



SHIRE OF CARNARVON

# AGENDA

ORDINARY COUNCIL MEETING  
TUESDAY 27 MAY 2025

Bills Bar, Coral Bay, West  
Australia  
Phone: (08) 9941 000  
Fax: (08) 9941 1099  
Website – [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

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

## **NOTICE OF MEETING**

Notice is hereby given

Shire of Carnarvon  
Ordinary Council Meeting  
will be held  
on Tuesday 27 May 2025  
at the Bills Bar, Coral Bay,  
commencing at 12.00pm.

Amanda Dexter  
CHIEF EXECUTIVE OFFICER

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### DISCLAIMER

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

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

### INFORMATION ON PUBLIC QUESTION TIME

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

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

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

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

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

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

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

### SPECIAL MEETINGS OF COUNCIL

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

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Nil

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Nil

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Nil

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## **1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE**

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

## **2 DECLARATION OF INTEREST**

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

## **3 PUBLIC QUESTION TIME**

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

### **3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING**

Nil

### **3.2 PUBLIC QUESTION TIME**

## **4 CONFIRMATION AND RECEIVING OF MINUTES**

### **CONFIRMATION OF MINUTES**

4.1 Minutes of the Ordinary Council Meeting - 29 April 2025

4.2 Minutes of the Special Council Meeting - 5 May 2025

4.3 Minutes of the Special Council Meeting - 20 May 2025

### **RECEIVING OF MINUTES**

4.4 Minutes of the Audit & Risk Management Committee - 20 May 2025

## **5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION**

## **6 PRESENTATIONS, PETITIONS AND MEMORIALS**

### **6.1 MR PAUL BARON - BAIYUNGU ABORIGINAL CORPORATION**

Mr Paul Baron, Chair of the BAC and Mr David Nunn will be providing an update and presentation to Council on BAC upcoming and current projects and also any matters relating to Cardabia Station.

### **6.2 MR TIM BRAY, CEO GASCOYNE DEVELOPMENT COMMISSION**

Mr Bray will be presenting to Council and providing the following updates in relation to the following –

1. General update on GDC key priorities
2. 100 Houses Projects
3. Multi User Complex Coral Bay
4. Artificial Reef
5. Justice Reinvestment Program

## 7 DEPARTMENTAL REPORTS

### 7.1 GOVERNANCE

#### 7.1.1 STATUS OF COUNCIL DECISIONS - MAY 2025

File No:	ADM0308
Location/Address:	Nil
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Amanda Dexter, Chief Executive Officer Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple
Previous Report:	Nil
Schedules:	1. Outstanding Action Items Report as at May 2025

#### Authority/Discretion:

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

#### Summary of Report

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

It is therefore recommended that Council NOTES the Status of Council Decisions Report for the month of May 2025, as provided in **Schedule 1** to this Report.

#### Background

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

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



### Stakeholder and Public Consultation

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

### Statutory Environment

Nil

### Relevant Plans and Policy

Nil

### Financial Implications

Nil

### Risk Assessment

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

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

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

#### ADDITIONAL FOCUS AREAS:

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

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

- N/A

**Comments**

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

The Status of Council Decisions report (Actions Register) is included as Attachment 1 to this Report.

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

The Status of Council Decisions report also includes the completed items for the prior month.

**OFFICER'S RECOMMENDATION**

***That Council notes the Status of Council Decisions Report for the Month of May 2025, as provided in Schedule 1 to this report.***

### **7.1.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS APRIL AND MAY 2025**

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

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#### **Authority/Discretion:**

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

#### **Summary of Item**

To report on actions performed under delegated authority for the months of April and May 2025.

#### **Background**

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

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

#### **Stakeholder and Public Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995* - Section 9.49A

*Planning & Development Act 2005* – Part 10 Div. 2

TPS No. 10 – Section 2.4

Shire of Carnarvon Local Government Act Local Laws S.29

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

*Health (Public Buildings) Regulations 1992*

### Relevant Plans and Policy

Nil

### Financial Implications

There are no financial implications arising from receiving this report.

### Risk Assessment

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

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

### Community and Strategic Objectives

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

#### OBJECTIVES

**In 2040 Carnarvon is a place where:**

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

#### ADDITIONAL FOCUS AREAS:

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

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

- N/A

**Comments**

The following table detailing the actions performed within the organisation under delegated authority for the months of April and May 2025 are submitted to Council for information.

**LAND USE AND DEVELOPMENT**

<b>Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68 Applications to use/develop land</b>					
<b>File Ref:</b>	<b>Application Ref:</b>	<b>Subject Land (Incl. Scheme No)</b>	<b>Purpose</b>	<b>Applicant/Proponent</b>	<b>Date Granted</b>
P17/25	A568	105 OLIVIA TERRACE CARNARVON WA 6701	GARAGE	DANIJELA MLADINOV & BRANDON PERRY	07/04/2025
P11/25	A1507	546 ROBINSON ST KINGSFORD WA 6701	AMEND EXISTING DEVELOPMENT APPROVAL – P36/24	DISCOVERY HOLIDAY PARKS PTY LTD C/- MASTERPLAN	10/04/2025
P07/25	A1509	24 SHALLCROSS STREET EAST CARNARVON WA 6701	1.8M FRONT FENCE WITH SLIDING GATE	TOBY BROWN	14/04/2025
P18/25	A2837	42 SHALLCROSS ST EAST CARNARVON WA 6701	INSTALLATION OF FRONT FENCE	CODY SHEPPARD	14/04/2025
P03/25	A4046	13000 NORTH WEST COASTAL HWY MINILYA WA 6701	APPROVAL OF 'HOTEL ' LAND USE	WA05 PTY LTD	17/04/2025
P21/25	A2718	14 ROBINSON ST CORAL BAY WA 6701	RE-ALIGNMENT TO EXISTING ACCESS TRACK BETWEEN CH00 AND CH45.291	RAC TOURISM ASSETS PTY LTD	02/05/2025
P12/25		LOT 51 BIBBAWARRA ROAD CARNARVON WA 6701	GASCOYNE FOOD BOWL INITIATIVE	DURMO QUALITY PRODUCE PTY LTD	06/05/2025
P13/25		LOT 116 BIBBAWARRA ROAD CARNARVON WA 6701	GASCOYNE FOOD BOWL INITIATIVE	DURMO QUALITY PRODUCE PTY LTD	06/05/2025
P14/25		LOT 753 BIBBAWARRA ROAD CARNARVON WA 6701	GASCOYNE FOOD BOWL INITIATIVE	DOUBLE UP FARMS PTY LTD	06/05/2025

**Hawkers, traders and stall holders**

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

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other person(s) affected</b>
11/04/2025	P19/25	MOBILE TRADING APPLICATION - APPROVED	WAYNE SHAW	Nil

**BUILDING**

Application No.	Owners Name	Lot & Street	Type of Building Work
B25/021	JORDON FARRELL ATF JK FARRELL TRUST	LOT 10 (10) MARLIN COURT, CORAL BAY	FULL DEMOLITION OF SINGLE STOREY RESIDENTIAL DWELLING
B25/012	JANNA CORPORATION PTY LTD	LOT 171 (450) SOUTH RIVER ROAD, SOUTH PLANTATION	SOLAR PANELS
B25/023	C. CORREIA, J CORREIA, M CORREIA, R CORREIA, T CORREIA	LOT 175 (6) ROBINSON ST, CARNARVON	GARRISON FENCE

**OFFICER'S RECOMMENDATION**

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

**7.1.3 MINUTES OF THE GASCOYNE COUNTRY ZONE MEETING - FRIDAY 17 APRIL 2025**

File No:	ADM1713
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Minutes of the Gascoyne Zone Meeting 17 April 2025

**Authority/Discretion:**

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

**Summary of Report**

This report is presented for Council's information and receiving of the minutes of the Gascoyne Country Zone Meeting held on Friday 17 April 2025 and to note matters that may be of some relevance to the Shire of Carnarvon.

**Background**

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

The meeting held on Friday 17 April 2025 was held via TEAMS and attended by representatives from WA Local Government Association and the Shires' of Carnarvon, Shark Bay, Upper Gascoyne and Exmouth. A copy of the minutes is attached at **Schedule 1** to this report.

**Stakeholder and Public Consultation**

Nil

**Statutory Environment**

Nil

**Relevant Plans and Policy**

Nil

**Financial Implications**

Nil

**Risk Assessment**

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

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

**Community and Strategic Objectives**

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

**OBJECTIVES**

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

**ADDITIONAL FOCUS AREAS:**

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*

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

- N/A

**Comments**

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

**1. ILUA's with Traditional Owners for Unallocated Crown Land**

As it stands any unallocated crown land that is subject to native title whether it be in the town boundaries or elsewhere, any use of the land outside of cultural purposes will require an ILUA to be entered into with the appropriate native title group. This ultimately requires the majority vote of the Traditional Owners to be entered into.



In the Shire of Upper Gascoyne's case, an attempted ILUA was rejected by the Traditional owners leaving the Shire with not knowing what to do with the town's waste. Advice received is that the State negotiated for a \$6 Billion compensation payment for the extinguishment of native title for Perth and the Southwest.

As a result, the WALGA Zone resolved –

*That WALGA State Council request the State Government on behalf of all town's where there are Unallocated Crown Lands within townsites that are subject to Native Title negotiate an ILUA, at the States cost, for the extinguishment of Native Title.*

## **2. Vote of No Confidence in Government Handling of Children at Risk**

The Shire of Carnarvon adopted a motion at the OCM on 25 February 2025 of 'No Confidence' in the State and Federal Governments for their systemic failure to address the worsening crisis affecting vulnerable children and youth, leading to increased crime, social breakdown, and harm to our communities.

The motion was put to the WALGA Zone Meeting with it being passed by those members present.

## **3. Zone Priorities for Ministerial Meetings**

Following the March election, the Cook Government has unveiled its new Cabinet, emphasising regional representation by appointing a dedicated Minister for each region.

WALGA has written to all Ministers responsible for specific regions, inviting them to participate in upcoming meetings of their respective WALGA Zones. WALGA will also provide each Minister with a written briefing on the key issues facing their region which include –

- Housing
- Indigenous Land Use Agreements
- Medical Services

## **4. Local Government (Development Assessment Panels) Regulations**

On Tuesday 1 April 2025, new Local Government (Development Assessment Panels) Regulations 2025 (the Regulations) were gazetted. The Regulations come into full effect from 1 May 2025, and will apply to all Development Assessment Panel (DAP) applications lodged from that date. The Department of Local Government, Sport and Cultural Industries(DLGSC) sent an LG Alert to the sector on 2 April advising of the new regulations.

The Regulations:

- require Responsible Authority Reports (RARs) to be prepared and submitted by the CEO of a Local Government, or an employee authorised by the CEO
  - o CEOs of Class 1 and 2 Local Governments must authorise at least one employee
  - o Local Governments will still be able to engage external consultants to assist in preparing RARs
- prohibit the Council from directing the CEO, an authorised employee or a consultant in preparing the RAR or directing the CEO to engage a particular consultant
- require the CEO and authorised employees to disclose conflicts of interests in accordance with the requirements of the Local Government Act 1995, and not undertake any DAP functions in which they have a conflict of interest.

## **5. 2025 Determination of the Salaries and Allowances Tribunal for Local Government CEO's and Elected Members**

The Salaries and Allowances Tribunal (SAT) has issued its 2025 determination in relation to Local Government Chief Executive Officer remuneration and Elected Member fees and allowances. WALGA made a submission to SAT on behalf of the sector late last year. The submission was considered by Zones and State Council in November/December last year.

In summary, the 2025 Determination provides for the following:

- A 3.5% increase to CEO remuneration band ranges (plus the 0.5% additional Superannuation Guarantee).
- A 3.5% increase to the fee band ranges and some allowances for Elected Members (exclusive of superannuation where relevant).
- A reduction of the four band ranges for independent committee members to one band, with the range to be from \$0 to \$450.
- Provision for reimbursement of expenses for independent committee members has also been determined for the first time.
- A determination as to the rates for the independent chair of the audit, risk and improvement committee will be determined at a future date, to coincide with the commencement of the legislative changes.

#### **6. Regulations for CEO KPI's and Online Registers**

The Local Government Amendment Act 2023 (2023 Amendment Act) contained the Tranche 1 reforms to the Local Government Act 1995 (the Act). This included the following changes which are yet to commence:

- Requirements for Local Government CEO's performance criteria and performance reviews to be published.
- Establishment of a panel of independent persons for CEO performance reviews.
- A requirement for Local Governments to publish and maintain registers on their website.

The draft Local Government Regulations Amendment Regulations 2024 (the Draft Regulations), which will give effect to these reforms, have been released for public consultation. The Department of Local Government, Sport and Cultural Industries (DLGSC) have requested comment by 8 May.

#### **OFFICER'S RECOMMENDATION**

***That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 17 April 2025.***

## 7.2 CORPORATE SERVICES

### 7.2.1 BUDGET ADJUSTMENTS - MAY 2025

File No:	ADM0027
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Beresford, Finance Officer Sarah Driscoll, Finance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy and Performance
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Monthly report
Schedules:	Nil

#### Authority/Discretion:

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

#### Summary of Item

This item presents officers' requested budget adjustments arising after the adoption of the 2024/2025 Budget for Council to consider. It is recommended that Council approve the below budget adjustments as the adjustments have no impact on the closing budget surplus.

#### Background

In accordance with *Section 6.8(1) of the Local Government Act 1995* a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- Is incurred in a financial year before the adoption of the annual budget by the local government; or
- Is authorised in advance by Council resolution - absolute majority required; or
- is authorised in advance by the Mayor or President in an emergency.

The Council adopted the Annual Budget for the Shire on 27 August 2024, and Mid-Year Budget Review on 25 February 2025.

It is good management practice to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice, budgets are reviewed by Officers regularly. Officers have one material adjustment for Council to adopt for the month of May 2025.

### Stakeholder and Public Consultation

N/A

### Statutory Environment

*Local Government Act – Section 6.8(1)*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*

*(a) is incurred in a financial year before the adoption of the annual budget by the local government; or*

*(b) is authorised in advance by resolution\*; or*

*(c) is authorised in advance by the mayor or president in an emergency.*

### Relevant Plans and Policy

N/A

### Financial Implications

The proposed adjustments for Council to consider will result in no change to the projected budget closing position.

### Risk Assessment

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

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	Potential for reduction in budget.	Low	The adjustments recommended in this report do not impact the net position of Council.
Health & Safety	N/A	N/A	
Reputation	Delay in identifying known expenditure changes has the potential to damage the Shire's reputation.	High	Identify changing circumstances and action budget variations as soon as practicable
Service disruption	N/A	N/A	

<b>Compliance</b>	Local Government Act requires that a local government is not to incur expenditure unless approved by Council.	High	This report to Council for approval ensures compliance requirements are met.
<b>Property</b>	N/A	N/A	
<b>Environment</b>	N/A	N/A	

### Community and Strategic Objectives

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

### OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

### ADDITIONAL FOCUS AREAS:

- N/A

### BIG IDEAS FOR THE FUTURE OF CARNARVON

- N/A

### Comments

The following proposed adjustment for May 2025 requires Council's consideration:

Item Number	Reason for Adjustment	Budget moving from:	Amount	Budget moving to:	Amount
28/25	<b>Additional transfer from Reserves.</b> \$100,000 was budgeted for the repair of fascine jetties, fully funded by Fascine Upgrade & Renewal Reserve. Replacement Dual Docker arms from Austria have been ordered, including freight from Austria to Carnarvon, which is \$19,000 more than adopted budget. An additional transfer from Reserves is proposed to fund the upgrade of jetties assets. This will bring the Fascine Upgrade & Renewal reserve budgeted closing balance to \$300,232.	163F10 - Fascine Upgrade & Renewal Reserve Equity Mun	(19,000.00)	3624 (136040).04 - Fascine Jetties Renewal	\$19,000.00
			Reduction		Increase
<b>Net Change/Impact on Surplus/(Deficit)</b>			<b>\$(19,000)</b>		<b>\$19,000</b>

As the above adjustment proposes an equal increase of both income and expenditure, it has no impact on the current budget closing position, being a deficit of \$280,748. It does however reduce the budgeted closing

balance of the Fascine Upgrade & Renewal Reserve, from \$319,232 to \$300,232. This in turn reduces the Shire's asset position by \$19,000.

As well as the above material adjustment necessary due to spending requirements, Council will also need to note a correction to the Shire's budgeted expenditure across Education & Welfare and Law, Order & Public Safety programmes. A \$394,559 budget was incorrectly allocated to employee costs in job 086 – ABC Heywire Other Youth Projects within the Education and Welfare programme. This amount should have been allocated to employee costs in job 0086 – Animal Control Employee Costs within the Law, Order and Public Safety programme, but the extra "0" in the job was missed by the accounting system.

This has now been corrected by Shire Officers, with no net impact to the budgeted expenditure for employee costs. Council will note a reduction in budgeted expenditure in Education and Welfare and an increase in budgeted expenditure in Law, Order and Public Safety on the Rate Setting Statement Format within the April 2025 Monthly Financial Report.

#### **OFFICER'S RECOMMENDATION**

*That Council, by Absolute Majority, in accordance with section 6.8(1)(b) of the Local Government Act, resolves to approve the following adjustment to the 2024/2025 adopted Shire budget as detailed in this report:*

- 1. Approves the 28/25 - \$19,000 additional reserve transfer from 163E70.04 Asset Upgrade & Renewal Reserve Equity Mun to job 3624 (136040).04 Fascine Jetties Renewal; and*
- 2. Notes the correction to the budget of \$394,559 from 086.01 ABC Heywire Other Youth Projects (Education and Welfare) to job 0086.01 Animal Control Employee Costs (Law, Order and Public Safety), with no net change to total employee expenditure.*

**7.2.2 ACCOUNTS PAID UNDER DELEGATION APRIL 2025**

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Finance Manager Giang Nguyen, Finance Officer
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy and Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	1. Schedule 1 - Accounts for Payment in April 2025 2. Schedule 2 - Credit Card Reconciliation 24.02.2025 - 23.03.2025

**Authority/Discretion:**

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

**Summary of Report**

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

**Background**

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

**Stakeholder and Public Consultation**

Nil

**Statutory Environment**

*Local Government Act 1995 – Section 5.42*

**5.42. Delegation of some powers and duties to CEO**

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

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

\* Absolute majority required.

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

**Local Government (Financial Management) Regulations 1996 – Regulations 12, 13 & 13A****12. Payments from municipal fund or trust fund, restrictions on making**

(1) A payment may only be made from the municipal fund or the trust fund —

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —
  - (i) the payee's name; and
  - (ii) the amount of the payment; and
  - (iii) sufficient information to identify the transaction;

and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

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

**13A. Payments by employees via purchasing cards**

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and



(b) recorded in the minutes of that meeting.

### Financial Implications

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

### Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments are made without appropriate budget authority.	Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Accounting Fraud	Moderate	Internal controls are in place, including background checks and regular updates of Sundry Creditors. Any creditor changes are independently reviewed

### Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

#### ADDITIONAL FOCUS AREAS:

- N/A

#### BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

**Comments**

Nil

**OFFICER'S RECOMMENDATION**

***That Council by simple majority in accordance with S.5.42 of the Local Government Act – 1995, resolves to:***

- 1. Receive the list of payments made under delegation, as per Schedule 1 at a total value of \$2,153,744.93 as presented for the month of April 2025, incorporating the following; and***

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>EFT43833</i>	<i>EFT44020</i>	<i>Muni EFT</i>	<i>\$1,248,992.04</i>
<i>-</i>	<i>-</i>	<i>Trust EFT</i>	<i>\$0.00</i>
<i>-</i>	<i>-</i>	<i>Cheque</i>	<i>\$0.00</i>
<i>DD41477.1, DD41477.2, DD41480.1, DD41480.2, DD41481.1, DD41487.1, DD41495.1-DD41495.6, DD41507.1-DD41507.3, DD41520.1, DD41521.1, DD41521.2, DD41523.1, DD41525.1, DD41527.1, DD41529.1-DD41529.5, DD41531.1, DD41533.1,</i>	<i>DD41533.2</i>	<i>Bank Directs</i>	<i>\$904,752.89</i>
		<i>TOTAL</i>	<i>\$2,153,744.93</i>

- 2. Receive the copies of Credit card statements for all Shire Facilities for the period 24.02.2025 – 23.03.2025, debited in April 2025***

**7.2.3 MONTHLY FINANCIAL REPORT APRIL 2025**

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

**Authority/Discretion:**

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

**Summary of Item**

This item presents the Statement of Financial Activity for the period ending 30 April 2025 for Council to consider. The officer's recommendation is that the Statement of Financial Activity be received by Council.

**Background**

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

**Stakeholder and Public Consultation**

Internal consultation within the Corporate Services Department

**Statutory Environment**

*Local Government Act 1995 (WA), Section 6.4 – Financial Report*

- 1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- 2) *The financial report is to –*
  - a. *Be prepared and presented in the manner and form prescribed; and*
  - b. *Contain the prescribed information.*

*Local Government (Financial Management) Regulations 1996 - Regulation 34*

- 1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month

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

**Relevant Plans and Policy**

CF013 Significant Accounting Policies

**Financial Implications**

Nil

**Risk Assessment**

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

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

**Community and Strategic Objectives**

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

**OBJECTIVES**

**In 2040 Carnarvon is a place where:**

- N/A

**ADDITIONAL FOCUS AREAS:**

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

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

- N/A

**Comments**

This is a monthly process advising Council of the current financial position of the Shire.

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

The Monthly Financial Report – contains:

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

Notes for other supporting Information include:

- Basis of Preparation
- Statement of Financial Activity by Program
- Cash and Financial Assets
- Cash Reserves
- Capital Acquisition and Disposals
- Receivables
- Payables
- Rate Revenue
- Non-operating grants and contributions
- Operating grants and contributions
- Borrowings
- Lease Liabilities

Key points of interest for Councillors consideration:

- Last year's closing audited surplus resulted in a \$424,000 lower than the original budget estimate. This variance is primarily due to the recognition of doubtful debts following Regional Express Holdings Limited (REX) entering voluntary administration, as well as additional doubtful rates. The mid-year budget review partially addressed this shortfall by reducing planned expenditure.
- The current budget reflects a closing deficit of \$286,748, which equates to the value of the REX provision to write off amounts due as at 30 June 2024. An additional \$103,959 for the July 2024 Head Tax outstanding will need to be accounted for in this financial year, bringing the total REX debt under administration to \$390,707. It is not yet known whether any of this debt will be recoverable.

- Total funds invested in term deposits and bank accounts amount to \$8.14 million, comprising \$3.06 million in Reserve funds and \$2 million in Municipal funds. This includes \$500,000 in loan funds received from the Treasury to support the RED Housing Project.
- A budgeted net transfer of \$1.96 million from Reserves is scheduled to occur by 30 June 2025.
- As outlined in *Note 8* of the Financial Report, 75.5% of rates levied for 2024/2025, along with opening rates arrears from prior years, have been received. Officers will prioritise debt collection to increase this percentage by 30 June 2025.
- Actual expenditure and committed expenditure relating to capital acquisitions equates to \$8.99 million.

**OFFICER'S RECOMMENDATION**

***That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations receives the Statement of Financial Activity for the period ending 30 April 2025.***

**7.2.4 CEO PROBATION**

File No:	P001564
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Leighton, Executive Manager, Corporate Strategy and Performance
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy and Performance
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	MRC 05/05/2025 5.1 CEO Probation Review
Schedules:	Nil

**Authority/Discretion:**

<input type="checkbox"/>	<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	<b>Executive</b>	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
<input type="checkbox"/>	<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/>	<b>Information</b>	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
<input type="checkbox"/>	<b>Quasi-judicial</b>	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 Council with the recommendation of the Management Review Committee (MRC) following its meeting held on 6 May 2025, to formally confirm the satisfactory completion of the Chief Executive Officer's (CEO) probation period, and to continue the CEO's employment under the existing terms and conditions of their contract.

**Background**

Amanda Dexter commenced employment as CEO of the Shire of Carnarvon on 22 October 2024. The probation review process was mutually agreed upon between the Shire President and the CEO. A structured performance questionnaire was developed and circulated to all Councillors by the Shire President on 7 April 2025 to assess the CEO's performance during the probation period.

Councillors were invited to evaluate the CEO's performance across five key areas:

- Leadership and Strategic Direction;
- Governance and Compliance;
- Community and Stakeholder Engagement;
- Operational and Financial Management; and
- Overall Performance and Future Outlook.

Each of the 13 measurable criteria was rateable as either "Below," "Meets," or "Exceeds Expectations."

Five Councillors submitted completed evaluation forms, determining the following results:

- 0 ratings of “Below Expectations” (0%)
- 48 ratings of “Meets Expectations” (74%)
- 17 ratings of “Exceeds Expectations” (26%)

These results indicate the CEO is meeting or exceeding expectations across all assessed areas. Key strengths highlight the CEO’s strategic leadership, operational and financial management, and community engagement.

This reflects very strong overall performance, with the majority of Council member responses confirming the CEO is consistently meeting expectations, with just over a quarter of responses indicating the Shire’s CEO is exceeding expectations.

### Stakeholder and Public Consultation

This review was an internal process between the Council and CEO, with no requirement for external stakeholder or public consultation.

### Statutory Environment

- Local Government Act 1995, section 5.36 & section 5.39 – Employment of CEO; performance reviews
- Local Government (Administration) Regulations 1996 – Schedule 2 – Model standards for CEO recruitment, performance and termination
- DLGSC CEO Standards and Guidelines (May 2022)
- Shire Policy EME004 CEO Standards, performance, and Management Review Committee CEO Standards.
- CEO Employment Contract

### Relevant Plans and Policy

- Shire of Carnarvon Strategic Community Plan 2022–2032
- Shire of Carnarvon Corporate Business Plan
- CEO Employment Contract and Performance Review Framework
- Shire Policy EME004 CEO Standards, performance, and Management Review Committee CEO Standards

### Financial Implications

There are no direct financial implications associated with this item. The CEO’s employment will continue under the existing contract terms.

### 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	No financial risks identified in relation to this item.	N/A	Not applicable.



Health & Safety	No health and safety risks identified in relation to this item.	N/A	Not applicable.
Reputation	Risk if the process is perceived as inadequate or biased.	2-D Low	Transparent, documented, and mutually agreed review process.
Service disruption	Disruption if the CEO's performance is deemed unsatisfactory.	2-D Low	Ongoing monitoring, quarterly reviews, and support mechanisms in place.
Compliance	Non-compliance with statutory obligations for CEO performance reviews.	2-D Low	Process conducted as per Local Government Act 1995 and DLGSC guidelines.
Property	No direct impact on Shire-owned assets or infrastructure.	N/A	Not applicable.
Environment	No environmental risks identified in relation to this item.	N/A	Not applicable.
Fraud	No fraud risks identified in relation to this item.	N/A	Not applicable.

### 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 Management Review Committee (MRC) has completed its review of the Chief Executive Officer's (CEO) performance during the probationary period, in accordance with the CEO's employment contract and statutory frameworks. The MRC considered the outcomes of the evaluation process, which included an assessment against agreed performance criteria and alignment with the Council's strategic objectives. Following this review, the committee resolved to recommend that Council formally acknowledge the satisfactory completion of the CEO's probationary period and confirm the continuation of the CEO's employment under the current contractual arrangements.

The following recommendation was resolved by the MRC at its meeting held on 6 May 2025:

**MOTION (AMMENDED)****COMMITTEE RESOLUTION MRC 05/05/25****Moved:** Cr Burke Maslen**Seconded:** Cr Luke Vandeleur

*That Management Review Committee recommends to Council that pursuant to section 5.36(2) of the Local Government Act 1995:*

- 1. Acknowledges the process to complete the probation review and accepts the process that was completed.*
- 2. That the Chief Executive Officer, Amanda Dexter, has satisfactorily completed the probationary period as per her employment contract and in accordance with the Local Government Act 1995 and the CEO Standards and Guidelines (May 2022).*
- 3. That the Chief Executive Officer's appointment be confirmed, and the employment contract continue under its existing terms and conditions.*

**FOR:** Crs Burke Maslen, Dudley Maslen, Eddie Smith and Luke Vandeleur

**AGAINST:** Nil

**ABSENT:** Cr PK Kelly

**CARRIED BY SIMPLE MAJORITY 4/0**

6

**OFFICER'S RECOMMENDATION**

*That Council pursuant to section 5.36(2) of the Local Government Act 1995;*

- 1. Acknowledges recommendation MRC 05/05/25 to Council by the Management Review Committee on 6 May 2025;*
- 2. Acknowledges the process undertaken to complete the Chief Executive Officers probation review, and accepts that the process has been appropriately undertaken;*
- 3. Confirms that the Chief Executive Officer, Amanda Dexter, has satisfactorily completed the probationary period in accordance with her employment contract and in accordance with the Local Government Act 1995 and the CEO Standards and Guidelines (May 2022); and*
- 4. That the Chief Executive Officer's appointment be confirmed and that her employment continue under the existing terms and conditions of the contract.*

## 7.3 DEVELOPMENT AND COMMUNITY SERVICES

### 7.3.1 SHIRE OF OF CARNARVON LOCAL PLANNING STRATEGY

File No:	ADM0175
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Stefan Louw, Executive Manager, Planning and Sustainability
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> <li>1. Shire of Carnarvon Local Planning Strategy</li> <li>2. Community engagement outcomes report</li> </ol>

#### Authority/Discretion:

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

#### Summary of Report

The purpose of this report is to seek Council's acceptance of the draft Local Planning Strategy and endorsement for public consultation, in accordance with legislative requirements.

#### Background

The Local Planning Strategy (LPS) is a key document that provides the long-term planning framework for the Shire of Carnarvon. It serves as a strategic guide to manage land use and development, ensuring that it aligns with the community's vision, State planning policies, and future growth projections.

The current LPS for the Shire of Carnarvon was adopted several years ago. Since its adoption, there have been significant changes to demographic trends, regional economic conditions, environmental considerations, and broader state government planning initiatives. These factors have made it necessary to review the LPS to ensure that it remains relevant and effective in guiding development decisions for the Shire.

The new Draft Local Planning Strategy sets the long-term planning vision for the Shire of Carnarvon, providing the strategic basis for land use planning and guiding future amendments to the Local Planning Scheme. The Strategy has been prepared in line with State planning policy frameworks and through preliminary consultation with relevant stakeholders.

**Stakeholder and Public Consultation**

Preliminary consultation is a key component of preparing the draft Local Planning Strategy to understand the vision and aspirations for the future.

Input from the community and stakeholders was facilitated through in-person and online engagement, including:

- Community drop-in session at the Carnarvon Library (14 May 2024)
- Community workshop in Carnarvon (18 May 2024)
- Online community and stakeholder workshop (22 May 2024)
- Online survey (26 April – 2 June 2024)
- Stakeholder meetings in Carnarvon, Coral Bay and online (May 2024)
- Staff workshop in Carnarvon (15 May 2024)
- Council workshop (14 May 2024)

**Schedule 2** to this report provides detailed information regarding the preliminary consultation undertaken.

In addition to the above, Council was provided with a presentation about the outcomes of initial public consultation process at the Corporate Information Session on 13 August 2024.

Formal public consultation will be conducted following Council endorsement of the draft LPS, in accordance with statutory requirements.

**Statutory Environment***Planning and Development (Local Planning Schemes) Regulations 2015*

Regulations 11, 12 and 13 apply in this case, which state the following:

*11. Requirement for local planning strategy for local planning scheme*

*(1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.*

*(2) A local planning strategy must —*

- (aa) be prepared in a manner and form approved by the Commission; and*
- (a) set out the long-term planning directions for the local government; and*
- (b) apply any State or regional planning policy that is relevant to the strategy; and*
- (c) provide the rationale for any zoning or classification of land under the local planning scheme.*

*(3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.*

*12. Certification of draft local planning strategy*

*(1) Before advertising a draft local planning strategy under regulation 13 the local government must provide a copy of the strategy to the Commission.*

*(2) On receipt of a copy of a draft local planning strategy the Commission must, as soon as reasonably practicable, assess the strategy for compliance with regulation 11(2).*

*(3) If the Commission is not satisfied that a draft local planning strategy complies with regulation 11(2) the Commission may, by notice in writing, require the local government to —*

- (a) modify the draft strategy; and*
- (b) provide a copy of the draft strategy as modified to the Commission for assessment under sub regulation (2).*

*(4) If the Commission is satisfied that a draft local planning strategy complies with regulation 11(2) it must certify the strategy accordingly and provide a copy of the certification to the local government for the purpose of proceeding to advertise the strategy.*

### 13. Advertising and notifying local planning strategy

*(1) A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows —*

- (a) publish in accordance with regulation 76A the strategy and a notice giving details of —*
  - (i) how the strategy is made available to the public in accordance with regulation 76A; and*
  - (ii) the manner and form in which submissions may be made; and*
  - (iii) the period under sub regulation (2) for making submissions and the last day of that period;*

*[(b) deleted]*

*(c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;*

*[(d) deleted]*

*(e) advertise the strategy as directed by the Commission and in any other way the local government considers appropriate.*

*(2) The period for making submissions on a local planning strategy is —*

*(a) the period of 21 days after the day on which the notice of the strategy is first published under sub regulation (1)(a); or*

*(b) a longer period approved by the Commission.*

*[(3) deleted]*

*(4) Notice of a local planning strategy as required under sub regulation (1) may be given in conjunction with the notice to be given under regulation 20(1) for the scheme to which it relates.*

### **Relevant Plans and Policy**

Shire of Carnarvon Local Planning Strategy 2017  
Community Strategic Plan (2022 – 2032)  
Economic Development Strategy (2023 – 2028)  
Carnarvon Activation Plan (2023)  
Public Open Space Strategy 2024  
Reconciliation Action Plan (2022 – 2023)

### Financial Implications

There are no major financial implications for Council to consider as part of this item, apart from advertising costs for placing advertisements in the newspaper. Additional stakeholder and community engagement has been budgeted for in the 2024/25 budget, which is fully funded by the WA State Government.

### 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	Not approving the draft strategy for advertising could undermine the Shire's credibility through the loss of public trust and confidence, damage relationships with stakeholders and be subject to media and political scrutiny.	Low – 1D	The associated risks will be removed by endorsing the draft strategy for public advertising.
Service disruption			
Compliance	Under the Regulations, an LPS must be prepared to support a new or amended Local Planning Scheme. Failing to approve and advertise it will result in non-compliance with the State's planning framework.	Low – 1E	This report recommends that Council approves the draft LPS for public consultation purposes.
	Without an endorsed LPS, a local planning scheme cannot be effectively reviewed or amended, stalling development frameworks and zoning changes.	Low – 1E	Endorsement of the draft strategy for public consultation purposes will minimise any potential delays.
Property	Developers and investors rely on clear strategic planning to guide decisions. Lack of an up-	Low – 1D	Endorsement of the draft strategy for public advertising will ensure the process moving forward towards finalisation of a new strategy.

	to-date LPS may deter investment or result in suboptimal proposals.		
Environment	N/A		
Fraud	N/A		

### Community and Strategic Objectives

The draft Local Planning Strategy aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*
- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*
- *Our holistic health care facilities provide services from the womb to the grave*
- *Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual*
- *Our infrastructure, housing and amenities are high quality and accessible*
- *Our community acknowledges our history and celebrates our diverse cultures*
- *Our community is engaged, inclusive and supportive*

#### ADDITIONAL FOCUS AREAS:

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*

#### BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

### Comments

#### Importance of Local Planning Strategies:

Local Planning Strategies are critical for guiding the sustainable and orderly development of a local government area. The key benefits of having an updated LPS include:

1. Clear Vision and Direction:  
An LPS provides a clear, long-term vision for land use, development, and infrastructure, helping Council, developers, and residents understand the future direction of growth.
2. Informed Decision-Making:  
The LPS serves as a tool for Council to make informed, consistent, and transparent decisions on planning and development applications. It sets the strategic context for zoning decisions, subdivision approvals, and other planning matters.
3. Community Engagement and Ownership:  
The process of developing or reviewing an LPS involves broad community consultation, ensuring that the planning framework aligns with local values and aspirations. This helps foster community ownership of the planning process and the decisions that shape the future of the Shire.
4. Guiding Growth and Development:  
A well-crafted LPS enables the local government to guide growth in a manner that is efficient, sustainable, and balanced. It can prevent poor land-use decisions, reduce conflicts between incompatible land uses, and ensure that infrastructure development keeps pace with population growth.

5. Facilitating Investment and Economic Opportunity:

A clear, up-to-date LPS provides certainty for investors, developers, and businesses, which can encourage private sector investment and economic development. By identifying suitable areas for industrial, commercial, residential, and tourism development, it helps direct investment where it will be most effective.

6. Compliance with Legislation:

An up-to-date LPS ensures that local planning practices are compliant with state planning laws and regulations. It helps the Shire remain in line with evolving state-level policies, providing consistency and reducing the risk of legal challenges to planning decisions.

The review of the Shire of Carnarvon's Local Planning Strategy is both necessary and timely. As the Shire experiences growth and change, the LPS must be updated to reflect these developments and to ensure that planning decisions are made based on current and future needs. The review will also provide an opportunity to align the Strategy with State planning policies and community aspirations, ensuring that the future development of the Shire is sustainable, well-managed, and beneficial to all stakeholders.

Council's endorsement of the draft LPS is crucial to begin the work of ensuring that the Shire's Local Planning Strategy remains a relevant and guiding document for the coming years.

**OFFICER'S RECOMMENDATION**

*That Council by Simple Majority,*

- 1 Pursuant to Section 3.18 of the Local Government Act 1995,**
  - a. accepts the draft Local Planning Strategy for the Shire of Carnarvon, as prepared in accordance with the Planning and Development (Local Planning Schemes) Regulation 2015, and;**
  - b. endorses the draft Local Planning Strategy for the purpose of community consultation and public advertising, in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 2 Pursuant to Regulation 12(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 provide a copy of the draft Local Planning Strategy to the Western Australian Planning Commission;**
- 3 Authorises the Chief Executive Officer to make any minor modifications to the draft Local Planning Strategy as required by the Commission prior to advertising; and**
- 4 Pursuant to Regulation 13(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 only upon receipt of certification from the Western Australian Planning Commission; advertise the draft Local Planning Strategy in accordance with legislative requirements for a period of not less than 21 days and to report the outcomes of the consultation back to Council for consideration prior to final adoption.**



**7.3.2 WA TOURISM CONFERENCE 2026**

File No:	ADM0207
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Nil
Schedules:	Nil

**Authority/Discretion:**

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

**Summary of Report**

This report seeks Council's endorsement to enter into an agreement with Tourism Council WA to host the 2026 WA Tourism Conference in Carnarvon from 25 to 27 May 2026.

**Background**

Tourism Council Western Australia (TCWA) delivers the annual WA Tourism Conference, a premier industry event attracting tourism operators, government representatives, and industry leaders. The event features keynotes, panel discussions, networking functions, and training sessions designed to support the ongoing development of the tourism sector across the state.

The Shire of Carnarvon recently submitted an expression of interest to host the 2026 WA Tourism Conference, as part of the alignment with the Shire's Economic Development Strategy to position Carnarvon as a key regional destination for business and leisure tourism. Following a competitive process, TCWA has selected Carnarvon as the host town for the 2026 event.

The 2026 WA Tourism Conference is expected to attract between 250 and 300 delegates, injecting an estimated \$300,000 into the local economy over the three-day event through accommodation, dining, transport, retail, and tourism services.

Benefits to Carnarvon include:

- Significant economic boost for local businesses.
- Elevated profile for the region among tourism industry representatives and government agencies.
- Legacy value through increased destination awareness and promotion.

- Networking and professional development opportunities for local operators.

The Shire's proposal includes the use of key facilities such as the Carnarvon Civic Centre for conference sessions and Gwoonwardu Mia for delegate experiences. In addition, networking functions and the Conference Dinner and Awards Night have been designed to take place at Gwoonwardu Mia and the Carnarvon Heritage Precinct, allowing delegates to engage with the region's unique cultural, historical, and agricultural attractions. This approach ensures the event not only delivers economic benefits but also showcases the best of Carnarvon's tourism offerings.

### Stakeholder and Public Consultation

As part of the proposal process, the Shire of Carnarvon was required to demonstrate strong local support for hosting the 2026 WA Tourism Conference. Letters of support were sought and received from a cross-section of the tourism industry, accommodation providers, and key local attractions. These include:

#### Tourism Attractions:

- Gwoonwardu Mia – Aboriginal Heritage and Cultural Centre;
- Carnarvon Heritage Precinct; and
- Carnarvon Space and Technology Museum.

#### Aboriginal Organisations and Cultural Providers:

- Yinggarda Aboriginal Corporation; and
- Wooramulla Eco Journeys.

#### Government Agencies:

- Gascoyne Development Commission.

#### Tourism Operators and Accommodation Providers:

- A range of local businesses provided informal expressions of support during early engagement, particularly while the Shire was assessing and rating accommodation to be featured in the proposal.

This strong endorsement from across the sector reflects a shared commitment to leveraging the conference as a platform to showcase Carnarvon's tourism offering and strengthening regional economic outcomes.

Should Council endorse the recommendation, the Shire will commence further engagement with additional stakeholders such as the Gascoyne Food Council, the Carnarvon Chamber of Commerce, and tourism industry providers, to leverage this opportunity and collaboratively promote the broader region.

### Statutory Environment

#### *Local Government Act 1995 - Section 3.18*

##### *3.18. Performing executive functions*

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

#### Local Government Act – Section 6.8(1)

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or

(c) is authorised in advance by the mayor or president in an emergency.

### Relevant Plans and Policy

Economic Development Strategy 2023 – 2028

Community Strategic Plan 2022 - 2032

### Financial Implications

The Shire of Carnarvon is required to contribute a total of \$80,000 to secure and deliver the 2026 WA Tourism Conference, as outlined in the agreement with Tourism Council WA. This includes:

- A \$30,000 cash contribution in the 2024/2025 financial year, with funding to be sourced through a reallocation of \$20,000 from the existing Consultancy budget (which has an estimated balance of \$50,000 for the remainder of the financial year), and \$10,000 from the Economic Development budget.
- A further \$50,000 contribution in the 2025/2026 financial year, comprising both direct expenditure and in-kind support related to event delivery, venue use, logistics, and staffing. This contribution has been factored into the 2025/2026 budget planning process.

To reduce the net financial impact on the Shire, officers will actively pursue sponsorship and funding contributions from regional partners and relevant government agencies. These partnerships will not only assist with cost recovery but also enhance the broader objectives of maximising the event's legacy value and promoting the Gascoyne as a regional destination.

### 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 budget overruns or insufficient sponsorship to offset the \$80,000 commitment.	D-3 Moderate	Budgeted contributions split across two financial years; sponsorship strategy in place to reduce net cost; financial oversight and reporting throughout planning.
Health & Safety	Risks associated with large-scale event attendance including public safety, food handling, or emergency response.	D-3 Moderate	Event Management Plan will be developed by Tourism Council WA in collaboration with relevant agencies such as St John, Police, Department of Health; venue risk assessments and insurance coverage in place.
Reputation	Risk of negative perception if the event does not meet delegate or community	D-3 Moderate	Engage experienced event partners; early stakeholder engagement; clear communications strategy; deliver quality delegate experience that reflects community values.

	<p>expectations, or if there are delivery issues.</p> <p>While there is no obligation to proceed, not entering into the agreement may be perceived by some within the tourism sector as a missed opportunity to demonstrate regional leadership and support for economic development initiatives</p>		<p>Ensure transparent communication around decision-making; communicate alternative strategic investment in tourism and economic development.</p>
Service disruption	<p>Staff time and resources may be diverted from other core responsibilities due to planning and delivery of the event.</p>	D-2 Low	<p>Tourism Council is the dedicated project management lead for the delivery of the program design and engagement. The Shire's officers will assist with local connections and lead the function elements conference.</p>
Compliance	<p>Failure to meet obligations outlined in the agreement with Tourism Council WA, including financial and reporting requirements.</p>	D-2 Low	<p>Clear contract management protocols, officer assigned as the lead on the project to monitor deliverables and deadlines; regular communication with Tourism Council WA.</p>
Property	<p>Potential for damage to venues or infrastructure used during the event.</p>	E-1 Low	<p>Event insurance coverage in place; venue-specific safety and usage guidelines in place.</p>
Environment	<p>Risk of increased waste generation or environmental impact from high visitor numbers.</p>	D-2 Low	<p>Sustainability measures embedded in planning in terms of reusable cutlery, minimise food wastage to align with the Tourism Council's Sustainability plan.</p>
Fraud	<p>Risk of mismanagement or misuse of funds or resources during sponsorship procurement or event delivery.</p>	E-1 Low	<p>Adherence to procurement policies; financial controls and approvals in place; regular internal reporting and oversight. Tourism Council to ensure the Shire is aware of all local sponsors sourced for the event.</p>

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*
- *Our community is engaged, inclusive and supportive*
- *Our sustainable livelihoods create a community that can flourish into the future*

#### ADDITIONAL FOCUS AREAS:

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

#### BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

### Comments

The opportunity to host the 2026 WA Tourism Conference is a milestone achievement for the Shire of Carnarvon and a direct outcome of its strategic commitment to economic development and regional tourism growth. With the potential to inject more than \$300,000 into the local economy, this event will provide immediate financial benefits for local businesses and long-term value through increased visitation, industry exposure, and enhanced destination recognition.

The bid process has demonstrated strong and widespread support from across the tourism sector, Aboriginal organisations, and regional stakeholders, all of whom see this as a valuable opportunity to showcase Carnarvon's strengths to a state-wide audience. The Shire's financial contribution and role in the event's delivery will ensure the conference is impactful, well-managed, and representative of the region's capacity to host major industry events.

Importantly, Tourism Council WA will undertake a comprehensive post-conference evaluation, including a delegate survey and an economic impact report to be presented to Council. This reporting will quantify the event's return on investment and guide future planning. Hosting the 2026 WA Tourism Conference also strengthens Carnarvon's position for future conference bids and further elevates its profile as a regional destination of choice.

By supporting the recommendation to enter into a hosting agreement with Tourism Council WA, Council is enabling a high-profile event that aligns with its strategic goals, supports local industry, and celebrates the vibrancy of the Gascoyne region.

#### OFFICER'S RECOMMENDATION

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

- 1. Authorise the Chief Executive Officer to enter into an agreement with Tourism Council Western Australia to host the WA Tourism Conference in Carnarvon from 25 to 27 May 2026;***
- 2. Authorise the Chief Executive Officer to pay \$30,000 to Tourism Council WA in the 2024/2025 financial year as a cash contribution toward securing the event; and***
- 3. Approve a budget variation of \$20,000 from 0011 CONSULTANCIES to 1957 ECONOMIC DEVELOPMENT PLANNING to support delivery of the WA Tourism Conference.***

**7.3.3 GASCOYNE FOOD COUNCIL FINANCIAL SUPPORT**

File No:	ADM0080
Location/Address:	N/A
Name of Applicant:	Gascoyne Food Council Incorporated
Name of Owner:	Chris Higham
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Closely Associated
Voting Requirement:	Absolute Majority
Previous Report:	Nil
Schedules:	1. Letter Requesting Funding - Gascoyne Food Council

**Authority/Discretion:**

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

**Summary of Report**

This report seeks Council consideration for an out-of-round sponsorship contribution of \$7,000 to the Gascoyne Food Council, to support the 2025 Gascoyne Food Festival.

**Background**

The Gascoyne Food Festival has become one of the region's premier culinary and tourism events, celebrating local produce and attracting hundreds of visitors to Carnarvon and across the Gascoyne. Each year the festival delivers a series of high-impact experiences including long table lunches, chef collaborations, and community events that generate media attention and economic activity.

The 2025 festival is scheduled to open in Carnarvon on 26 July 2025 and run through to 31 August 2025, spanning multiple towns across the region. Carnarvon will host several signature events including:

- The Long Table Lunch
- The Great Carnarvon Feast and Groove
- The Around the Firepit event at Gwoonwardu Mia
- Massey Bay Race Day

The Gascoyne Food Council currently receives an annual contribution of \$10,000 through the Shire's Outgoing Sponsorship Program. This funding has already been provided for the 2024/2025 financial year to support the 2024 Gascoyne Food Festival program. The initial letter requesting funding for the 2025 program was received on the 9 April 2025, following the completion of the previous year's funding acquittal. The current request seeks to bring the funding cycle forward by one year, enabling the Gascoyne Food Council to

secure the necessary financial support to deliver its 2025 program, which will run from July to August 2025. The Gascoyne Food Council has confirmed it will continue to align with the standard funding timeline by submitting a sponsorship application when the Outgoing Sponsorship round opens on 1 June 2025, to support the 2026 festival program. The revised letter, received following the Council Agenda Forum on 20 May 2025, outlines the Council's support to date and affirms the continued recognition for the event following Council's announcement of funding.

### Stakeholder and Public Consultation

There has been no formal stakeholder engagement undertaken by the Shire in relation to this request. However, the Gascoyne Food Council Board has endorsed the proposal and submitted the request for sponsorship to be presented to Council for its consideration.

### Statutory Environment

*Local Government Act 1995 - Section 3.18*

*3.18. Performing executive functions*

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

### Relevant Plans and Policy

Strategic Community Plan 2023 – 2033

Economic Development Strategy

CD0014 Outgoing Sponsorship Policy

### Financial Implications

The Gascoyne Food Council has requested a \$10,000 cash contribution to support the delivery of the 2025 Gascoyne Food Festival. There is \$7,000 remaining in the 2024–25 Community Growth Fund budget.

Given that the Shire is already providing significant in-kind support, including marketing, staffing resources, and partnership in delivering the Feast and Groove community event, officers consider a \$7,000 financial contribution to be a reasonable and sufficient level of support. This amount reflects the available budget and maintains the Shire's position as a key sponsor and partner in the festival's successful delivery.

### Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Risk that approving this out-of-round request reduces flexibility for any emerging priority requests in the remainder of the financial year.	D-2 Low	Clearly communicate that this request exhausts remaining funds; track remaining budget and report early for any future out-of-cycle requests.
Health & Safety	Risk of injury or incident occurring at sponsored events.	D-2 Low	Events are managed and delivered by the Gascoyne Food Council in partnership with professional contractors. The Shire's in-kind support does not extend to operational control.
Reputation	Risk that approving an out-of-round sponsorship may set a precedent for other groups to request funding outside scheduled rounds.	C-2 Moderate	The risk is mitigated by only offering the remaining funds in the current budget rather than the full amount requested. The report clearly outlines that this is a one-off adjustment to bring forward planning and support future funding alignment and event sustainability.
Service disruption	Risk that in-kind support for example staff resources, diverts capacity from other community/ Shire programs.	C-1 Low	Roles and commitments are scoped in advance and managed within existing staffing allocations.
Compliance	Risk of misalignment with Council policy for sponsorships outside of the formal funding round.	C-2 Moderate	Recommendation aligns with policy intent and includes a clear plan to return to standard funding timelines from June 2025.
Property	N/A		
Environment	N/A		
Fraud	Misuse of sponsorship funds or lack of financial accountability.	D-3 Moderate	Funding will be subject to standard sponsorship agreement and acquittal processes, with reporting requirements in place.

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *Our community is engaged, inclusive and supportive*



**ADDITIONAL FOCUS AREAS:**

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

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

- *N/A*

**Comments**

The Gascoyne Food Festival has become a cornerstone event in the region's cultural and tourism calendar, consistently delivering positive social and economic outcomes, including increased visitor numbers, local business activation, and regional promotion. Continued Shire support both financial and in-kind has helped position the event as a key annual attraction that aligns with Council's broader economic development and community engagement goals.

This out of round funding request, although outside the formal cycle, represents a strategic opportunity to enable forward planning and resource security for the 2025 festival. The Gascoyne Food Council has demonstrated strong governance and event delivery capability and has committed to realigning with the standard application timeline in future years.

The recommended contribution of \$7,000 reflects responsible financial management within the constraints of the current Community Growth Fund, and acknowledges the Shire's ongoing in-kind contributions, including promotional, logistical and staff support. Importantly, it also reaffirms Council's leadership role in enabling regional collaboration and ensuring the sustainability of initiatives that celebrate local culture and foster economic benefits.

**OFFICER'S RECOMMENDATION**

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

- 1. Approve the total funding request of \$7,000 to the Gascoyne Food Council; and***
- 2. Authorises the CEO to proceed with payment and execution of the grant agreement.***

**7.4 INFRASTRUCTURE SERVICES**

Nil

**8 APPLICATIONS FOR LEAVE OF ABSENCE**

**9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

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

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

Nil

**13 DATE OF NEXT MEETING**

**14 CLOSURE**