion hazard at the present time with limited space to the landward for rerouting			
AVOID/ Accommodate	**Planning Controls**	Pelican Point: Avoid expansion of fixed infrastructure facilities, especially in low lying areas due to inundation impact and uncertainty of spit evolution; Plan for managed retreat when triggers are reached. Beach: Limit fixed infrastructure on coast (carparks, toilets), and select appropriate setbacks based on expected design life; low value infrastructure only within erosion hazard area (e.g. picnic tables, bbqs)	**Now-2035**
ACCOMODATE	**Dune Management**	Pelican Point: Revegetation to maintain dune buffer for wave run-up and access road. Very limited capacity for dune management for mitigation, with sustained erosion trend established as the spit has rotated. Beach: Manage existing dunes (revegetation, pathway consolidation) up to 30m from HSD. When trigger is reached, consider cost benefit of dune building in line with CHRMAP review.	**Now**
	Structure Audit	Canals/Boat Ramp Pelican Point Road	**Now**
	Emergency Management	Holiday Resort including evacuation plan Pelican Point Road	**Now**
	Damage response plan	Holiday Resort, Boat ramp, canals; Pelican Point Road	**Now**
RETREAT	**Relocate/ Remove**	Pelican Point Road: relocation not feasible due to limited landward buffer; downgrade and ultimately remove	**2035-2050**
	Managed Retreat	Holiday Resort: plan for and remove facility when triggers are reached (S1 allowance = 4m); spit breaching; road downgrade/loss)	**By 2075**
PATHWAY: The recommended pathway for this MU is managed retreat by 2075 with short term actions that avoid any further exposure and include an emergency management plan. The Pelican Point Road requires immediate attention, with plans for downgrade (next 10 years) and relocation. **TRIGGER**: Plan for road downgrading[5] and rerouting when Pelican Point Road is within the S1 allowance of the HSD (18m) and/or overtopping causes damage to more than 20% of the road. Plan for managed retreat of the Holiday Resort when infrastructure is (a) subject to overtopping that causes damage to more than 20% of assets, (b) HSD is within 4m of			

[5] Subject to findings of technical studies recommended in Action List (Table 3-2)

infrastructure[6], (c) spit is breached, or (d) damage to the access road preventing two-way traffic; dune management until the HSD is within 30m of dune buffer, at the S1 allowance (18m) plan for relocation of any beach infrastructure.

MONITORING: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events (distance from road to HSD). Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.

Table 6.2: Carnarvon MU1: Action List

Option	Type	Actions	Time frame	Resources	Funding
Planning	EMP	Emergency Management Plan (including consideration of alternative access)	**Now**	**$15k**	**Shire**
	EMP	Emergency Recovery Management Plan	**Now**	**$10k**	**Shire**
	BDG	Flood Proofing with renewal (Nor West Seafoods only)	**With Renewal**	***	**Private**
	SP	Avoid expansion (only removable infrastructure on beach)	**Now**	**$5k**	**Shire**
Accommodate	CMAP	Dune Management – restoration over 500m @ ~$15k/year until <30m dune remaining[7]	**Annually**	**$15k**	**Shire**
Technical Studies	SP	Road downgrade and relocation feasibility study	**2035-2050**	**$30-50k**	**Shire**
	CMAP	Sand Drift Management Plan (Pelican Point Road)	**Now**	**$15k**	**Shire**
Monitoring	CMAP	Dune Condition (including veg. and track/access assessment)	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (5yr HSD; 10yr HSD)	**~5 yearly**	**$5-10k**	**Shire**
Relocate	SP	Downgrade and relocate road to landward (pending outcome of technical study)	**20-50yr**	**$200-500k**	**Shire/State Govt.**

[6] This trigger has now been reached (as of early 2025) and while retreat is the preferred pathway according to the strategic planning process embedded within the CHRMAP, it is acknowledged that this decision requires further targeted discussion at a council level and in consulation with impacted stakeholders.

[7] The buffer across most of the road is presently <30m; Therefore, site specific assessment/consideration is required – to include scoping of potential dune condition assessment, sand drift management plan and any related dune management/restoration - as part of an integrated adapative pathway across the MU. This should flow on from the aforementioned targeted discussions at Council level, including key stakeholders, to decide on a preferred pathway for the MU.

	SP	Relocate and remove Holiday Park	**50-75yr**	**TBD**	**Shire/State Govt./ Private**

6.2 Carnarvon MU 3: Maritime Facility

Carnarvon MU3 includes Pickles Point marine and industrial area with land set ~3m AHD. The Harbour Road has erosion protection around the boat harbour, but the remainder is unprotected and lying at ~3.5m AHD. The Wharf access road falls from +3.5m to +1.55m at the wharf itself. A low-lying area of remnant vegetation is located adjacent to the sandy area along harbour road which will require consideration of potential wave runup with spit breaching. An intertidal mangrove area provides important protective function for assets to the landward.

Overall, a **PROTECT** pathway is recommended for this site over the planning period with a focus on a seawall to protect low-lying harbour road. An emergency management plan/evacuation plan should be put in place at the present time as well as management of remnant vegetation and intertidal mangrove areas to retain their protective function for assets to the landward and planning controls to limit development on the currently vacant sandy lot.

Table 6.3: Carnarvon MU3: Preferred Adaptation Pathways

Carnarvon MU3: Remnant Vegetation & Undeveloped Sandy Foreshore Dune areas – Already low +2.5m AHD • Sandy area – Too Low 0.9-1.0m AHD rising to above 3m • Highly susceptible to change in spit character and loss of weak mangrove controls			
AVOID	**Planning Controls**	Uncertain exposure due to location in lee of dynamic spit, and requirement for space to mitigate wave run-up for Marine Services. Avoid any new development in the sandy lot at the southwest corner of the Maritime Facility.	**Now**
Marine Services Adjacent to Marina • Access road generally above +3.5m AHD; Land set as low as 3m AHD • Erosion depends on spit dynamics			
AVOID	**Emergency Management Plan**	Land set as low as 3m AHD, requiring implementation with high SLR Scenario. Access road generally above +3.5m AHD except near south Carnarvon (see Harbour Road)	**Now**
	Foreshore Management	Retain western foreshore buffer for mitigation of wave run-up with loss of spit length	**Now**
	Flood Proofing	Raise floor levels for new development	**With renewal**
Wharf Access Road - Falls from +3.5m to +1.55m at Wharf			

PROTECT	**Raise**	Raise low section to at least +3.5m AHD, with Wharf level based on land-marine connection. For +1.55m, this is <10yr ARI with 0.2m SLR and <1yr ARI with 0.4m SLR.	**2035**
	Protect	Upgrade Wharf	**2075**
Harbour Road • Low Section around +1.4 to +1.5m extending 400m from South Carnarvon. Existing erosion protection due to boat harbour. • Remainder is +3.5m AHD but no erosion protection			
ACCOMODATE	**Emergency Management Plan**	Currently at less than a 10yr ARI (1.2m) and requires an emergency management plan/evacuation plan	**Now**
	Vegetation Management	Retain western foreshore buffer for mitigation of wave run-up with loss of spit length	**Now**
PROTECT	**Raise**	Raise low area at South Carnarvon section to at least +3.5m AHD (400m)	**2035**
	Seawall	Commence along Perimeter extending ~1000m (recognising this would be earlier if spit was lost)	**2050**
PATHWAY: The recommended pathway for this MU is raising the road (~2035) and providing protection via a seawall (~2050 onward) with short term actions that limit any further development on undeveloped lots, instigate emergency management/evacuation planning and manage areas of mangrove and remnant vegetation to retain their protective function. Flood proofing should be considered with renewal of infrastructure. **TRIGGER**: Overtopping that causes damage to the road triggers road raising; When HSD is within 10m of the road for more than 20% of its length, planning for the seawall should commence. **MONITORING**: Long term baseline monitoring (distance from road to HSD; mangrove condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image. Structural conditions assessment/damage assessment.			

Table 6.4: Carnarvon MU3: Action List

Option	Type	Actions	Timeframe	Resources	Funding
Planning	EMP	Emergency Management Plan	**Now**	**$15k**	**Shire**
	CM	Mangrove Management Plan	**Now**	**$10k**	**Shire**
	SP	Limit Development on Sandy Lot	**Now**	**Neg.**	**Shire**
	SP	Define Special Control Area	**Now**	**$10k**	**Shire**
	SP	Notifications on Title	**Now**	**0**	**Shire**
	BDG	Flood Proofing marine services	**25yr**	**TBC**	**State Govt.**
Monitoring	CMAP	Vegetation Condition	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (HSD)	**~5 yearly**	**$5-10k**	**Shire**
Protection	SP	Raise Road	**20-50yr**	**$200-500k**	**Shire**
	CP	Build Seawall	**50-75yr**	**TBD**	**Shire/State Govt.**

6.3 Carnarvon MU 4: South Carnarvon

The South Carnarvon area is largely occupied by a residential area located in an extremely low-lying basin. Road levels are between +1.4-1.6m AHD and will be below Highest Astronomical Tide with 0.5m Sea level Rise (SLR). South Carnarvon Surge Wall was construction in 2004 and presently provides inundation protection along the southern perimeter of South Carnarvon residential area. The Surge Wall was built with incomplete encirclement around the entire perimeter of South Carnarvon, with a gap in inundation protection structure presently existing near Carnarvon Yacht Club (GEMS 2008).

Inundation through the protection gap near the Yacht Club begins to impact West Street at a still water level of 1.3 to 1.4m AHD (~6-year ARI), with widespread flooding of residential areas likely to occur at +1.6 to 1.7m AHD (~20-65 year ARI). In comparison, the existing Surge Wall and Fascine Walling provide protection up to +2.3m AHD, which corresponds to a 300-400 year ARI *still water level*, due to inclusion of freeboard to account for wave action.

Despite this exposure, the area has fortunately been exposed to little inundation, with a series of three events in the 1970s reaching just below the level causing widespread inundation. TC Glynis (Feb 1970 reached 1.64m AHD, with TC Hazel (Mar-1979) and TC Vanessa (Jan-1976) both reaching 1.60m AHD. It is further acknowledged that a large proportion of property has floor levels already set above ground levels, which provides mitigation to modest inundation events.

However, overall, the existing situation poses a significant risk to human safety and damage to property, which will increase substantially with sea level rise.

Managed retreat is not a feasible option here due to associated loss of land value and the implication of displacement of people. The preferred adaptation pathway for South Carnarvon is therefore **PROTECT.** The recommended pathway would include an infill levee and a staged approach to raising the surge wall. A starting point for design options is given by the original South Carnarvon Surge Wall assessment, which identified three alternatives, noting that these are no longer directly valid following foreshore works completed since 2003. Therefore, an immediate step will be investigation of appropriate specifications for surge wall improvements in South Carnarvon as a key outcome of the CHRMAP implementation plan for this MU.

An important consideration for design shall be the capacity to ultimately raise all protection structures to above the Surge Wall of +2.3m AHD, in the context of longer-term planning for a protection strategy that accommodates projected sea level rise. This option would require: A site/condition assessment; and Review of existing drainage capacity and evaluation of an adaptation pathway to manage sea level rise impacts, as existing low-lying land within South Carnarvon is below 1 year ARI/HAT for sea level rise scenarios above 0.6m.

Table 6.5 - Carnarvon MU4: Preferred Adaptation Pathways

Carnarvon MU4: South Carnarvon Residential Area • Lowest levels of road +1.4-1.6m AHD			
AVOID	**Planning Controls**	Policy amendment for flood proofing and limit new development	Now
AVOID	**Emergency Management Plan**	Emergency response and damage management planning required for roads and residences	Now

	Drainage Review	Review of drainage functionality and capacity including efficiency/condition of flood gates; investigate opportunities for and potential effectiveness of one-way valve system to deal with overtopping when levee installed	**Now**
	Flood Proofing	Raise floor levels for new development	**With renewal**
PROTECT	**Infill Levee**	Local raising to 2.3m AHD along 400m	**Now**
	Raise Surge Wall 1	Phase 1 – raise surge wall	**2035**
	Raise Surge Wall 2	Phase 2 – secondary raise of surge wall	**2075-2125**

PATHWAY: Begin protection works in the short term (infill levee) in conjunction with emergency response and damage management planning; structure condition assessment and drainage capacity/efficiency review as well as policy controls to limit new development and allow for flood proofing (property raising) as appropriate with renewal. In the medium term, the surge wall should be raised (with an associated study to determine most appropriate options) in conjunction with ongoing drainage management. In the medium to long term, further raising of the surge wall will be required (or increased property levels/raising of roads and reserve for human safety and access in the absence of this).

TRIGGER: Initial trigger for levee construction and emergency response planning/damage planning already reached (Road levels are between +1.4-1.6m AHD and will be below Highest Astronomical Tide with a 0.5m Sea level Rise (SLR). Inundation near the Yacht Club to West Street with widespread flooding of residential areas; subsequent triggers: inundation events damage road and/or cause road closures more twice or more in one year; drainage system damaged/becomes ineffective; road no longer functional

MONITORING: Inundation extent and levels associated with high water level events; condition/damage assessment of infrastructure – existing walling; drainage.

Table 6.6: Carnarvon MU4: Action List

Option	Type	Actions	Timeframe	Resources	Funding
Planning	EMP	Emergency Management Plan	**Now**	**$15k**	**Shire**
	CM	Mangrove Management Plan	**Now**	**$10k**	**Shire**
	TS	Drainage Efficiency Review (including Flood Gate condition assessment)	**Now**	**$30k**	**Shire**
	SP	Define Special Control Area	**Now**	**$10k**	**Shire**
	SP	Policy Amendments for Flood Management	**Now**	**$40k**	**Shire**
	SP	Raised Property Levels During Renewal	**Now**	***	**Property Owners**
Technical Studies	CP	Surge protection brought to standard protection level	**Now**	**$50k**	**Shire/State Govt.**
Monitoring	CMAP	Vegetation Condition	**Annual**	**$5k**	**Shire**

	CMAP	Monitor Buffer (HSD)	~5 yearly	$5-10k	Shire
Protection	CP	Infill Levee (400m)	Now	$2M	Shire/State Govt.
	CP	Levee Maintenance	Annual	$20k	Shire
	CP	Raise surge wall (potential; to be determined pending outcome of technical study)	10-25yr	TBD	Shire/State Govt.

6.4 Carnarvon MU 5: Brockman

Brockman MU is a largely residential area situated in a relatively low-lying basin with two key inundation pathways through the Fascine and around the back near James St/Marr place. Along Dempster Rd and Marr place, the inundation pathway is as low as +2.0m AHD, but likely to experience estuarine dampening. Sub-arterial roads are generally as low as +2.3m AHD, potentially requiring modified levels for high SLR scenario for excavation. The preferred adaptation pathway for Brockman is **PROTECT** with emergency management planning in the short term. Property levels in the Brockman area are generally slighter higher >2.6m AHD, which should allow for property level protection in the medium to long term planning horizon.

Table 6.7: Carnarvon MU5: Preferred Adaptation Pathways

Carnarvon MU5: Brockman Residential Area			
	Planning Control	Floor levels/Floodproofing for any land <3.5	**Now**
	Emergency Management	i.e. inundation <500yr event. Road networks mostly support effective evacuation for up to 1.05m SLR	**Now**
	Damage response plan	i.e. inundation <500yr event	**Now**
	Protect – Levee 1	Raised local barrier to treat pathway near back of suburb, near Dempster Rd and Marr place. This pathway activates at +2.6m AHD; small intervention to lower impacts of extreme events	**Within 0.1m SLR 2035**
	Protect – Levee 2	Foreshore Levee system along Fascine foreshore or roads. Requires drainage consideration.	**TBA subject to risk**

Table 6.8: Carnarvon MU5: Action List

Option	Type	Actions	Timeframe	Resources	Funding
Planning	EMP	Emergency Management Plan	**2075 onwards**	**$15k**	**Shire / State Govt.**
	EMP	Emergency Recovery Plan	**2075 onwards**	**$15k**	**Shire / State Govt.**
	SP	Define Special Control Area	**By 2050**	**$10k**	**Shire**
	BDG	Building requirements for flood proofing (any land <3m)	**2050-2075**	**$10k**	**Shire / State Govt.**
Technical Studies	TS	Drainage Efficiency Review & feasibility study for foreshore levee system	**2050-2075**	**$50k**	**Shire**

Monitoring	CMAP	Monitor Buffer (HSD)	**~$5 yearly**	**$5-10k**	**Shire**
Protection	CP	Levee system across foreshore or roads with drain considerations	**2075 onwards**	**TBD**	**Shire / State Govt.**

7 Land use planning response

7.1 Local Planning Strategy

The Shire of Carnarvon is currently preparing an updated Local Planning Strategy. CHRMAP outcomes should be addressed whilst the Strategy is prepared, or as a minor amendment to it once endorsed. It is recommended that residential densities in vulnerable areas be reviewed in the light of coastal hazard risk. Reference should be made to the requirements of SPP2.6 as they pertain to proposed development subject to coastal hazard risk, including the requirements for adequate coastal foreshore reserves.

7.2 Local Planning Scheme

The Local Planning Scheme should be amended to reflect changes in the Local Planning Strategy. The provisions of a Special Control Area should be implemented over residential and regional centre zones.

Special Control Area

The introduction of a Special Control Area (SCA) for all zoned land affected by erosion or inundation over the 100-year planning period will provide the most effective response to coastal and riverine hazards. The SCA will stipulate provisions to respond to the risks identified in this CHRMAP, including the trigger for normally exempt development to require development approval.

To implement the SCA, the Shire should initiate an amendment to Local Planning Scheme No. 13 to insert a new SCA12 in Schedule 7 – Special Control Areas as follows:

Table 7.1 – Special Control Area 12: Coastal Hazard

Purpose	Objectives	Additional Provisions
The Shire of Carnarvon has prepared and adopted a *Coastal Hazard Risk Management and Adaptation Plan* (CHRMAP) that identifies land potentially at risk of coastal erosion or inundation. This Special Control Area provides guidance for land use and development within these areas.	1. To identify land within Carnarvon and Coral Bay at risk of erosion and inundation by coastal processes by 2125. 2. To ensure public health and safety and reduce risk associated with coastal erosion and inundation. 3. To protect new development from the impacts of coastal erosion and inundation. 4. To avoid inappropriate land use and development of land at risk of coastal erosion and inundation.	1. Notwithstanding any other provision of the Scheme, all proposed development within SCA12 requires the development approval of the local government, unless the development is specified in the local government's Coastal Hazard Local Planning Policy as a type that does not require development approval. 2. In considering any application for development approval, or its advice in relation to a proposed

Purpose	Objectives	Additional Provisions
	5. To ensure land in the coastal zone is continuously available for coastal foreshore management, public access, recreation and conservation purposes. 6. To ensure land use and development does not accelerate coastal erosion or inundation risk; or have a detrimental impact on the functions of public reserves. 7. To ensure coastal process considerations are taken into account in preparing strategic planning proposals and in assessing subdivision and development applications.	structure plan, or application for subdivision of land within SCA12, the local government is to have particular regard to: a. The *Shire of Carnarvon Coastal Hazard Risk Management and Adaptation Plan* (CHRMAP); b. State Planning Policy 2.6 – *State Coastal Planning Policy*; c. The Shire of Carnarvon *Coastal Hazard Local Planning Policy*; d. The likely effect on public safety and the risk associated with coastal inundation and erosion; e. The existing and likely future effect of coastal erosion or inundation on the land; f. The vulnerability of any roads providing access to the land and any public utility infrastructure servicing the land; g. The continued suitability of servicing the land with an onsite effluent disposal system, where reticulated sewer is not available; h. The impact that any proposed earthworks, retaining walls or other protective measures will have on the amenity of the locality and water flows; and i. The adequacy of the coastal foreshore reserve to provide for continued coastal foreshore management, public access, recreation, conservation and landscape amenity. 3. An application for development approval for development proposed within SCA12 may be referred to any statutory, public or planning authority for advice and

Purpose	Objectives	Additional Provisions
		recommendations before being considered by the local government. 4. Where the local government decides to approve an application for development approval it may impose conditions so as to: 5. constrain the location of development; 6. control the form of construction, including foundations and associated works; 7. determine the form, location and construction of access; 8. require a minimum floor level for development; 9. limit the term of the approval; 10. require the approved development to be removed and the land restored to a condition as near as practicable to its condition immediately before development started to the satisfaction of the local government upon a trigger event occurring; and 11. require the registration of a notification under section 70A of the *Transfer of Land Act 1893* on the Certificate of Title of the subject land at the cost of the landowner advising: 12. that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years; 13. of any limited term of a development approval; and 14. of any requirement to remove approved development and restore the land as near as practicable to its condition immediately before the development started to the satisfaction of the local

Purpose	Objectives	Additional Provisions
		government upon a trigger event occurring. 15. Where an application for subdivision of land within SCA12 is referred to the local government, it may recommend that the Commission applies conditions requiring: 16. the finished surface level of the land, or the level of public roads providing access to the land are raised sufficiently to reduce the risk of coastal inundation; 17. building envelope/s, where applicable, provide a specified area of land that is located above the coastal inundation level; 18. a notification under section 165 of the Act to be placed on the Certificate(s) of Title of the subject land, at the cost of the landowner advising that the lot(s) is located in an area likely to be subject to erosion and/or inundation over the next 100 years.

As part of the introduction of SCA12 into the Scheme, the extents of the special control area will need to be shown on the Scheme Maps for Carnarvon (MU3 Maritime Facilities and MU4 South Carnarvon) and for Coral Bay (MU2 North). The extents of the SCA are to contain all areas that are subject to erosion or inundation by 2125.

7.3 Local Planning Policy

To provide context for, and guidance on the operation of Special Control Area 12 (SCA12), it is recommended that that the Shire of Carnarvon prepare a Local Planning Policy for Coastal Hazard. The Local Planning Policy should address matters such as:

- Requirements for Development Applications in areas affected by SCA12;
- Guidelines for exempted development; and
- Guidance for the shire when considering strategic planning proposals, subdivision referrals and development applications.

Requirements for Development Applications

The standard requirements for the information to accompany a development application is outlined at clause 63 of the deemed provisions for local planning schemes contained in the *Planning and*

Development (Local Planning Schemes) Regulations 2015 (deemed provisions). Sub-clause (d) allows for a local government to require reasonable additional information. It is recommended that a future local planning policy outlines the nature of the additional information required to accompany development applications on land subject to coastal hazard.

Exempted Development

It is recommended that the following development be exempted from the SCA12 requirement for development approval:

- temporary or non-permanent structures not used for human habitation;
- extensions to an existing single, grouped or multiple dwelling where the net floor area of the proposed extensions is no more than 50m^2; and
- a change of use where no new structures are proposed.

Guidance to Local Government

The Policy will provide a series of guidance statements to the Shire to assist in the decision-making process for strategic proposals, subdivision referrals and development applications.

In relation to strategic proposals, the policy will trigger coastal hazard to be a "matter to be considered" when assessing or providing comment on strategic proposals, such as structure plans, scheme amendments, or similar. The Policy will similarly outline the considerations required for the Shire when providing a referral response to the WAPC on subdivision applications. In relation to development applications, the Policy will provide additional guidance to the Shire when considering a development application against SCA12 and the matters outlined in clause 67(2) of the deemed provisions.

7.4 Foreshore Management Plan

It is recommended that the Department of Biodiversity, Conservation and Attractions (DBCA) prepare a framework for coastal management for Coral Bay. In relation to Carnarvon, it is recommended that the Shire prepare a coastal management plan. The framework / plan will address immediate management issues including access, environmental management, dune management, community use and provision of facilities.

8 Funding considerations

Estimates to undertake actions appropriate for coastal hazard management have been provided for each of the Management Units. It is noted that these costs represent consideration of tight scoping, and efficiency developed through combining actions (e.g. HSD mapping should be done for each townsite, rather than as a separate task for each MU). It should be recognised that realised costs for each action may vary substantially, particularly if loose scoping or a higher standard of performance is required (e.g. a drone survey gives much greater information than measuring beach width).

Implementation of the actions listed for each MU would result in Shire expenses of $300-400 k within the next 0-5 years, ongoing expense of around $60-75 k per annum, and around $10-12 M worth of significant hazard mitigations (

Table 8.1), which would contribute an average of ~$200 k per annum, if distributed over the next 50 years.

Table 8.1 - Summary of Costs for Action Lists per Townsite

Location	First 0-5 Years	Ongoing	Deferred	Significant Items
Coral Bay	$110-130 k	$20-25 k/yr	$15 k	MU2 (N) Beach Nourishment
Carnarvon	$210 k	$40-50 k/yr	$530-1150 k	MU1 Resort Relocation MU3 Pickles Point Seawall MU4 Infill Levee MU4 Raise Surge Wall MU5 Brockman Levee

External funding is considered valuable for establishing the set of management plans and studies which are the main immediate activities (years 0-5). However, external funding is essential if the Shire of Carnarvon is to achieve significant coastal hazard mitigation works.

A range of funding options will need to be considered for both short-term and longer-term actions, and in some instances, broader or 'all of Government' approaches may be required. For example, funding for economically important assets could be sourced through regional economic development grants, and environmentally important assets funded though conservation grant programs. To support the consideration of external funding sources, types of action have been identified, which can be related to potential funding (Table 8.2), typically based on shared LG & Agency funding.

Table 8.2 - Potential Funding sources, by Action Type

Action Type	Potential External Funding Sources
BDG – Building Design Guidelines	
CM – Coastal Management	Coastwest (DPLH)
CMAP – Coastal Monitoring & Action Plan	Coastal Adaptation & Protection Grants (DOT)
CMP – Coastal Management Plan	CMPAP Funding (DPLH)

Action Type	Potential External Funding Sources
CP – Coastal Protection	Coastal Adaptation & Protection Grants (DOT) Disaster Ready Fund (NEMA)
EMP – Emergency Management Plan	Disaster Resilience & Recovery Funding (DFES)
RBFS – Recreational Boating Facility	RBFS Funding (DOT)
SP – Structure Plan	CMPAP Funding (DPLH)
TS – Technical Study	

The WAPC (2003) *Coastal Planning & Management Manual* provides a valuable resource to support initial development of Coastal Management Plans and Dune Management Plans.

A preliminary priority ranking for the significant items has been developed based on immediacy, economics (from B-C ratios) and equity, with the latter based on the proportion of public to private benefit (Table 8.3). However, it is acknowledged that priority is more likely to be determined by the order with which urgent pressure is experienced.

Table 8.3 - Preliminary Prioritisation of Significant Items

Location	Significant Items	Immediacy	Economics	Equity	TOTAL
Coral Bay	MU2 (N) Beach Nourishment	5	4	1	**3**
Carnarvon	MU1 Resort Relocation	2	6	6	**5**
	MU3 Pickles Point Seawall	4	2	3	**2**
	MU4 Infill Levee	1	1	3	**1**
	MU4 Raise Surge Wall	3	3	5	**4**
	MU5 Brockman Levee	6	5	4	**6**

Note: 1 indicates highest priority and 6 indicates lowest priority

The relative capacity to use different financial mechanisms to raise internal funding differs between the six significant items:

- Beach nourishment provides general amenity, and therefore is suited to general rates levy, or visitor contribution.
- Pickles Point seawall would service a discrete set of government and private agencies, whose commercial operations would be affected by erosion hazard if it is left unmitigated. This situation supports use of a contributory fund.
- The proposed structures for South Carnarvon and Brockman provide mitigation for defined areas, largely occupied by private residences. This suggests use of differential rates, although use of a general rates levy may be appropriate given the landowners, particularly in South Carnarvon, are likely to experience falling land values with sea level rise, even if mitigation is put in place.

- It is challenging to use typical funding mechanisms for relocation of the resort from Pelican Point, as there is a single private beneficiary.

9 Monitoring and review

Monitoring and review activities related to preferred adaptation pathways were identified for each MU and summarised in the foregoing Sections. These activities were largely related to monitoring required to trigger the next level of management action. They are supplementary to sustained long-term coastal monitoring activities, specifically including:

- Measurement of sea levels at Department of Transport's Carnarvon tide gauge.
- Measurement of atmospheric conditions at the Bureau of Meteorology' Automatic Weather Station 006011 at Carnarvon Airport
- Capture of high-resolution aerial imagery, coordinated by Landgate, typically in 5-10 year intervals. Some imagery may be available via organisations such as Google Earth.
- Low-resolution evaluation of 'detected shorelines' from satellite imagery. Geoscience Australia provide a free product suitable for characterisation of long-term trends.

Monitoring activities common through the MUs include HSD measurement and dune (vegetation) condition assessment. These can be undertaken with different levels of cost and complexity, acknowledging the need to transition towards more detailed methods if refined decision-making is required (Table 9.1). In general, low-cost monitoring is considered viable for Coral Bay and Carnarvon, potentially using moderate or high-cost monitoring at baseline and every 5-10 years, to provide a framework for lower resolution assessment.

Table 9.1 - Alternative Monitoring Levels

	HSD Measurement	Dune Condition
Low Cost	Beach Width	Site Photos & Review of Landgate imagery
Moderate Cost	RTK Beach Scarp	Transects with Species ID
High Cost	Topographic survey	Drone Survey & Multispectral

The CHRMAP process is designed to be ongoing, with regular updates associated with the emergence and collection of new information, such as new legislation, identification of climatic changes, or any new information that becomes available and significantly modifies the understanding of coastal hazards. This is typically anticipated to require CHRMAP update every 5-10 years. As such, actions recommended here should be subject to review and revision as appropriate, incorporating results from recommended further studies. This includes scoping potential protection enhancement for South Carnarvon and ongoing evolution of Babbage Island Spit.

10 APPENDIX A - Strategic Adaptation Approaches (adapted from WAPC, 2021)

Approach	Description	Triggers	Actions & Considerations
Avoid	No new residential or commercial development in areas identified for managed retreat	Undeveloped land lies within the hazard extent	Implement planning controls to avoid inappropriate development of the land Continue to update hazard extent mapping as required relative to new information
Accommodate	Emergency Response Plan Drift Management Plan	The shoreline (HSD) is within the S1 distance of most seaward asset	Prepare response plans for infrastructure that could be impacted
Managed retreat **All landward assets eventually retreated through land acquisition to ensure a foreshore reserve is retained**	Planning controls for managed retreat Increased development density is not permitted in areas where potential long term managed retreat ID New development might be considered where time limited approvals or other planning controls are in place.	Residential or commercial property lies seaward of the 100-year coastal hazard erosion line.	• Include all affected land in a Special Control Area and ensure the hazard information is incorporated in structure planning • Provide notification of potential hazards on certificates of title where possible or by direct contact with landowners • Appropriate where cost of protection prohibitive (environmental, social, economic) • Not implemented until triggers are reached likely beyond 2070. • The Shire would not acquire private property for transfer to the public realm unless there was sufficient funding for compensation, with contributions from the state and federal government. • Revised relative to new information when the CHRMAP is reviewed
	Minor Infrastructure (short-medium term) Manage impacts to minor public or drainage infrastructure	Damage to asset that results in it being damaged, destroyed or becoming unsafe	Repair and maintain infrastructure in the short term to extend short term life and function but leave unprotected; and/or remove and relocated to a less vulnerable area.
	Major Infrastructure (long term) Instigate managed retreat in areas where triggers are reached	The shoreline (HSD) is within the S1 An asset is damaged, destroyed or becomes unsafe due to coastal erosion or inundation impacts;	• Ensure mechanisms for compensation of landowners • Realign public roads

Approach	Description	Triggers	Actions & Considerations
		Water, sewerage or electricity to a lot is no longer available. A public road is no longer available or able to provide legal access to a property.	
Protect	Interim soft protection (up to 2035)	Beach and coastal foreshore reserve is significantly diminished with respect to its original state and function (ecosystems, amenity, economic value impacted along more than 50% of area) Shoreline (HSD) is within the S1 distance (see CHRMAP Hazard Assessment) of most seaward asset.	• Dune rehabilitation undertaken to increase natural protective function. Dune management should only be instigated in areas with >30m area between the shoreline and the HSD; investment of approximately $30/m Sand renourishment pending identification of a suitable source and EIA (identify potential impacts on marine habitat)
	Long term hard protection in key areas when triggers are reached (post 2050) Increased development density may be permitted where long term protection is identified and there is an overwhelming planning justification New development in these areas may be required to contribute to the ongoing maintenance of the protection	Shoreline (HSD) is within the S1 distance of most seaward asset; A specific coastal management technique (i.e. soft protection) is forecast to no longer be economically or physically feasible within 10 years; Beach and coastal foreshore reserve is significantly diminished with respect to its	Construct hard protection structures based on detailed analysis of feasible options (i.e. groynes, seawalls, breakwaters) where: • Erosion and/or inundation impacts a large proportion of residents (cost/benefit of costly protection) • Areas of key community attraction and commercial activity. • Significant infrastructure without clear alternative locations to perform the required function • If hard structures are installed to protect landward assets, this will significantly impact beach amenity (where applicable) in the long term. • The type and suitability of structures to be installed will require further modelling and detailed analysis. • The need for protection in will be revised relative to new information when the CHRMAP is reviewed in 10 years

Approach	Description	Triggers	Actions & Considerations
		original state and function	

11 Appendix B – Implementation Plan overview

Element	Attribute	Action	Considerations
Funding	Costs	Conduct a detailed economic assessment to establish the economic value/contribution of natural assets in key vulnerable areas	• Direct and indirect economic benefits provided by beaches and the coastal foreshore reserve (including parks) are not well understood at present and should be further elucidated given the primary focus on 'beach value' for the Coral Bay site. • The assessment should focus on Coral Bay Beach and Babbage Island Beach areas, where the highest vulnerability is present in the short term. • This information would also be useful in informing a more comprehensive benefit distribution to guide detailed options assessment and inform the next CHRMAP review and could also have implications for a specified area rate to apportion funding contributions, aligning them with the level of benefit that certain rate payers will receive as a result of management
	Sources	Establish a cash reserve for coastal adaptation through existing budgeting Pursue Part funding through Federal & State Government Investigate new funding mechanisms through a Coastal Hazard Management and Adaptation fund	• Annual inputs allocated into a cash reserve for coastal adaptation through existing budgeting processes, relative to other priorities. • Future costs will be considerably greater than current expenditure on coastal management and will require part funding from the Federal and State Governments (e.g. through Disaster Resilience Funding) • The Shire could establish a fund for management of coastal hazards directed towards a combination of interim protection and compensation for affected landholders to implement managed retreat • This would involve targeted revenue raising mechanisms and preparation of a Coastal Adaptation Costing Plan to inform potential rate increases (e.g through % increase to all rates; differential area rate based on land use and zoning; developer contributions; 'user pays' revenue from boat ramps, parking etc)
Land Use Planning	Structure Plans	Update Structure Planning	• All structure planning should account for the hazards identified in this CHRMAP and the requirements of SPP2.6. The primary mechanism for achieving this through structure planning will be the allocation of a suitable portion of land as coastal foreshore reserve. This foreshore reserve should be of adequate width to account for the 2125 coastal erosion hazard line, and ensure a functional foreshore area will remain should this hazard extent be realised in the future
	SCAs	Amendment of TPS to create SCAs	• The SCA should be based on the 2125 hazard extent, plus an additional allowance for future foreshore amenity.

Element	Attribute	Action	Considerations
		The Shire will notify owners of land situated within the mapped 100-year erosion and inundation extents directly, via mail or email. There are also mechanisms to apply notification of the potential hazards to Certificates of Title and these should be implemented where possible.	• The SCA should establish the intent to eventually retreat from the identified area, where this is identified as the priority long term pathway. • SCA's should require that all development in the area requires approval, allowing control of development and ensure it aligns with the long-term pathways for the area. • SCA's should not extend over areas zoned such that development is already prohibited, such as Parks and Recreation Reserve. It is important that the Shire notify the community and potentially affected landholders and stakeholders of the results of the CHRMAP and the extents of potential coastal hazards.
	Leases	Review Leases Where the Shire leases facilities on land vulnerable to coastal hazards	Short term measures could include: • Notifying all affected leases of potential coastal hazards • Reviewing the suitability of lease arrangements relative to the CHRMAP at such time that new leases are applied for or existing leases are due for renewal • If leases are in an area identified for protection or with hazards not likely to be realised until 2070, then renewing for a term up to 20 years may be appropriate If leases are in an area likely to be vulnerable in the short term, consider not leasing, or leasing with a reduced term or event-limited arrangement. The suitably of leases in the future would need to be investigated relative to the findings of future CHRMAPs and long term adapt

Element	Attribute	Action	Considerations
Hot Spot Management	Sediment Management	Initiate/continue targeted beach/foreshore/dune management in vulnerable areas.	In the short term, beach nourishment could be employed to manage coastal hazards at Coral Bay MU2 (North) due to vulnerability of landward assets, the potential for event-based erosion and the opportunity to improve beach amenity (in the short term) and potential by-passing could be appropriate at the Coral Bay boat ramp Coral Bay MU2 (South) but would require a site-specific assessment to establish sediment source and ecosystems services trade-offs taking account of: • Appropriate location for placement. • Most effective placement volume, footprint and profile. • Appropriate sand in terms of grain size and colour. • Timing nourishment for greatest effect. Dune management is potentially appropriate at a number of MUs including Coral Bay and at Babbage Island in Carnarvon MU1 but should only be carried out where: Appropriate management plan is first in place to ensure targeted planting in conjunction with watering, signage, track management and other measures to potentially build site-specific dune resilience The existing area of dune between the shoreline and HSD is >30m Management occurs in conjunction with appropriate monitoring (post storm and annually) A management budget of ~$30/linear metre of dune is available to ensure efforts are robust and 'fit for purpose'
	Detailed options assessment	Undertake a detailed assessment for management of coastal vulnerability related to: Inundation of residential area in Carnarvon MU4 South Carnarvon	With a particular focus on inundation through pathways that occur at 'gaps' to existing surge wall Potential options for different protection measures (e.g levee; staged approach to surge wall works)
		Undertake a detailed assessment for management of coastal vulnerability related to: Erosion of Pelican Point Road Carnarvon MU 1 Babbage Island	Options for relocation of Pelican Point Road and Waterfront Resort facilities – cost benefit of rerouting road (short term) versus downgrade and relocation

Element	Attribute	Action	Considerations
		Undertake a detailed assessment for management of coastal vulnerability related to breaching of Babbage Island Spit (Carnarvon MU1; MU3; MU4)	Loss of protective function and enhanced erosion at maritime facility Implications for navigation channel Infrastructure impacts – Pelican Point
	Emergency Response	Update the existing asset inventory to identify vulnerable assets and prepare an emergency/ damage response plan to respond to potential coastal impacts.	• Use the hazard extents derived through the CHRMAP, for the present day and 2035 planning timeframes, to create an inventory of assets that could be impacted, further to the existing asset database. Assess potential risks to public safety (flooding, unsafe/unstable infrastructure etc.). • Develop a plan to respond to hazardous events, and the asset damage and scenarios that could be associated with them. • This plan might involve the rapid installation of signage and access prevention, the timely removal of damaged assets and response plans for emergency situations. Focus Areas: • Robinson Road, carpark and campsite (Coral Bay MU2 North) • Pelican Point Road and Pelican Point Water Front Resort (Carnarvon MU1) • Nor West Seafoods Site (Carnarvon MU1) • Maritime Facilities/Harbour Road (Carnarvon MU3) • South Carnarvon (Carnarvon MU4)

Element	Attribute	Action	Considerations
Monitoring	Long Term Monitoring	Initiate a long-term coastal monitoring program, incorporating ad hoc storm and metocean monitoring, and coastal asset condition assessments	Long term estimates of recession using historic high resolution aerial imagery (ongoing shoreline change analysis) and current position of the HSD established through regular monitoring, in addition to analysis of collected aerial imagery. At areas where most pronounced change is likely a monitoring program should include: • Regular analysis (annually) of aerial images, to identify planform change as well as shoreline change (and erosion rates) for other vulnerable areas and creation of GIS layers to describe them. • Baseline profile monitoring to establish beach width/dune buffer measurement points. • 6 monthly buffer width monitoring at set transect locations (to be determined on a site-specific basis relative to length and width (height) of available buffer. • The surveying should prioritise areas with the highest vulnerability at present (Babbage Island: Pelican Point Area; Babbage Island Spit; Robinson Road; Remnant vegetation at Maritime facility in MU3 should have surveying commence as soon as possible, to ensure the longest dataset possible is available to inform future management). • Ongoing surveys should occur in conjunction with the buffer width measurements for 'hotspot' sites timed at intervals between the seasonal summer and winter (approximately April and October/November, respectively).

Element	Attribute	Action	Considerations
	Storm Response Monitoring	The collection of data to inform storm-based erosion and inundation understanding.	Data can be used to validate modelled erosion and inundation extents and inform the design of coastal structures. These extents are used as a trigger distance to initiate a change in the management pathway, such as a shift to managed retreat. As such, the Shire should seek to incorporate ad hoc storm monitoring in key vulnerable areas into the recommended long-term coastal monitoring program including: • Post storm beach width (at a minimum) and profiles (if possible), targeting vulnerable sections of coastline at Robinson Road; Pelican Point, Babbage Island Spit; remnant vegetation at maritime facility. Sampling should target the most severe storm events, or those with the greatest potential to lead to shoreline impact. • Inundation extents associated with high water level events should be chosen where the peak of the storm is predicted to occur at high tide, ideally during spring tides. Extent of inundation should be recorded (depth where possible); recovery time and associated damage to assets if applicable. Frequency of inundation and damage are used as triggers for key assets at Robinson Road (Coral Bay MU 2 Coral Bay) and Harbour Road (Carnarvon MU 3) as well as South Carnarvon (Carnarvon MU4). • Photo monitoring pre/post storm at fixed located locations (see photo monitoring guidance appendix)

Element	Attribute	Action	Considerations
	Existing Coastal Infrastructure - Condition Assessment	These assets include boat ramps, jetties, groynes, seawalls, breakwaters and associated access infrastructure, like carparks and access ways which are generally designed to be sufficiently strong to withstand coastal hazards (often accompanied by protection)	More regular condition assessment of coastal infrastructure should be undertaken by the Shire and where relevant, State Government: • Assets like boat ramps, protection structures and access-ways subject to altered functionality as conditions change. • Existing coastal asset may have been under-designed for present and/or future coastal conditions • For significant infrastructure, assessments should be carried out by an experienced coastal or maritime structural engineer. • Formal inspection frequency should be approximately every 5 to 10 years, but this should be flexible based on the outcomes of previous assessments and observations from informal assessments. • There should also be the capacity to inspect infrastructure after major storm events, to identify any critical damage. Carnarvon MU 1 Babbage Island; MU 3 Maritime Facility; MU 4 South Carnarvon.
Further Investigations	Geophysical Assessment	Geophysical investigations to ID depth of erodible material below the ground surface.	• Noting that managed retreat is a potential adaptation option in the future, geophysical investigations may be beneficial prior to major built infrastructure being removed. The geophysical investigation would inform the managed retreat decision, ensuring assets are not removed unnecessarily – e.g Coral Bay MU 1 chalets. • ID if there is a continuous, alongshore rock barrier located below the ground surface (e.g. within a sand dune), that has sufficient strength and height to prevent coastal hazards impacting assets on its landward side. • Such investigations are carried out by geologists using specialised equipment.

Element	Attribute	Action	Considerations
	Drainage Management and Maintenance	Asset Management Plan and Drainage Maintenance Program	• Conduct an asset condition assessment to inform update of the Shire's Asset Management Plan and Drainage Maintenance Program • Develop a priority matrix to ensure drainage assets are performing as expected. • Consider critical failure mode analysis and timeframes for upgrade or renewal in context of preferred adaptation pathways (protection v managed retreat) to determine maintenance program and associated financing to be included in the Infrastructure Asset Management Plan and the Shires 10 Year Business Plan. • Stormwater and drainage system be reviewed for functional capacity should issues be reported.
Review	Review	Future document review	Undertake a full revision of the Shire's hazard extents and CHRMAP identifying and incorporating relevant new information. The key changes to any future revisions of the CHRMAP should include an update of hazard estimates using more recent information, the findings of specialist investigations undertaken, changes to projected sea level rise, climate change effects and any changes to the use of the foreshore. The CHRMAP will be reviewed in 10 years or when SPP 2.6 is reviewed, whichever comes first.

SHIRE OF CARNARVON

COASTAL HAZARD RISK MANAGEMENT & ADAPTATION PLAN

STAKEHOLDER AND COMMUNITY ENGAGEMENT PLAN

Prepared for

SHIRE OF CARNARVON

July 2023

landinsights
PLANNING DESIGN ENVIRONMENT

Prepared by:

Land Insights

PO Box 289

Mt Lawley WA 6929

(08) 9271 8506

admin@landinsights.com.au

Document Name:

Document History:

Date	Document Revision	Document Manager	Summary of Document Revision	Client Delivered
May 23	Rev 0	MT	Draft for client review	May 23
June 23	Rev1	MT	Updated from client comment	June 23
July 23	Rev1a	RM	Updated for client review	July 23
July 23	Rev2	RM	Final	July 23

Important Note:

"The information contained in this report has been prepared with care by the author(s), or it has been supplied to the author(s) by apparently reliable sources. In either case, the author(s) have no reason to doubt its completeness or accuracy. However, neither the author(s) company nor its employees guarantee the information, nor does it or is it intended to form part of any contract. Accordingly, all interested parties should make their own inquiries to verify the information, as well as any additional or supporting information supplied, and it is the responsibility of interested parties to satisfy themselves in all respects.

This report is for the use only of the party to whom it is addressed. Land Insights disclaims responsibility to any third party acting upon or using the whole or part of its contents."

Table of Contents

1 INTRODUCTION 1

1.1 BACKGROUND 1

1.2 OBJECTIVES 1

1.3 STUDY AREA 2

2 STAKEHOLDERS 3

2.1 INTRODUCTION 3

2.2 IDENTIFIED STAKEHOLDERS 3

2.3 STAKEHOLDER ROLES, RESPONSIBILITIES & EXPECTATIONS 4

3 COMMUNICATION STRATEGY 6

3.1 INTRODUCTION 6

3.2 LEVEL OF ENGAGEMENT 7

3.3 KEY OPPORTUNITIES FOR ENGAGEMENT 8

3.4 COMMUNICATION METHODS 10

4 COMMUNICATION TIMELINE AND RESPONSIBILITIES 12

4.1 ENGAGEMENT TASKS 12

4.2 RESPONSE AND REVIEW 16

4.3 RISK MANAGEMENT 17

1 Introduction

1.1 Background

This Stakeholder and Community Engagement Plan (SCEP) has been developed as a leadership document for the Project Manager, Shire staff, Council and Shire-appointed consultants to facilitate communication and consultation for the Carnarvon Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) and to maintain an accurate, consistent, and helpful dialogue with community members and stakeholders.

The SCEP will run in parallel with the overall project outline for the CHRMAP project.

Coastal lands are held and managed by public and private owners. They are highly valued by the community, and it is important that the recommendations contained within the CHRMAP take account and reflect the community's comments and understanding of the issues.

It is important that dialogue is progressed in a manner to better inform the community and stakeholders about the CHRMAP as a way for timely response to coastal management issues. An objective is also to build and sustain the interest throughout the community for timely and appropriate management of coastal lands and facilities.

The aims of this consultation/engagement process are to increase community awareness and knowledge as to the purpose of the project, what it aims to achieve, and to gather the views and opinions of the community regarding future use and management of the study area along the shire coastline.

1.2 Objectives

The SCEP seeks to contribute effectively to the preparation of the CHRMAP. As per the CHRMAP scope of work, the SCEP objectives include:

1. the collection and collation of community and stakeholders' social, environment, infrastructure and economic values and aspirations for the coastal area; this information will inform the remainder of the process, in particular the vulnerability analysis and multi-criteria assessment of adaptation options.
2. an understanding of the level of tolerance and acceptability of specific risks within the community for specific assets, or groups of assets.
3. involving the community in identifying suitable adaptation options (can be undertaken with collection of community values above).
4. advising the community and stakeholders about the inclusion of a Benefit Distribution Analysis to assist with apportioning the costs (capital and recurrent) of chosen risk management measures, based on the beneficiary pays principle.
5. wide distribution of the Draft CHRMAP to seek feedback on the proposed adaptation options, pathways, and implementation plan.
6. set the scene for an ongoing community commitment to responsible management of coastal land and facilities.

1.3 Study Area

The CHRMAP is focusing on the coastal areas within the Shire of Carnarvon including Coral Bay and the section of the coastline which includes Babbage Island, and the mouth of the Gascoyne River as well as waterways associated with the town harbour and fascine (refer to Study Area Figure).

2 Stakeholders

2.1 Introduction

This chapter identifies the stakeholders for the project. By understanding who these individuals and groups are and how they might be affected, it is possible to understand what degree of influence and thus involvement they should have as part of the project. It also describes the engagement methods and communication methods to be used throughout the project.

2.2 Identified Stakeholders

The following stakeholder lists are a starting point for the SCEP, and it is likely others to be consulted may become apparent during project. This should therefore not necessarily be seen as an exhaustive list.

Name	Stakeholder group
Government stakeholders	Shire of Carnarvon and Councillors Department of Planning, Lands and Heritage Department of Transport (Maritime) Department of Biodiversity, Conservation and Attractions Department of Water and Environmental Regulation Department of Jobs Tourism, Science and Innovation Carnarvon SES Main Roads WA Service and Utility providers
Community stakeholders	Local Mobile Vendors; • To be advised by Shire as appropriate Local group(s)/ owners: • Landowners and management bodies shown in adjacent to the CHRMAP Study Area • Tour operators • Organised sporting and leisure Clubs • The broader community

2.3 Stakeholder roles, responsibilities & expectations

Shire of Carnarvon

The CHRMAP document will be adopted by the Shire of Carnarvon Council to inform future decisions.

The Shire of Carnarvon Councillors and Staff involved in this project include the Shire's Manager of Regulatory Services – Stefan Louw who will be the overall project manager and will provide updates to Council, along with Councillor feedback to the steering group and project consultants and updates via the Shire webpage.

Steering Group

The Shire of Carnarvon convenes the Steering Group to include representatives of the Shire and the Department of Planning, Lands and Heritage (DPLH). The Steering Group's role is to guide the development and implementation of the CHRMAP according to required technical standards and procedure. Whilst the members may also operate as a conduit of information to their key agencies; however it is necessary for all communications to be confirmed as consistent with the SCEP prior to issue.

The Steering Group attendees comprises:

Name	Representing
Ben Bassett	DPLH
Stefan Louw	Shire
Michael Mallon	Shire
Ben Smith	Community Member
Fangjun Li	Department of Transport

Project Consultants

Land Insights are the lead consultants for the project, supported by Seashore Engineering and Baird.

The Project consultants are represented by Michael Taylforth, who will manage and maintain regular liaison with the Project Manager and with the Consultants' team.

Technical Representatives

The CHRMAP will need to be considered for formal adoption by the Shire of Carnarvon once completed. Those Technical Representatives identified as DPLH Officers, Department of Biodiversity, Conservation and Attractions (DBCA) and Department of Transport (Maritime) (DoT) are to participate in the Group. Members will the understanding of the process and the experience to facilitate the CHRMAP development process. Their role includes reporting to decision makers about the progress of the project and so it is critical these stakeholders are involved at each phase of the project. Their responsibility is to be available to reconcile any conflicting values or technical material to assist the CHRMAP consultant team to follow strategic direction on the way to it being ready to release for community review.

Community

Stakeholders and the broader community include private landowners, business operators, land developers, local user groups and people from the broader region who use or have an interest in the management of the land along the Shire's coastline within the study area. Some stakeholders may not be as forthcoming in feedback or comment in a public meeting situation. Discussion will avoid highlighting performance or under performance in previous coastal management. Successful engagement relies upon maintaining a forward focus. The team commits to receive all comment constructively and respectfully.

The SCEP is to inform stakeholders of the intent and justification of the proposed CHRMAP study method. We need to gauge their level of understanding of the issues and their role. The objective is to accurately gauge the respective values and appreciation of the coast and its future management issues directly from each of these groups before expanding to a broader audience. Discussion will also explore extent of commitment from stakeholders to an ongoing shred implementation of CHRMAP actions.

3 Communication Strategy

3.1 Introduction

The CHRMAP is a report prepared by local government to meet WA Government standards to meet State Planning Policy. It will advance and inform policy for local government decisions and its development will leverage stakeholder commitment to coordinated management, and support for its implementation. The following methods deliver this outcome as part of the project process:

- Inform/Build Awareness
  - Online communication (Shire websites, social media etc.)
  - Media Release
  - Key stakeholder correspondence (users, visitors and tourists, user groups)

- Gather information.
  - Steering Group representatives
  - Government/technical correspondence
  - Communication with user groups
  - Community survey
  - Community engagement activities (coastal walk and workshop)

- Involve and Resolve
  - Community survey
  - Communication with user groups and stakeholders
  - Steering Group
  - Draft CHRMAP advertised for public comment.
  - Council review and adoption of CHRMAP.
  - Roll-out of Plan and involvement of stakeholders.

The Plan will advise the broader community about the project, its development process and intended outcomes from the beginning. An information sheet with the community survey will explain opportunities, constraints, and values.

This will enable participants at the community workshop to make meaningful comment and advances understanding across the community about the project, its purpose, and potentials. Timely and accurate information avoids misunderstanding in the community and corrects any inaccuracies or pre-conceptions.

The following section provides detail of the proposed overall program and specific communication methods.

3.2 Level of Engagement

The SCEP is indexed to five levels of engagement are recommended by the International Association for Public Participation (IAP2) platform as outlined on the IAP2 website[1]. This accepted standard is used as a guide in many projects and has been adopted as an overarching guide to consultation in this project.

The suggested project response to the IAP2 Participation Spectrum is outlined in the table below.

Engagement level	Suggested project response
INFORM	Social Media Distribution of letters to key stakeholders Notice on Shire Website
CONSULT	Survey (online/hard copy) Targeted Stakeholder Discussion (e.g. specific stakeholders) Draft CHRMAP advertised for public comment.
INVOLVE	Community Workshop Community Information Evening Steering committee
COLLABORATE	Steering Group Targeted feedback Workshop/Information Sessions
EMPOWER	Delegated Decisions via Steering Group as appropriate Input to Council meetings. Recognition of Council as representing the community in adopting the CHRMAP.

[1] https://iap2.org.au/resources/spectrum

Although this project incorporates various levels of engagement, the most common level is:

Involve: To work directly with the stakeholders and the community throughout the process to ensure that public concerns and aspirations are consistently understood and considered. Involving can take the form of:

- Interviews
- Workshops
- Site visits & technical walk over
- Public Information Evenings
- Survey responses.

It is important to identify and highlight to resolve any conflicting expectations for the future treatment of coastal areas. The ways in which the community and stakeholders will be communicated in this study is described further in chapter 3.4 below.

3.3 Key opportunities for engagement

The following are key engagement opportunities for the project.

- **Council briefing notes and Councillor briefings:** Communication materials will be prepared and provided to Council by the Shire. Dissemination of this progress information will be at key milestones in the project based on the relevance of the information.

- **Government department and service authority communication:** Written and/or verbal communications will be initiated by the Shire/Project Consultants during the preliminary stages of the project to ensure government departments and servicing authorities are made aware of the project and its scope. This can be followed up with interviews. Opportunity for meeting and discussing relevant matters during the first site visit in Carnarvon will be raised.

- **Stakeholder Interviews:** A selection of stakeholders will be contacted to gauge their interest in providing direct feedback to the CHRMAP team because sometimes a workshop might not be a suitable format for stakeholders to freely participate. For this reason, the interviews may focus on some key issues prior to broader public engagement. Successful interviews can encourage and enrich participation at later stages.
- **Community Opinion Survey:** The Shire will publish and manage an online survey (utilising the Land Insights Survey Monkey account), which will ask affected stakeholders and community members to identify the coastal assets that are most important to them. This survey will ask participants to identify environmental, social, and economic assets and explore why these assets are of value, along with an exploration of their initial attitudes towards coastal hazards within the Shire. At the completion of the project another short online survey will be prepared to gauge whether community attitudes have changed because of the project.

- **Community Site Visit:** A short briefing followed by a walk-over of the Carnarvon coastline will occur with the community and other relevant stakeholders during the first site visit.

- **Community Workshop:** A briefing during the first site visit, introduces the project to the community to explain the relevance of community values associated with coastal areas and the spectrum of possible risk. A subsequent workshop will build from this to consider risk mitigation and adaptation options.

- **Public Information Session (during Public Advertising Period):** A Public Information Session will be held in Carnarvon, displaying key components of the draft CHRMAP document. The project team will be available to answer questions from attendees, and to assist them in formulating their submission on the draft CHRMAP.

- **Stakeholder and Community Feedback (during Public Advertising Period):** As part of the public advertising period, feedback on the CHRMAP will be sought via a feedback form and this will be summarised and reported.

3.4 Communication Methods

The method of engaging with stakeholders will be guided by the availability of community (level of interest), their role in governance of the project, and their technical capacity. The table below outlines preliminary guidance regarding communication methods for key stakeholders, along with the engagement responsibilities.

Stakeholder	Key area of interest	Communication methods	Responsibility
Shire of Carnarvon Council	Representative of ratepayers, residents, and business. Decision makers for Shire of Carnarvon.	Briefing Notes will be provided to Councillors at key milestones in the project by the Shire's officers.	Shire of Carnarvon Project Manager
Chief Executive Officer, Executive Management Team and Project Leadership Team	Responsible to the Council on managing the administration of the Shire.	Interview, emails and meetings.	Shire of Carnarvon Project Manager
Steering Group	Project committee established by the Shire to guide the project and review project outputs. This group is made of key stakeholders to the project (refer to section 2.3).	Interview emails and meetings.	Shire of Carnarvon Project Manager with Land Insights
Government Departments/ Authorities	Responsible for delivery of various public services. The DPLH will review project outputs as part of its role on the Steering Group.	Interview letters/emails/phone calls (as applicable).	Land Insights
Key Utility and Infrastructure Providers	Responsible for key utilities and infrastructure in the area (such as water, power and transport).	Interview/letters/emails and phone calls (as applicable).	Land Insights
Property Owners in the project area.	Residential and business property owners who are living/working within the project area.	Direct mail out invitation to call. Emails, updates on the Shire of Carnarvon website, updates on the Shire of Carnarvon social media, advertisements in the local paper.	Shire of Carnarvon Project Manager with Land Insights
Residents and Lessees in the project area.	Residents and lessees who are living/working within the project area.	Direct mail and email invitation, updates on the Shire of Carnarvon website, updates on the Shire of Carnarvon social media, advertisements in the local paper.	Shire of Carnarvon Project Manager with Land Insights

Stakeholder	Key area of interest	Communication methods	Responsibility
Community Groups/Friends of Groups/Activist Groups.	Community interest groups focused on varying issues including societies, friends of groups and associations.	Direct mail outs and emails, updates on the Shire of Carnarvon website, updates on the Shire of Carnarvon social media, advertisements in the local paper.	Shire of Carnarvon Project Manager with Land Insights
Other Key Stakeholders General Public.	Various interests.	Direct mail outs and emails, updates on the Shire of Carnarvon website, updates on the Shire of Carnarvon social media, advertisements in the local paper.	Shire of Carnarvon Project Manager with Land Insights

4 Communication timeline and responsibilities

4.1 Engagement tasks

The following table sets out the communication actions to be employed at specific stages of the project. Subject to agreement, the methods and indicative dates may be subject to change as the project progresses.

Engagement Level[2]	Communication Actions	Indicative date	Responsibility
Stage 1 – Establish the Context			
INVOLVE	Inception Meeting	May 2023	Shire Steering Group Seashore Engineering Baird Land Insights
INFORM	<u>Identify Stakeholders</u> Prepare stakeholder list in conjunction with the Shire and determine appropriate level of involvement/engagement and key representative personnel.	July 2023	Shire Land Insights
INVOLVE	<u>SCEP</u> 1. Following the identification of all relevant stakeholders, prepare a draft Stakeholder and Community Engagement Plan for review by the Steering Group. 2. Project Steering Group to review and provide feedback on the draft SCEP. 3. Finalise SCEPP, in response to feedback for Council to consider.	July 2023	Land Insights (in consultation with the Shire) Steering Group Land Insights Council

[2] Refer to Section 3.2

Engagement Level[2]	Communication Actions	Indicative date	Responsibility
INFORM	Correspondence with Stakeholders Advise stakeholders of the project, brief and request input (technical information and advice, issues, ideas for future development etc). Contact stakeholders (including government/technical stakeholders) before the meeting on site (discussed below). Correspondence via email and telephone will be used.	July 2023	Land Insights
INFORM	Media Release Publish media release/notice (simple text to advise that the project is underway and link to the survey) on the Shire website. Include details for key contacts.)	July 2023	Shire
CONSULT	Survey Prepare survey and publish online and distribute hardcopies to Shire office, any other relevant public areas as advised by Shire.	July 2023	Land Insights Shire
INVOLVE	Interview – informally discuss issues and interests to gauge level of ongoing influence	August 2023	Land Insights Shire
INVOLVE	Status Meetings Establish timeframe, agenda and schedule for fortnightly status meetings.	June 2023	Land Insights
INVOLVE	Site Visit Site visit with Shire (and SG if required). Site inspections for Hazard Assessment	June 2023	Land Insights Baird Shire
INFORM	Reporting Prepare report summarising outcomes from 'Establish the Context' consultation activities.	July 2023	Land Insights

Engagement Level	Communication Actions	Indicative date	Responsibility
Stage 2 – Risk Identification – Vulnerability Analysis			
CONSULT	Community Workshop In-person community Workshop to identify key values, assets.	August 2023	Land Insights Seashore Engineering Shire

Engagement Level	Communication Actions	Indicative date	Responsibility
Stage 3 – Risk Treatment			
CONSULT	Community Briefing/Workshop In-person community briefing/workshop regarding risk mitigation/adaptation options	November 2023	Land Insights Seashore Engineering Shire
CONSULT	Review the Community Findings Compare to initial set of values communicated in survey to connect Values, with Risks and Adaptation Options	November 2023	Land Insights

Engagement Level	Communication Actions	Indicative date	Responsibility
Stage 4 – Develop CHRMAP			
EMPOWER	Draft CHRMAP The draft CHRMAP presented to Council for endorsement to advertise.	Feb 2024	Seashore Engineering Baird Land Insights Shire Council
INFORM	Public advertising and review Draft CHRMAP made available for public review (online and limited hard copies). Feedback form prepared. Co-ordinate for the same week: • Media Release • Web Site update • Referral letter to key and technical stakeholders	March 2024	Shire Land Insights Seashore Engineering Baird
COLLABORATE	Public Information Evening Hold an in-person Public Information Evening during the advertising period.	March 2024	Land Insights Seashore Engineering Baird Shire
INFORM EMPOWER	Reporting Review submissions and provide response as appropriate.	August 2024	Land Insights Seashore Engineering Baird
INFORM EMPOWER	Final CHRMAP The Final CHRMAP presented to Council for endorsement	August 2024	Seashore Engineering Baird Land Insights Shire Council

4.2 Response and Review

It is important for Shire Officers to support the project by ensuring that responses back to the community are consistent with the methods and forums of consultation outlined in this document. The following feedback and response mechanisms are to be observed throughout the project to maintain accuracy of record and keep stakeholders abreast of information and the progress of the project:

- Minutes of all meetings (Shire or Land Insights as appropriate)
- Shire Facebook Page updates as required (Shire)
- Review and collation of survey results (Land Insights)
- Preparation of outcomes report of workshops (as part of consultation summary) (Land Insights)
- Submissions/summary of submissions (Land Insights)

Community consultation/engagement processes are to be avoided over school holidays, particularly summer holidays. The summer holidays also coincide with the busier times for the farming community which should also be avoided. It is suggested that December-February be avoided for significant consultation, however information about the project may be displayed at coastal tourism locations over that period.

It is recommended that this document be treated as a guide only, with acknowledgement of the need for flexibility to properly respond to project requirements encountered during its progress.

4.3 Risk Management

"A risk is something that may happen and if it does, will have an adverse impact on the project."
"That may happen" implies a probability of less than 100%. If it has a probability of 100% - in other words, it will happen - it is an issue. An issue is managed differently to a risk."
(Risk Management Basics, Neville Turbit www.projectmanagement.ittoolbox.com).

"A risk is a combination of constraint and uncertainty". We all face constraints in our projects, and uncertainty. So, we can minimise the risk in the project either by eliminating constraints or by reducing uncertainty.
(*Larry Krantz, Chief Executive of Euro Log Ltd, www.netcomuk.co.uk).*

An issue exists when there is a gap between stakeholder expectations and an organization's policies, performance, products or public commitments. Issue management is the process used to close that gap. Issue management is a formal management process to anticipate and take appropriate action on emerging trends, concerns, or issues likely to affect an organization and its stakeholders.
(www.issuemanagement.org).

The SCEP has been designed to ensure that all relevant stakeholders are identified and consulted, and key views are sought and considered as the project progresses. While this approach should minimise risk, there is always potential for unforeseen issues to arise, such as:

- timeframes not being met.
- poor understanding of CHRMAP by various stakeholders.
- low level of community participation, disinterest
- inability to address key issues raised by the community – whether they are technical issues, or issues beyond the scope of the CHRMAP process.

The likelihood and impact of risk can be reduced through effective implementation of communication strategies during the course of the project. In this regard, the Communication Strategy (Chapter 3) provides a framework for issue management that may arise as the project progresses.

Should contentious issues arise during the course of the project that are outside the specific consultation activities identified, a modified and nuanced approach may be required. Should this 'contentious issue' scenario arise, it is suggested the following framework provide the management and response.

Step	Actions
Step One: Identify and clarify the issue	Where was the issue raised? By whom? What is the question that needs answering? Is the issue relevant to this process in any of its stages and if so which stage? Is it a place based or policy-based issue?

Step	Actions
Step Two: Previous Consultation	Has the issue been raised before and if so... • What consultation has already occurred on the strategy/issue? • And who has been involved? • What was the outcome?
Step Three: Planned consultation	Is the issue being addressed through a planned consultation process?
Step Four: Define Negotiable Aspects	Is there an established policy or legislative provision relating to the issue? Has Council/WAPC other authority already made a decision on issue or committed to action? What aspects are negotiable?
Step Five: Develop Key Message	Identify key message(s) to support consultation on the issue Specify Commitments (refer to step 4)
Step Six: Establish Level of Concern	Considered to be :- • Widespread Community Concern • Interest/Neighbourhood Group • Individual • Other
Step Seven: Decide on timing of action	Depending on level of concern, and importance of issue to the current process you may either: A. Delay: Respond to concerns by explaining when the issue will be addressed and explain the process and invite a facilitated meeting with those concerned at the time to address specific concerns. Explanation conveyed via correspondence, media release or in person depending on nature or sensitivity of the issue. B. Immediate: Prepare a consultation exercise to implement immediately. Refer to steps below.
Step Eight: Who should be involved/informed?	List stakeholders
Step Nine: List methods (from section 3.4)	For targeted and immediate consultation one method will usually suffice, and follow up may require other methods depending on outcomes. Generally, the process will relate to a specific group of people so in most cases a facilitated meeting will be the most appropriate method to apply.
Step Ten: Implement the program/or meeting	Report outcomes to Council.

All media and public communication about the project is explained with consistency of message:

This is the Consistent Message :

- *CHRMAP is being undertaken by the Shire and is supported by the WA Government to investigate, then inform the community about the choices likely in the face of changing climate and coastal processes.*
- *The study is informed by science, social values and motivated by a spirit of collaboration across government, industry and the assortment of community groups and interests.*
- *The completed CHRMAP will provide reliable information and point to the steps needed to implement the strategy as the best way forward to meet standards identified by the community and the Shire.*
- *CHRMAP may then unlock further resources to fund actions and obtain a wider basis of support to succeed in managing coastal areas in response to change.*

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Corporate Services Fees/Charges								
Rates								
Instalment Charges								
Instalment Plans - Administration Fee per instalment notice. The administration fee does not apply to the first instalment. The fee is only applicable to ratepayers who elect to pay either by the two or four instalments option by the due date	No	Yes	Local Government Financial Management Regulations 1996, Regulation 57	each	$10.00	NO CHANGES	$10.00	
Interest on Instalment Plan	No	Yes	Local Government Financial Management Regulations 1996, Regulation 68 / LG Act 1995, section 6.45 (3)	annual rate	5.50%	NO CHANGES	5.50%	
Interest Charges						NO CHANGES		
Penalty interest on overdue rates and service charges (including ESL penalty interest) - calculated daily on rates and service charges unpaid by due date	No	Yes	Local Government Financial Management Regulations 1996, Regulation 70	annual rate	11%	NO CHANGES	11%	
Rating Charges						NO CHANGES		
Dishonoured Cheque including administration fee	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$59.00	NO CHANGES	$59.00	
Direct Debit Failure Fee	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$21.00	NO CHANGES	$0.00	
Rates Reprint - Cost per reprint sent by e-mail (For notices more than 2 financial years old)	No	No	Local Government Act 1995, Part 6, Section 16	each	$12.00	NO CHANGES	$1.00	
Rates Reprint - Cost per reprint (For notices more than 2 financial years old)	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$20.00	NO CHANGES	$1.00	
Account Enquiries - Combined Rating and Orders and Requisition per request	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$211.00	NO CHANGES	$1.00	
Account Enquiries - Combined Rating and Orders and Requisition - where physical bushfire inspection Required	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$235.00	NO CHANGES	$1.00	
Account Enquiries - Combined Rating and Orders and Requisition - PRIORITY (24-48 business hours)	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$235.00	NO CHANGES	$1.00	
Account Enquiries - Combined Rating and Orders and Requisition - where physical bushfire inspection required - PRIORITY (24-48 business hours)	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$235.00	NO CHANGES	$1.00	
Administration Fee - Payment Arrangement	No	No	Local Government Act 1995, Part 6, Section 16	each	$64.00	NO CHANGES	$1.00	
Administration Fee - Debt Clearance Letter	No	No	Local Government Act 1995, Part 6, Section 16	each	$42.00	NO CHANGES	$1.00	
Debt Recovery Cost: Rates Collection - All legal and court costs	No	No	Local Government Act 1995, Part 6, Section 16	-	Actual Cost	NO CHANGES	Actual Cost	
Rates Database Extractions	Yes	No	Local Government Act 1995, Part 6, Section 16	per hour	$125.00	NO CHANGES	$1.00	
Adminisration								
Shire Staff Charge Out Rates								
General Service Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$52.00	NO CHANGES	$52.00	
Ranger	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$64.50	NO CHANGES	$64.50	
IT Officer / Community Development Officer / Admin Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$73.50	NO CHANGES	$73.50	
Executive Assistant	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$79.50	NO CHANGES	$79.50	
Project Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$82.50	NO CHANGES	$82.50	
Planner / Site Superviser	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$131.00	NO CHANGES	$131.00	
Finance Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$70.00	NO CHANGES	$70.00	
Environmental Health Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$112.00	NO CHANGES	$112.00	
Accountant	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$94.50	NO CHANGES	$94.50	
Lead Project Manager	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$169.00	NO CHANGES	$169.00	
Executive	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$192.00	NO CHANGES	$192.00	
Chief Executive Officer	No	No	Local Government Act 1995, Part 6, Section 16	per hour	$194.50	NO CHANGES	$194.50	
Other Governance								

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Administrative Charges Debtors								
Debt Recovery Cost: Non-Rate Debt Collection - All legal and court costs	No	No	Local Government Act 1995, Part 6, Section 56	each	Actual Cost	NO CHANGES	Actual Cost	
Sundry Debtors payment arrangement administration fee	No	No	Local Government Act 1995, Part 6, Section 16	each	$69.00	NO CHANGES	$1.00	
Debtors Interest Charges						NO CHANGES		
Penalty interest on overdue debtors invoices - calculated daily on outstanding amount	No	No	Local Government Financial Management Regulations 1996, Regulation 19B	each	7%	NO CHANGES	7%	
Freedom of Information Requests						NO CHANGES		
Application fee	No	Yes	FOI Reg 1993, Schedule 1	each	$30.00	NO CHANGES	$30.00	
Charge for time taken dealing with application (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	per application	$30.00	NO CHANGES	$30.00	
Charge for duplicating a Tape, File or Computer Information	No	Yes	FOI Reg 1993, Schedule 1	each	$30.00	NO CHANGES	$30.00	
Printing or Copying:						NO CHANGES		
A4 Black and White - per side	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$0.50	NO CHANGES	$0.50	
A4 Coloured - per side	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$2.00	NO CHANGES	$2.00	
A3 Black and White - per Side	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$1.00	NO CHANGES	$1.00	
A3 Coloured - per Side	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$3.00	NO CHANGES	$3.00	
Binding Per Copy	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$4.00	NO CHANGES	$4.00	
Copy of archived document	Yes	No	Local Government Act 1995, Part 6, Section 16	per document	$7.00	NO CHANGES	$7.00	
Cemeteries								
All applications internment shall be made at least 24 hours prior to the fixed time for burial otherwise an exra charge shall apply. Internment in the South Carnarvon Pioneer Cemetery is prohibited.						NO CHANGES		
A Grant of Exclusive Right of Burial confers upon the guarantee an exclusive right to bury one or more deceased persons in a grave and to carry out memorial works on a grave during the term of the grant.						NO CHANGES		
Grant of Exclusive Right of Burial - Standard sized plot grave reservation	No	No	Cemetaries Act 1986, Section 53	each	$900.00	NO CHANGES	$900.00	
Renewal of Exclusive Grant of Right of Burial - Standard sized plot	No	No	Cemetaries Act 1986, Section 53	each	$900.00	NO CHANGES	$900.00	
Transfer of Exclusive Grant of Right of Burial - Standard sized plot grave reservation	No	No	Cemetaries Act 1986, Section 53	each	$100.00	NO CHANGES	$100.00	
Sinking Fees - Grave for any stillborn child (1.4m deep)	No	No	Cemetaries Act 1986, Section 53	each	$600.00	NO CHANGES	$600.00	
Sinking fees - Double Burial Plot (2.4m deep)	No	No	Cemetaries Act 1986, Section 53	each	$800.00	NO CHANGES	$800.00	
Sinking fees - Family to Dig Grave	No	No	Cemetaries Act 1986, Section 53	each	$500.00	NO CHANGES	$500.00	
Burial Fees/Charges						NO CHANGES		
Burial in Standard Grave to any depth to 2.1m	No	No	Cemetaries Act 1986, Section 53	each	$1,750.00	NO CHANGES	$1,750.00	
Reopen and Second Burial in Standard Grave	No	No	Cemetaries Act 1986, Section 53	each	$1,750.00	NO CHANGES	$1,750.00	
Burial in Non-Standard Size (Oversized) Grave - Additional cost per 30cm wide or deeper	No	No	Cemetaries Act 1986, Section 53	each	$41.00	NO CHANGES	$1.00	
Interment for Still Born Child (Not to be reopened for joint burial)	No	No	Cemetaries Act 1986, Section 53	each	$350.00	NO CHANGES	$350.00	
Exhumation						NO CHANGES		
Re-opening Grave for Exhumation	No	No	Cemetaries Act 1986, Section 53	each	$2,000.00	NO CHANGES	$2,000.00	
Reinterment in same grave (additional charges will apply if new grave)	No	No	Cemetaries Act 1986, Section 53	each	$2,000.00	NO CHANGES	$2,000.00	
Internment of Ashes - Plaques for the niche wall shall be provided by the family at the specified dimension and standard						NO CHANGES		
Niche Wall Ashes Internment - Small	No	No	Cemetaries Act 1986, Section 53	each	$114.00	NO CHANGES	$1.00	
Niche Wall Ashes Internment - Single	No	No	Cemetaries Act 1986, Section 53	each	$170.00	NO CHANGES	$1.00	
Niche Wall Ashes Internment - Double	No	No	Cemetaries Act 1986, Section 53	each	$339.00	NO CHANGES	$1.00	
Reservation of Niche Wall Space - Small	No	No	Cemetaries Act 1986, Section 53	each	$114.00	NO CHANGES	$1.00	
Reservation of Niche Wall Space - Single	No	No	Cemetaries Act 1986, Section 53	each	$170.00	NO CHANGES	$1.00	
Reservation of Niche Wall Space - Double	No	No	Cemetaries Act 1986, Section 53	each	$339.00	NO CHANGES	$1.00	
Additional Charges						NO CHANGES		
Funeral Directors Annual Licence to conduct funerals at the cemetery	No	No	Cemetaries Act 1986, Section 53	each	$150.00	NO CHANGES	$150.00	
Single Funeral Permit (Funeral Directors only)	No	No	Cemetaries Act 1986, Section 53	each	$75.00	NO CHANGES	$1.00	
Single Funeral Permit (Other than Funeral Directors)	No	No	Cemetaries Act 1986, Section 53	each	$650.00	NO CHANGES	$650.00	
Interment without due notice	No	No	Cemetaries Act 1986, Section 53	each	$125.00	NO CHANGES	$1.00	
Permit to Construct Memorial	No	No	Cemetaries Act 1986, Section 53	each	$65.00	NO CHANGES	$65.00	
Development - Regulatory Services								
Animal Control								
Impounding								

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Dog or Cat Impound Fee	Yes	No	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	$120.00	NO CHANGES	$120.00	
Dog or Cat Impound Release Fee	Yes	No	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	$120.00	NO CHANGES	$120.00	
Dog or Cat Impound Tick/Parasite Treatment	Yes	No	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	$120.00	NO CHANGES	$120.00	
Dog or Cat Impound Sustenance Fee - Per Day	Yes	Yes	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	per day	$35.00	NO CHANGES	$35.00	
Dog or Cat Impound - Surcharge Fee for weekends & weekdays post 6pm (charged on top of regular impound fees)	Yes	Yes	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	$50.00	NO CHANGES	$50.00	
Animal Microchipping						NO CHANGES		
Microchipping of dog or cat	Yes	No	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Microchipping of dog or cat - per animal where two or more	Yes	No	Dog Act 1976, Part 3, Division 2 - Cat Act 2011, Part 2, Division 2	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Animal trap bond						NO CHANGES		
Animal trap bond - refundable upon return of trap	No	No	Local Government Act 1995, Part 6, Section 16	each	$80.00	NO CHANGES	$80.00	
Cat Registration Fees and Charges								
Cat Breeders						NO CHANGES		
Cat Breeders - Application for grant of, or renewal of approval to breed cats	No	Yes	Cat Regulations 2012, Schedule 3	each	$100.00	NO CHANGES	$100.00	
Sterilised Cats						NO CHANGES		
a) 1 year	No	Yes	Cat Regulations 2012, Schedule 3	each	$20.00	NO CHANGES	$20.00	
b) If application is made after 31st of May until next 31st of October	No	Yes	Cat Regulations 2012, Schedule 3	each	$10.00	NO CHANGES	$10.00	
c) 3 years	No	Yes	Cat Regulations 2012, Schedule 3	each	$42.50	NO CHANGES	$42.50	
d) Lifetime Registration	No	Yes	Cat Regulations 2012, Schedule 3	each	$100.00	NO CHANGES	$100.00	
Eligible Pensioners - Amount of above fee payable	No	Yes	Cat Regulations 2012, Schedule 3	each	50%	NO CHANGES	50%	
Replacement Cat Tag	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$11.00	NO CHANGES	$11.00	
Surrender of Cat/Kitten	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$100.00	NO CHANGES	$100.00	
Surrender of litter of Kittens	Yes	No	Local Government Act 1995, Part 6, Section 16	each	$92.00	NO CHANGES	$92.00	
Reduction rate for surrender of single Cat/Kitten & Litter of Kittens upon sighting of mother Cat sterilisation certificate	Yes	No	Local Government Act 1995, Part 6, Section 16	each	30%	NO CHANGES	30%	
Cat Infringements						NO CHANGES		
Fine per Cat Under Cat Regulations 2012, Cat Act 2011	Yes	Yes	Cat Regulations 2012, Schedule 2	each	$200.00	NO CHANGES	$200.00	
Dog Registration Fees and Charges								
Eligible Concession Card Holders - Amount of below fees payable *(except Dangerous Dog)*	No	Yes	Dog Regulation 2013, Section 17	each	50%	NO CHANGES	50%	
Working Dogs Concession - Bona fide used in droving or tendering stock, Amount of below fees payable *(except Dangerous Dog)*	No	Yes	Dog Act 1976, Section 15(5)	each	25%	NO CHANGES	25%	
Guide Dogs	No	Yes	Dog Act 1976, Section 15(4)		No Charge	NO CHANGES	No Charge	
Replacement Dog Tag	Yes	No	Dog Act 1976, Section 18	each	$11.00	NO CHANGES	$11.00	
Sterilised Dogs						NO CHANGES		
a) 1 year	No	Yes	Dog Regulation 2013, Section 17	each	$20.00	NO CHANGES	$20.00	
b) If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976, Section 15	each	$10.00	NO CHANGES	$10.00	
c) 3 years	No	Yes	Dog Regulation 2013, Section 17	each	$42.50	NO CHANGES	$42.50	
d) Lifetime Registration	No	Yes	Dog Regulation 2013, Section 17	each	$100.00	NO CHANGES	$100.00	
Lifetime Dog Sterilisation cost - *only under RSPCA Pet Sterilisation Program*	No	Yes	SET BY RSPCA		At Cost	NO CHANGES	At Cost	
Unsterilised Dogs						NO CHANGES		
a) 1 year	No	Yes	Dog Regulation 2013, Section 17	each	$50.00	NO CHANGES	$50.00	
b) If application is made after 31st of May until next 31st of October	No	Yes	Dog Regulation 2013, Section 17	each	$25.00	NO CHANGES	$25.00	
c) 3 years	No	Yes	Dog Regulation 2013, Section 17	each	$120.00	NO CHANGES	$120.00	
d) Lifetime Registration	No	Yes	Dog Regulation 2013, Section 17	each	$250.00	NO CHANGES	$250.00	
1 year (NEW) Unsterilised dog registration paid after 31 May	No	Yes	Dog Act 1976, Section 15(6)	each	$25.00	NO CHANGES	$25.00	
Dangerous Dogs						NO CHANGES		
Dangerous Dog - 1 year registration	No	Yes	Dog Regulation 2013, Section 17	each	$50.00	NO CHANGES	$50.00	
Dangerous Dog initial property inspection	Yes	No	Dog Act 1976, Section 33M(1)	each	$200.00	NO CHANGES	$200.00	
Dangerous Dog additional property inspection if required	Yes	No	Dog Act 1976, Section 33M(1)	each	$120.00	NO CHANGES	$120.00	
Dangerous Dog annual inspection	Yes	No	Dog Act 1976, Section 33M(1)	each	$225.00	NO CHANGES	$225.00	
Dangerous Dog Collar	Yes	No	Dog Act 1976, Section 33GA (1)(b)	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Dangerous Dog Sign	Yes	No	Dog Act 1976, Section 33GA (1)(b)	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Dangerous Dog Muzzle	Yes	No	Dog Act 1976, Section 33GA (1)(b)	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Dog Local Laws and Dog Charges						NO CHANGES		

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Parvo Test Kit	Yes	No	Dog Act 1976, Section 29(4)	each	Materials Actual Cost + Staff time as per listed hourly rate	NO CHANGES	Materials Actual Cost + Staff time as per listed hourly rate	
Surrender of a dog	Yes	No	Dog Act 1976	each	$100.00	NO CHANGES	$100.00	
Surrender of litter of puppies	Yes	No	Dog Act 1976	each	$165.00	NO CHANGES	$165.00	
Application for three to six dogs	No	No	Dog Act 1976	each	$110.00	NO CHANGES	$110.00	
Ranger Services - euthanizing	Yes	No	Dog Act 1976	each	$105.00	NO CHANGES	$105.00	
Dog Infringements						NO CHANGES		
Fine per Dog Under Dogs Local Law 2003, Dog Act 1976, Dog Regulations 2013	Yes	Yes	Dog Regulation 2013, Section 33	each	$200 - $400 (Legislation varies by offence)	NO CHANGES	$200 - $400 (Legislation varies by offence)	
Boarding Kennels						NO CHANGES		
Application for Kennel Licence	Yes	No	Local Government Act 1995, Part 6, Division 15	each	$165.00	NO CHANGES	$165.00	
Kennel Licence Registration Fee	Yes	No	Local Government Act 1995, Part 6, Division 15	each	$200.00	NO CHANGES	$200.00	
Kennel Licence Renewal	No	No	Local Government Act 1995, Part 6, Division 15	each	$200.00	NO CHANGES	$200.00	
Camping Ground Fees - Tourist Nodes								
Blowholes Camping Fee, per night (up to 6 people)	YES	NO	Local Government Act 1995, Part 6, Division 15	per night	$30.00	NO CHANGES	$30.00	
Blowholes Camping Fee, per night, additional person	YES	NO	Local Government Act 1995, Part 6, Division 15	per night	$10.00	NO CHANGES	$10.00	
Blowholes Reserve Day Entry Fee - 1 day	YES	NO	Local Government Act 1995, Part 6, Division 15	per day	$10.00	NO CHANGES	$10.00	
Blowholes Reserve Day Entry Fee - 7 days	YES	NO	Local Government Act 1995, Part 6, Division 15	per 7 days	$30.00	NO CHANGES	$30.00	
Blowholes Reserve Day Entry Fee - 14 days	YES	NO	Local Government Act 1995, Part 6, Division 15	per 14 days	$50.00	NO CHANGES	$50.00	
Blowholes Reserve Day Entry Fee - 21 days	YES	NO	Local Government Act 1995, Part 6, Division 15	per 21 days	$70.00	NO CHANGES	$70.00	
Blowholes annual membership (6701 residents only) including admin fee	YES	NO	Local Government Act 1995, Part 6, Division 15	per annum	$105.00	NO CHANGES	$105.00	
Infringement Fees								
Issue of Final Demand Notice per infringement	No	Yes	Fines Enforcement Registry	each	$27.60	NO CHANGES	$27.60	
Enforcement Certificate per infringement	No	Yes	Fines Enforcement Registry	each	$23.50	NO CHANGES	$23.50	
Fines Enforcement Registration Fee per infringement	No	Yes	Fines Enforcement Registry	each	$88.50	NO CHANGES	$88.50	
Bush Fire Brigade								
Income will be paid to the Bush Fire Brigade for all brigade hazard reduction burning						NO CHANGES		
3.4 Urban Tanker (min crew of 3)	Yes	No	Bush Fires Act 1954	hour	$110.00	NO CHANGES	$110.00	
Light Tanker (min crew of 2)	Yes	No	Bush Fires Act 1954	hour	$85.00	NO CHANGES	$85.00	
Miscellaneous								
Vehicle Impounding						NO CHANGES		
Towing Vehicles	No	No	LG Act 1995, Part 3, Subdivision 4	each	At Cost + 15% Admin Fee	NO CHANGES	At Cost + 15% Admin Fee	
Abandoned Vehicles (Impound Fee)	No	No	LG Act 1995, Part 3, Subdivision 4	each	$250.00	NO CHANGES	$250.00	
Shopping Trolley and other materials (per trolley)	No	No	LG Act 1995, Part 3, Subdivision 4	each	$120.00	NO CHANGES	$120.00	
Opening of Tramway Bridge based upon cost recovery	Yes	No	LG Act 1995, Part 3, Subdivision 4		Cost Recovery + 15% Administration	NO CHANGES	Cost Recovery + 15% Administration	
Health								
Caravan Park and Camping Ground						NO CHANGES		
Annual Registration Fee (Minimum)*	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	per annum	$200.00	NO CHANGES	$200.00	
Transfer of Caravan Park Licence (Minimum)*	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	each	$100.00	NO CHANGES	$100.00	
Registration per Long Stay Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	per annum	$6.00	NO CHANGES	$6.00	
Registration per Short Stay Site and Sites in Transit Parks	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	per annum	$6.00	NO CHANGES	$6.00	
Registration per Camp Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	per annum	$3.00	NO CHANGES	$3.00	
Registration per Overflow Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	per annum	$1.50	NO CHANGES	$1.50	
Additional fee for renewal after expiry (Reg 53)	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	each	$20.00	NO CHANGES	$20.00	
Temporary licence - Greater of $100 and the pro-rata amount of the ordinary application fee	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	each	Minimum of $100	NO CHANGES	Minimum of $100	
Transfer of licence	No	Yes	Caravan Parks and Camping Ground Regulations 1997, Schedule 3	each	$100.00	NO CHANGES	$100.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Letter of Approval for park home, hard annex relating to Caravan Park and Camping licence	No	No	LG Act 1995, Section 6.16(d)	each	$168.00	NO CHANGES	$1.00	
Lodging Houses						NO CHANGES		
Application for registration inclusive of first inspection - Less than 100 beds	No	No	Health (Miscellaneous Provisions Act 1911), Part V, Division 2, Section 153	each	$240.00	NO CHANGES	$240.00	
Application for registration inclusive of first inspection - More than 100 beds	No	No	Health (Miscellaneous Provisions Act 1911), Part V, Division 2	each	$250.00	NO CHANGES	$250.00	
Request to amend registration (Inspection fee payable if required)	No	No	Health (Miscellaneous Provisions Act 1911), Part V, Division 2	each	$91.00	NO CHANGES	$1.00	
Annual inspection fee	No	No	Health (Miscellaneous Provisions Act 1911), Part V, Division 2	each	$200.00	NO CHANGES	$200.00	
Public Buildings						NO CHANGES		
s.176 Application for approval to construct, alter or extend public building (Risk Management Plan not required)	No	No	Health (Miscellaneous Provisions Act 1911), Part VI,Section 116	each	$164 + inspection fee	NO CHANGES	$164 + inspection fee	
s.176 Application for approval to construct, alter or extend public building (Risk Management Plan required)	No	No	Health (Miscellaneous Provisions Act 1911), Part VI,Section 116	each	$272 + inspection fee	NO CHANGES	$272 + inspection fee	
R.5 Application for certificate of approval - where s.176 application has been made	No	No	Health (Public Building) Regs, Part 2, R.5	each	FREE	NO CHANGES	FREE	
R.5 Application for certificate of approval - where s.176 application has not been made	No	No	Health (Public Building) Regs, Part 2, R.5	each	$109 + inspection fee	NO CHANGES	$109 + inspection fee	
R.9(3) Application to vary certificate of approval (increase capacity for large licensed premises) - includes inspection	No	No	Health (Public Building) Regs, Part 2, R.9(3)	each	$272	NO CHANGES	$272	
r.9(1) Application to vary certificate of approval (other) - includes inspection	No	No	Health (Public Building) Regs, Part 2, R.9(1)	each	$55 + inspection fee if required	NO CHANGES	$55 + inspection fee if required	
R.26 Submission of risk management plan for approval (large public buildings)	No	No	Health (Public Building) Regs, Part 3, R.26A	each	FREE	NO CHANGES	FREE	
Inspection small public building (<100 persons enclosed or <400 persons outdoor venue)	No	No	Health (Public Building) Regs, Part 2, R.7	each	$164	NO CHANGES	$164	
Inspection medium public building (100-400 persons enclosed or 400-2000 persons outdoor venue)	No	No	Health (Public Building) Regs, Part 2, R.7	each	$272	NO CHANGES	$272	
Inspection of large public building (>400 persons enclosed or >2000 persons outdoor venue	No	No	Health (Public Building) Regs, Part 2, R.7	each	$381	NO CHANGES	$381	
Food Businesses - (Pro-rate fees apply for new businesses)				**Note**	**Note**	NO CHANGES	**Note**	
Notification of Food Business exempt from registration - E.g. non-profit sausage sizzle	No	No	Food Act 2008, Part 1, Section 6	each	Exempt from charge by Reg.10	NO CHANGES	Exempt from charge by Reg.10	
Temporary Premises (E.g Market stall, limited duration and food handling) - Application for registration of Food Business	No	No	Food Act 2008, Part 9, Section 110	each	$85.00	NO CHANGES	$85.00	
Registration/Notification of Food Business - Low, medium & high risk	No	No	Food Act 2008, Part 9, Section 110	each	$100.00	NO CHANGES	$100.00	
Inspection of Low risk premises (E.g Mobile, home-based, limited food handling)	No	No	Food Act 2008, Part 9, Section 110	each	$200.00	NO CHANGES	$200.00	
Inspection of Medium risk premises (E.g Restaurant/Café, general food service, butchery)	No	No	Food Act 2008, Part 9, Section 110	each	$400.00	NO CHANGES	$400.00	
Inspection of high risk Premises (E.g Supermarket with deli, high-volume food handling)	No	No	Food Act 2008, Part 9, Section 110	each	$550.00	NO CHANGES	$550.00	
Alteration of food business registration (applicable where inspection is not required)	No	No	Food Act 2008, Part 9, Section 110	each	$54.00	NO CHANGES	$54.00	
Application for transfer of premises - notification & registration	No	No	Food Act 2008, Part 9, Section 110	each	$90.75	NO CHANGES	$90.75	
Inspection of animal food processing premises or retail pet meat shop (Food Regulations 2008 Part 5, Division 4)	No	No	Food Act 2008, Part 5, Section 38	each	$181.00	NO CHANGES	$1.00	
Application to construct/establish new food business including notification fee - Low risk premises	No	No	Food Act 2008, Part 9	each	$250.00	NO CHANGES	$250.00	
Application to construct/establish new food business including notification fee - Medium risk premises	No	No	Food Act 2008, Part 9	each	$350.00	NO CHANGES	$350.00	
Application to construct/establish new food business including notification fee - High risk premises	No	No	Food Act 2008, Part 9	each	$450.00	NO CHANGES	$450.00	
Horticultural Businesses						NO CHANGES		
Horticutural Standards for leafy vegetables and/or for melons - Notification for Registration of a Horticultural Food Business	No	Yes	Food Act 2008, Part 9, Section 110	each	$52.00	NO CHANGES	$52.00	
Horticutural Standards for leafy vegetables and/or for melons - Inspection of a Horticultural Food Business Premises - Moderate Inspection	No	Yes	Food Act 2008, Part 9, Section 110	each	$550.00	NO CHANGES	$550.00	
Horticutural Standards for leafy vegetables and/or for melons - Inspection of a Horticultural Food Business Premises - Intensive/high acreage inspection	No	Yes	Food Act 2008, Part 9, Section 110	each	$825.00	NO CHANGES	$825.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Horticutural Standards for leafy vegetables and/or for melons - Additional Inspection of a Horticultural Food Business Premises	No	Yes	Food Act 2008, Part 9, Section 110	each	$200.00	NO CHANGES	$200.00	
Aquatic Facilities						NO CHANGES		
Aquatic facility water sampling/testing – per facility, per visit - Health (Aquatic Facilities) Regulations 2007, r.21	No	No	Health (Aquatic Facilities) Regulations 2007, R.21	each	$44.00	NO CHANGES	$1.00	
Aquatic facility Operational Code Compliance Assessment - Health (Aquatic Facilities) Regulations 2007, r.19	No	No	Health (Aquatic Facilities) Regulations 2007, R.19	each	$267.00	NO CHANGES	$1.00	
Private drinking water supplies						NO CHANGES		
Private drinking water sampling and basic assessment - per premises, within town boundary	No	No	Water Service Act 2012, Section 41	each	$107.00	NO CHANGES	$1.00	
Private drinking water sampling and basic assessment - per premises, pastoral areas	No	No	Water Service Act 2012, Section 41	each	$161.00	NO CHANGES	$1.00	
Onsite wastewater systems (e.g. septic)						NO CHANGES		
Application to install apparatus	No	Yes	Health (Miscellaneous Provisions) Act 1911, Section 54	each	$118.00	NO CHANGES	$118.00	
Permit to use apparatus (inspection included)	No	Yes	Health (Miscellaneous Provisions) Act 1911, Section 54	each	$118.00	NO CHANGES	$118.00	
Local Government Report Fee (applies instead of the application fee for large systems that require Dept Health final approval)	No	No	Health (Miscellaneous Provisions) Act 1911, Section 344C	each	$122.00	NO CHANGES	$1.00	
Fee for Service						NO CHANGES		
Settlement/pre-sale health records search (commercial premises) - does not include inspection fees	No	No	Health (Miscellaneous Provisions) Act 1911, Section 344C	each	$91.00	NO CHANGES	$1.00	
Noise Management Approval Plan	No	No	Environmental Protection (Noise) Regulations 1997, Section 16	each	$250.00	NO CHANGES	$250.00	
Noise Surveys (Council)	No	No	Environmental Protection (Noise) Regulations 1997, Section 16	per hour	$250.00	NO CHANGES	$250.00	
Settlement agent report request	No	No	Local Government Act 1995, Part 6, Division 15	each	$250.00	NO CHANGES	$250.00	
Section 39 Certificate (Liquor Control Act 1988)	No	No	Liquor Control Act 1988, Section 39	each	$161.00	NO CHANGES	$1.00	
Sporting Groups - Annual Kitchen Hire Inspection	No	No	Health (Miscellaneous Provisions) Act 1911, Section 344C	each	$120.00	NO CHANGES	$120.00	
Inspections, reports, notices and other Shire actions relating to licences & registrations where cost is not covered by the above (hourly rate)	No	No	LG Act 1995, Section 6.16	per hour	$100.00	NO CHANGES	$100.00	
Town Planning and Regional Development								
Fees are based on the estimated cost of development - Per Application * Determination of a Development Application (other than for an Extractive Industry) where the Development has not commenced or been carried out and the estimated cost of the Development is:						NO CHANGES		
A) Not more than $50,000	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$147.00	NO CHANGES	$147.00	
B) More than $50,000 but not more than $500,000	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	0.32% of the estimated cost of development	NO CHANGES	0.32% of the estimated cost of development	
C) More than $500,000 but not more than $2.5 million	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$1,700 + 0.257% for every $1 in excess of $500,000	NO CHANGES	$1,700 + 0.257% for every $1 in excess of $500,000	
D) More than $2.5 million but not more than $5 million	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$7,161 + 0.206% for every $1 in excess of $2.5 million	NO CHANGES	$7,161 + 0.206% for every $1 in excess of $2.5 million	
E) More than $5 million but not more than $21.5 million	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$12,633 + 0.123% for every $1 in excess of $5 million	NO CHANGES	$12,633 + 0.123% for every $1 in excess of $5 million	
F) More than $21.5 million	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$34,196.00	NO CHANGES	$34,196.00	
* If the Development has commenced or been carried out without approval, an additional amount by way of penalty is payable. This penalty is twice the amount of the fee payable for the determination of the application fees shown above, in addition to the normal application fee. Thus the fee payable is three times the standard fee. This is a statutory fee.						NO CHANGES		
Advertisements for Scheme Amendments, Structure Plans & Amendments, Outline Development Plans & Amendments, and Planning Applications						NO CHANGES		
Notice published in the Midwest Times	Yes	No	Planning and Development Act 2005, Section 43	each	At cost + 20% (Admin) + GST	NO CHANGES	At cost + 20% (Admin) + GST	
Notice published in the West Austrlian (WALGA rate)	Yes	No	Planning and Development Act 2005, Section 43	each	At cost + 20% (Admin) + GST	NO CHANGES	At cost + 20% (Admin) + GST	
Government Gazette Publication	No	No	Planning and Development Act 2005, Section 43	each	At cost + 20% (Admin) + GST	NO CHANGES	At cost + 20% (Admin) + GST	
Extractive Industry *						NO CHANGES		
Determination of Development Application	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$739.00	NO CHANGES	$739.00	
* If the Development has commenced or been carried out without approval, an additional amount of $1,478.00 by way of penalty is payable, in addition to the normal application fee. Thus the fee payable is 3 times the standard fee. This is a statutory fee.						NO CHANGES		
Change of Use and Non Conforming Use Application Only						NO CHANGES		

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Application for change of use or for change of continuation of a non-conforming use where development is not occurring	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$295.00	NO CHANGES	$295.00	
Alteration, extension or change of non-conforming use where development already commenced or been carried out	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$885.00	NO CHANGES	$885.00	
Miscellaneous Fees						NO CHANGES		
Section 40 Certificates (Liquor Control Act 1988, Section 40)	No	No	LG Act 1995, Section 6.16	each	$200.00	NO CHANGES	$200.00	
Home Occupation - In accordance with Planning and Development Regulations 2009, Reg 47, Schedule 2						NO CHANGES		
Initial Application for approval of a home occupation where the home occupation has not commenced	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$222.00	NO CHANGES	$222.00	
Initial Application for approval of a home occupation where the home occupation has commenced	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$666.00	NO CHANGES	$666.00	
Application for the renewal of approval of a home occupation before the approval expires	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$73.00	NO CHANGES	$73.00	
Application for the renewal of approval of a home occupation after the approval has expired	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$219.00	NO CHANGES	$219.00	
Planning Advice						NO CHANGES		
Issue of written planning advice	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$73.00	NO CHANGES	$73.00	
Replying to a property settlement questionnaire	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$73.00	NO CHANGES	$73.00	
Zoning						NO CHANGES		
Issue of Zoning Certificate	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$73.00	NO CHANGES	$73.00	
Written Zoning Enquiries	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$73.00	NO CHANGES	$73.00	
Scheme Amendment and Structure Plans Calculated for individual applications as per Part 2 and 3 of the Town Planning (Local Government Planning Fees) Regulations 2000						NO CHANGES		
Planning Scheme Amendment, Structure Plans and Development Plans						NO CHANGES		
Manager	No	Yes	Planning and Development Regulations 2009, Reg 48 (5)	per hour	$88.00	NO CHANGES	$88.00	
Senior Planner	No	Yes	Planning and Development Regulations 2009, Reg 48 (5)	per hour	$66.00	NO CHANGES	$66.00	
Planning Officer	No	Yes	Planning and Development Regulations 2009, Reg 48 (5)	per hour	$36.86	NO CHANGES	$36.86	
Secretary/Administration	No	Yes	Planning and Development Regulations 2009, Reg 48 (5)	per hour	$30.20	NO CHANGES	$30.20	
Other staff e.g. Enviornmental Health Officer	No	No	Planning and Development Regulations 2009, Reg 48 (5)	per hour	$36.86	NO CHANGES	$36.86	
Note: Above fees are based on the completed application being lodged						NO CHANGES		
Provision of a Sub-Division/Strata Clearance (per lot)								
A) 1 to 5 lots - Charge per lot	No	Yes	Planning and Development Regulations 2009, Schedual 2	per lot	$73.00	NO CHANGES	$73.00	
B) Between 6 and 195 lots - Charge for first 5 lots $365.00, then $35.00 per additional lot	No	Yes	Planning and Development Regulations 2009, Schedual 2	per lot	$73 per lot for the first 5 lots and then $35 per lot	NO CHANGES	$73 per lot for the first 5 lots and then $35 per lot	
C) More than 195 lots	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$7,393.00	NO CHANGES	$7,393.00	
Strata Form 7 Clearance Certificate under section 5B(2), 8A(f) or 9(3) of the Strata Titles Act - Minimum Fee of $100.00 applies	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	each	0.20 per sqm of floor area of the building or $100.00 which ever is less	NO CHANGES	0.20 per sqm of floor area of the building or $100.00 which ever is less	
Application for Certificate of Approval for Strata Plan (Form 24)						NO CHANGES		
A) Up to and including 5 lots - $656 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	per lot	for 1 to 5 lots — $656.00 plus $65.00 for each lot;	NO CHANGES	for 1 to 5 lots — $656.00 plus $65.00 for each lot;	
B) More than 5 and up to 100 lots - $981 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	per lot	$981.00 (being the fee payable for the first 5 lots under subitem (a)) plus $43.50 for each other lot;	NO CHANGES	$981.00 (being the fee payable for the first 5 lots under subitem (a)) plus $43.50 for each other lot;	
C) more than 100 lots	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	Per lot	for 101 or more lots — $5113.50	NO CHANGES	for 101 or more lots — $5113.50	
Mapping Services (there is an additional $5 for colour copies) -						NO CHANGES		
A3 Maps Printed - Black & White	Yes	No	LG Act 1995 section 6.16	each page	$3.00	NO CHANGES	$1.00	
Production of Specialised Planning Maps	Yes	No	LG Act 1995 section 6.16	per hour	$79.00	NO CHANGES	$1.00	
Provision of a Certificate of Title (through Landgate)	No	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Research Fee for Planning Information	No	No	LG Act 1995 section 6.16	per hour	$150.00	NO CHANGES	$150.00	
Trading on a street or public place - Public Places & LG Property Local Law 2021						NO CHANGES		

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Application for a permit to trade on a street or public place - fundraiser for community association (s.8.2(1)(o)	No	No	LG Act 1995 section 6.16	each	Free	NO CHANGES	Free	
Application for a permit to trade on a street or public place - mobile trading within declared trading areas (s.8.2(1)(o))						NO CHANGES		
Fee per day up to 7 days, thereafter monthly fee applies	No	No	LG Act 1995 section 6.16	per day	$21.00	NO CHANGES	$1.00	
Fee per month	No	No	LG Act 1995 section 6.16	per month	$150.00	NO CHANGES	$150.00	
Fee per year	No	No	LG Act 1995 section 6.16	per annum	$485.00	NO CHANGES	$485.00	
Application for a permit to trade on a street or public place - Mobile trading outside declared trading areas (s.8.2(1)(o))						NO CHANGES		
Fee per day up to 7 days, thereafter monthly fee applies	No	No	LG Act 1995 section 6.16	per day	$31.00	NO CHANGES	$1.00	
Fee per month	No	No	LG Act 1995 section 6.16	per month	$215.00	NO CHANGES	$215.00	
Fee per year	No	No	LG Act 1995 section 6.16	per annum	$565.00	NO CHANGES	$565.00	
Application to renew annual permit	No	No	LG Act 1995 section 6.16	each	50% of initial application fee. If amendment of conditions is required, the full fee will apply	NO CHANGES	50% of initial application fee. If amendment of conditions is required, the full fee will apply	
Application to amend a permit	No	No	LG Act 1995 section 6.16	each	50% of initial application fee. If amendment of conditions is required, the full fee will apply	NO CHANGES	50% of initial application fee. If amendment of conditions is required, the full fee will apply	
Building Control								
Applications for Building and or Demolition Permits - In accordance with Building Act 2011 (s. 16(1))						NO CHANGES		
Certified Application for a Building Permit (s. 16(1))						NO CHANGES		
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
(a) For building work for a Class 1 or Class 10 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	each	0.19 % of the estimated value of the building work but not less than $110	NO CHANGES	0.19 % of the estimated value of the building work but not less than $110	
(b) For building work for a Class 2 to Class 9 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	each	0.09 % of the estimated value of the building work but not less than $110	NO CHANGES	0.09 % of the estimated value of the building work but not less than $110	
Uncertified Application for a Building Permit (s. 16(1))						NO CHANGES		
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	each	0.32 % of the estimated value of the building work but not less than $110	NO CHANGES	0.32 % of the estimated value of the building work but not less than $110	
Application for a Building Approval Certificate for a building in respect of which unauthorised work has been done.	No	Yes	Building Regulations 2012 Schedule 2	each	0.38 % estimated (inclusive of GST) value of the building work but not less than $110	NO CHANGES	0.38 % estimated (inclusive of GST) value of the building work but not less than $110	
Building and Construction Industry Training Levy if over $20,000	No	Yes	Building and Construction Industry Training Levy Act 1990	each	The levy is calculated at 0.2% of the estimated value (incl of GST) of construction, for all works valued at more than $20,000.	NO CHANGES	The levy is calculated at 0.2% of the estimated value (incl of GST) of construction, for all works valued at more than $20,000.	
Application for a Demolition Permit (s. 16(1))						NO CHANGES		
(a) For demolition work in respect of a Class 1 or Class 10 building or incidental structure	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
(b) For demolition work in respect of a Class 2 to Class 9 building	No	Yes	Building Regulations 2012 Schedule 2	each storey	$110.00 for each storey of the building	NO CHANGES	$110.00 for each storey of the building	
Application to Extend the time during which a Building or Demolition Permit has effect (s. 32(3)(f))	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for Occupancy Permits and Building Approval Certificate	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for an Occupancy Permit for a completed building (s.46)	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for a Temporary Occupancy Permit for an incomplete building (s.47)	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis (s. 48)	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for a Replacement Occupancy Permit for Permanent Change of the building's use, classification (s. 49)	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for an Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))						NO CHANGES		
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
* Estimated value of the unauthorised work as determined by the relevant permit authority.	No	Yes	Building Regulations 2012 Schedule 2	each	0.18% of the estimated value of the unauthorised work* but not less than $110.00	NO CHANGES	0.18% of the estimated value of the unauthorised work* but not less than $110.00	
Application for a Building Approval Certificate for a building or an incidental structure in respect of which unauthorised work has been done (s. 51(3))						NO CHANGES		
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application to replace an Occupancy Permit for an existing building (s. 52(1))	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for a Building Approval Certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52 (2))	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect (s. 65(3)(a))	No	Yes	Building Regulations 2012 Schedule 2	each	$110.00	NO CHANGES	$110.00	
Application for Variation/Modification of Building Standards in which declaration is sought from Building Commissioner as defined in Regulation 31 (for each Building Standard in respect of which a Declaration is sought)	No	Yes	Building Regulations 2012, Part 9, Division 3	per standard variation	$2,160.15	NO CHANGES	$2,160.15	
Building Services Levy $45,000 or Less - Set by Building Services Commission						NO CHANGES		
a) Building Permit	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
b) Demolition Permit	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
c) Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
d) Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
e) Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$123.30	NO CHANGES	$123.30	
f) Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$123.30	NO CHANGES	$123.30	
Building Services Levy Over $45,000 - Set by Building Services Commission						NO CHANGES		
a) Building Permit	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	0.137% of the value of the work	NO CHANGES	0.137% of the value of the work	
b) Demolition Permit	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	0.137% of the value of the work	NO CHANGES	0.137% of the value of the work	
c) Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
d) Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	$61.65	NO CHANGES	$61.65	
e) Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	0.274% of the value of the work	NO CHANGES	0.274% of the value of the work	
f) Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services (Complaint Resolution and Administration) Regulations 2011	each	0.274% of the value of the work	NO CHANGES	0.274% of the value of the work	
Private Swimming Pool inspection Fees						NO CHANGES		
Initial inspection of a new swimming pool and/or pool barrier - inclusive of any required re-inspections	No	Yes	Building Amendment Regulation 2023 Sub-regulation 53A(2)	each	$312.00	NO CHANGES	$312.00	
Period (four-year) inspection annual charge	No	Yes	Building Amendment Regulation 2023 Sub-regulation 53A(3)	per annum	$78.00	NO CHANGES	$78.00	
Pool Inspection Request outside of normal inspection programs - Note: Excludes New Pools	No	No	LG Act 1995 section 6.16	each	$100.00	NO CHANGES	$100.00	
Miscellaneous Building Fees						NO CHANGES		
Inspections	Yes	No	LG Act 1995 section 6.16	per hour	$161.00	NO CHANGES	$1.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Materials on Street (Hoarding Licence) (per month x m2)	Yes	Yes	LG Act 1995 section 6.16	each	$1.00	NO CHANGES	$1.00	
Monthly Building Statistics per annum	Yes	No	LG Act 1995 section 6.16	each	$137.00	NO CHANGES	$1.00	
Smoke Alarm Approval Fee	No	Yes	Building Regulations 2012, Part 8, Division 3, reg 61 (3) (b)	each	$179.40	NO CHANGES	$179.40	
Building Plan Search (fee must be paid before retrieval of plans)	Yes	No	LG Act 1995 section 6.16	each property	$78.00	NO CHANGES	$78.00	
Shire Certifying Services						NO CHANGES		
Certificate of Design Compliance Assessment	Yes	No	LG Act 1995 section 6.16	per hour	$188.00	NO CHANGES	$1.00	
Certificate of Construction Compliance (provide for approved buildings)	Yes	No	LG Act 1995 section 6.16	each	$194.00	NO CHANGES	$1.00	
Certificate of Building Compliance (provide for unauthorised work)	Yes	No	LG Act 1995 section 6.16	each	$193.00	NO CHANGES	$1.00	
Town Planning and Regional Development								
Extractive Industry *						NO CHANGES		
Determining an application to amend or cancel development approval	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$295.00	NO CHANGES	$295.00	
Determining an application for advice made under the Planning and Development (Local Planning Schemes) Regulations 2015 Sch. 2 cl. 61A (as that clause applies as part of the local planning scheme)	No	Yes	Planning and Development Regulations 2009, Schedual 2	each	$295.00	NO CHANGES	$295.00	
Economic Development								
Visitor Centre								
Membership Package - Brochure (Outside of the Shire of Carnarvon ONLY)	Yes	No	LG Act 1995 section 6.16	each	$91.00	NO CHANGES	$1.00	
Membership Package - Event & Community	Yes	No	LG Act 1995 section 6.16	each	$125.00	NO CHANGES	$1.00	
Membership Package - Local businesses	Yes	No	LG Act 1995 section 6.16	each	$181.00	NO CHANGES	$1.00	
Membership Package - Premium (per annum)	Yes	No	LG Act 1995 section 6.16	each	$474.00	NO CHANGES	$1.00	
Membership Package - Medium	Yes	No	LG Act 1995 section 6.16	each	$361.00	NO CHANGES	$1.00	
Town Map Listing	Yes	No	LG Act 1995 section 6.16	each	$64.00	NO CHANGES	$1.00	
Bookeasy changes (min. one hour) for all membership packages, including non-members	Yes	No	LG Act 1995 section 6.16	each	$91.00	NO CHANGES	$1.00	
Display Boards (Visitor Centre OR Airport)- Maximum of 4 applications (non-for profit) (1 year term only)	Yes	No	LG Act 1995 section 6.16	each	$114.00	NO CHANGES	$1.00	
Display Boards (Visitor Centre OR Airport) - Maximum of 4 applications (1 year term only - all other membership levels)	Yes	No	LG Act 1995 section 6.16	each	$248.00	NO CHANGES	$1.00	
Website Listing and Brochure Display Membership Package (Available for tourism businesses outside the Carnarvon/Coral Bay district)	Yes	No	LG Act 1995 section 6.16	each	$136.00	NO CHANGES	$1.00	
Other Charges						NO CHANGES		
Photocopying - A4 Sheets (Black & White)	Yes	No	LG Act 1995 section 6.16	each	$0.50	NO CHANGES	$0.50	
Photocopying - A3 Sheets (Black & White)	Yes	No	LG Act 1995 section 6.16	each	$1.00	NO CHANGES	$1.00	
Photocopying - A4 Sheets (Colour)	Yes	No	LG Act 1995 section 6.16	each	$2.00	NO CHANGES	$2.00	
Photocopying - A3 Sheets (Colour)	Yes	No	LG Act 1995 section 6.16	each	$3.00	NO CHANGES	$3.00	
Visitors Centre Admin Fee charged on ticket sales for non Council events - NOT via SABO	Yes	No	LG Act 1995 section 6.16	each	5% on ticket sales	NO CHANGES	5% on ticket sales	
Social Media Posts (1x Instagram and 1x Facebook Post)	Yes	No	LG Act 1995 section 6.16	each	$28.00	NO CHANGES	$1.00	
Social Media Posts (1x Instagram and 1x Facebook Post) - Includes advertising campaign	Yes	No	LG Act 1995 section 6.16	each	$70.00	NO CHANGES	$1.00	
Blog Features on Shire of Carnarvon Visitors Centre website	Yes	No	LG Act 1995 section 6.16	each	$138.00	NO CHANGES	$1.00	
Cooperative Marketing Campaigns	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Online Shopping Fees (purchasing goods via Visitor Centre website)						NO CHANGES		
Postage and Handling	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Retail Prices - Souvenirs/Merchandise (mark up fees)						NO CHANGES		
Retail Prices - Option 1	Yes	No	LG Act 1995 section 6.16	each	5% to 120% mark up on souvenirs/merchandise for retail at the Shire of Carnarvon Visitor Centre	NO CHANGES	5% to 120% mark up on souvenirs/merchandise for retail at the Shire of Carnarvon Visitor Centre	
Prices as Marked (including discounts) - Option 2	Yes	No	LG Act 1995 section 6.16	each	Prices as marked on souvenirs/merchandise for retail at the Shire of Carnarvon Visitors Centre	NO CHANGES	Prices as marked on souvenirs/merchandise for retail at the Shire of Carnarvon Visitors Centre	
Other Fees						NO CHANGES		
Commission on operator bookings (tours & accommodation)	Yes	No	LG Act 1995 section 6.16	each	Booking System Commision Rate	NO CHANGES	Booking System Commision Rate	
Accommodation Cancellation Fee (less than 24 hours notice)	Yes	No	LG Act 1995 section 6.16	each	$35.00	NO CHANGES	$35.00	
Tourism Conference Packages	Yes	No	LG Act 1995 section 6.16	Each	As Advertised	NEW FEE	As Advertised	New Fee Introduced for the Tourism Conference
Courtyard Craft Markets						NO CHANGES		
Weekly Trading Fee: Two Tables Maximum - Craft Markets	Yes	No	LG Act 1995 section 6.16	each	$17.00	NO CHANGES	$17.00	
Annual Trading Fee: Two Tables Maximum - Craft Markets	Yes	No	LG Act 1995 section 6.16	each	$329.00	NO CHANGES	$329.00	
Weekly hire of Civic Centre rear outside space and kitchen Gascoyne Growers Market (includes use of power and water during the hire period)	Yes	No	LG Act 1995 section 6.16	each	$165.00	NO CHANGES	$165.00	
Annual hire of Civic Centre rear outside space and kitchen Gascoyne Growers Market (includes use of power and water during the hire period)	Yes	No	LG Act 1995 section 6.16	each	$3,282.00	NO CHANGES	$3,282.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Use of power within the Grower's Shed outside of Market operating hours - Per annum	Yes	No	LG Act 1995 section 6.16	each	$301.00	NO CHANGES	$301.00	
Use of power within the Grower's Shed outside of Market operating hours - Weekly	Yes	No	LG Act 1995 section 6.16	each	$12.00	NO CHANGES	$12.00	
Tourism and Area Promotion								
Digital Advertising						NO CHANGES		
Bronze advertising (15 - 20 second) Static business card	yes	No	LG Act 1995 section 6.16		$386.00	NO CHANGES	$0.00	
Silver advertising (20 - 30 seconds) User supplied	yes	No	LG Act 1995 section 6.16		$463.00	NO CHANGES	$0.00	
Gold advertising (20 - 30 seconds) User supplied	yes	No	LG Act 1995 section 6.16		$771.00	NO CHANGES	$0.00	
Platinum advertising (20 - 30 seconds) User supplied	yes	No	LG Act 1995 section 6.16		$977.00	NO CHANGES	$0.00	
Newsletter Advertising						NO CHANGES		
Full Page advertisement rate per season	Yes	No	LG Act 1995 section 6.16		$257.00	NO CHANGES	$0.00	
Half Page advertisement rate per season	Yes	No	LG Act 1995 section 6.16		$206.00	NO CHANGES	$0.00	
1/4 Page advertisement rate per season	Yes	No	LG Act 1995 section 6.16		$155.00	NO CHANGES	$0.00	
1/8 Page advertisement rate per season	Yes	No	LG Act 1995 section 6.16		$103.00	NO CHANGES	$0.00	
Business Listing advertisement rate per season	Yes	No	LG Act 1995 section 6.16		$62.00	NO CHANGES	$0.00	
Community Event advertising - community not for profit organisation	Yes	No	LG Act 1995 section 6.16		Free	NO CHANGES	Free	
Community, Recreation & Cultural								
Bonds - All venues	No	No	LG Act 1995 section 6.16	per key	$55.00	NO CHANGES	$55.00	
Key Deposit per key *(Refundable upon return of key)*	No	No	LG Act 1995 section 6.16	per key	$55.00	NO CHANGES	$55.00	
Bond - Event without Alcohol *(Refundable upon venue inspection post booking)*	No	No	LG Act 1995 section 6.16	per booking	$660.00	NO CHANGES	$660.00	
Bond - Event with Alcohol (Refundable upon venue inspection post booking)	No	No	LG Act 1995 section 6.16	per booking	$1,500.00	NO CHANGES	$1,500.00	
Civic Centre Woolshed & Kitchen								
Woolshed Hire								
a) Not for Profit Association - Per hour	Yes	No	LG Act 1995 section 6.16	per hour	$69.00	NO CHANGES	$69.00	
~~b) Not for Profit Association - Full Day~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$429.00~~	~~each~~	~~$0.00~~	REMOVE RATE - THE ABOVE HOURLY RATE OVERRIDES
c) Private - Per hour	Yes	No	LG Act 1995 section 6.16	per hour	$105.00	NO CHANGES	$105.00	
~~d) Private - Full Day~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per day~~	~~$604.00~~	~~per day~~	~~$0.00~~	REMOVE RATE - THE ABOVE HOURLY RATE OVERRIDES
e) Community Group - Per hour e.g. Community event/ Free event	Yes	No	LG Act 1995 section 6.16	per hour	$26.00	NO CHANGES	$26.00	
~~f) Community Group - Full Day e.g. Community event/ Free event~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per day~~	~~$125.00~~	~~per day~~	~~$0.00~~	REMOVE RATE - THE ABOVE HOURLY RATE OVERRIDES
Additional Shire Staff Per Hour - Monday-Friday 8am - 5pm	Yes	No	LG Act 1995 section 6.16	per hour	$62.00	NO CHANGES	$62.00	
Additional Shire Staff Per Hour - Weeknights from 5pm & Weekends	Yes	No	LG Act 1995 section 6.16	per hour	$88.00	NO CHANGES	$88.00	
Use of Woolshed in Conjunction with Theatre Per Hour	Yes	No	LG Act 1995 section 6.16	per hour	$83.00	NO CHANGES	$83.00	
Use of Woolshed in Conjunction with Theatre Per Hour - Not for Profit	Yes	No	LG Act 1995 section 6.16	per hour	$47.00	NO CHANGES	$47.00	
Late Finish Charge	Yes	No	LG Act 1995 section 6.16	each	$123.00	NO CHANGES	$123.00	
Kitchen Hire - Per Hour	Yes	No	LG Act 1995 section 6.16	per hour	$38.00	NO CHANGES	$38.00	
~~Kitchen Hire - Full day (minimum 8 hours)~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per day~~	~~$161.00~~	~~per day~~	~~$161.00~~	REMOVE RATE - THE ABOVE HOURLY RATE OVERRIDES
Laundry fee - when tablecloths are requested in Woolshed Hire	Yes	No	LG Act 1995 section 6.16	each	$73.00	NO CHANGES	$73.00	
Standard lights & sound package	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Marketing (with Hire of venue where our data base and staff are used)	Yes	No	LG Act 1995 section 6.16	each	$800.00	NO CHANGES	$800.00	
Event Staff - Per Hour - Monday-Friday 8am - 5pm	Yes	No	LG Act 1995 section 6.16	per hour	$65.00	NO CHANGES	$65.00	
Event Staff Per Hour - Weeknights from 5pm & Weekends	Yes	No	LG Act 1995 section 6.16	per hour	$90.00	NO CHANGES	$90.00	
Table Hire (per Table) from Woolshed	Yes	No	LG Act 1995 section 6.16	per item	$22.00	NO CHANGES	$22.00	
Chair Hire (Per Chair) from Woolshed	Yes	No	LG Act 1995 section 6.16	per item	$6.00	NO CHANGES	$6.00	
PA System Hire from Woolshed	Yes	No	LG Act 1995 section 6.16	per day	$160.00	NO CHANGES	$160.00	
Ticket Booking Charge (General)	Yes	No	LG Act 1995 section 6.16	each	5%	NO CHANGES	5%	
Woolshed Cleaning Post Hire	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Sale of Kiosk Stock (i.e. confectionary, soft drinks, water, popcorn etc.)	Yes	No	LG Act 1995 section 6.16	each	As Advertised	NO CHANGES	As Advertised	
Camel Lane Theatre/Auditorium					**Note**		**Note**	
Hire Fees								
Theatre Hire Performance - General	Yes	No	LG Act 1995 section 6.16	each	$919.00	Per Hour	$114.00	$919 Divided by 8 Hours = $114 per hour
Theatre Hire Performance - Non Profit	Yes	No	LG Act 1995 section 6.16	each	$462.00	Per Hour	$57.00	$462 Divided by 8 Hours = $57 per hour
~~Public Meeting - General~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$379.00~~	~~each~~	~~$379.00~~	REMOVE - EITHER RATES ABOVE OR BELOW CAN BE CHARGED
~~Public Meeting - Non Profit~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$193.00~~	~~each~~	~~$193.00~~	REMOVE - EITHER RATES ABOVE OR BELOW CAN BE CHARGED
Bare Stage Hire Per Hour (i.e. Public Meeting) - General	Yes	No	LG Act 1995 section 6.16	each	$57.00	NO CHANGES	$57.00	
Bare Stage Hire Per Hour (i.e. Public Meeting) - Non Profit	Yes	No	LG Act 1995 section 6.16	each	$35.00	NO CHANGES	$35.00	
Cinema Fees						NO CHANGES		
No charge for carers - must be with person they are caring for and must show Companion Card						NO CHANGES		
Annual Membership - Civic Centre - Individual	Yes	No	LG Act 1995 section 6.16	per person	$55.00	NO CHANGES	$55.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Annual Membership - Civic Centre - Family (2 Adults & 2 Children, + $5 for each additional child)	Yes	No	LG Act 1995 section 6.16	each	$110.00	NO CHANGES	$110.00	
Cinema Membership ticket	Yes	No	LG Act 1995 section 6.16	each	$13.00	NO CHANGES	$13.00	
Cinema Adult ticket	Yes	No	LG Act 1995 section 6.16	each	$18.00	NO CHANGES	$18.00	
Cinema Concession ticket	Yes	No	LG Act 1995 section 6.16	each	$14.00	NO CHANGES	$14.00	
Cinema Student ticket (12 years - 16 years and Uni Student)	Yes	No	LG Act 1995 section 6.16	each	$13.00	NO CHANGES	$13.00	
Cinema Child ticket (4 to 12 years ticket. Must be accompanied by an Adult)	Yes	No	LG Act 1995 section 6.16	each	$13.00	NO CHANGES	$13.00	
School Holiday Movie Ticket Special	Yes	No	LG Act 1995 section 6.16	each	$5.00	NO CHANGES	$5.00	
Live show ticket	Yes	No	LG Act 1995 section 6.16	each	As Advertised	NO CHANGES	As Advertised	
Sale of Bar/Kiosk Stock (i.e. Alcohol for Live Show events)	Yes	No	LG Act 1995 section 6.16	each	As Advertised	NO CHANGES	As Advertised	
Private Cinema Hire - up to 300 attendees	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Cinema Advertising - Monthly Fee	Yes	No	LG Act 1995 section 6.16	monthly	$107.00	NO CHANGES	$107.00	
Civic Centre - Other Hire Fees								
Hire of Civic Centre Open Space Areas front entrance of Civic Centre complex - for purposes other than Saturday Markets. (Not available on Saturdays from May until October and December)	Yes	No	LG Act 1995 section 6.16	each	$76.00	Per Booking	$76.00	No Changes - Applied Per Booking Text for reference
Hire of Civic Centre Open Space Areas back entrance & car park of Civic Centre	Yes	No	LG Act 1995 section 6.16	each	$76.00	Per Booking	$76.00	
Live Show Promotions service as part of the venue hire package for Live Performances at the Civic Centre	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Aquatic Centre								
Venue Hire Per Hour - no alcohol	Yes	No	LG Act 1995 section 6.16	per hour	$156.00	NO CHANGES	$156.00	
Entry Fees				each		NO CHANGES		
No Charge for Carers - must be with person they are caring for and must show Companion card						NO CHANGES		
Spectators of all age entrance	Yes	No	LG Act 1995 section 6.16	each	$2.00	NO CHANGES	$2.00	
Adult						NO CHANGES		
Adult Swimming Day Ticket (over 16 years of age)	Yes	No	LG Act 1995 section 6.16	each	$6.00	NO CHANGES	$6.00	
Adult Season Pass	Yes	No	LG Act 1995 section 6.16	each	$228.00	NO CHANGES	$228.00	
Adult Half Season Pass	Yes	No	LG Act 1995 section 6.16	each	$114.00	NO CHANGES	$114.00	
Adult 10 Day Pass	Yes	No	LG Act 1995 section 6.16	each	$42.00	NO CHANGES	$42.00	
Junior						NO CHANGES		
Junior Swimming Day Ticket(persons 4 -16 years of age)	Yes	No	LG Act 1995 section 6.16	each	$4.00	NO CHANGES	$4.00	
Junior Season Pass(16 years and under)	Yes	No	LG Act 1995 section 6.16	each	$125.00	NO CHANGES	$125.00	
Junior Half Season Pass(16 years and under)	Yes	No	LG Act 1995 section 6.16	each	$63.00	NO CHANGES	$63.00	
Senior						NO CHANGES		
Senior Citizens Entrance	Yes	No	LG Act 1995 section 6.16	each	$4.00	NO CHANGES	$4.00	
Senior Citizens Season Pass	Yes	No	LG Act 1995 section 6.16	each	$125.00	NO CHANGES	$125.00	
Children						NO CHANGES		
Children Under Four Years	Yes	No	LG Act 1995 section 6.16	each	Free	NO CHANGES	Free	
Children Under Four Years 10 Day Pass	Yes	No	LG Act 1995 section 6.16	each	$25.00	NO CHANGES	$25.00	
Family						NO CHANGES		
Family Swimming Day Ticket (2 adults and 2 children under 16)	Yes	No	LG Act 1995 section 6.16	each	$14.00	NO CHANGES	$14.00	
Family Season Pass	Yes	No	LG Act 1995 section 6.16	per hour	$538.00	NO CHANGES	$538.00	
Sports Ground and Parks & Reserves Hire								
Baston Pavillion								
~~Functions Baston Pavilion (Half Day = 4 hours)~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per half day~~	~~$320.00~~	~~per half day~~	~~$320.00~~	REMOVE - THE BELOW RATE OVERIDES
Functions Baston Pavilion (Full Day = 8 hours)	Yes	No	LG Act 1995 section 6.16	per day	$532.00	per hour	$66.00	$532.00 divided by 8 Hours = $66 per hour
Town Oval/Festival Grounds - Sport grounds commercial use hire								
Commercial Sports Ground Hire (e.g. Circus, Trade Displays, Concerts or Carnivals) (Development Application Fee may by applicable) - Whole of event hire	Yes	No	LG Act 1995 section 6.16	each	$1,170.00	NO CHANGES	$1,170.00	
Development Application Fee for Commercial Sports Ground Hire	No	Yes	Planning & Development Regulations 2009, Schedual 2, item 10	each	Refer to Planning & Development Act Fees	NO CHANGES	Refer to Planning & Development Act Fees	
Festival Grounds/Soccer Grounds Hire - Seasonal sports grounds & facility hire by sporting groups								
Junior Clubs (Season Hire - 6 months)	Yes	No	LG Act 1995 section 6.16	per season	$1,595.00	NO CHANGES	$1,595.00	
Senior Clubs (Season Hire - 6 months)	Yes	No	LG Act 1995 section 6.16	per season	$4,041.00	NO CHANGES	$4,041.00	
Town Oval/ Festival and Soccer Grounds Hire - Sporting groups only		No						
~~Grounds Hire (Half day = 4 hours)~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per booking~~	~~$89.00~~	~~per booking~~	~~$89.00~~	REMOVE - THE BELOW RATE OVERIDES
Grounds Hire (Full Day = 8 hours)	Yes	No	LG Act 1995 section 6.16	per booking	$176.00	Per Hour	$22.00	$176 divided by 8 Hours = $22 per hour - Operationally can apply 4 hour minimum to booking .
Basketball/Netball Courts - Seasonal Hire								
Senior Club Season (6 months)	Yes	No	LG Act 1995 section 6.16	per season	$2,658.00	NO CHANGES	$2,658.00	
Junior Club Season (6 months)	Yes	No	LG Act 1995 section 6.16	per season	$532.00	NO CHANGES	$532.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Casual/Non-club Court Hire (Daily rate = 8 hours) - only available outside of confirmed season	Yes	No	LG Act 1995 section 6.16	each	$107.00	Per Hour	$13.00	$107 divided by 8 Hours = $13 per Hour - Operationally can apply 8 hour minimum to booking
Premier Oval Pavillion Hire - Other than seasonal hire (high risk events such as parties and wakes not permitted)								
~~Functions/Meeting Room (Half Day = 4 hours)~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$161.00~~	~~each~~	~~$161.00~~	
Functions/Meeting Room & Kitchen (Full Day = 8 hours)	Yes	No	LG Act 1995 section 6.16	each	$213.00	Per Hour	$27.00	$213 divided by 8 Hours = $27 per hour - Operationally apply minimum hours.
Change room (day use = 8 hours)(Sept to December only)	Yes	No	LG Act 1995 section 6.16	each	$107.00	NO CHANGES	$107.00	
Tennis Courts								
Hire of Tennis Courts - per hour	Yes	No	LG Act 1995 section 6.16	per hour	$15.00	per hour	$15.00	
~~Hire of Tennis Courts - per hour with Lights~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per hour~~	~~$25.00~~	~~per hour~~	~~$25.00~~	REMOVE - SYSTEM CANNOT APPLY RATE AT DIFFERENT TIMES
~~Hire of Tennis Courts - Full Day~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~per day~~	~~$50.00~~	~~per day~~	~~$50.00~~	REMOVE - THE ABOVE RATE OVERRIDES
Other Parks & Reserves								
Butcher Street - Not-for-Profit	YES	NO	LG Act 1995 section 6.16	Per Hour	$15.00	Per Hour	$15.00	
Butcher Street - Not-for-Profit Annual Hire Fee	YES	NO	LG Act 1995 section 6.16	per annum	$500.00	per annum	$500.00	
Butcher Street - Other	YES	NO	LG Act 1995 section 6.16	Per Hour	$30.00	Per Hour	$30.00	
~~Butcher Street - Day Rate~~	~~YES~~	~~NO~~	~~LG Act 1995 section 6.16~~	~~Per Day~~	~~$85.00~~	~~Per Day~~	~~$85.00~~	REMOVE - THE ABOVE RATE OVERRIDES
Hire Fee for Reserves & Parks (e.g. Baxter Park, Town Beach) - Per Hour	Yes	No	LG Act 1995 section 6.16	per hour	$70.00	per hour	$70.00	Updated text to clearly explain when this fee is applied. This is only charged private events. Not to general publc (e.g Birthday Parties)
Other Event Application Fees								
Supply of rubbish bins for events as per Event Application	Yes	No	LG Act 1995 section 6.16	per bin	$25.00	per bin	$25.00	
Shire Administration Building hire								
Shire Chambers	Yes	No	LG Act 1995 section 6.16	per hour	$30.00	NO CHANGES	$30.00	
Shire Chambers Kitchen Area	Yes	No	LG Act 1995 section 6.16	per hour	$30.00	NO CHANGES	$30.00	
Shire Administration Building Meeting Room Hire	Yes	No	LG Act 1995 section 6.16	per hour	$30.00	NO CHANGES	$30.00	
Shire Owned Residential Properties						NO CHANGES		
Rent of Shire owned Residential Properties	Yes	No	LG Act 1995 section 6.16	each	As per market value price	NO CHANGES	As per market value price	
Community Bus Hire						NO CHANGES		
Hire of Community Bus - Standard charge per km	Yes	No	LG Act 1995 section 6.16	each	$0.88	NO CHANGES	$0.88	
BOND	No	No	LG Act 1995 section 6.16	each	$1,000.00	NO CHANGES	$1,000.00	
Youth Hub Fees & Charges						NO CHANGES		
Activity Fee	Yes	No	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Community Art Hub						NO CHANGES		
Gallery Shop Sales	Yes	No	LG Act 1995 section 6.16	each	As advertised	NO CHANGES	As advertised	
Eftpos Fee	NO	NO	LG Act 1995 section 6.16	each	Cost Recovery	NO CHANGES	Cost Recovery	
Venue Hire -Community Group/ Local Artist - Per Hour	Yes	No	LG Act 1995 section 6.16	Per Hour	$11.00	NO CHANGES	$11.00	
~~Venue Hire -Community Group/ Local Artist - Per Day~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~Per Day~~	~~$55.00~~	~~NO CHANGES~~	~~$55.00~~	REMOVE - ABOVE FEE OVERRIDES
Venue Hire - Private or Commercial Organisation - Per Hour	Yes	No	LG Act 1995 section 6.16	Per Hour	$22.00	NO CHANGES	$22.00	
~~Venue Hire - Private or Commercial Organisation - Per Day~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~Per Day~~	~~$110.00~~	~~NO CHANGES~~	~~$110.00~~	REMOVE - ABOVE FEE OVERRIDES
Commission on Retail Items	Yes	No	LG Act 1995 section 6.16	Each	5% to 120% mark-up.	NO CHANGES	5% to 120% mark-up.	
Table Hire (per Table) from Art Hub	Yes	No	LG Act 1995 section 6.16	Each	$22.00	NO CHANGES	$22.00	
Chair Hire (per Table) from Art Hub	Yes	No	LG Act 1995 section 6.16	Each	$5.00	NO CHANGES	$5.00	
Activity Fee	Yes	No	LG Act 1995 section 6.16	Each	As Advertised	NO CHANGES	As Advertised	
Library/Art Gallery Fees						NO CHANGES		
Activity Fee	Yes	No	LG Act 1995 section 6.16	each	As per advertised cost	NO CHANGES	As per advertised cost	
Activity Fee - *No Charge for Carers - must be with person they are caring for and must show Companion card*						NO CHANGES		
Photocopying / Internet Printing - A4 Sheets Black & White	Yes	No	LG Act 1995 section 6.16	each	$0.50	NO CHANGES	$0.50	
Photocopying/Internet Printing - A3 Sheets Black & White	Yes	No	LG Act 1995 section 6.16	each	$1.00	NO CHANGES	$1.00	
Photocopying/Internet Printing - A4 Sheets Colour	Yes	No	LG Act 1995 section 6.16	each	$2.00	NO CHANGES	$2.00	
Photocopying/Internet Printing - A3 Sheets Colour	Yes	No	LG Act 1995 section 6.16	each	$3.00	NO CHANGES	$3.00	
Scanning Fee 1-4 pages	Yes	No	LG Act 1995 section 6.16	each	$1.50	NO CHANGES	$1.50	
Scanning Fee 5-10 pages	Yes	No	LG Act 1995 section 6.16	each	$2.50	NO CHANGES	$2.50	
Scanning Fee more than 10 pages	Yes	No	LG Act 1995 section 6.16	each	$4.00	NO CHANGES	$4.00	
Sale of earphones	Yes	No	LG Act 1995 section 6.16		$3.50	NO CHANGES	$3.50	
Commercial use of digital images	Yes	No	LG Act 1995 section 6.16		$7.00	NO CHANGES	$7.00	
2 Hours Free Internet Usage per day for Home Schooling Children. Additional use charged as per additional internet computer use charges.					Free	NO CHANGES	Free	
1 Hour Free Internet Usage per day for customers. Additional use charged as per below:						NO CHANGES		
Internet Computer Use per 30 mins	Yes	No	LG Act 1995 section 6.16	each	$3.00	NO CHANGES	$3.00	
Internet Computer Use per 60 mins	Yes	No	LG Act 1995 section 6.16	each	$5.00	NO CHANGES	$5.00	
Internet Computer Use per 2 hours	Yes	No	LG Act 1995 section 6.16	each	$7.00	NO CHANGES	$7.00	

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
Wireless Internet Usage - Free for all customers	No	No	LG Act 1995 section 6.16	per hour	Free	NO CHANGES	Free	
Lost and Damaged Books Charged at Depreciated Value	Yes	No	LG Act 1995 section 6.16	each	At net present value as per State WA Library charges	NO CHANGES	At net present value as per State WA Library charges	
Administration Fee for Overdue, Lost and Damaged Items	Yes	No	LG Act 1995 section 6.16	each	$15.00	NO CHANGES	$15.00	
Library Card Replacement	Yes	No	LG Act 1995 section 6.16	per caard	$3.60	NO CHANGES	$3.60	
~~Function Room Hire Fees per day (minimum 4 hours) - Commercial Groups~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$129.00~~	~~each~~	~~$129.00~~	REMOVE BELOW RATE OVERRIDES
Function Room Hire Fees per hour - Commercial Groups	Yes	No	LG Act 1995 section 6.16	per hour	$41.00	NO CHANGES	$41.00	
~~Function Room Hire Fees per day (minimum 4 hours) - Non-profit Community Groups~~	~~Yes~~	~~No~~	~~LG Act 1995 section 6.16~~	~~each~~	~~$91.00~~	~~each~~	~~$91.00~~	REMOVE BELOW RATE OVERRIDES
Function Room Hire Fees per hour - Non-profit Community Groups	Yes	No	LG Act 1995 section 6.16	per hour	$28.00	NO CHANGES	$28.00	
Cancellation Fees of 10% of total booking fee if cancelled less than 7 days prior	Yes	No	LG Act 1995 section 6.16	each	At cost	NO CHANGES	At cost	
Art Gallery								
Note: No charge for charitable organisations and/or school/educational groups								
Main Gallery Exhibition Space - Hire Fee (per week) - Local / Gascoyne Artists / Groups	Yes	No	LG Act 1995 section 6.16	per week	$86.00	per week	$86.00	
Main Gallery Exhibition Space - Hire Fee (per week) - Other artists / groups	Yes	No	LG Act 1995 section 6.16	per week	$170.00	per week	$170.00	
Gallery Nook Exhibition Space - Hire Fee (per period) - All artists / groups	Yes	No	LG Act 1995 section 6.16	per period	$161.00	per period	$161.00	
After Hours Staffing (per hour)	Yes	No	LG Act 1995 section 6.16	per hour	$54.00	per hour	$54.00	
Art Gallery Sales - Commission fee	Yes	No	LG Act 1995 section 6.16	each	20%	each	20%	
Art Gallery / Function Room Cleaning - Post Hire	Yes	No	LG Act 1995 section 6.16	per hour	At cost	per hour	At cost	
Scanning 5-10 pages	Yes	No	LG Act 1995 section 6.16	each	$2.50	each	$2.50	
Scanning 10 + pages	Yes	No	LG Act 1995 section 6.16	each	$4.00	each	$4.00	
Infrastructure								
Rubbish Collection & Refuse								
Gross Refuse Charge -1 x MGB/Domestic per annum	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	per annum	$562.00	NO CHANGES	$562.00	
Gross Refuse Charge - 1 x MGB/Commercial per annum	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	per annum	$575.00	NO CHANGES	$575.00	
Gross Refuse Charge - 1 x MGB/Commercial (less than 1 year)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	per annum	Pro-rata	NO CHANGES	Pro-rata	
Replacement Rubbish Bin	Yes	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	per bin	$130.00	NO CHANGES	$130.00	
Bond for Waste Facility Account - Commercial	No	No	LG Act 1995 section 6.16	each	$500.00	NO CHANGES	$500.00	
Plant Hire for Emergency Services								
Wet Hire Only								
Grader and operator	No	No	LG Act 1995 section 6.16	hour	$375.00	NO CHANGES	$375.00	
Excavator and operator	No	No	LG Act 1995 section 6.16	hour	$466.00	NO CHANGES	$466.00	
Front End Loader and operator	No	No	LG Act 1995 section 6.16	hour	$540.00	NO CHANGES	$540.00	
Light Vehicle and driver	No	No	LG Act 1995 section 6.16	hour	$293.00	NO CHANGES	$293.00	
Hiace Bus and driver	No	No	LG Act 1995 section 6.16	hour	$293.00	NO CHANGES	$293.00	
Water Truck and operator	No	No	LG Act 1995 section 6.16	hour	$370.00	NO CHANGES	$370.00	
Skid Steer with Slasher and operator	No	No	LG Act 1995 section 6.16	hour	$348.00	NO CHANGES	$348.00	
Tractor with Slasher and operator	No	No	LG Act 1995 section 6.16	hour	$359.00	NO CHANGES	$359.00	
Transport – Contractor (low loader)	No	No	LG Act 1995 section 6.16	each	As per contractor invoice + 20% administration fee	NO CHANGES	As per contractor invoice + 20% administration fee	
Transport – Shire	No	No	LG Act 1995 section 6.16	hour	As per staff time per hour as per listed rates	NO CHANGES	As per staff time per hour as per listed rates	
Bulk Fuel	No	No	LG Act 1995 section 6.16	each	At current purchase price + delivery fee ($236.50 per hour – Light vehcile rate as this will be the tow vehicle)	NO CHANGES	At current purchase price + delivery fee ($236.50 per hour – Light vehcile rate as this will be the tow vehicle)	
Airport (Carnarvon Aerodrome and Coral Bay Airstrip)								
As per aviation regulations, airport landing charges will be invoiced to the registered owner of the aircraft only. This information is gathered from the Civil Aircraft Register supplied by the Australian Government's Civil Aviation Safety Authority.						NO CHANGES		
a) Full Fare RPT Passenger Fee - Contract Service Agreement rate	Yes	No	LG Act 1995 section 6.16	each	As per negotiated contract	NO CHANGES	As per negotiated contract	
b) Full Fare RPT Passenger Fee - Where no Contract Service Agreement	Yes	No	LG Act 1995 section 6.16	each	$45.00	NO CHANGES	$1.00	
Airport Landing Fees						NO CHANGES		
Landing at Carnarvon Airport where the maximum take off weight (MTOW) of that aircraft is (where a negotiated contract price has not been set):						NO CHANGES		

SHIRE OF CARNARVON FEES & CHARGES 2025/2026 - EFFECTIVE 15 JULY 2025

Fee Description	GST	Statutory Fee	Legislation	Fee Unit	Current Fee 2025/26	Fee Unit	Proposed Fee 2025/26	JUSTIFICATION
MTOW 0 - < 2,000kg. Applies only to declared recreational aircraft <2000kg – Not for commercial use	Yes	No	LG Act 1995 section 6.16	per 1000kg per landing	$0.00	NO CHANGES	$0.00	
MTOW <5,700kg or Less	Yes	No	LG Act 1995 section 6.16	Per 1000kg or part thereof per landing	$35.00	NO CHANGES	$35.00	
MTOW 5,700 -<10,000kg	Yes	No	LG Act 1995 section 6.16	Per 1000kg or part thereof per landing	$41.00	NO CHANGES	$1.00	
MTOW >10,000kg	Yes	No	LG Act 1995 section 6.16	per 1000kg per landing	$49.50	NO CHANGES	$49.50	
Rotary winged aircraft (Helicopters)	Yes	No	LG Act 1995 section 6.16	per 1000kg or part thereof per landing	$17.50	NO CHANGES	$17.50	
Royal Flying Doctor Service (RFDs) and aircraft required to land as non-scheduled stop due to a medical emergency	No	No	LG Act 1995 section 6.16		Free	NO CHANGES	Free	
Locally Based Aircraft Landing						NO CHANGES		
a) Annual Landing Charge - this allows for an unlimited number of landings for MTOW < 5,700kg *only upon prior arrangement* Includes overnight parking when required.	Yes	No	LG Act 1995 section 6.16	per annum	$1,857.00	NO CHANGES	$1.00	
Overnight Airside Aircraft Parking Fees						NO CHANGES		
MTOW 0 - < 5,700kg - Parking per day	Yes	No	LG Act 1995 section 6.16	per day	$17.00	NO CHANGES	$1.00	
MTOW 0 - < 5,700kg - Parking per annum	Yes	No	LG Act 1995 section 6.16	per annum	$2,423.00	NO CHANGES	$1.00	
MTOW >5,700kg - Parking per day	Yes	No	LG Act 1995 section 6.16	per day	$34.00	NO CHANGES	$1.00	
MTOW >5,700kg - Parking per annum	Yes	No	LG Act 1995 section 6.16	per annum	$4,845.00	NO CHANGES	$1.00	
Rotary winged aircraft (Helicopters)	Yes	No	LG Act 1995 section 6.16	Per day	$13.50	NO CHANGES	$13.50	
Rotary winged aircraft (Helicopters)	Yes	No	LG Act 1995 section 6.16	per annum	$1,211.50	NO CHANGES	$1,211.50	
Coral Bay Airport Landing Fees						NO CHANGES		
Locally based Aircraft Only. Annual Landing charge - for unlimited number of landings. By prior arrangement only.	Yes	No	LG Act 1995 section 6.16	per annum	$1,238.00	NO CHANGES	$1.00	
Department of Defence Landing Fees						NO CHANGES		
As per the standard Landing Fee charges	Yes	No	LG Act 1995 section 6.16	per Agreement	As per agreement	NO CHANGES	As per agreement	
Other Airport Charges						NO CHANGES		
Aerodrome Reporting Officer call-out charge for a non critical occurance	Yes	No	LG Act 1995 section 6.16	Per hour with a minimum of three hours	$120.00	NO CHANGES	$120.00	
Where aircraft operators are responsible for a fuel or oil spill and do not complete the clean up to the satisfaction of the Operator's satisfaction, the Shire will undertake the clean up and charge the operator as follows: During Operating Hours (Weekdays 06:00 to 18:00)	Yes	No	LG Act 1995 section 6.16	per hour	$210 per hour or part thereof (minimum charge 1 hour, then in 15 minute increments)	NO CHANGES	$210 per hour or part thereof (minimum charge 1 hour, then in 15 minute increments)	
Where aircraft operators are responsible for a fuel or oil spill and do not complete the clean up to the satisfaction of the Operator's satisfaction, the Shire will undertake the clean up and charge the operator as follows: Outside Operating Hours (Before 06:00 or after 18:00 on weekdays, and all weekends or public holidays)	Yes	No	LG Act 1995 section 6.16	per hour	$310 per hour or part thereof (minimum charge 1 hour, then in 15 minute increments)	NO CHANGES	$310 per hour or part thereof (minimum charge 1 hour, then in 15 minute increments)	
Consumables	Yes	No	LG Act 1995 section 6.16		At cost + Admin Fees	NO CHANGES	At cost + Admin Fees	
Engineering								
Crossover Fees						NO CHANGES		
Application fee (includes one inspection)	Yes	No	LG Act 1995 section 6.16	each	$114.00	NO CHANGES	$1.00	
Additional Inspections	Yes	No	LG Act 1995 section 6.16	each	$91.00	NO CHANGES	$1.00	
Crossover subsidy payment	Yes	No	LG Act 1995 section 6.16	each	$958.00	NO CHANGES	$1.00	
Excavation Permits (For Excavation within Road Reserve or within Council Controlled Land)						NO CHANGES		
Permit Application fee (includes 1 inspection)	Yes	No	LG Act 1995 section 6.16	per hour	$114.00	NO CHANGES	$1.00	
Additional Inspections	Yes	No	LG Act 1995 section 6.16	per hour	$91.00	NO CHANGES	$1.00	
Reinstatement Bonds (by surface type) Bonds Will be Refunded if reinstatement works is completed to required specification						NO CHANGES		
Concrete/Paving ($/SQM)	No	No	LG Act 1995 section 6.16	pr/sqm	$180.00	NO CHANGES	$1.00	
Sealed ($/SQM)	No	No	LG Act 1995 section 6.16	pr/sqm	$109.00	NO CHANGES	$1.00	
Unsealed ($/SQM)	No	No	LG Act 1995 section 6.16	pr/sqm	$61.00	NO CHANGES	$1.00	
Private Works						NO CHANGES		
Where GST-inclusive quote is supplied	Yes	No	LG Act 1995 section 6.16	As per quote	As per quote	NO CHANGES	As per quote	
Where GST-inclusive quote is not supplied	Yes	No	LG Act 1995 section 6.16	per works	Actual cost + 20% Admin + GST	NO CHANGES	Actual cost + 20% Admin + GST	
Hire of Street Sweeper with Shire Operator (only within 20km radius of Carnarvon Townsite)	Yes	No	LG Act 1995 section 6.16	per hour	$252.00	NO CHANGES	$1.00	
Hire of Street Sweeper travel beyond 20km radius of Carnarvon Townsite (per km)	Yes	No	LG Act 1995 section 6.16	per km	$7.00	NO CHANGES	$1.00	

CPM-000 | Australia Day Events Policy

Objective

To establish Council's position on the timing and conduct of the Shire of Carnarvon's official Australia Day events, ensuring clarity, consistency and alignment with civic responsibilities, community expectations and legislative policy frameworks.

Scope

This policy applies to:

- The planning, promotion and delivery of the Shire of Carnarvon's official Australia Day events, to be held annually on 26 January, including the Citizenship Ceremony and Community Citizen of the Year Awards hosted by the Shire.
- Shire officers and elected members involved in the organisation, communication and delivery of Australia Day activities undertaken by the Shire.

This Policy does not apply to:

- Australia Day events independently organised by community groups, not-for-profit organisations or other third parties, including those receiving Shire funding or support, unless expressly stated in a funding agreement or Council resolution.

Definitions

Australia Day	Observed on 26 January
Official Australia Day Events	Events and activities organised, hosted or delivered by the Shire of Carnarvon to mark Australia Day, including civic ceremonies and community events
Community-led Australia Day Events	Events organised and delivered by community groups or organisations which may receive financial or in-kind support from the Shire but are not delivered by the Shire.

Policy statement

- The Shire of Carnarvon recognises Australia day as Australia's national day, observed on 26 January.
- The Shire will hold its official Australia Day events on Australia Day, being 26 January, unless otherwise determined by Council.
- Official Australia Day events conducted by the Shire may include civic ceremonies, community events,

UNCONTROLLED WHEN PRINTED
Printed copies may be outdated.

and the presentation of awards.

- In planning and delivering official Australia Day celebrations, the Shire will:
    - Undertake activities in a respectful and inclusive manner;
    - Provide Acknowledgement of Traditional Owners in accordance with adopted Shire policy and protocols; and
    - Ensure communications and promotional material accurately reflect Council's adopted position.
- The Shire acknowledges that Australia Day is understood and experienced differently across the community.
- Where the Shire's official Australia Day events are supported by external funding or grant programs, the planning and delivery of those events will be subject to the relevant funding agreements and guidelines. Should any condition of a funding agreement be inconsistent with this policy or Council's adopted position, the matter is to be referred to Council for determination.
- Community groups and organisations may independently choose to hold Australia Day related events at times that differ from the Shire's official policy.
- Where the Shire provides funding or other support to community-led Australia Day events, including events held in localities such as Coral Bay, such support does not require those events to align with the timing of the Shire's official Australia Day events, unless specified by Council resolution or funding agreement.
- Nothing in this policy limits Council's discretion to review, amend or revoke this policy, or to consider community feedback in relation to civic celebrations.

Document control

Policy context

Legislation, standards & external guidelines	Local Government Act 1995 (WA)
Policies and procedures	EME022 Civic Functions and Hospitality EME027 Acknowledgement of the Traditional Owners EME031 Shire Social Media EME034 Communication CD003 Australia Day Awards CD009 Community Engagement
Strategies, plans and frameworks	Shire of Carnarvon Strategic Community Plan Shire of Carnarvon Corporate Business Plan Shire of Carnarvon Reconciliation Action Plan

Document custodian

UNCONTROLLED WHEN PRINTED
Printed copies may be outdated.

Policy Owner	Executive Manager Lifestyle and Community	Department	Lifestyle and Community

Review management

Creation Date	TBA	Document management ref.	TBA
Next review due	TBA		

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	TBA	TBA	New Policy

UNCONTROLLED WHEN PRINTED
Printed copies may be outdated.