



# SHIRE OF CARNARVON

# MINUTES

## ORDINARY COUNCIL MEETING

## TUESDAY 28 JULY 2026

### **CONFIRMATION OF MINUTES**

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

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Chairman

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## INFORMATION ON PUBLIC TIME

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

### PUBLIC QUESTION TIME

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

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

### PUBLIC DEPUTATION TIME

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

### SPECIAL MEETINGS OF COUNCIL

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

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The meeting was declared open by the Presiding Member at 10.00AM

*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.*

## 1 ATTENDANCE, APOLOGIES & APPROVED LEAVE OF ABSENCE

Cmm Martin Aldridge .....Commissioner

Mrs Amanda Dexter ..... Chief Executive Officer

Mr Stefan Louw ..... Executive Manager, Community Planning & Sustainability

Mrs Amanda Leighton ..... Executive Manager, Corporate Strategy & Performance

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

Mr Colm Stanley ..... Executive Manager, Infrastructure Services

Mr Jasper Benthien.....Executive Services Coordinator

Mr Jamie Bone ..... Executive Business Manager

Mr Mark Davis ..... Lead Strategic Projects Manager

Mrs Giana Covella.....Strategic Communications & Economic Development Manager

Mrs Renee Louw .....ICT Support Officer

### Apologies

Nil

### Leave of Absence

Nil

Press..... Nil

Observers ..... Mr David Gooch

## 2 DECLARATIONS OF INTEREST

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

Nil

|                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUSPENSION OF MEETING PROCEDURES</b>                                                                                                                                                                                                                                                                                                              |
| <p><b>COUNCIL RESOLUTION OCM 01/07/26</b></p> <p><b>Moved: Cmm Martin Aldridge</b></p> <p>A motion was moved that Council suspend meeting procedures at 10.02AM for Shire Administration to present.</p> <p><b>FOR: Cmm Martin Aldridge</b></p> <p><b>AGAINST: Nil</b></p> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 1/0</b></p> |



# Proposed Annual Budget 2026/27

## Services, investment and delivery

Across Carnarvon, Coral Bay and the wider district

**Keeping essential services reliable, supporting recovery, protecting local assets and leveraging external investment - while sharing the cost fairly.**



# 2026/27 Budget at a Glance

The proposed budget combines day-to-day service delivery with a substantial externally supported capital program.

|                                                 |                                              |                                     |                                               |                                           |
|-------------------------------------------------|----------------------------------------------|-------------------------------------|-----------------------------------------------|-------------------------------------------|
| <b>\$17.487m</b>                                | <b>\$22.526m</b>                             | <b>\$8.816m</b>                     | <b>\$21.735m</b>                              | <b>\$19.723m</b>                          |
| <b>Operating revenue</b>                        | <b>Cash operating expenditure</b>            | <b>Depreciation</b>                 | <b>Capital expenditure</b>                    | <b>Capital grants</b>                     |
| rates, grants, fees, interest and other revenue | operating expenditure excluding depreciation | annual consumption of public assets | property, plant, equipment and infrastructure | external capital grants and contributions |

***\$9.80 leveraged for every \$1 invested by the Shire***

## The funding plan

The budget is supported by a combination of rates, operating grants, fees and charges, capital grants, reserves, borrowings and the opening surplus position.

| Funding / financing item | 2026/27  | Purpose                                                                                                              |
|--------------------------|----------|----------------------------------------------------------------------------------------------------------------------|
| Opening surplus          | \$5.602m | Supports the annual budget position – mostly made up of early payment of Financial Assistance Grant and Rex Payment. |
| New borrowings           | \$1.250m | Supports long-term capital investment – This amount will be confirmed on final Year End Position                     |
| Transfers from reserves  | \$1.325m | Funds planned renewal and priority works                                                                             |
| Planned closing position | \$0      | Balanced budget outcome                                                                                              |

# What the Budget Funds

Five operating portfolios deliver everyday services, statutory obligations, regional facilities and strategic investment.

SERVICE DELIVERY

**Infrastructure 40 Staff**  
**3 Staff on Fixed Contract**  
**2 Funded Staff**

Parks and gardens, waste operations, roads, drainage, buildings, cemeteries, plant, mechanical, engineering, signage, footpaths and frontline delivery.

**Community & Lifestyle 24 Staff**  
**1 Staff on Fixed Contract**  
**4 Funded Staff**

Libraries, art and culture, early years, youth, seniors, events, recreation, community facilities, tourism, grants and heritage.

**Office of the CEO 12 Staff**  
**6 Staff on Fixed Contract**  
**4 Funded Staff**

Airports, major projects, investment advocacy, land development, major grants, media, economic development, Coral Bay strategy and recovery.

**Planning & Sustainability 13 Staff**  
**1 Staff on Fixed Contract**  
**2 Funded Staff**

Rangers, community safety, emergency management, planning, building, health, waste strategy, fascine and beach management and environmental services.

**Corporate Services & Strategy 18 Staff**  
**Staff on Fixed Contract**  
**Funded Staff**

Customer service, governance, records, compliance, human resources, WHS, training, finance, audit and IT.

**95.0 FTE**

**Budgeted workforce**

labour capacity across the organisation

**\$22.526m**

**Cash operating program**

day-to-day services before depreciation

**\$21.735m**

**Capital program**

plant, property and infrastructure investment

Frontline services that keep Carnarvon, Coral Bay and the wider district functioning.

## Infrastructure \$4.335m

Day-to-day physical operations underpin public health, access, safety, town presentation, tourism and business confidence.

### Waste services – 5 Staff

- Coral Bay Waste Facility
- Browns Range Waste Facility
- Domestic waste collection
- Commercial waste collection
- Road sweeping and town presentation

### Roads and drainage – 8 Staff

- Drainage inspection, maintenance and renewal
- Sealed road maintenance and repairs
- Gravel road grading and renewal
- Kerbing, crossovers and civil repairs
- Patching and defect response

### Footpaths, signage and construction – 6.5 Staff

- Footpaths and pedestrian connections
- Road and civil construction support
- Traffic management and road signage
- Sign maintenance and replacement
- Support for capital works delivery

### Community outcome

Reliable collection services, passable roads, functioning drainage, safe signage and timely response to civil defects.

Public spaces and facilities depend on reliable equipment, maintenance systems and technical capability.

## Infrastructure \$4.335m

The Shire must maintain both community assets and the plant and equipment required to deliver daily services and emergency response.

### Parks, gardens and facilities – 13 Staff

- Reticulation inspection and repairs
- Gardening, mowing and spraying
- Building and facility maintenance
- Playgrounds and public open spaces
- Cemetery grounds maintenance

### Plant maintenance and mechanic workshop - 3 Staff

- All Shire vehicles, plant and equipment
- Bush fire equipment
- Generators and pumps
- Gates, hoists and cranes
- Servicing, repairs and safety checks

### Planning, safety, engineering and purchasing - 4.5 Staff

- Works planning and programming
- Operational safety and job planning
- Engineering and technical standards
- Project budgeting and cost control
- Grant and delivery reporting support

### Community outcome

Safe and presentable public spaces, functioning facilities and dependable equipment for routine operations and emergencies.

## Community and Lifestyle \$2.402m

The portfolio supports community participation across all ages and connects local facilities, events, culture, recreation and visitor services.

### Learning, arts and culture – 7 Staff

- Library services and community learning
- Art Gallery and exhibitions
- Arts and cultural development
- Heritage interpretation and support

### Children, young people and events – 7 Staff

- Early years programs
- Youth services and engagement
- Seniors Support and engagement
- Community events and celebrations
- Festival Grounds activation

### Recreation and community spaces – 6 Staff

- Aquatic services
- Playgrounds and community spaces
- Civic Centre and Theatre
- Sporting clubs and community group support
- Community facility and asset management

### Tourism, grants and activation – 4 Staff

- Visitor Centre and visitor servicing
- Tourism development and promotion
- Community activation
- Community grants and partnerships
- Local heritage and destination experience

### Community outcome

Liveable community, welcoming facilities, inclusive programs, stronger participation, local pride and a better experience for residents and visitors.

## Office of the CEO \$1.904m

The portfolio leads major regional facilities and projects while building partnerships, securing investment and coordinating recovery.

### Regional airports – 2.5 Staff

- Carnarvon Airport operations and development
- Coral Bay Airstrip operations and development
- Aviation access, safety and compliance
- Regional connectivity and emergency capability

### Major projects and grants 4.5 Staff – Includes CEO

- Major project oversight
- Funding advocacy and investment lobbying
- Major grant development and governance
- Land Development and Strategic Economic Investment
- Partnerships with State and Commonwealth agencies

### Media and economic development - 3 staff

- Media and public information
- Land activation
- Business development and investment support
- Economic diversification and regional advocacy

### Coral Bay strategy and recovery – 2 Staff

- Coral Bay strategic planning and coordination
- Recovery activities and agency liaison
- Community and business engagement
- Cross-portfolio delivery on regional priorities

### Regional outcome

Strong regional access, credible project delivery, improved investment confidence and coordinated recovery for Carnarvon and Coral Bay.

Fair and visible regulation protects people, property, amenity and the long-term development of the district.

## Planning and Sustainability \$1.657m

The portfolio combines community-facing regulation with development assessment, compliance and emergency prevention and planning.

### Ranger services – 4 Staff (Includes Pound and Blowholes)

- Responsible animal ownership
- Community safety and local-law enforcement
- Parking compliance
- Off-road vehicle issues
- Education and proportionate enforcement

### Emergency management – 2 Staff

- Emergency prevention and preparedness
- Local emergency planning
- Agency and community coordination
- Recovery readiness and public information

### Building services – 1 Staff

- Building approvals and certification
- Building compliance and enforcement
- Safety and statutory oversight
- Advice to owners, builders and developers

### Planning services – 1 Staff

- Development assessment
- Land-use planning and strategic planning
- Planning compliance
- Guidance for applicants and the community

### Community outcome

Safer neighbourhoods, better preparedness, consistent decision-making and orderly, sustainable development.

Strategic planning and compliance protect public health, environmental assets and future service capacity.

## Planning and Sustainability \$1.657m

This portfolio leads future waste planning, environmental health regulation and environmental management, while Infrastructure delivers daily waste operations.

### Waste management strategy – 2 Staff

- Planning for new waste sites
- Waste licensing and compliance
- Statutory reporting and data
- Long-term service capacity and risk management

### Environmental health services 1 Staff

- Food and health inspections
- Septic system oversight and approvals
- Mosquito management
- Investigation of health issues and concerns

### Industry and event safety 1 Staff

- Leafy vegetable production oversight and audit
- Event safety assessment
- Public-health compliance
- Proactive education and training

### Environmental services – 1 Staff

- Fascine and coastal environment
- Coastal erosion monitoring and response
- Weed management
- Environmental advice and project support

### Community outcome

Protected public health, compliant services, stronger environmental stewardship and planned waste capacity for the future.

Customer service, governance, people, finance and technology enable every frontline and community service.

## Corporate Services and Strategy \$2.345m

The portfolio provides the systems, controls and support that allow the Shire to serve customers, meet statutory obligations and deliver reliably.

### Customer service and bookings – 3.5 Staff

- Front counter, telephone and email service
- Bookings and customer navigation
- Cemetery administration
- Service requests and community information

### Governance, records and compliance – 3 Staff

- Council and meeting processes
- Records management and information governance
- Delegations, registers and statutory reporting
- Policy and governance support

### People, WHS and training - 3.5 Staff

- Human resources and workforce planning
- Recruitment, onboarding and employee support
- Work Health and Safety governance
- Training and capability development

### Finance, internal audit and IT – 8 Staff

- Budgeting, accounting and financial reporting
- Rates, creditors, payroll and procurement support
- Internal audit and financial controls
- Information technology and cyber resilience

### Organisational outcome

Responsive customers, sound decisions, compliant records, supported staff, reliable systems and transparent financial management.

# The Shire-wide Operating Cost Base

OPERATING COSTS

The cash operating budget supports people, contractors, materials, utilities, insurance and the systems required to deliver services.

## \$22.526m

Cash operating expenditure  
excluding depreciation



| Operating expenditure category | 2026/27         | What it supports                                                                                                    |
|--------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------|
| Employee costs                 | \$12.643m       | The workforce delivering services, compliance, projects, customer service, community programs and field operations. |
| Materials and contracts        | \$7.593m        | Contractors, supplies, maintenance materials, professional support and operational delivery inputs.                 |
| Utility charges                | \$0.974m        | Power, water and utilities across facilities, operations and public assets.                                         |
| Insurance                      | \$0.724m        | Insurance protection across the organisation and its assets.                                                        |
| Finance costs                  | \$0.144m        | Interest and finance-related costs.                                                                                 |
| Other expenditure              | \$0.449m        | Other operating costs required across the organisation.                                                             |
| <b>Depreciation</b>            | <b>\$8.816m</b> | A separate non-cash measure of the annual consumption of roads, facilities, plant and other public assets.          |

Source: Statement of Financial Activity for the year ended 30 June 2027. Percentages relate to cash operating expenditure excluding depreciation.

# Workforce Capacity and External Funding

The workforce budget combines core service capacity with targeted, temporary and externally supported employment.

|                                        |                                     |                                   |                                  |                                    |
|----------------------------------------|-------------------------------------|-----------------------------------|----------------------------------|------------------------------------|
| <b>95.0 FTE</b>                        | <b>\$12.643m</b>                    | <b>\$1.932m</b>                   | <b>22 people</b>                 | <b>15.3%</b>                       |
| <b>Budgeted workforce</b>              | <b>Gross employee costs</b>         | <b>External workforce funding</b> | <b>RJED workforce</b>            | <b>External funding share</b>      |
| annualised labour capacity for 2026/27 | whole-of-organisation employee cost | grant and RJED employee funding   | supplementary program employment | of gross employee costs identified |

## Core workforce

- Delivers the Shire's continuing services and statutory functions
- Includes frontline, professional, regulatory, community and corporate roles
- Measured primarily through FTE for budget capacity

## Externally supported capacity

- Other grant-funded employee income: \$812,225
- RJED funding: \$1,120,253
- Reduces pressure on general revenue while expanding delivery capacity

## How the numbers differ

- FTE measures labour capacity
- Headcount measures the number of employees
- RJED program employment supplements rather than replaces the core workforce

## Budget outcome

External funding expands organisational and community capacity while reducing the amount that must be supported from the Shire's general revenue base.

# Targeted Workforce Investment in 2026/27

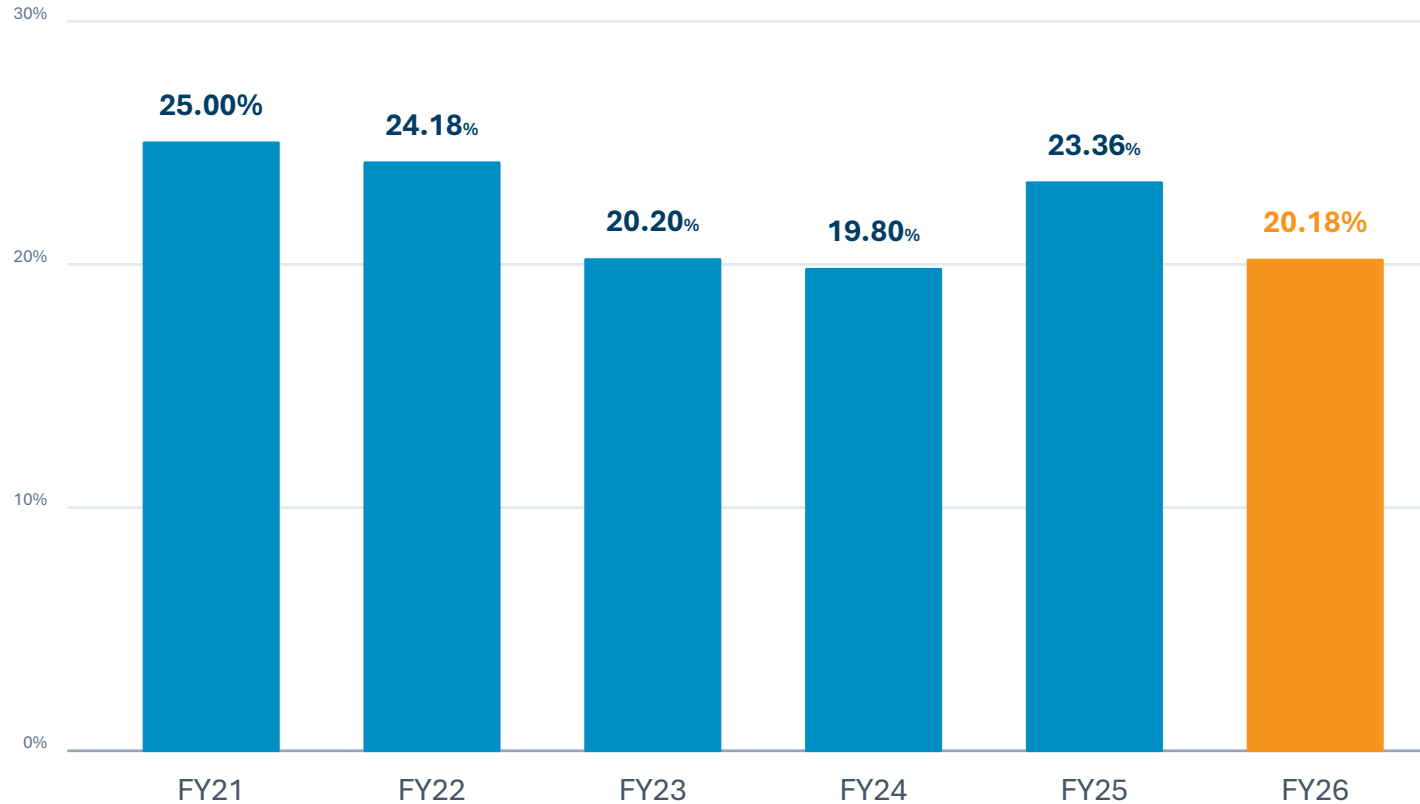
Additional capacity is directed to succession, safety, project delivery, skills development and community engagement.

| Position / initiative                   | Purpose                                                                                                                               | Funding / employment basis                         |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Transition to Retirement position       | Supports succession planning and the structured transfer of corporate knowledge.                                                      | Transition arrangement – long term valued employee |
| Trainee position                        | Provides an entry-level employment and skills pathway while building future organisational capability.                                | Fixed-term and funded                              |
| Apprentice position                     | Builds practical trade capability and supports a local workforce development pathway.                                                 | Fixed-term and funded                              |
| Sustainability Manager                  | Supports Development Services with project delivery – namely Coral Bay Waste Site Construction and sustainability-related priorities. | Fixed-term position                                |
| Work Health and Safety Officer          | Provides a dedicated, on-the-ground WHS resource to strengthen prevention, compliance and safety culture.                             | Ongoing operational need                           |
| Aboriginal Community Engagement Officer | Strengthens engagement, participation and delivery with Aboriginal community members and RJED participants.                           | Joint Shire and RJED funding                       |

**These positions are targeted responses to identifiable organisational needs: knowledge transfer, safety, project delivery, local skills development and stronger community engagement.**

Turnover has remained broadly stable while the organisation has progressively filled long-standing vacancies.

## Turnover by financial year



**107**

### FY2026 headcount

full-time and part-time,  
excluding casual and RJED

**22**

### FY2026 exits

annual exits excluding  
casual employees

**49%**

### Less than two years

current workforce in early  
tenure

**24%**

### More than five years

including over 10% with  
10+ years

### The evidence

Headcount increased from 92 in FY2021 to 109 in FY2026, largely through successful recruitment to positions that had historically remained vacant. Turnover reduced from 25.0% to 20.18% over the same period.

### Retention focus

The greatest opportunity is stronger attraction, onboarding and retention during the first two years of employment.

# A Workforce Connected to the Community

Representation, inclusion and local employment pathways strengthen capability and service delivery.

**18%**

Employees identifying as Aboriginal and/or Torres Strait Islander - the highest representation recorded across the report period.

**5 Employees**

Current employees identifying as living with disability.

**4 Tailored Roles**

Employment opportunities created or tailored during the financial year for employees living with disability.

**Cultural Diversity**

Approximately 20% of our employees are from culturally and linguistically diverse representation.

**Local Recruitment Priority**

Approximately 66% of our workforce was recruited locally, with an ongoing focus on upskilling, training and supporting local employee career development.

**22 RJED employees**

Program employment supports community and economic development initiatives and local work pathways. New Funds being bought into the Community to support local Business

**Community value**

A representative workforce brings local knowledge, broader perspectives, meaningful employment pathways and stronger connections with the community.

# The Proposed Rating Contribution

Rates fund the remaining budget requirement after grants, fees, charges and other revenue are taken into account.

**8.5%**

**Movement in total general rates yield**

compared with the adopted 2025/26 yield

**\$7.969m**

**Estimated general rates revenue**

across six proposed differential categories

**\$1,580**

**Proposed minimum payment**

common minimum across categories

**\$175/year**

**Modelled average GRV residential movement**

approximately \$14.58 per month or \$3.37 per week

## How rates are calculated

- Property valuation x rate in the dollar = general rate
- The minimum payment applies where relevant
- The Valuer-General determines property valuations

## Why individual notices differ

- Property valuations are not identical
- Rating categories have different rates in the dollar
- Some properties are affected by the minimum payment

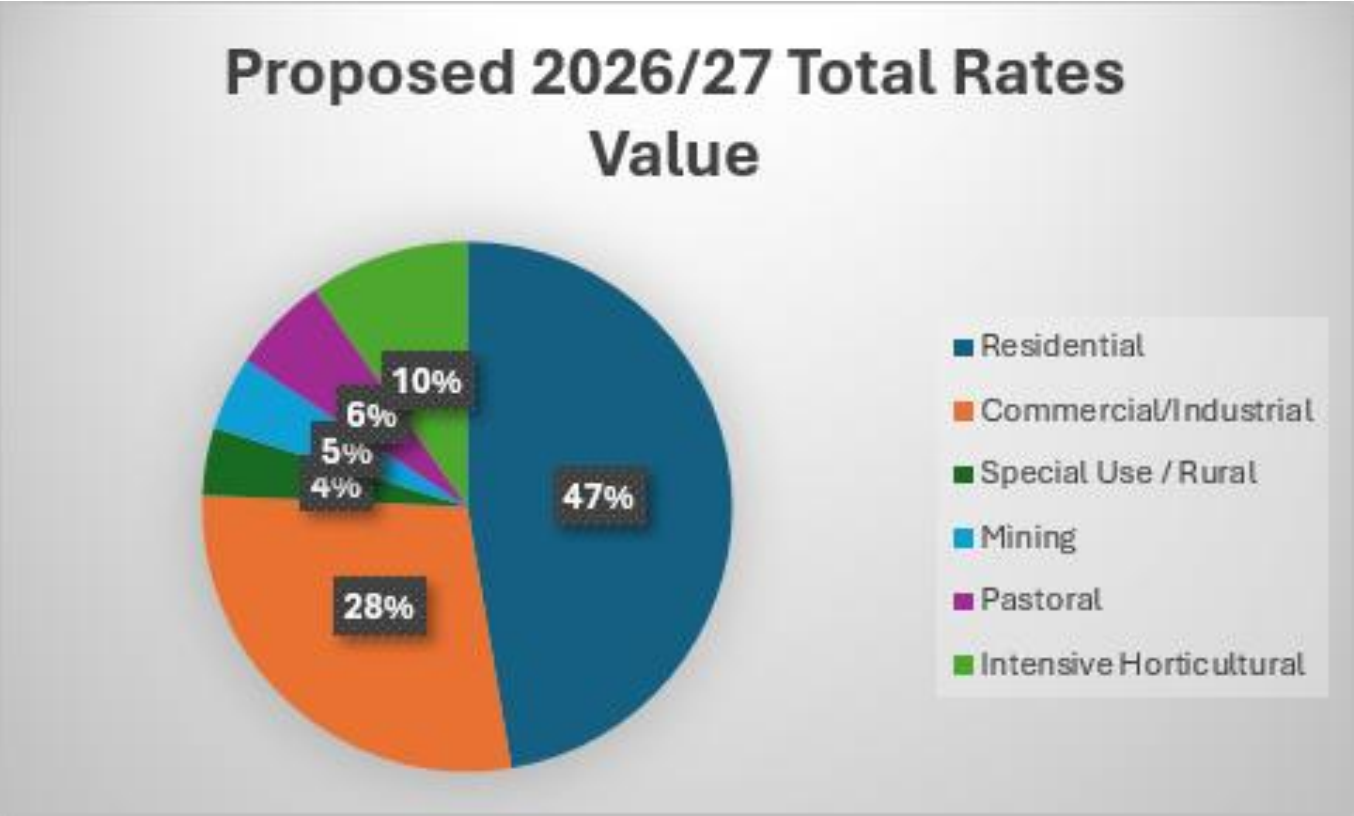
## Affordability and support

- Every submission is considered before the final decision
- Payment options and hardship assistance are available
- Material changes will be explained publicly

## What rates sustain

Roads, drainage, waste, public spaces, community facilities, safety, planning, emergency readiness, regional facilities and the local capacity to secure and deliver external investment.

# The Proposed Rating Contribution by Category



### Average Rates per property

|              |                 |         |         |
|--------------|-----------------|---------|---------|
| Residential  | Craggs Crt      | \$2311  | ↑\$178  |
|              | Meiklejohn Cres | \$2129  | ↑\$164  |
|              | Cornish St      | \$2315  | ↑\$104  |
|              | Olivia Tce      | \$1968  | ↑\$88   |
|              | William St      | \$1946  | ↑\$150  |
| Commercial   | Robinson St     | \$5047  | ↑\$227  |
|              | Robinson St     | \$10263 | ↑\$461  |
|              | Robinson St     | \$9447  | ↑\$424  |
| Pastoral     | Property 1      | \$10969 | ↑\$552  |
|              | Property 2      | \$7470  | ↑\$628  |
|              | Property 3      | \$19917 | ↑\$2038 |
| Horticulture | Nth River Road  | \$16417 | ↑\$1356 |
|              | South River Rd  | \$3671  | ↑\$280  |
|              | Nth River Rd    | \$3641  | ↑\$279  |

### Equity and Balance

The burden of rates sits with the residential properties – a full rating study will be undertaken during the 26/27 year for implementation in the 2027 year – reviewing equity and balance, vacant land and land values and return on investment.

Source: Statement of Objects and Reasons - Proposed Differential General Rates and Minimum Payments 2026/27.

# Capital Budget: The Program at a Glance

The proposed capital program renews assets, improves regional facilities and leverages substantial external investment.

|                                               |                                           |                                      |                                           |
|-----------------------------------------------|-------------------------------------------|--------------------------------------|-------------------------------------------|
| <b>\$21.735m</b>                              | <b>\$19.723m</b>                          | <b>\$2.555m</b>                      | <b>\$19.180m</b>                          |
| <b>Total capital expenditure</b>              | <b>Capital grants</b>                     | <b>Property, plant and equipment</b> | <b>Infrastructure</b>                     |
| property, plant, equipment and infrastructure | external capital grants and contributions | capital acquisition budget           | capital infrastructure acquisition budget |

| Capital funding / financing item | 2026/27   | Role in the program                                                                 |
|----------------------------------|-----------|-------------------------------------------------------------------------------------|
| Capital grants and contributions | \$19.723m | Brings State and Commonwealth investment into priority regional infrastructure.     |
| New borrowings                   | \$1.250m  | Supports long-life assets where funding should be matched to the period of benefit. |
| Transfers from reserves          | \$1.325m  | Supports planned renewal and priority capital works.                                |
| Transfers to reserves            | \$0.460m  | Maintains future capacity for asset and financial planning.                         |

## Delivery requirement

External funding is a major opportunity, but it also requires local co-contributions, project management, procurement, cashflow, reporting and future maintenance.

# Priority Capital Projects and Programs

The capital program focuses on regional access, essential infrastructure, asset renewal and community activation.

| Capital area                     | Projects and programs                                                                                                   | Community and regional value                                                    |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Regional aviation                | Carnarvon Airport runway, taxiway and apron pavement upgrade; Coral Bay Airstrip runway and taxiway pavement upgrade.   | Protects regional access, tourism, emergency capability and connectivity.       |
| Waste infrastructure             | Planning and staged development for relocation of the Coral Bay Waste Facility.                                         | Addresses future capacity, compliance and service continuity for Coral Bay.     |
| Community facilities             | Carnarvon Woolshed / Civic Centre roof and emergency evacuation-centre upgrade.                                         | Protects a key community asset and strengthens emergency-use capability.        |
| Roads and paths                  | Annual roads program; verge and footpath upgrades including North River Road, South River Road and Olivia Terrace.      | Improves access, safety, renewal and pedestrian connectivity.                   |
| Activation and tourism           | Carnarvon Activation Project including the Big Banana playground, public-realm improvements, signage and community art. | Supports town presentation, visitor experience, family amenity and local pride. |
| Coastal and heritage connections | Fascine to Harbour Walkway; Tramway Bridge rebuild and upgrade works.                                                   | Improves access, heritage connection and the destination experience.            |

**The annual roads program also provides ongoing renewal, maintenance and traffic-management improvements across the district.**

# Delivering the Program Responsibly

Clear controls and public reporting are essential to turn funding commitments into completed, sustainable assets.

## Plan and fund

- Confirm project scope and budget
- Review funding agreements and co-contributions
- Plan cashflow, approvals and procurement
- Identify delivery and operational risks

## Deliver and report

- Manage procurement and contracts
- Track milestones, costs and variations
- Maintain grant and financial reporting
- Communicate with stakeholders and the community

## Complete and sustain

- Commission and hand over completed works
- Acquit funding and maintain the audit trail
- Update asset records
- Plan future operation and maintenance

## 2026/27 operating context

1

### Recovery responsibilities

Community support, damage assessment, restoration, claims and agency coordination following Severe Tropical Cyclone Narelle and flooding.

2

### Governance transition

Commissioner-led governance, statutory processes and preparation for the transition to a newly elected Council.

3

### Service continuity – understanding what it costs to do business

Roads, waste, planning, community, airport and regulatory services continue while recovery and major projects are delivered.

**The Shire will report publicly on financial performance, service delivery and progress against adopted projects.**

The proposed budget is a service and investment plan for Carnarvon, Coral Bay and the wider district.

1

## Reliable essential services

Maintain roads, drainage, waste, parks, facilities, regulatory services and customer support.

2

## Recovery and readiness

Continue recovery activity while maintaining emergency prevention, planning and response capability.

3

## Protected public assets

Renew and maintain infrastructure, facilities, plant and community spaces responsibly.

4

## External investment delivered

Use local capability and co-investment to secure, manage and complete major funded projects.

5

## Strong community capability

Support local employment, inclusion, community participation, tourism and economic development.

6

## Transparent performance

Report openly on financial results, service delivery, workforce capacity and project progress.

**A balanced budget must do more than add up. It must keep essential services working, protect the district's assets, support recovery and turn external investment into visible, lasting outcomes.**

**Shire of Carnarvon**

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*During the suspension of meeting procedures, the Chief Executive Officer, Amanda Dexter, and Executive Manager Corporate Strategy & Performance, Amanda Leighton, provided Council and the community with a detailed presentation on the proposed 2026/27 Budget, including the Shire's operating context, workforce structure, proposed rating approach, capital program, grant funding, service delivery pressures and key budget commitments.*

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|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESUMPTION OF MEETING PROCEDURES</b>                                                                                                                                                                                                                                                        |
| <b>COUNCIL RESOLUTION OCM 02/07/26</b><br><b>Moved: Cmm Martin Aldridge</b><br>A motion was moved that Council resume meeting procedures at 10.42AM<br><b>FOR:</b> Cmm Martin Aldridge<br><b>AGAINST:</b> Nil<br><div style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 1/0</b></div> |

### **3 PUBLIC TIME**

Public Time commenced at 10.43am

### 3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

#### 3.1.1 QUESTION TAKEN ON NOTICE FROM JUNE 2026 ORDINARY COUNCIL MEETING - DR L FULLARTON

The following question was taken on notice from Dr Lex Fullarton of 118 Boor Street, at the Ordinary Council meeting held on Tuesday 30 June 2026. Question one was answered by Council at the time of the meeting and as such the response can be found in the minutes of that meeting. Question Two was answered partially with the remaining being taken on notice.

##### **Question Two**

***"In 2021–22 and 2022–23 there were small excesses of income over expenditure ("net profits") despite significant losses being posted in the corresponding budgets. Since then, despite profits being budgeted for 2024–25 and 2025–26, there have been significant shortfalls, in excess of \$8 million over two years. Over five years, discrepancies between budgeted capital grants and actual grants received total in excess of \$30 million ("promised money that didn't come in"). Given that these shortfalls will undoubtedly have significant impact on the financial position of the Shire of Carnarvon, will the administrator place all further decisions as to further projects on hold until a formal council of elected members can address these issues? I point specifically to item 7.3.1 of this agenda."***

##### **Response from June 2026 Ordinary Meeting of Council**

Commissioner Aldridge advised that, because he had not seen the tables prior to the meeting and the issues were complex, much of the question would need to be taken on notice for a considered written response. In addition, The Shire is managing a large program of externally funded projects, with grant income typically received on achievement of project milestones. He noted that the timing of project delivery and associated milestone payments is inherently difficult to predict, and that this can create differences between budget forecasts and actual results. The Chief Executive Officer through the Chair referred to the airport upgrade project as an example where funding had been budgeted based on commitments from the State, but project timing had meant that neither expenditure nor grant income had yet occurred. She outlined internal changes being introduced so that project funds are only recognised in the budget once projects have commenced and costs are being incurred, and noted that the Audit, Risk and Improvement Committee, with external members, will increase oversight of grant funding and reporting.

##### **Response to Question Taken on Notice**

The comparison between the annual operating results and the adopted budgets requires additional context, as several accounting and financing transactions significantly affect the reported surplus or deficit but do not necessarily reflect the Shire's underlying operating performance or available cash position.

##### **Timing of Financial Assistance Grants (FAGS)**

The most significant factor affecting the annual surplus is the Commonwealth Financial Assistance Grants (FAGS).

For several years the Commonwealth has paid a portion of the following year's grant in advance.

| Financial Year | Early FAGS Received           |
|----------------|-------------------------------|
| 2021/22        | \$2,640,200                   |
| 2022/23        | \$1,368,283                   |
| 2023/24        | \$6,029,964 (100% paid early) |
| 2024/25        | \$5,600,310                   |
| 2025/26        | \$3,533,095                   |

The receipt of these grants can materially increase the reported accounting surplus in the year they are recognised, while correspondingly reducing revenue available in the following year. As a result, the reported surplus or deficit for individual financial years is not directly comparable without adjusting for the timing of FAGS payments.

For example, the apparent deterioration in the 2025 and 2026 financial results is substantially influenced by earlier recognition of grant revenue in previous years.

#### Financing activities do not represent operating performance

The Statement of Comprehensive Income reflects accounting transactions, while financing activities such as borrowings and reserve transfers are separately reported in the Statement of Cash Flows.

During the period examined:

- borrowings increased significantly between 2022/23 and 2023/24 to fund approved capital works;
- borrowings have subsequently reduced through scheduled loan repayments;
- reserve balances have fluctuated as funds were transferred into and out of restricted reserves in accordance with Council resolutions.

These financing movements affect the overall financial position but do not necessarily indicate an improvement or deterioration in the Shire's underlying operating performance.

#### Capital grants

Capital grants are recognised in accordance with Australian Accounting Standards when recognition criteria are met.

Accordingly:

- grant funding is frequently received over multiple financial years;
- revenue recognition depends on satisfaction of grant conditions rather than annual budget timing;
- delays in project delivery, milestone approvals or acquittals may result in grant revenue being recognised in a later financial year than originally budgeted.

Consequently, comparisons between budgeted capital grants and actual grant revenue will regularly show timing differences that reverse as projects progress.

#### Reported surplus is not equivalent to unrestricted funds

The reported surplus after imposition of general rates includes items such as:

- Financial Assistance Grants recognised in advance;
- capital grant revenue;
- non-cash accounting adjustments;
- movements in reserves;
- financing activities reflected elsewhere within the annual financial statements.

Accordingly, the accounting surplus should not be interpreted as unrestricted cash available for new expenditure.

Summary

The annual accounting surplus or deficit is only one indicator of financial performance and should be considered alongside the Statement of Financial Position, Statement of Cash Flows, Long Term Financial Plan and individual project funding arrangements.

The statement: "losses in excess of \$8 million have occurred" is not technically correct.

The financial statements do not show cumulative accounting losses of \$8 million. Rather, the comparison appears to be based on differences between budgeted and actual operating results, which are influenced by:

- timing of FAGS,
- timing of capital grants,
- reserve transfers,
- loan proceeds and repayments,
- accounting recognition requirements.

A variance from budget is not the same as an accounting loss.

The reported variances do not represent realised losses in the ordinary sense. They primarily reflect the timing of grant recognition, particularly the advance payment of Financial Assistance Grants, the timing of capital grant recognition under Australian Accounting Standards, and financing transactions such as reserve movements and borrowings. When these timing differences are considered, the apparent variances between budget and reported results reduce significantly and do not indicate that equivalent financial losses have been incurred.

Please note that all questions from the 30 June 2026 Ordinary Meeting of Council and the provided responses are included in the minutes of that meeting.

### 3.2 PUBLIC QUESTION TIME

Mr David Gooch of Manberry Station asked the following two questions of Council.

Question One – *“In regards to my question on the number of employees the shire had on February 23<sup>rd</sup> 2026 which I asked on 3 different occasions, and I have been answered in the shire minutes with 3 vastly different figures. With this in mind how confident is the Commissioner in getting true, honest and accurate budget figures presented to him.”*

Council provided Response

Commissioner Aldridge noted that the questions previously asked by Mr Gooch largely related to the Shire’s workforce at a particular point in time and acknowledged that the question of workforce numbers is not necessarily simple. He advised that he had responded to at least one of those questions at the June Ordinary Council Meeting and expressed hope that the budget presentation provided earlier in the meeting assisted in better explaining the Shire’s workforce, including the distinction between positions funded by ratepayers and positions funded externally through grants or other funding sources, often for fixed periods of time. Commissioner Aldridge stated that, based on the information he had sought and the answers received to date, he had a high degree of confidence in the information provided to him.

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Question Two – *“Whilst the Commissioner is overseeing the Council will he be arranging the shire to return to a Tier Three in the LGA SAT Bands were it belongs and if not, why not?”*

Council provided Response

Commissioner Aldridge advised that local government banding is determined by the Salaries and Allowances Tribunal, rather than by Parliament or directly under an Act of Parliament. He noted that there is no definitive formula for how the Tribunal determines the banding of local governments, although the regulatory system has increasingly taken a size and scale approach to the banding structure. Commissioner Aldridge advised that this had not been a particular focus during his first two months as Commissioner, but noted that the Salaries and Allowances Tribunal conducts an annual review and issues a determination for local governments each year. He further advised that, as part of that process, local governments, councils and administrations may be invited to make submissions.

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### 3.3 PUBLIC DEPUTATION TIME

No public deputations were received prior or at the meeting.

Public Time was closed at 10.48am

## 4 CONFIRMATION AND RECEIVING OF MINUTES

### 4.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 30 JUNE 2026

**COUNCIL RESOLUTION OCM 03/07/26**

**Moved:** Cmm Martin Aldridge

That the minutes of Ordinary Council Meeting held on 30 June 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Announcement by Commissioner Martin Aldridge –

Welcome to the July Ordinary Council Meeting of the Shire of Carnarvon.

The last two months have been enormously busy for the Shire and I firstly want to recognise the staff whose professionalism and competence I have appreciated during this transitional period. There is no bigger task currently than preparing the 2026/27 municipal budget and accommodating this whilst onboarding a new Commissioner and Council is not without challenge. I appreciate the support that has been provided to me over this period and the work that is occurring often around the clock to ensure we remain on track to our deadlines.

I also want to acknowledge the budget presentation that has been delivered just now. I hope that this will prove useful, particularly for those in attendance today in understanding the budget context and challenges that we are facing. I will have more to say on this later in today's meeting.

I would also like to recognise the recent passing of Mr Frank Black, a well respected and long-term Carnarvon local with extensive connection to the Carnarvon Race Club and the racing industry and through his local store Blacks Menswear.

In the words of the Carnarvon Race Club, Frank was:

*"A quiet supporter of local racing for many years, Frank had a way of bringing people together. His menswear store became a regular meeting place where people would call in to pick up the fields, enter the weekly tipping competition and catch up for a yarn."*

*Whether through racing, his business or the friendships he built over the years, Frank touched the lives of so many across the Gascoyne."*

On behalf of the Shire of Carnarvon can I extend Council's condolences to the Black family including his wife Carol. Vale Frank Black.

Since the last Ordinary Council Meeting, I have undertaken the following engagements:

- Meeting with the Gascoyne Development Commission
- Meeting with the Shire of Carnarvon Chief Bush Fire Control Officer Andrew Ellis and toured the facilities at Gascoyne River BFB
- Attended a thank you event for the volunteers of the recent Tourism WA conference
- Participated in a Friday morning rubbish collection with our local Litter Legends and I would encourage more members of the community to support this group and to earn themselves a coffee voucher whilst keeping our town looking fabulous
- Attended a board meeting of the Yinggarda Aboriginal Corporation where we enjoyed a frank and honest conversation about how we can advance the relationship between the shire and traditional owners
- Toured the heritage precinct and met with the dedicated committee members and volunteers that are curating our history collection whilst providing a wonderful opportunity for tourist visitation
- Visited the local CWA building and met with members to understand their restoration of the building and plans for the site
- Officially opened the Gascoyne Art Awards and presented the Best Overall Artwork recognition to local artist Markham Bostson and a reminder that the exhibition remains until 29 August at the Carnarvon Library and Art Gallery

- Participated in further budget briefings and workshops
- Toured the Shire of Carnarvon depot and inspected our plant to gain a better understanding of our asset renewal requirements as part of the budget deliberations
- Various meetings with private citizens and ratepayers

Lastly, the public gallery may have noticed some minor improvements being undertaken to the Council chambers including painting and the relocation of the President's office to this building which better aligns the role of the President and the Council with its governance function and responsibility.

I have also had feedback from the community since the last meeting about the quality of audio-visual equipment within Council chambers. Our current AV capacity is designed around meeting our statutory responsibilities as a Band 2 local government to record and broadcast our meetings. It does not provide for localised amplification of audio within chambers presenting some challenges, particularly for members of the public observing proceedings not assisted by the poor acoustics of this room. Those concerns have been provided to the administration and I am advised that funds are allocated in this years budget to replace and improve our AV equipment in chambers.

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

Nil

## 7 DEPARTMENTAL REPORTS

### 7.1 GOVERNANCE

#### 7.1.1 MINUTES OF THE GASCOYNE REGIONAL ROAD GROUP MEETING - 19 JUNE 2026

|                          |                                                                                |
|--------------------------|--------------------------------------------------------------------------------|
| File No:                 | ADM1713                                                                        |
| Location/Address:        | N/A                                                                            |
| Name of Applicant:       | N/A                                                                            |
| Name of Owner:           | N/A                                                                            |
| Author(s):               | Amanda Dexter, Chief Executive Officer                                         |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                                         |
| Declaration of Interest: | Nil                                                                            |
| Voting Requirement:      | Simple Majority                                                                |
| Previous Report:         | December 2025                                                                  |
| Schedules:               | 1. 19 June 2026 - Minutes - Main Roads WA Gascoyne Regional Road Group Meeting |

#### 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 presents the minutes of the Gascoyne Regional Road Group meeting held on Friday 19 June 2026 for Council's receipt and highlights matters of relevance to the Shire of Carnarvon.

#### Background

The Gascoyne Regional Road Group (RRG) is one of 10 RRG's established under the State Road Funds to Local Government Agreement. It provides a regional forum for considering local road funding, project delivery, road safety and other transport matters relevant to the Gascoyne region.

The RRG comprises representatives from the Shires of Carnarvon, Exmouth, Shark Bay and Upper Gascoyne, with technical and administrative support provided by main Roads Western Australia and input from the Western Australian Local Government Association (WALGA).

The meeting held on Friday 19 June 2026 was hosted by the Shire of Exmouth and attended by representatives of the four Gascoyne local governments, Main Roads Western Australia and WALGA. The minutes are provided at Schedule 1.

### Stakeholder and Public Consultation

No additional consultation was undertaken in preparing this report. The attached minutes record engagement between Main Roads Western Australia, WALGA and the Shires of Carnarvon, Exmouth, Shark Bay and Upper Gascoyne through the RRG meeting.

### Statutory Environment

There are no direct statutory implications arising from Council receiving the minutes.

### Relevant Plans and Policy

Nil

### Financial Implications

There are no direct financial implications arising from Council receiving the minutes. Any expenditure or funding commitments associated with the projects referred to in the minutes are subject to the Shires adopted budget, applicable grant conditions and separate procurement or project approvals.

### Risk Assessment

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

| Risk Category      | Description                                                                                                                                         | Rating   | Mitigating Action/s                                                                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial          | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |
| Health & Safety    | Road safety matters are discussed through the Regional Road Group, including road condition, shoulder works, signage and post-cyclone road impacts. | D1 – Low | Receiving the minutes keeps Council informed of regional road safety matters and actions being progressed through Main Roads WA and member local governments. |
| Reputation         | Failure to keep Council informed of regional road funding, road safety and infrastructure matters may reduce transparency and strategic oversight.  | D1 – Low | Presenting the RRG minutes provides Council with visibility of regional discussions, decisions and actions.                                                   |
| Service disruption | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |
| Compliance         | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |
| Property           | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |
| Environment        | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |
| Fraud              | N/A                                                                                                                                                 | N/A      | N/A                                                                                                                                                           |

## Community and Strategic Objectives

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

### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*
- *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 updates were provided by each of the Shires and Main Roads WA at the Gascoyne RRG meeting held on 19 June 2026:

### Shire of Carnarvon

The Shire of Carnarvon provided an update on its current road projects, including the Minilya-Lyndon Road grid replacement, French Street in Coral Bay and Speedway Road. The Minilya-Lyndon Road grid replacement Black Spot project was due to be completed the following week, French Street in Coral Bay remained in the design phase, and the Speedway Road contract had been terminated by mutual agreement, with a new request for tender issued and expected to close in July.

### Minilya-Exmouth Road and Coral Bay Road

The previous action relating to increasing accident rates, deep drop-offs and narrow pavement sections along Minilya-Exmouth Road and Coral Bay Road were updated. Since Tropical Cyclone Narelle, shoulder works had commenced along Minilya-Exmouth Road to repair cyclone damage, starting from the northern end of Minilya-Exmouth Road and Burkett Road working south. Minilya-Exmouth Road has also been included in the 2026/27 shoulder grading program.

### Main Roads WA Update

Main Roads WA provided an update on Tropical Cyclone Narelle impacts, noting the network generally performed well with less damage than expected. Damage included Lyndon River approaches on North West Coastal Highway, bitumen and pavement damage on Minilya-Exmouth Road and North West Coastal Highway, shoulder scours and washouts north of Carnarvon, and extensive damage to signs and guideposts. Repairs to shoulder scours and washouts commenced in May 2026 and are scheduled to be completed in August 2026.

Main Roads WA also advised of upcoming works relevant to the Shire, including reseals, shoulder reconditioning and edge break works on Minilya-Exmouth Road and Coral Bay Road, reseals on North West Coastal Highway, line marking on North West Coastal Highway, Coral Bay Road and Robinson Street, drainage improvements and vegetation works at various locations.

### 2025/26 and 2026/27 Regional Road Group Funding

The finance report noted that all road project claims were expected to be submitted by the end of the financial year. The 2026/27 project list was also noted, including additional funding allocations where applicable. The Shires of Carnarvon and Shark Bay included their additional 2026/27 budget allocation within existing projects.

Asset Preservation Value Model and Local Roads Advocacy

The meeting noted ongoing correspondence and discussion relating to the Asset Preservation Value model and the Office of the Auditor General's report, *Maintaining Regional Local Roads*. The matter was presented at the May 2026 State Advisory Committee meeting, with advice that the model is managed by the WA Local Government Grants Commission and would need to be initiated by that body for any review or amendments.

Heavy Vehicle RAV Conditions

The meeting noted ongoing discussion about CA07 heavy vehicle RAV access conditions and alternative arrangements being progressed by Main Roads Heavy Vehicle Services. Main Roads is expected to meet with WALGA representatives to further discuss the matter, with the meeting anticipated for July.

WALGA Update

WALGA advised that its Annual Road Asset and Expenditure Report was due to be published, the Road Visual Condition Manual had been completed and published, and changes to Think Project are expected from 1 September 2026. WALGA also noted proposed changes to Disaster Recovery Funding Arrangements, including a proposed threshold increase and potential betterment provisions within claims.

Bridge Inspections

The meeting noted that Level 1 Bridge Inspections for 2026/27 are due by 30 April 2027. Local governments were reminded to submit reports to the Main Roads Structures team and copy in the Regional Road Group Secretary for recordkeeping.

The next meeting of the Gascoyne RRG is scheduled to be held on Friday, 20 November 2026 at the Shire of Carnarvon.

**OFFICER'S RECOMMENDATION**

***That Council receive the minutes of the Gascoyne Regional Road Group Meeting held on Friday 19 June 2026, as provided at Schedule 1.***

Additional Comments

*Commissioner Martin Aldridge - Referred to his attendance at the Gascoyne Regional Road Group meeting held in Exmouth on 19 June 2026 and noted that matters raised with Main Roads WA included community feedback from Coral Bay following Tropical Cyclone Narelle, impacts on road signage, and localised flooding affecting Minilya–Exmouth Road at the Lyndon River crossing.*

**COUNCIL RESOLUTION OCM 04/07/26**

**Moved: Cmm Martin Aldridge**

***That Council receive the minutes of the Gascoyne Regional Road Group Meeting held on Friday 19 June 2026, as provided at Schedule 1.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

**7.1.2 MINUTES OF THE GASCOYNE COUNTRY ZONE MEETING - 19 JUNE 2026**

|                          |                                                                 |
|--------------------------|-----------------------------------------------------------------|
| File No:                 | ADM1713                                                         |
| Location/Address:        | N/A                                                             |
| Name of Applicant:       | N/A                                                             |
| Name of Owner:           | N/A                                                             |
| Author(s):               | Amanda Dexter, Chief Executive Officer                          |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                          |
| Declaration of Interest: | Nil                                                             |
| Voting Requirement:      | Simple Majority                                                 |
| Previous Report:         | Nil                                                             |
| Schedules:               | 1. 19 June 2026 - Minutes - WALGA Gascoyne Country Zone Meeting |

**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 19 June 2026, and to note matters that may be of 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 19 June 2026 was held at the Shire of Exmouth and via Microsoft Teams (remote access portal) 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**

WALGA Zones are included in the WALGA constitution. Zones are groups of geographically aligned Member Councils of the Western Australian Local Government Association, who are responsible for amongst other things, direct elections of State Councillors, and providing advice and input into policy formulation and other relevant matters.

**Relevant Plans and Policy**

Nil

**Financial Implications**

Nil

**Risk Assessment**

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

| <b>Risk Category</b>       | <b>Description</b>                                                                                                                                                      | <b>Rating</b> | <b>Mitigating Action/s</b>                                                                                                        |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>           | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |
| <b>Health &amp; Safety</b> | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |
| <b>Reputation</b>          | Failure to provide Council with updates from the Gascoyne Country Zone may reduce visibility of regional advocacy matters and sector-wide issues relevant to the Shire. | D1 – Low      | Receiving the minutes supports transparency and ensures Council remains informed of regional advocacy, policy and sector matters. |
| <b>Service disruption</b>  | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |
| <b>Compliance</b>          | No direct compliance risk has been identified. However, receiving the minutes supports good governance and record keeping of regional engagement.                       | D1 – Low      | Minutes are provided to Council for information and retained as part of the Shire's corporate records.                            |
| <b>Property</b>            | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |
| <b>Environment</b>         | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |
| <b>Fraud</b>               | N/A                                                                                                                                                                     | N/A           | N/A                                                                                                                               |

**Community and Strategic Objectives**

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

**OBJECTIVES**

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

**ADDITIONAL FOCUS AREAS:**

- *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 Commissioner and the CEO Amanda Dexter attended the Zone Meeting in Exmouth on Friday 19 June 2026. Mr Shane Love MLA, Leader of the Nationals WA, Member for Mid West and Shadow Minister for Regional Development, Mines and Petroleum; Electoral Affairs attended by Teams, Gascoyne Development Commission CEO Tim Bray and Mark Holdsworth Regional Development Australia Executive Officer attended in person – providing for an informative Meeting.

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

**Election of Zone Chair and Deputy State Council Representative**

Following the resignation of Paul Kelly from the Shire of Carnarvon, the Zone was required to elect a new Zone Chair and Deputy State Council Representative. President Cr Matthew Niikkula was elected as Chair of the Gascoyne Country Zone for the remaining term expiring in November 2027. President Cr Pietr Stubberfield was elected as Deputy State Council Representative for the remaining term until December 2027.

**Role of Councillors**

Zone delegates discussed the availability of marketing material on the roles and responsibilities of Councillors to assist with promoting local government elections. This is relevant to the Shire given the scheduled extraordinary election on 3 December 2026 and the need to support community awareness of the role of elected members.

**Standing Invitation to Local Members of Parliament**

The Zone resolved to extend a standing invitation to Local Members of Parliament to attend future Gascoyne Country Zone meetings. This provides an opportunity to strengthen regional advocacy and ongoing engagement between Gascoyne local governments and State representatives.

**Climate Change Advocacy Position**

The Zone supported the WALGA recommendation to replace the existing Climate Change Policy Statement and Advocacy Position 4.1 with a new Climate Change Advocacy Position. The proposed position acknowledges the risks associated with climate change and calls on the Australian and Western Australian Governments to provide leadership, coordination, funding, guidance and practical support to assist Local Governments to plan for, mitigate and adapt to climate impacts.

**Train Station Precincts Advocacy Position**

The Zone supported the WALGA recommendation to endorse a new advocacy position on Train Station Precincts. While largely focused on metropolitan precinct planning, the advocacy position reinforces broader Local Government principles around collaboration, State Government coordination, infrastructure funding, community engagement and respect for local planning frameworks.

Submission on the Cat Act Review

The Zone supported the WALGA recommendation to endorse WALGA's submission on the review of the *Cat Act 2011*. The submission identifies reform priorities including consolidation of the *Cat Act 2011* and *Dog Act 1976*, stronger provisions for consistent non-compliance, clearer definitions for owned and unowned cats, development of a Model Cat Local Law, limits on cat numbers and lowering the age of sterilisation. Consultation by LGIRS closes on 31 August 2026.

Emergency Management Survey Findings and Disaster Funding Arrangements

The Zone noted the WALGA 2025 Local Government Emergency Management Survey findings, which identify ongoing resource, workforce and funding pressures across the Local Government sector. The WALGA Secretariat also advised of proposed changes to Commonwealth disaster funding arrangements, with submissions open until 31 July 2026. These matters are relevant to the Shire's ongoing recovery, emergency management and disaster funding considerations.

The next meeting of the Gascoyne Country Zone will be held on Friday 21 August 2026 via Microsoft Teams, commencing at 10:00am.

**OFFICER'S RECOMMENDATION**

***That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 19 June 2026.***

Additional Comments

*Commissioner Martin Aldridge - Noted his attendance at the Gascoyne Country Zone meeting in Exmouth and the opportunity to engage with other local governments in the Gascoyne region on regional advocacy matters relevant to Carnarvon, Coral Bay and surrounding communities.*

**COUNCIL RESOLUTION OCM 05/07/26**

**Moved: Cmm Martin Aldridge**

***That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 19 June 2026.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY ABSOLUTE MAJORITY 1/0**

**7.1.3 AMENDMENT TO COUNCIL COMMITTEE DATE - AUDIT, RISK AND IMPROVEMENT COMMITTEE - AUGUST 2026**

File No: ADM 308  
 Location/Address: 3 Francis Street, Carnarvon WA 6701  
 Name of Applicant: Nil  
 Name of Owner: Nil  
 Author(s): Jasper Benthien, Executive Services Coordinator  
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance  
 Declaration of Interest: Nil  
 Voting Requirement: Simple Majority  
 Previous Report: OCM 28/10/2025  
 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 resolution to amend the date and time of the August 2026 Audit, Risk and Improvement Committee meeting.

The Audit, Risk and Improvement Committee meeting is proposed to be rescheduled from Tuesday, 18 August 2026 at 1.30pm to Tuesday, 25 August 2026 at 9.00am.

**Background**

At the Ordinary Meeting of Council held on 28 October 2025, Council adopted the schedule of meeting dates, times and venues for Council and Committee meetings for the 2026 calendar year. Council resolution 7/10/2025 refers.

As part of that adopted schedule, the August 2026 Audit, Risk and Improvement Committee meeting was scheduled to be held on Tuesday, 18 August 2026 at 1.30pm at Council Chambers.

Following consultation with both Independent Members and Council Membership, regarding member availability, it is proposed that the August 2026 Audit, Risk and Improvement Committee meeting be rescheduled to Tuesday, 25 August 2026 at 9.00am.

The proposed amendment will allow the meeting to proceed with appropriate member availability and maintain continuity of the Committee's governance, audit, risk and improvement oversight functions.

Should Council approve the proposed amendment, the updated meeting details will be published on the Shire's website in accordance with Regulation 12(3) of the *Local Government (Administration) Regulations 1996*, which requires any change to published meeting details to be published as soon as practicable after the change is made.

It is considered appropriate to amend the August 2026 Audit, Risk and Improvement Committee meeting date to support member availability and ensure the Committee can continue to effectively discharge its audit, risk, compliance and governance oversight functions.

### **Stakeholder and Public Consultation**

#### External Consultation

Independent Presiding Member – Leah Horton

Independent Deputy Presiding Member – Stephen Brown

*Should Council approve the proposed amendment, the updated meeting details will be published to the public on the Shire's website.*

#### Internal Consultation

Commissioner

Chief Executive Office

Executive Manager Corporate Strategy and Performance

Governance officers

### **Statutory Environment**

#### Local Government Act 1995

Section 5.25(1)(g) - *provides that regulations may make provision in relation to the giving of public notice of the date and agenda for Council or Committee meetings.*

#### Local Government (Administration) Regulations 1996

Regulation 12 - *defines meeting details as the date, time and place of a meeting.*

*Regulation 12 requires the Chief Executive Officer to publish meeting details for ordinary Council meetings and Committee meetings that are required to be open, or proposed to be open, to members of the public.*

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

Council previously adopted the 2026 meeting schedule by resolution. Council may amend that schedule by further resolution, provided the updated meeting details are published in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.

### **Relevant Plans and Policy**

#### EME035 - Elected Members Electronic Attendance at Meetings

Provides guidance for electronic attendance at meetings where applicable.

#### Shire of Carnarvon Community Strategic Plan 2022-2032

Supports transparent governance, community confidence and effective decision-making.

### **Financial Implications**

No direct financial costs are to be associated with the change of dates.

## Risk Assessment

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

| Risk Category      | Description                                                                                                                                           | Rating        | Mitigating Action/s                                                                                                                    |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Financial          | N/A                                                                                                                                                   | N/A           | N/A                                                                                                                                    |
| Health & Safety    | N/A                                                                                                                                                   | N/A           | N/A                                                                                                                                    |
| Reputation         | Failure to clearly update the adopted meeting schedule may impact confidence in the Shire's governance and public meeting arrangements.               | D2 - Low      | Council resolution to amend the meeting date and publication of revised meeting details.                                               |
| Service disruption | If the meeting is not rescheduled, member availability may impact the effective operation of the Audit, Risk and Improvement Committee.               | D2 - Low      | Reschedule the meeting to support member availability and continuity of Committee oversight.                                           |
| Compliance         | Failure to formally amend and publish the changed meeting details may create inconsistency with the adopted and publicly advertised meeting schedule. | C2 - Moderate | Council resolution and publication of the revised meeting details on the Shire's official website in accordance with Regulation 12(3). |
| Property           | N/A                                                                                                                                                   | N/A           | N/A                                                                                                                                    |
| Environment        | N/A                                                                                                                                                   | N/A           | N/A                                                                                                                                    |
| Fraud              | N/A                                                                                                                                                   | N/A           | N/A                                                                                                                                    |

## Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

**ADDITIONAL FOCUS AREAS:**

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

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

N/A

**Comments**

The proposed amendment represents a minor change to the adopted 2026 meeting schedule.

The change will reschedule the August 2026 Audit, Risk and Improvement Committee meeting from Tuesday, 18 August 2026 at 1.30pm to Tuesday, 25 August 2026 at 9.00am.

The amendment supports member availability and allows the Committee to continue its audit, risk, compliance and governance oversight functions during the Commissioner period.

Should Council approve the proposed amendment, the Chief Executive Officer will arrange for the revised meeting details to be published on the Shire's website as soon as practicable.

**OFFICER'S RECOMMENDATION**

***That Council by Simple Majority resolves to:***

- 1. Amend the previously adopted 2026 meeting schedule by changing the date and time of the August 2026 Audit, Risk and Improvement Committee meeting from Tuesday, 18 August 2026 at 1.30pm to Tuesday, 25 August 2026 at 9.00am; and***
- 2. Authorise the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon website in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.***

**Additional Comments**

*Commissioner Martin Aldridge - Noted that the proposed change to the August Audit, Risk and Improvement Committee meeting date was a minor administrative amendment to support member availability and enable the Committee to meet with appropriate attendance during the Commissioner period.*

**COUNCIL RESOLUTION OCM 06/07/26**

**Moved:** Cmm Martin Aldridge

***That Council by Simple Majority resolves to:***

- 1. Amend the previously adopted 2026 meeting schedule by changing the date and time of the August 2026 Audit, Risk and Improvement Committee meeting from Tuesday, 18 August 2026 at 1.30pm to Tuesday, 25 August 2026 at 9.00am; and***
- 2. Authorise the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon website in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.***

**FOR:** Cmm Martin Aldridge

**AGAINST:** Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

**7.1.4 PROPOSED TRIAL OF A 5.30PM COMMENCEMENT TIME FOR ORDINARY COUNCIL MEETINGS**

File No: ADM 308  
 Location/Address: 3 Francis Street, Carnarvon WA 6701  
 Name of Applicant: N/A  
 Name of Owner: N/A  
 Author(s): Amanda Dexter, Chief Executive Officer  
 Authoriser: Amanda Dexter, Chief Executive Officer  
 Declaration of Interest: Nil  
 Voting Requirement: Absolute Majority  
 Previous Report: N/A  
 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**

To seek Council approval to trial a change to the commencement time of Ordinary Council Meetings to 5.30pm on the fourth Tuesday of each month, commencing from the 25<sup>th</sup> August 2026 until October 2026.

The proposed change is intended to:

1. improve the accessibility of Council meetings for community members who work during normal business hours;
2. reduce the extent to which potential Councillors who are employed or self-employed during normal business hours are required to take time away from their employment or businesses if they wish to observe; and
3. support broader community participation in Council's decision-making processes.

The trial would apply to the Ordinary Council Meetings scheduled for:

- August 2026;
- September 2026; and
- October 2026.

**Background**

Council currently holds its Ordinary Council Meetings on the fourth Tuesday of each month, commencing at 10.00am.

The current commencement time requires Councillors who are employed, operate businesses or have other daytime responsibilities to adjust their normal working arrangements in order to attend Council meetings and associated briefings. Depending on their occupation, location and travel requirements, this may involve taking annual leave, unpaid leave, closing a business early or otherwise being absent from their workplace.

A daytime meeting may also create a practical barrier for residents who wish to observe Council proceedings or participate in Public Question Time but are unable to leave work during normal business hours.

It is therefore proposed that the established meeting day and monthly cycle be retained, but that the commencement time be changed to 5.30pm for a trial of 3 months.

The proposed time is intended to strike a reasonable balance. It is sufficiently late to reduce direct conflict with conventional working hours while avoiding an unnecessarily late commencement that could lead to meetings continuing well into the evening.

A 5.30pm commencement will not eliminate every scheduling difficulty. Some Councillors, employees and residents may still need to leave work early, travel considerable distances or manage caring responsibilities.

Nevertheless, it removes a significant institutional barrier created by holding Council meetings during the ordinary working day.

**Stakeholder and Public Consultation**

No formal community consultation has been undertaken in relation to the proposed trial. However, the Shire has received anecdotal feedback indicating that daytime Council meeting times can limit attendance by community members who are employed, self-employed, have caring responsibilities, or are otherwise unable to take time away from their commitments during normal business hours.

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

Following Council's decision, the change should be communicated through:

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

The communication should explain both the reason for the change and the opportunity for the community to provide feedback during the review period.

## Statutory Environment

### Local Government Act 1995

Section 5.25(1)(e) – *provides for regulations concerning the revoking or changing of decisions made at Council or committee meetings.*

### Local Government (Administration) Regulations 1996

Regulation 10 – *Provides that where a decision has been made at a Council meeting, any decision to revoke or change that decision must be made by absolute majority.*

## Relevant Plans and Policy

Nil

## Financial Implications

The change may result in limited additional employee and facility costs associated with evening operations.

These costs are expected to be accommodated within existing operational budgets, subject to the application of relevant industrial instruments and employee working arrangements.

## Risk Assessment

Subject to the identified controls, the overall governance and operational risks are considered manageable.

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

| Risk Category   | Description                                                                                                                                                | Rating | Mitigating Action/s                                                                                                                                                                                                                                                                                                |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial       | Increased employee costs                                                                                                                                   | D-2    | Review industrial obligations and quantify overtime, time off in lieu and facility costs before implementation                                                                                                                                                                                                     |
| Health & Safety | Evening meetings introduce potential workforce and safety issues, particularly where employees have already worked during the day or must travel at night. | D-2    | Proposed controls include: <ul style="list-style-type: none"> <li>adjusting the starting and finishing times of affected employees;</li> <li>using a roster rather than requiring all senior employees to attend every meeting;</li> <li>ensuring employees take appropriate breaks before the meeting;</li> </ul> |
| Reputation      | Community attendance does not increase.<br>Change is perceived as symbolic rather than substantive                                                         | C-2    | Establish baseline data and measure attendance and Public Time participation over 3 months. Publicly report the results of the 3 month trial evaluation and make further adjustments where warranted.                                                                                                              |

|                           |                                        |     |                                                                                           |
|---------------------------|----------------------------------------|-----|-------------------------------------------------------------------------------------------|
| <b>Service disruption</b> | N/A                                    | N/A | N/A                                                                                       |
| <b>Compliance</b>         | N/A                                    | N/A | N/A                                                                                       |
| <b>Property</b>           | Security or late-night access concerns | D-2 | Review Lighting, Parking, building access and security arrangements before implementation |
| <b>Environment</b>        | N/A                                    | N/A | N/A                                                                                       |
| <b>Fraud</b>              | N/A                                    | N/A | N/A                                                                                       |

### Community and Strategic Objectives

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

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

### OBJECTIVES

In 2040 Carnarvon is a place where:

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

### ADDITIONAL FOCUS AREAS:

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

### BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

### Comments

#### Comparative Local Government Practice

A desktop review indicates that evening Council meetings are an established practice across a range of Western Australian and interstate local governments.

| <b>LOCAL GOVERNMENT</b>          | <b>ORDINARY MEETING COMMENCEMENT</b> |
|----------------------------------|--------------------------------------|
| <b>City of Albany</b>            | 6.00pm                               |
| <b>City of Greater Geraldton</b> | 5.00pm                               |
| <b>City of Perth</b>             | 5.00pm                               |
| <b>Shire of Upper Gascoyne</b>   | 10.30am                              |
| <b>Shire of Murray</b>           | 5.30pm                               |
| <b>City of Karratha</b>          | 6.00pm                               |
| <b>Town of Port Hedland</b>      | 5.30pm                               |
| <b>Shire of Shark Bay</b>        | 1.00pm                               |
| <b>Shire of Exmouth</b>          | 4.00pm                               |
| <b>Shire of Meekatharra</b>      | Sat – 11.30am                        |
| <b>Shire of Gingin</b>           | 4.00pm                               |
| <b>Shire of Newman</b>           | 10.30am                              |

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

Evening Council meetings are a common and well-established practice among a range of metropolitan and regional local governments.

#### Councillor participation

Councillors are elected representatives rather than conventional full-time employees of the local government. Many Councillors must balance their Council responsibilities with employment, business, professional, family and community commitments.

Holding Ordinary Council Meetings during the working day may disproportionately affect people whose employment arrangements do not provide substantial flexibility. This can:

- require Councillors to take leave or forego income;
- create difficulties for small business owners and sole traders;
- discourage working-age residents from considering future Council service; and
- place different burdens on Councillors depending on their employment circumstances.

Moving the meeting to 5.30pm will not eliminate every conflict, particularly where Councillors must travel long distances or attend pre-meeting briefings. It should, however, reduce the direct overlap between formal Council meetings and ordinary working hours.

#### Community accessibility

Council meetings are one of the most visible components of local democratic decision-making. Members of the public may attend to observe proceedings, hear Council debate and participate in Public Question Time. A daytime commencement can prevent employed residents, students, carers and business operators from attending. A 5.30pm commencement removes one of those barriers and sends a clear signal that Council is seeking to make its decision-making processes more accessible.

However, the change should not be promoted as guaranteeing increased participation. Meeting time is only one factor influencing public attendance. Agenda relevance, community awareness, meeting culture, transport, caring responsibilities, accessibility of the venue and the availability of livestreaming or recordings also affect participation.

The proposal should therefore be accompanied by:

- clear advance publication of meeting dates and agendas;
- promotion of Public Question Time arrangements;
- continued livestreaming or recording, where available;
- a mechanism for questions to be submitted in advance, where permitted; and
- measurement of actual participation before and after the change.

#### Equity considerations

An evening meeting may be easier for people in conventional daytime employment but more difficult for people with evening employment, family responsibilities, caring duties or limited transport.

The proposal should not be represented as universally convenient. It is a practical attempt to improve overall accessibility, supported by a review process that will determine whether the anticipated benefits are actually realised.

Moving Ordinary Council Meetings to 5.30pm on the fourth Tuesday of each month is a practical and proportionate governance reform.

The change will not, by itself, guarantee greater community attendance or remove every burden experienced by Councillors.

It will, however:

- remove a clear barrier associated with daytime meetings;
- reduce the impact on Councillors with employment or business commitments;
- improve the opportunity for working community members to attend;
- align with established practice among a range of Australian local governments; and
- support the statutory objectives of community participation, accountability and effective local government.

The proposal is therefore recommended, subject to proper publication of the amended meeting details, appropriate workforce arrangements and a transparent evaluation.

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

***That Council by Absolute Majority pursuant to Regulation 10 of the Local Government (Administration) Regulations 1996:***

- 1. Amends Council Resolution OCM 07/10/25 of 28 October 2025 by changing the commencement time of Ordinary Council Meetings from 10.00am to 5.30pm, with meetings continuing to be held on the fourth Tuesday of each month at Shire of Carnarvon, Council Chambers, 3 Francis Street Carnarvon WA 6701;***
- 2. Determines that the revised commencement time will take effect from the Ordinary Council Meeting scheduled for 25 August 2026;***
- 3. Authorises the Chief Executive Officer to:***
  - a. publish the amended meeting details on Council's official website as soon as practicable;***
  - b. update Council's meeting calendar, public notices, publications and other relevant information; and***
  - c. make any consequential administrative arrangements necessary to implement the revised commencement time;***
- 4. Requests the Chief Executive Officer to monitor the effect of the revised meeting time and report back to Council by November 2026 on:***
  - a. public gallery attendance;***
  - b. participation in Public Question & Deputation Time;***
  - c. meeting duration and finishing times;***
  - d. employee overtime, time off in lieu and workforce impacts;***
  - e. feedback received from community members.***

#### **Additional Comments**

*Commissioner Martin Aldridge - Commented that the proposed trial of a 5.30pm commencement time responds to community feedback and is intended to improve accessibility for residents, business owners, working community members and prospective Councillors who may be unable to attend Council meetings during ordinary business hours. It was also noted that the trial would allow Council to consider public attendance, meeting duration and staff workforce impacts before determining future meeting arrangements.*

**COUNCIL RESOLUTION OCM 07/07/26**

**Moved:** Cmm Martin Aldridge

***That Council by Absolute Majority pursuant to Regulation 10 of the Local Government (Administration) Regulations 1996:***

- 1. Amends Council Resolution OCM 07/10/25 of 28 October 2025 by changing the commencement time of Ordinary Council Meetings from 10.00am to 5.30pm, with meetings continuing to be held on the fourth Tuesday of each month at Shire of Carnarvon, Council Chambers, 3 Francis Street Carnarvon WA 6701;***
- 2. Determines that the revised commencement time will take effect from the Ordinary Council Meeting scheduled for 25 August 2026;***
- 3. Authorises the Chief Executive Officer to:***
  - a. publish the amended meeting details on Council's official website as soon as practicable;***
  - b. update Council's meeting calendar, public notices, publications and other relevant information; and***
  - c. make any consequential administrative arrangements necessary to implement the revised commencement time;***
- 4. Requests the Chief Executive Officer to monitor the effect of the revised meeting time and report back to Council by November 2026 on:***
  - a. public gallery attendance;***
  - b. participation in Public Question & Deputation Time;***
  - c. meeting duration and finishing times;***
  - d. employee overtime, time off in lieu and workforce impacts;***
  - e. feedback received from community members.***

**FOR:** Cmm Martin Aldridge

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

**7.1.5 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY - JUNE 2026**

|                          |                                                 |
|--------------------------|-------------------------------------------------|
| File No:                 | ADM0043                                         |
| Location/Address:        | N/A                                             |
| Name of Applicant:       | Shire of Carnarvon                              |
| Name of Owner:           | N/A                                             |
| Author(s):               | Jasper Benthien, Executive Services Coordinator |
| Authoriser:              | Amanda Dexter, Chief Executive Officer          |
| Declaration of Interest: | Nil                                             |
| Voting Requirement:      | Simple Majority                                 |
| Previous Report:         | June 2026                                       |
| 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 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 period 1 June 2026 to 30 June 2026.

This report forms part of the Shire's monthly governance reporting cycle and is presented to Council for information and transparency.

**Background**

Actions performed under delegated authority are reported to Council to support transparency, accountability and awareness of decisions made by officers under delegation.

Previous reports have, at times, captured broader reporting periods due to meeting timing and agenda scheduling. To improve consistency and governance oversight, this report has been updated to capture the previous calendar month only, being 1 June 2026 to 30 June 2026.

Moving forward, delegated authority reports will be presented monthly in line with the previous month's activity, similar to the monthly financial reporting cycle.

This report includes actions performed under delegated authority for:

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

**Stakeholder and Public Consultation**External Consultation

No Public Consultation is considered to be required.

Internal Consultation

Chief Executive Officer.

Community Planning & Sustainability Directorate

Building Services Officers

**Statutory Environment**Local Government Act 1995 (WA)

Section 5.46 – *Provides for the delegation of powers and duties by a local government to a committee.*

Section 9.49A – *Provides for the execution of documents by the CEO or authorised officers under delegation.*

Planning and Development Act 2005 (WA)

Part 10 (Division 2) – *Provides for the assessment and determination of development applications by a local government, including where those functions are exercised under delegated authority.*

Planning and Development (Local Planning Schemes) Regulations 2015 (WA)

Schedule 2 (Clause 68) – *Provides that development applications are to be determined in accordance with the deemed provisions, including where authority has been delegated to an authorised officer.*

Shire of Carnarvon Town Planning Scheme No. 10

Section 2.4 – *Enables the local government to delegate functions under the Scheme to the CEO or other authorised officers.*

Shire of Carnarvon Local Laws

Section 29 – *Provides for the regulation and approval of hawkers, traders and stall holders, including the ability to grant, refuse or impose conditions on approvals.*

Health Act 1911 (WA)

Section 107 – *Provides for local government powers in relation to public health matters, including approvals and regulation of activities and premises.*

Part VI – *Provides for the regulation, approval and control of public buildings, including conditions of occupancy.*

Health (Public Buildings) Regulations 1992 (WA)

*Provides for the approval, classification and ongoing compliance requirements for public buildings.*

Food Act 2008 (WA)

*Provides for the registration and regulation of food businesses by local governments as enforcement agencies.*

Liquor Control Act 1988 (WA)

Section 40 – *Provides for local government certification or advice in relation to liquor licence applications and compliance with planning and local government requirements.*

**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<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>5 |
| Likelihood →                                         |   |                    |            |            |               |              |
| Almost certain                                       | A | High               | High       | Extreme    | Extreme       | Extreme      |
| Likely                                               | B | Moderate           | High       | High       | Extreme       | Extreme      |
| Possible                                             | C | Low                | Moderate   | High       | Extreme       | Extreme      |
| Unlikely                                             | D | Low                | Low        | Moderate   | High          | Extreme      |
| Rare                                                 | E | Low                | Low        | Moderate   | High          | High         |

| Risk Category      | Description                                                                                 | Rating  | Mitigating Action/s                                                                                  |
|--------------------|---------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------|
| Financial          | N/A                                                                                         | N/A     | N/A                                                                                                  |
| Health & Safety    | N/A                                                                                         | N/A     | N/A                                                                                                  |
| Reputation         | 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                                                                                         | N/A     | 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                                                                                         | N/A     | N/A                                                                                                  |
| Environment        | N/A                                                                                         | N/A     | N/A                                                                                                  |
| Fraud              | N/A                                                                                         | N/A     | N/A                                                                                                  |

**Community and Strategic Objectives**

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

**OBJECTIVES**

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

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

**ADDITIONAL FOCUS AREAS:**

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

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

- N/A

**Comments**

This reporting period has been limited to the previous calendar month to improve consistency, readability and governance oversight. Monthly reporting will continue moving forward so that actions performed under delegated authority are presented to Council in a timely and consistent manner.

The table below details actions performed within the organisation under delegated authority during the reporting period.

Exercise of delegations to be reported for period 01/06/2026 to 30/06/2026

|                             |
|-----------------------------|
| <b>ENVIRONMENTAL HEALTH</b> |
|-----------------------------|

**Food—Food Act 2008**

| Date of decision | Decision Ref. | Decision details                         | Applicant                  | Other affected person(s) |
|------------------|---------------|------------------------------------------|----------------------------|--------------------------|
| 10/06/2026       | HFO26/008     | Wooramel Roadhouse (change of ownership) | Wooramel Roadhouse Pty Ltd | Stephanie Ward           |

**On-site wastewater management—Health Act 1911, s.107**

*Health (Apparatus for treatment of sewage and disposal of effluent and liquid waste) Regulations 1974*

| Date of decision | Decision Ref. | Decision details | Applicant | Other affected person(s) |
|------------------|---------------|------------------|-----------|--------------------------|
| NIL              | -             | -                | -         | -                        |

**Other**

| Date of decision | Decision Ref. | Decision details                             | Applicant               | Other affected person(s)  |
|------------------|---------------|----------------------------------------------|-------------------------|---------------------------|
| 11/06/2026       | HCP26/007     | Annual Licence – Caravan Park and Campground | Plantation Caravan Park | Wes & Ketut Basse         |
| 11/06/2026       | HCP26/008     | Annual Licence – Caravan Park and Campground | Ningaloo Reef           | Peter Cameron             |
| 12/06/2026       | HCP26/009     | Annual Licence – Caravan Park and Campground | Wooramel Roadhouse      | Stephanie Ward (accounts) |

|                                            |
|--------------------------------------------|
| <b>LAND USE &amp; DEVELOPMENT SERVICES</b> |
|--------------------------------------------|

| PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2<br>Applications to subdivide, re-subdivide, or amalgamate land parcels  |                  |                                      |                                              |                     |              |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|----------------------------------------------|---------------------|--------------|
| File Ref:                                                                                                                       | WAPC Ref:        | Subject Land                         | Purpose                                      | Applicant/Proponent | Advice Sent  |
| Nil                                                                                                                             | Nil              | Nil                                  | Nil                                          | Nil                 | Nil          |
| Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68<br>Applications to use/develop land |                  |                                      |                                              |                     |              |
| File Ref:                                                                                                                       | Application Ref: | Subject Land                         | Purpose                                      | Applicant/Proponent | Date Granted |
| A3979                                                                                                                           | P30/26           | 67 ROBINSON ST CORAL BAY WA 6701     | UPGRADES TO EXISTING NINGALOO ADVENTURE CAMP | PETER CAMERON       | 16/06/2026   |
| A945                                                                                                                            | P31/26           | 71 MARMION ST EAST CARNARVON WA 6701 | FRONT FENCE                                  | TYLER CONTRACTING   | 19/06/2026   |
| A578                                                                                                                            | P32/26           | 107 OLIVIA TERRACE CARNARVON WA 6701 | BOUNDARY FENCE                               | TYLER CONTRACTING   | 19/06/2026   |

|                                                                                                                               |                     |                                          |                                 |                                      |                    |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------|---------------------------------|--------------------------------------|--------------------|
| A2852                                                                                                                         | P36/26              | 15 REYNOLDS ST EAST<br>CARNARVON WA 6701 | STORAGE                         | PETER SHERIDAN<br>& KARLA<br>TITTUMS | 22/06/2026         |
| <b>LAND ADMINISTRATION ACT 1997 - SECTION 14</b><br><b>Local Government Recommendation on Lease Proposals</b>                 |                     |                                          |                                 |                                      |                    |
| <b>File Ref:</b>                                                                                                              | <b>DoL Ref:</b>     | <b>Subject Land</b>                      | <b>Purpose</b>                  | <b>Proponent</b>                     | <b>Advice Sent</b> |
| Nil                                                                                                                           | Nil                 | Nil                                      | Nil                             | Nil                                  | Nil                |
| <b>MINING ACT 1978 - SECTION 41, 58, 70C, 74, 86,91, Reg 64</b><br><b>Local Government Recommendation on Mining Tenements</b> |                     |                                          |                                 |                                      |                    |
| <b>File Ref:</b>                                                                                                              | <b>DMP Ref:</b>     | <b>Subject Land</b>                      | <b>Purpose</b>                  | <b>Proponent</b>                     | <b>Advice Sent</b> |
| Nil                                                                                                                           | Nil                 | Nil                                      | Nil                             | Nil                                  | Nil                |
| <b>LIQUOR CONTROL ACT 1988 - SECTION 40</b><br><b>Certificate of Local Planning Authority</b>                                 |                     |                                          |                                 |                                      |                    |
| <b>File Ref:</b>                                                                                                              | <b>Subject Land</b> | <b>Purpose</b>                           | <b>Applicant/<br/>Proponent</b> | <b>Advice Given</b>                  | <b>Advice Sent</b> |
| Nil                                                                                                                           | Nil                 | Nil                                      | Nil                             | Nil                                  | Nil                |

**Hawkers, traders and stall holders**

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

| Date of decision | Decision Ref. | Decision details               | Applicant                                                | Other affected person(s) |
|------------------|---------------|--------------------------------|----------------------------------------------------------|--------------------------|
| 18/06/2026       | P33/26        | MOBILE TRADING LICENCE GRANTED | MELISSA & CON<br>SAPIENZA T/A UP<br>IN SMOKE<br>CATERING | Nil                      |
| 17/06/2026       | P34/26        | MOBILE TRADING LICENCE GRANTED | KIRBY DICKERSON -<br>T/A THE DONUT<br>SHOP               | Nil                      |
| 11/06/2026       | P35/26        | MOBILE TRADING LICENCE GRANTED | DELPHINA BUNTER<br>T/A SUE'S BABY<br>APPAREL & MORE      | Nil                      |
| 25/06/2026       | P37/26        | MOBILE TRADING LICENCE GRANTED | NICOLE TALLOWIN<br>T/A NIKS STREET<br>FOOD               | Nil                      |

**BUILDING SERVICES**

| Application No. | Owners Name                                | Lot & Street                               | Type of Building Work |
|-----------------|--------------------------------------------|--------------------------------------------|-----------------------|
| B26/025         | CARNARVON REGIONAL<br>LABOUR HIRE PTY LTD  | LOT 374 (3) BUTCHER<br>ST, BROCKMAN        | FENCE                 |
| B26/029         | GABRIEL JACKSON                            | LOT 19 (5) RIDLEY<br>PLACE                 | GARAGE                |
| B26/034         | WARREN & ALICE HATT                        | LOT 96 (14) TUCKEY<br>COURT,<br>MORGANTOWN | FENCE                 |
| B26/035         | SILVER CHAIN NURSING<br>ASSOCIATION INC    | LOT 155 (107) OLIVIA<br>TERRACE CARNARVON  | FENCE                 |
| B26/036         | MURCHISON REGION<br>ABORIGINAL CORPORATION | LOT 35 (71) MARMION<br>ST, EAST CARNARVON  | FRONT FENCE           |

|         |                                         |                                                |                                           |
|---------|-----------------------------------------|------------------------------------------------|-------------------------------------------|
| B26/037 | THOMAS & CAROLYN VAN DONGEN             | LOT 95 (12) SHALLCROSS STREET, EAST CARNARVON  | BOUNDARY FENCES                           |
| B26/038 | MARK WESTERN                            | LOT 70 (6) SHALLCROSS ST, EAST CARNARVON       | SHED                                      |
| B26/040 | MATTHEW O'SULLIVAN & GEORGIA BOATWRIGHT | LOT 19 (19) SAILFISH DRIVE, CORAL BAY          | FULL DEMOLITION OF SINGLE STOREY DWELLING |
| B26/041 | SHIRE OF CARNARVON                      | LOT 33 ROBINSON ST, MORGANTOWN                 | VAN DONGEN PARK PLAYGROUND                |
| B26/042 | CURULLI HOLDINGS PTY LTD                | LOT 12 (14) EGAN STREET, CARNARVON             | SOLAR PANELS                              |
| B26/043 | SHIRE OF CARNARVON                      | LOT 103 (21) BABBAGE ISLAND ROAD, MORGANTOWN   | FENCE                                     |
| B26/044 | STATE OF WA /SHIRE OF CARNARVON         | LOT 1233 (19) SILVER CITY ROAD, BABBAGE ISLAND | HEALING SHELTER                           |
| B26/045 | STATE OF WA/SHIRE OF CARNARVON          | LOT 1203 BABBAGE ISLAND ROAD, BABBAGE ISLAND   | TRAMWAY SHELTER                           |
| B26/039 | AMPLITEL PTY LTD                        | LOT 416 ON DEPOSITED PLAN 238011               | DEMOLITION OF TELECOMMUNICATIONS TOWER    |

**OFFICER'S RECOMMENDATION**

***That Council, by Simple Majority, resolves to accept the reports outlining the actions performed under delegated authority for the month of June 2026.***

**Additional Comments**

Commissioner Martin Aldridge - Noted that the report provides transparency regarding actions performed under delegated authority, including planning, building, health, common seal and other delegated decisions. Commissioner Aldridge also noted the proposed move toward a quarterly reporting cycle for delegated authority reporting and the status report on Council decisions.

**COUNCIL RESOLUTION OCM 08/07/26**

**Moved: Cmm Martin Aldridge**

***That Council, by Simple Majority, resolves to accept the reports outlining the actions performed under delegated authority for the month of June 2026.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

**7.1.6 ACCOUNTS PAID UNDER DELEGATION - JUNE 2026**

|                          |                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File No:                 | ADM0186                                                                                                                                                                              |
| Location/Address:        | N/A                                                                                                                                                                                  |
| Name of Applicant:       | Shire of Carnarvon                                                                                                                                                                   |
| Name of Owner:           | N/A                                                                                                                                                                                  |
| Author(s):               | Sachin Kumar, Accountant                                                                                                                                                             |
| Authoriser:              | Racheal King, Corporate Assurance and Finance Advisor                                                                                                                                |
| Declaration of Interest: | Nil                                                                                                                                                                                  |
| Voting Requirement:      | Simple Majority                                                                                                                                                                      |
| Previous Report:         | OCM30/06/2026                                                                                                                                                                        |
| Schedules:               | <ol style="list-style-type: none"> <li>1. Schedule 1- Credit Cards</li> <li>2. Schedule 2 - List Of Accounts Paid Under Delegation</li> <li>3. Schedule 3 - Direct Debits</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 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 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 June 2026.

**Background**

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

The list of payments is provided at **Schedule 1 - Credit Card Payments, Schedule 2 - List of Accounts Paid and Schedule 3 - Direct Debits** attached.

**Stakeholder and Public Consultation**External Consultation

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

Internal Consultation

Corporate Strategy and Performance Directorate  
Finance officers

## Statutory Environment

### Local Government Act 1995

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

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

### Local Government (Financial Management) Regulations 1996

Regulation 12 – provides that payments from the municipal fund or trust fund may only be made by the Chief Executive Officer where the local government has delegated the power to make those payments, or otherwise by Council resolution.

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

Regulation 13A – requires a monthly list of payments made by employees using purchasing cards, including credit cards, debit cards and other purchasing cards. The list must include the payee's name, amount paid, payment date and sufficient information to identify each payment, and must be presented to Council at the next ordinary meeting and recorded in the minutes.

## Relevant Plans and Policy

Nil

## Financial Implications

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

## Risk Assessment

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

| Risk Category      | Description                                            | Rating   | Mitigating Action/s                                          |
|--------------------|--------------------------------------------------------|----------|--------------------------------------------------------------|
| Financial          | Payments are made without appropriate budget authority | C1 - Low | Internal controls are in place to manage this potential risk |
| Health & Safety    | N/A                                                    | N/A      | N/A                                                          |
| Reputation         | N/A                                                    | N/A      | N/A                                                          |
| Service disruption | N/A                                                    | N/A      | N/A                                                          |
| Compliance         | N/A                                                    | N/A      | N/A                                                          |
| Property           | N/A                                                    | N/A      | N/A                                                          |
| Environment        | N/A                                                    | N/A      | N/A                                                          |

|              |                  |               |                                                                                                                                                                           |
|--------------|------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fraud</b> | Accounting Fraud | C2 - Moderate | Internal controls are in place, including background checks and regular updates of Sundry Creditors. Sign off by Finance Manager of any Creditor changes (Bank Accounts). |
|--------------|------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Community and Strategic Objectives

The tabling of information relative to payments made under delegation is solely a legislative requirement common to all local governments within Western Australia. Whilst it does not align itself with any specific Community Strategic Plan 2022-2032 objective, adopting good governance and compliance practices does lessen the risk of the Shire not achieving its strategic and other community objectives.

### OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

### ADDITIONAL FOCUS AREAS:

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

### BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

### Comments

Nil

### OFFICER'S RECOMMENDATION

*That Council, by Simple Majority in accordance with s.5.42 of the Local Government Act -*

1. *Receives the list of payments made under delegation, as per Schedule 1, 2 & 3 at a total value of \$4,196,046.51 as presented for the month of June 2026, incorporating the following;*

| <i>Payment reference from:</i> | <i>Payment reference to:</i> | <i>Payment type</i>       | <i>Payment Amount</i> |
|--------------------------------|------------------------------|---------------------------|-----------------------|
| <b>EFT47760</b>                | <b>EFT48040</b>              | <b>Muni EFT</b>           | <b>\$2,512,134.27</b> |
| -                              | -                            | <b>Trust EFT</b>          | <b>\$0.00</b>         |
| -                              | -                            | <b>Cheque</b>             | <b>\$0.00</b>         |
| <b>DD42257.1</b>               | <b>DD42716.1</b>             | <b>Bank Direct Debits</b> | <b>\$1,683,912.24</b> |
|                                |                              | <b>TOTAL</b>              | <b>\$4,196,046.51</b> |

2. *Receives the credit card transactions for the statement period 23 April 2026 to 24 May 2026, paid on 8 June 2026, totalling \$15,780.61, as provided in Schedule 1.*

### Additional Comments

*Commissioner Martin Aldridge – Noted that the report presents the list of payments made under delegation for June 2026, forming part of Council's regular financial reporting and governance oversight.*

**COUNCIL RESOLUTION OCM 09/07/26****Moved: Cmm Martin Aldridge*****That Council, by Simple Majority in accordance with s.5.42 of the Local Government Act -***

- 1. Receives the list of payments made under delegation, as per Schedule 1, 2 & 3 at a total value of \$4,196,046.51 as presented for the month of June 2026, incorporating the following;***

| <i>Payment reference from:</i> | <i>Payment reference to:</i> | <i>Payment type</i>        | <i>Payment Amount</i> |
|--------------------------------|------------------------------|----------------------------|-----------------------|
| <b>EFT47760</b>                | <b>EFT48040</b>              | <b>Muni EFT</b>            | <b>\$2,512,134.27</b> |
| -                              | -                            | <b>Trust EFT</b>           | <b>\$0.00</b>         |
| -                              | -                            | <b>Cheque</b>              | <b>\$0.00</b>         |
| <b>DD42257.1</b>               | <b>DD42716.1</b>             | <b>Bank Directs Debits</b> | <b>\$1,683,912.24</b> |
|                                |                              | <b>TOTAL</b>               | <b>\$4,196,046.51</b> |

- 2. Receives the credit card transactions for the statement period 23 April 2026 to 24 May 2026, paid on 8 June 2026, totalling \$15,780.61, as provided in Schedule 1.***

**FOR: Cmm Martin Aldridge****AGAINST: Nil****CARRIED BY SIMPLE MAJORITY 1/0**

**7.1.7 MONTHLY FINANCIAL REPORT - JUNE 2026**

File No: ADM0186  
 Location/Address: N/A  
 Name of Applicant: Shire of Carnarvon  
 Name of Owner: Shire of Carnarvon  
 Author(s): Racheal King, Corporate Assurance and Finance Advisor  
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance  
 Declaration of Interest: Nil  
 Voting Requirement: Simple Majority  
 Previous Report: OCM 30 June 2026  
 Schedules:  
 1. Monthly Financial Report June 2026  
 2. Monthly Financial Report - June 2026 Matters Identified

**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**

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

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

**Background**

The Monthly Financial Report (Schedule 1) contains:

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

(\* required by legislation)

Notes for other supporting Information include:

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

The June 2026 Monthly Financial Report was prepared by Moore Australia financial consultants.

### Stakeholder and Public Consultation

#### Internal

Corporate Strategy & Performance Directorate

#### External

MOORE Australia

### Statutory Environment

#### Local Government Act 1995 (WA)

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

#### Local Government (Financial Management) Regulations 1996

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

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

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

### Relevant Plans and Policy

CF013 Significant Accounting Policies

### Financial Implications

Nil

## Risk Assessment

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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          | Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.                | C1 - Low  | Financial Statements are prepared on time and according to the applicable Legislation and Regulations |
| Health & Safety    | N/A                                                                                                                        | N/A       | N/A                                                                                                   |
| Reputation         | The delay in achieving timely reporting has the potential to damage the Shire's reputation.                                | B2 - High | High priority has been placed on preparing Statutory reporting within legislated timeframes           |
| Service disruption | N/A                                                                                                                        | N/A       | N/A                                                                                                   |
| Compliance         | Local Government Act 1995 requires Council receives these statements within two months of the end of the applicable month. | C1 - Low  | Financial Statements are prepared on time and according to the applicable Legislation and Regulations |
| Property           | N/A                                                                                                                        | N/A       | N/A                                                                                                   |
| Environment        | N/A                                                                                                                        | N/A       | N/A                                                                                                   |
| Fraud              | N/A                                                                                                                        | N/A       | N/A                                                                                                   |

## Community and Strategic Objectives

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

## OBJECTIVES

In 2040 Carnarvon is a place where:

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

## ADDITIONAL FOCUS AREAS:

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

## BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

## Comments

Key points of interest for Councillors' consideration:

### Funding Position

The preliminary Closing Funding Surplus as at 30 June 2026 is \$4.508 million, compared with a budgeted deficit of \$233,755. This favourable position is primarily attributable to the early receipt of the 2026/27 Financial Assistance Grant (FAGs) and the timing of grant-funded capital projects and associated expenditure. The reported position remains preliminary and will continue to change as outstanding end-of-year journals and accounting adjustments are processed. Contract liability adjustments are continuing to be identified as invoices relating to the June financial period are received. While the administration team has made every effort to ensure all relevant invoices have been obtained and processed, confirmation is still being sought that all invoices for works and services delivered in June have been received. Until this process is complete, the amount of revenue previously recognised as contract liabilities that can be brought to account cannot be fully determined.

### Operating Revenue

Operating revenue totalled \$25.606 million, exceeding the year-to-date budget by \$2.275 million (9.75%). The primary contributor was the early receipt of the 2026/27 Financial Assistance Grant of \$6.314 million received in June 2026, together with higher than anticipated fees and charges and other operating income. These movements were partially offset by lower investment interest and grant funding that remains subject to project milestones and acquittals.

### Operating Expenditure

Operating expenditure totalled \$28.790 million, which is \$5.645 million (16.39%) below budget. Significant variances relate to the timing of expenditure on disaster recovery works, strategic projects, materials and contracts, together with employee costs remaining below budget across a number of service areas. While favourable at year end, expenditure is expected to continue changing as outstanding June invoices and year-end adjustments are processed.

Several significant expenditure items were incurred or progressed during June 2026, contributing to the increase in operating expenditure compared to previous months. These costs relate primarily to cyclone recovery activities and disaster recovery works. While these expenditures have contributed to current budget variances, a number are either expected to be recoverable through external funding arrangements or are offset by associated revenue sources which are expected to be received in the 2026/27 financial year.

| <b>Significant Expenditure Item</b>                              | <b>Amount (\$)</b> |
|------------------------------------------------------------------|--------------------|
| Tropical Cyclone Narelle – Preparation and Cleanup Activities    | 199,819.92         |
| Tropical Cyclone Mitchell – Preparation and Cleanup Activities   | 363,342.28         |
| AGRN Opening Grades                                              | 231,511.67         |
| AGRN General Repairs                                             | 353,248.89         |
| <b>Total Significant Expenditure Items – relating to Cyclone</b> | <b>1,147,922</b>   |

### Investing Activities (Capital Works)

Capital expenditure totalled \$8.946 million against a budget of \$18.112 million, representing approximately 49% of the adopted capital program. The largest variance relates to the Carnarvon Airport Upgrade (Q400), which remains significantly behind budget due to project timing.

Grants, Subsidies and Contributions

Operating grants exceeded budget primarily due to the early payment of the 2026/27 Financial Assistance Grant. Conversely, capital grant revenue remains below budget as grant income is recognised progressively in line with project delivery. Several grant-funded projects remain in progress, resulting in grant funding being held as contract liabilities until expenditure is incurred in accordance with accounting standards.

Cash and Investments

Cash and investments totalled \$13.064 million, comprising:

- Unrestricted Cash – \$10.199 million
- Restricted Reserve Funds – \$2.865 million
- Trust Funds – \$303,277

Cash holdings remain strong at year end, largely reflecting the receipt of grant funding in advance of expenditure and the timing of capital projects

Receivables

Net rates receivable at 30 June 2026 totalled \$2.426 million, with an overall collection rate of 74.9%. Outstanding trade receivables totalled approximately \$717,000 after impairment provisions. Debt collection activities will continue throughout the new financial year to improve collection rates and minimise outstanding balances.

REX Holdings Debt Recovery

During the reporting period, the Shire received grant funding of \$355,188 to assist in offsetting the financial impact of the outstanding debt owed by REX Holdings. As the funding was provided without enforceable performance obligations, it has been recognised as grant income in accordance with AASB 1058.

The grant funding was received from the funding body and does not constitute payment of the debt by REX Holdings. Accordingly, the outstanding receivable of \$390,707 remains recorded in the financial records pending a determination by Council regarding ongoing recovery action or the formal write-off of the debt in accordance with the Shire's Debt Collection Policy and delegated authority.

Administration is currently reviewing the accounting treatment of the receivable and will present a recommendation to Council, if required, regarding any proposed write-off or impairment of the remaining debt.

Debtor & Rates Receivables

Net rates receivable at 30 June 2026 totalled \$2.425 million compared to \$2.004 million at 30 June 2025.

The rates collection rate at 30 June 2026 was 74.9%, compared to 75.5% for the same period in the previous year. The increase in outstanding rates is reflective of both increased annual levies and continued economic pressures impacting collection rates.

Pensioner Deferred Rates

Deferred pensioner rates continue to be recognised as non-current receivables in accordance with applicable accounting standards and legislative requirements. Movement for deferred rates has resulted in a balance of \$265,070.79 as at 30<sup>th</sup> June 2026, an increase from the previous balance of \$113,317.19.

The Minister for Finance has determined, in accordance with section 17(2) of the Rates and Charges (Rebates and Deferments) Act 1992, that the interest rate applicable to rates and charges deferred at 1 July 2026 is 4.62%. It is anticipated that the increase in balance will provide an increase in revenue of approximately \$8,500 net after the required audit report and associated expenditure.

Deferred rates arrangements remain an important mechanism to support eligible pensioners experiencing financial hardship while maintaining compliance with statutory rating obligations.

Rates Debt Recovery

Administration continues to actively monitor outstanding rates debt and undertake recovery action in accordance with the Shire's Debt Collection and Recovery Policy.

We currently have 50 payment arrangements in place.

Recovery actions may include:

- Payment arrangements
- Instalment agreements
- Final notices
- Referral for legal recovery processes where appropriate.

Focus continues on balancing recovery outcomes with appropriate consideration of hardship circumstances.

Reserves

Total reserve balances at 30 June 2026 were \$2.864 million.

Key reserve balances include:

- Strategic Projects Reserve – \$731k
- Plant Reserve – \$431k
- Leave Reserve – \$388k
- Emergency Management Reserve – \$293k
- Asset Upgrades and Renewal Reserve – \$281k.

Reserve movements during the period largely relate to interest allocations and transfers associated with capital projects and plant replacement funding.

Contract Liabilities

Contract liabilities continue to be a significant component of the Shire's year-end financial position. These balances represent grant funding received in advance of the associated expenditure being incurred and, in accordance with Australian Accounting Standards, cannot be recognised as revenue until the related performance obligations have been satisfied.

At 30 June 2026, contract liabilities totalled \$1.406 million operating liabilities, with a further \$5.204 million recognised as capital grant liabilities. In comparison to 30 June 2025 which had a balance of \$988,950 in contract liabilities, both Capital and Operating.

A detailed review of contract liabilities remains underway as part of the end-of-financial-year close. Administration continues to identify June expenditure and supplier invoices relating to grant-funded projects to ensure revenue is recognised in the correct financial year. As this process is completed, movements between contract liabilities and revenue are expected, which may have a material impact on both the operating result and the reported funding surplus.

Since the preparation of this report, a further \$1,439,580 has been identified for recognition as 2025/26 grant revenue following a detailed review of contract liabilities and year-end transactions. As this adjustment was identified after the monthly financial report had been finalised, it has not been incorporated into the financial statements presented. This demonstrates that the reported year-end position remains preliminary and may continue to change as the remaining end-of-financial-year journals and accounting adjustments are completed.

End of Financial Year Position

At this stage, the final closing financial position for the 2025/26 financial year cannot be reliably determined. While the majority of end-of-year processing has been completed, contract liability adjustments remain subject to the receipt and verification of June invoices for works and services delivered prior to 30 June. Until all outstanding invoices have been received and assessed, the final amount of revenue to be recognised from contract liabilities cannot be confirmed. As a result, the reported closing position should be considered preliminary and subject to further adjustment.

As at the date of this report, the financial year-end close remains in progress. Several significant end-of-year accounting adjustments are still to be completed, including final accruals, contract liability movements, grant revenue recognition, asset capitalisation and other statutory year-end journals. Accordingly, the financial results presented remain preliminary and should be interpreted with caution until all year-end processing has been completed and the Annual Financial Report has been finalised and audited.

**OFFICER'S RECOMMENDATION**

***That Council by Simple Majority, Notes and receives the Statement of Financial Activity for the period ending 30 June 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations.***

Additional Comments

*Commissioner Martin Aldridge - Commented that the June 2026 Monthly Financial Report should not be interpreted as the Shire's Annual Financial Statements, noting that further accounting processes and end-of-year journals are still to be applied.*

*Further noted that the reported result is materially affected by the early receipt of \$6.314 million in Financial Assistance Grants for the 2026/27 financial year, received in June 2026, representing approximately 80 per cent of the Shire's expected annual allocation.*

*Also referred to community interest in expenditure, noting that employment expenses were \$1.269 million below budget and materials and contracts were \$4.152 million below budget. He further noted that approximately \$1.147 million in expenditure relating to Tropical Cyclones Narelle and Mitchell had materially impacted the 2025/26 financial year and highlighted the need to build financial resilience against future disaster events.*

**COUNCIL RESOLUTION OCM 10/07/26**

**Moved: Cmm Martin Aldridge**

**That Council by Simple Majority, Notes and receives the Statement of Financial Activity for the period ending 30 June 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations.**

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

### 7.1.8 COUNCIL CONSIDERATION OF PUBLIC SUBMISSIONS ON INTENTION TO IMPOSE DIFFERENTIAL RATES AND MINIMUM PAYMENTS FOR THE ANNUAL BUDGET 2026/27

|                          |                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|
| File No:                 | ADM0071                                                                                                                   |
| Location/Address:        | N/A                                                                                                                       |
| Name of Applicant:       | N/A                                                                                                                       |
| Name of Owner:           | N/A                                                                                                                       |
| Author(s):               | Amanda Dexter, Chief Executive Officer<br>Racheal King, Corporate Assurance and Finance Advisor                           |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                                                                                    |
| Declaration of Interest: | Nil                                                                                                                       |
| Voting Requirement:      | Absolute Majority                                                                                                         |
| Previous Report:         | 30 June 2026                                                                                                              |
| Schedules:               | 1. Objects and Reasons - 2026-2027 Differential Rates<br>2. Schedule of Submissions - Proposed Differential Rates FY26-27 |

#### 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 presents to Council the outcome of the statutory local public notice period, advertising the intention to raise differential rates, ahead of adopting the 2026/27 Annual Budget.

Council is requested to consider any submissions received during this period and to request the Chief Executive Officer to apply to the Minister for Local Government to approve the differential rates that require exemption under section 6.33(3) of the *Local Government Act 1995*.

This report does not, of itself, adopt the 2026/27 Annual Budget or impose the rates. Final adoption of rate levels and the Annual Budget will be subject to separate Council consideration.

#### Background

At the Ordinary Council Meeting held on 30 June 2026, Council resolved to give local public notice of the proposed 2026/27 differential general rates and minimum payments and invite submissions from electors and ratepayers. Council also adopted the *Objects and Reasons (Attachment 1)* for the purpose of public advertising and requested that the Chief Executive Officer report back to Council following the close of the submission period.

**COUNCIL RESOLUTION OCM 01/06/26**

Moved: Cmm Martin Aldridge

**OFFICER'S RECOMMENDATION***That Council by Simple Majority;*

- 1. Approves the giving of local public notice of the proposed 2026/27 differential general rates and minimum payments set out in the table below and invites electors or ratepayers to lodge submissions about this proposal within 21 days from the date of notice:*

| <b>DIFFERENTIAL RATING CATEGORY</b> | <b>MINIMUM PAYMENT PROPOSED</b> | <b>RATE IN THE DOLLAR (\$) PROPOSED</b> |
|-------------------------------------|---------------------------------|-----------------------------------------|
| <i>GRV Residential</i>              | <i>\$1,580</i>                  | <i>11.7000 cents</i>                    |
| <i>GRV Commercial/Industrial</i>    | <i>\$1,580</i>                  | <i>12.6180 cents</i>                    |
| <i>GRV Special Use/Rural</i>        | <i>\$1,580</i>                  | <i>12.5920 cents</i>                    |
| <i>UV Mining</i>                    | <i>\$1,580</i>                  | <i>31.8400 cents</i>                    |
| <i>UV Pastoral</i>                  | <i>\$1,580</i>                  | <i>14.0150 cents</i>                    |
| <i>UV Intensive Horticulture</i>    | <i>\$1,580</i>                  | <i>2.9850 cents</i>                     |

- 2. Adopts the Objects and Reasons – Differential Rates 2026/27 for the purpose of public advertising under section 6.36 of the Local Government Act 1995; and*
- 3. Requests, Following the close of the public submission period, the Chief Executive Officer to report back to Council, presenting any submissions for formal consideration.*

FOR: Cmm Martin Aldridge

AGAINST: Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

Following the 30 June 2026 OCM, a public notice inviting submissions on proposed differential rates was advertised as follows:

| <b>Advertising / Notice Channel</b> | <b>Date Published / Actioned</b>                                   | <b>Details / Reach</b>                                                 |
|-------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Shire website</b>                | 1 July 2026                                                        | Public notice published on website. <i>Webpage received 50 clicks.</i> |
| <b>Library noticeboard</b>          | 1 July 2026                                                        | Public notice displayed the day after OCM.                             |
| <b>Administration noticeboard</b>   | 1 July 2026                                                        | Public notice displayed the day after OCM.                             |
| <b>Facebook post</b>                | 1 July 2026                                                        | Public notice posted on Facebook. <b>2,912 views.</b>                  |
| <b>Midwest Times newspaper</b>      | Wed 8 July 2026<br>Wed 15 July<br>Wed 22 July<br><br>Thurs 23 July | Public notice advertised in the Midwest Times.                         |

| Advertising / Notice Channel | Date Published / Actioned | Details / Reach                                                         |
|------------------------------|---------------------------|-------------------------------------------------------------------------|
| Facebook repost              | 22 July 2026              | Public notice reposted on Facebook. <b>847 people reached/saw post.</b> |
| Submission period closure    | Closing 4.00pm, Thursday  | Submission period was closed at 4pm.                                    |

A digital public notice was published on the Shire of Carnarvon's website and social media account, with a link to the Objects and Reasons for the Differential Rates and Minimum Payments for the 2026/27 Financial Year.

All statutory local public notice requirements under section 6.36 of the *Local Government Act 1995* (the Act) were met.

Sections 6.33 to 6.36 of the *Local Government Act 1995* govern the imposition of differential rates. Specifically, section 6.33 enables a local government to impose differential general rates on different categories of rateable land, provided the rates are based on characteristics prescribed by legislation.

As the proposed UV Mining differential rate of 0.318400 in the dollar exceeds twice the lowest proposed differential rate of 0.029850 in the dollar for UV Intensive Horticultural land, the Shire is required to obtain the Minister for Local Government's approval under section 6.33 before adopting the rates.

The Minister requires Council to consider any submissions received prior to assessing the Shire's application for exemption from section 6.33 of the Act.

### Stakeholder and Public Consultation

#### External Consultation

- Local public notice was required to be given in accordance with the *Local Government Act 1995*.
- Electors and ratepayers were invited to make submissions on the proposed differential general rates and minimum payments.
- The advertised material included the proposed rating categories, minimum payments and Objects and Reasons.
- Any submissions received during the advertising period are to be presented to Council for consideration prior to the finalisation of the rating process.

#### Internal Consultation

- Briefings with the Commissioner
- Chief Executive Officer
- Executive Manager Corporate Strategy and Performance
- Corporate Strategy and Performance Directorate
- Finance and rating officers
- Council workshops and budget briefings undertaken as part of the 2026/27 budget development process

### Statutory Environment

#### Local Government Act 1995

Section 1.7 - *provides for local public notice requirements.*

Section 6.26 – *is the gateway provision determining whether land may be rated by a local government*

Section 6.28 - *provides for the basis of rates, including the method of valuation of land to be used by a local government as the basis for a rate.*

Section 6.32 - *provides the authority for a local government to impose general rates, differential general rates, specified area rates, minimum payments and service charges when adopting the annual budget.*

Section 6.33 - *provides for differential general rates and requires Ministerial approval where a differential general rate is more than twice the lowest differential general rate imposed by the local government.*

Section 6.34 - *provides that the estimated yield from general rates must be within the prescribed range of the budget deficiency, unless otherwise approved by the Minister.*

Section 6.35 - *provides for minimum payments and the statutory requirements and limitations that apply.*

Section 6.36 - *requires a local government to give local public notice before imposing differential general rates or certain minimum payments, including publication of the Objects and Reasons and allowing a submission period.*

#### Local Government (Administration) Regulations 1996

Regulation 3A - *prescribes the requirements for giving local public notice under section 1.7 of the Local Government Act 1995.*

The Shire has complied with the statutory requirement to give local public notice in at least 4 ways (Newspaper circulating in the district, Shire Administration, Shire Website, Shire Social Media Account, Shire Newsletter – printed and online) from the 1 July 2026, for at least 21 days, stating the proposed differential rates and the minimum payments for each rating category, providing suitable access to the Objects and Reasons, and considering all submissions to Council through this report.

#### **Relevant Plans and Policy**

Shire of Carnarvon Revenue Strategy – Stabilising our Financial Position – 2022

This revenue strategy aims to:

- Improve transparency by providing the community with clear and detailed information about the Shire's revenue sources and how they are calculated.
- Provide a guide for Council decision making when considering the Long-Term Financial Plan and annual budget.
- Project rates for the coming years to provide a level of certainty for ratepayers.
- Identify revenue sources other than rates to grow our revenue streams.

#### **Financial Implications**

The proposed differential rates are expected to raise \$7.969 million in rates revenue for the 2026/27 financial year, representing an increase of \$624,444 (8.5%) compared with 2025/26.

In considering the proposed rates increase, budget analysis has identified a cumulative rates revenue gap of approximately \$3.05 million against the revenue trajectory assumed in the Long Term Financial Plan and Revenue Strategy.

The effect of this revenue gap has been a reduced capacity to fund infrastructure renewal, asset maintenance, service delivery and strategic initiatives. While Council has continued to achieve operational efficiencies and secure external grant funding where possible, these measures alone are insufficient to offset the increasing cost of delivering local government services across a large regional and remote district.

The proposed rates increase forms part of Council's broader financial sustainability strategy and is intended to support the ongoing delivery of essential services, maintenance of community assets and infrastructure, and implementation of priority projects identified within the 2026/27 Budget.

Note: The amount proposed to be raised above the 2025/26 base is \$624,444.

Risk Assessment

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>           | Should the proposed differential rates not be imposed, Councils projected revenue will be insufficient to meet the costs of the 2026/27 programmes.                                                                                                                                             | B-2 High | The proposed rates have been developed having regard to the estimated budget deficiency, projected operating costs, asset management requirements and planned service delivery. Budget efficiency measures, expenditure prioritisation, grant funding, reserve funding and other revenue sources have been considered. Any decision to reduce the proposed rates should be accompanied by corresponding expenditure reductions, deferral of lower-priority works or identification of an alternative funding source. The budget will be monitored throughout the financial year through regular financial reporting and budget reviews. |
| <b>Health &amp; Safety</b> | A material reduction in projected rates revenue may constrain the Shire's ability to fund safety-critical asset maintenance, work health and safety initiatives and other statutory or operational measures required to provide a safe workplace and safe community facilities.                 | B-2 High | Safety-critical expenditure and statutory work health and safety obligations will be treated as essential and prioritised ahead of discretionary expenditure. Any proposed reduction or deferral of expenditure will be assessed for its potential impact on employees, contractors, facility users and the community before the budget is adopted or subsequently amended.                                                                                                                                                                                                                                                             |
| <b>Reputation</b>          | The proposed rates increase may adversely affect community confidence in the Shire, particularly in the context of cost-of-living pressures, if the reasons for the increase, expenditure priorities and Council's consideration of submissions are not clearly and transparently communicated. | C-3 High | The Shire has undertaken the required local public notice process and has made the proposed rates and Statement of Objects and Reasons publicly available. All submissions are presented to Council, together with an Administration response. The final decision should clearly explain the budget deficiency, efficiency measures considered, proposed expenditure priorities and the reasons for either retaining or modifying the advertised rates.                                                                                                                                                                                 |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service disruption</b> | If the proposed revenue is not raised and compensating budget adjustments are not made, the Shire may be required to reduce service levels or defer maintenance, renewal works, community programs and capital projects. This may result in service disruption, increased maintenance backlogs and reduced capacity to respond to community needs.                                                                                                                                                                                                       | C-3 High | Essential and statutory services will be prioritised. Lower-priority or discretionary projects may be phased, deferred or rescope if required. Financial performance and project delivery will be monitored during the year, with material variances reported to Council and addressed through formal budget reviews.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Compliance</b>         | Council is required to consider all submissions received before imposing the proposed differential rates and minimum payments. Where the proposed GRV Transient Workers Accommodation differential rate is more than twice the lowest applicable differential rate, Ministerial approval must be obtained before that rate is imposed. Failure to satisfy either requirement would result in statutory non-compliance and may expose the Shire's rating decision and Annual Budget to legal challenge, regulatory scrutiny, delay and corrective action. | C-3 High | All submissions are included in Attachment 3 and addressed in the agenda report to enable Council to demonstrate genuine consideration of the matters raised. The Council resolution should expressly record that the submissions have been considered and determine the final proposed rates. A complete application for Ministerial approval will be submitted for the GRV Transient Workers Accommodation differential rate, where required under section 6.33(3). The proposed rate must not be imposed, and the Annual Budget must not be adopted on the basis of that rate, unless and until the required written Ministerial approval has been received. A final legislative compliance review should be completed before budget adoption. |
| <b>Property</b>           | If insufficient revenue results in the deferral of planned asset maintenance or renewal, the condition of Shire buildings, roads, plant and community infrastructure may deteriorate. This may increase future lifecycle costs, reduce asset serviceability and create additional safety or operational risks.                                                                                                                                                                                                                                           | B-2 High | Capital and maintenance expenditure will be prioritised using asset condition information, safety considerations, statutory obligations and lifecycle cost principles. Critical maintenance and renewal works will be protected where practicable, with lower-priority works phased or deferred if funding adjustments are required.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Environment</b>        | A reduction in available revenue may affect the timing or scope of waste management, water infrastructure, environmental health and other environmentally significant activities. This may increase the risk of environmental incidents or failure to meet statutory obligations.                                                                                                                                                                                                                                                                        | C-3 High | Statutory environmental obligations and high-risk environmental activities will be prioritised. Existing site controls, inspections, monitoring programs, incident response procedures and external grant opportunities will continue to be used to manage environmental risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|              |                                                                                                                                                                                                                                                                                           |         |                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fraud</b> | The differential rating proposal does not, of itself, create a material new fraud risk. However, errors, unauthorised amendments or inappropriate manipulation of valuation data, property classifications, rate modelling or rate records could result in incorrect rates being imposed. | D-2 Low | Appropriate segregation of duties, restricted access to rating systems and financial models, version control, reconciliation to Valuer General data, independent review of calculations, documented Council resolutions and post-levy reconciliations will be maintained. Material changes to the advertised rates or rate yield must be documented and authorised. |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *Our infrastructure, housing and amenities are high quality and accessible*

#### ADDITIONAL FOCUS AREAS:

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

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

- N/A

### Comments

During the 21 day submission period, a total of four (4) submissions were received and have been included with this report for Council's consideration prior to determining the differential rates and seeking Ministerial approval.

The submissions primarily raised concerns regarding:

- the overall level of the proposed rates increase;
- cost-of-living pressures and ratepayer affordability;
- the Shire's expenditure priorities; and
- broader governance matters.

These concerns are relevant to Council's consideration of the overall rating burden and the financial pressures being experienced by residents and ratepayers.

However, none of the submissions identified a specific concern with:

- the methodology used to establish the differential rating categories;
- the application of the proposed minimum payments; or
- the content or adequacy of the Statement of Objects and Reasons.

The submissions, together with the Administration's responses, are provided in Attachment 3.

### Consideration of Submissions

Council is required to genuinely consider all submissions received before determining whether to adopt, modify or not proceed with the proposed differential rates and minimum payments.

The submissions highlight legitimate concerns regarding affordability and the cumulative impact of increasing household and business costs. These concerns should be acknowledged and weighed carefully against the Shire's responsibility to:

- maintain essential community services;
- meet its statutory and governance obligations;
- appropriately maintain and renew public infrastructure;
- address identified safety and compliance requirements; and
- preserve the Shire's long-term financial sustainability.

Having considered the matters raised, Administration considers that the proposed differential rating model remains supportable. The model has been developed to contribute to the funding required for the Shire's planned services, operations, asset maintenance and capital works program.

This conclusion does not diminish the financial pressures identified by submitters.

Rather, it reflects the difficult balance Council must strike between limiting the financial burden on ratepayers and ensuring that the Shire can continue to deliver services, maintain public assets and meet its legislative responsibilities.

As the submissions did not identify a specific deficiency in the differential rating methodology, proposed minimum payments or Statement of Objects and Reasons, Administration does not recommend amending those elements solely in response to the submissions received.

Council may nevertheless determine to modify the proposed rates or minimum payments should it consider that an adjustment to the overall rating burden is warranted.

### Financial Implications

The proposed differential rating model is estimated to raise **\$7.969 million** in rates revenue for the 2026–27 financial year. This represents a proposed increase of **\$624,444**.

Rates revenue forms part of the Shire's overall funding framework and must be considered alongside grants, fees and charges, reserve funding and other available revenue sources. The proposed increase is intended to assist the Shire in responding to increasing operating costs, statutory obligations, asset renewal requirements and the delivery of priority community infrastructure and services.

### Key Budget Pressures and Priority Expenditure

The principal budget pressures and proposed areas of expenditure include the following:

#### *Statutory, governance and organisational costs:*

- Extraordinary local government election, governance-related matters, compulsory elected member training, elected member induction and onboarding, and Commissioner-related costs — \$300,000.
- Increased insurance costs of approximately 4.1%.
- Increased fuel and materials costs, estimated at between 35% and 50% across relevant expenditure categories.
- Increased utilities, wages and other CPI-related operating costs.

#### *Roads, infrastructure and asset renewal:*

- Road construction capital projects — \$3.96 million.
- Plant and asset maintenance — \$1.6 million.
- Theatre accessibility and seating upgrades — \$497,000.
- Coral Bay waste site works — \$250,000.
- Carnarvon Airport works — \$225,000.

- Kerbing and footpath works — \$200,000.
- Coral Bay Airport works — \$180,000.
- Water infrastructure — \$170,000.
- Woolshed roof replacement — \$150,000.
- Playground equipment upgrades — \$75,000.
- Festival Grounds oval lighting design and planning — \$20,000.

*Community safety and legislative compliance:*

- CCTV upgrades — \$120,000.
- Work health and safety initiatives and legislatively required improvements, including a workshop hoist — \$85,000.

*Community, tourism and economic development:*

- Tourism and economic development activation — \$200,000.
- Continued delivery of major community and infrastructure projects, including Lotterywest-supported initiatives, the Regional Precincts and Partnerships Program and the Tramway Bridge construction project — \$14.4 million, subject to confirmation of the program value and funding composition.

Further to the Approval to advertise Differential Rates for 2026/2027 Agenda Paper provided to Council on the 30<sup>th</sup> June 2026, it is reinforced that Council and the Administration recognise that rates revenue has not increased in line with cumulative cost growth over recent years. Analysis undertaken as part of the 2026/27 budget process identified a cumulative revenue gap of approximately \$3.05 million (had annual rate increases been applied in accordance with Long Term Financial Plan assumptions since 2020/21).

The practical effect of this funding gap has clearly identified a reduced capacity to undertake infrastructure renewal, road maintenance, building upgrades and other community projects that would otherwise have been achievable.

After considering the submissions received, Council may reasonably conclude that the proposed differential rating model remains an appropriate mechanism for distributing the rating burden across the district and supporting the Shire's 2026–27 budget requirements.

Council acknowledges the concerns raised regarding cost-of-living pressures, affordability, expenditure and governance. However, those concerns must be balanced against the Shire's obligation to maintain essential services, manage and renew community assets, meet statutory requirements and remain financially sustainable.

On balance and noting that no submission identified a specific deficiency in the proposed differential rating categories, minimum payments or Statement of Objects and Reasons, the proposal may proceed for Council's consideration as part of the adoption of the 2026–27 Annual Budget.

Council's consideration of submissions forms part of the legislative process prior to the application being forwarded to the Minister for determination.

The proposed differential rating structure is intended to provide an equitable distribution of the rating burden having regard to the varying capacity of different land uses to contribute to the cost of local government services and is supported by the attached schedule one - 'Objects and Reasons 2026-27 Differential Rates'.

**OFFICER'S RECOMMENDATION*****That Council by Absolute Majority:***

- 1. Notes and Acknowledges the four (4) submissions received during the 21 day public submission period advertising Councils intention to impose the 2026/27 and confirms that due consideration has been given to each individual submission;***
- 2. Authorises the Chief Executive Officer to respond to each submission in writing as per appendix 3 to the report;***
- 3. Endorses the following proposed Differential General Rates and Minimum Payments for 2026/27:***

| <b><i>DIFFERENTIAL RATING CATEGORY</i></b> | <b><i>MINIMUM PAYMENT PROPOSED</i></b> | <b><i>RATE IN THE DOLLAR (\$) PROPOSED</i></b> |
|--------------------------------------------|----------------------------------------|------------------------------------------------|
| <b><i>GRV Residential</i></b>              | <b><i>\$1,580</i></b>                  | <b><i>11.7000 cents</i></b>                    |
| <b><i>GRV Commercial/Industrial</i></b>    | <b><i>\$1,580</i></b>                  | <b><i>12.6180 cents</i></b>                    |
| <b><i>GRV Special Use/Rural</i></b>        | <b><i>\$1,580</i></b>                  | <b><i>12.5920 cents</i></b>                    |
| <b><i>UV Mining</i></b>                    | <b><i>\$1,580</i></b>                  | <b><i>31.8400 cents</i></b>                    |
| <b><i>UV Pastoral</i></b>                  | <b><i>\$1,580</i></b>                  | <b><i>14.0150 cents</i></b>                    |
| <b><i>UV – Intensive Horticulture</i></b>  | <b><i>\$1,580</i></b>                  | <b><i>2.9850 cents</i></b>                     |

- 4. Adopts the 2026/27 Statement of Objects and Reasons for each of the proposed differential general rates and minimum payments in point Two above, as contained in Schedule 1; and***
- 5. Requests the Chief Executive Officer to seek the Minister for Local Government's approval under section 6.33(3) of the Local Government Act 1995 to impose differential rates for the:***
  - a) UV Mining differential rating category which is proposed to be more than twice the lowest UV Rural Rate.***

**Additional Comments**

*Commissioner Martin Aldridge - Commented that the report forms part of the statutory differential rating process and does not adopt the 2026/27 Annual Budget or impose rates, which will be subject to further Council consideration following Ministerial determination.*

*He further noted that the proposed 8.5 per cent overall rate revenue increase amounts to \$624,444 and acknowledged community concerns regarding cost-of-living pressures and affordability. He also noted significant local budget pressures, including the extraordinary election, cyclone impacts, road network damage, plant renewal needs and the cost of delivering services across a large regional and remote district.*

*Commissioner's final notes were the Shire's need to strengthen its long-term financial position, including investment in plant, equipment and road infrastructure, and indicated that a review of the Shire's rating strategy may be considered to better inform future Councils.*

**COUNCIL RESOLUTION OCM 11/07/26****Moved: Cmm Martin Aldridge*****That Council by Absolute Majority:***

- 1. *Notes and Acknowledges the four (4) submissions received during the 21 day public submission period advertising Councils intention to impose the 2026/27 and confirms that due consideration has been given to each individual submission;***
- 2. *Authorises the Chief Executive Officer to respond to each submission in writing as per appendix 3 to the report;***
- 3. *Endorses the following proposed Differential General Rates and Minimum Payments for 2026/27:***

| <b><i>DIFFERENTIAL RATING CATEGORY</i></b> | <b><i>MINIMUM PAYMENT PROPOSED</i></b> | <b><i>RATE IN THE DOLLAR (\$) PROPOSED</i></b> |
|--------------------------------------------|----------------------------------------|------------------------------------------------|
| <b><i>GRV Residential</i></b>              | <b><i>\$1,580</i></b>                  | <b><i>11.7000 cents</i></b>                    |
| <b><i>GRV Commercial/Industrial</i></b>    | <b><i>\$1,580</i></b>                  | <b><i>12.6180 cents</i></b>                    |
| <b><i>GRV Special Use/Rural</i></b>        | <b><i>\$1,580</i></b>                  | <b><i>12.5920 cents</i></b>                    |
| <b><i>UV Mining</i></b>                    | <b><i>\$1,580</i></b>                  | <b><i>31.8400 cents</i></b>                    |
| <b><i>UV Pastoral</i></b>                  | <b><i>\$1,580</i></b>                  | <b><i>14.0150 cents</i></b>                    |
| <b><i>UV – Intensive Horticulture</i></b>  | <b><i>\$1,580</i></b>                  | <b><i>2.9850 cents</i></b>                     |

- 4. *Adopts the 2026/27 Statement of Objects and Reasons for each of the proposed differential general rates and minimum payments in point Two above, as contained in Schedule 1; and***
- 5. *Requests the Chief Executive Officer to seek the Minister for Local Government's approval under section 6.33(3) of the Local Government Act 1995 to impose differential rates for the:***
  - a) *UV Mining differential rating category which is proposed to be more than twice the lowest UV Rural Rate.***

**FOR: Cmm Martin Aldridge****AGAINST: Nil****CARRIED BY ABSOLUTE MAJORITY 1/0**

**7.1.9 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE SHIRE OF CARNARVON EXTRAORDINARY ELECTION - SECTION 4.13 EXTRAORDINARY ELECTION - 3 DECEMBER 2026**

|                          |                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File No:                 | ADM1834                                                                                                                                                                                                                |
| Location/Address:        | Shire of Carnarvon                                                                                                                                                                                                     |
| Name of Applicant:       | Shire of Carnarvon                                                                                                                                                                                                     |
| Name of Owner:           | Shire of Carnarvon                                                                                                                                                                                                     |
| Author(s):               | Neil Hartley, Strategic Advisor                                                                                                                                                                                        |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                                                                                                                                                                                 |
| Declaration of Interest: | Nil                                                                                                                                                                                                                    |
| Voting Requirement:      | Absolute Majority                                                                                                                                                                                                      |
| Previous Report:         | N/A                                                                                                                                                                                                                    |
| Schedules:               | <ol style="list-style-type: none"> <li>1. Government Gazette, 26 May 2026 No. 56 Special</li> <li>2. WAEC Cost Estimate for Local Government Extraordinary Election 2026</li> <li>3. WAEC Written Agreement</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 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**

The purpose of this report is for Council to consider appointing the Western Australian Electoral Commission (WAEC) to conduct the 3 December 2026 Extraordinary Election via postal vote on behalf of the Shire of Carnarvon.

The Shire has received advice from the Western Australian Electoral Commissioner (WAEC) that it will accept responsibility for the 2026 Extraordinary Election, together with any other elections or polls that may also be required.

A Council decision is required to determine whether to proceed with the Electoral Commissioner conducting the elections.

**Background**

On Tuesday 26 May 2026, His Excellency the Hon. Chris Dawson AC APM, Governor of Western Australia, in Executive Council on the 26 May 2026 declared, by order, all the remaining offices of members of the Council to be vacant, and appointed the Hon Martin Aldridge, as Commissioner, pursuant to sections 2.37(1), 2.37(4) of the Local Government Act 1995.

The order was published in the Government Gazette on the 26 May 2026 and took effect from 27 May 2026.

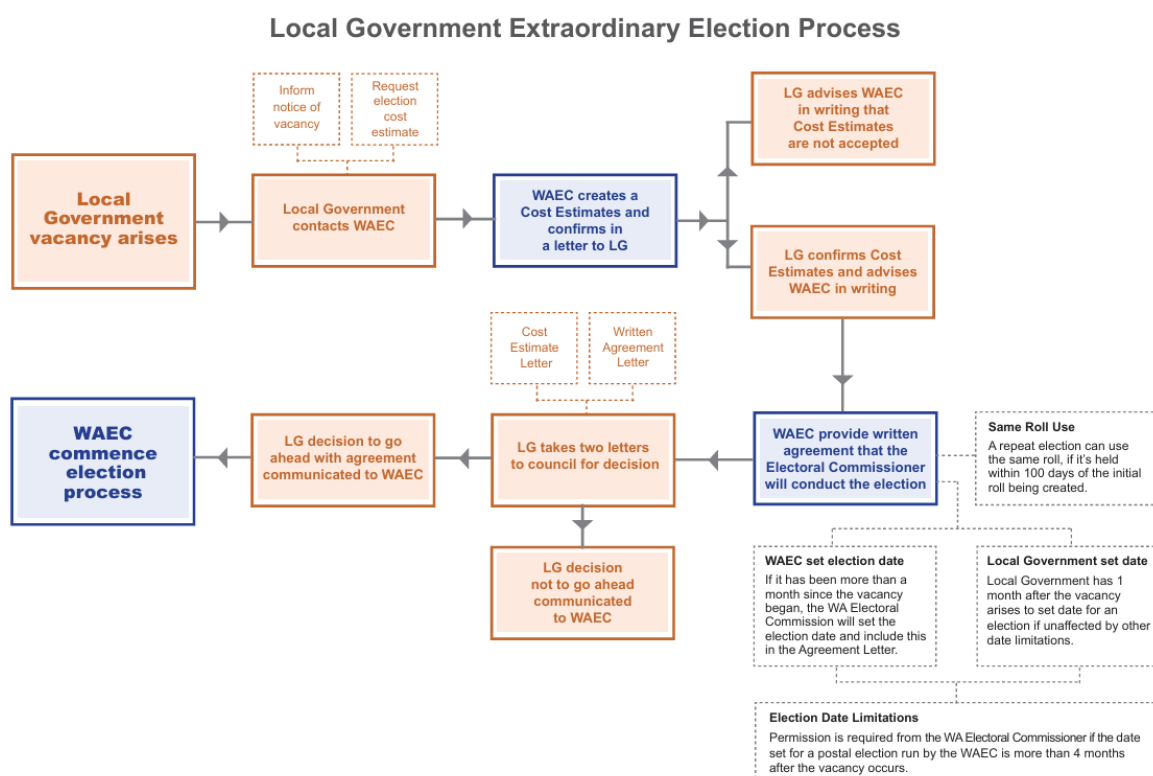
In accordance with section 2.37(5) of the Local Government Act 1995, His Excellency the Governor set Thursday 3 December 2026 as the date for the election to fill the positions of President and seven Councillors. The Commissioner will hold office until the offices of members of Council are filled again and the newly elected Council holds its first meeting.

In accordance with section 4.20(1) of the Local Government Act 1995, the Chief Executive Officer is the Returning Officer for local government elections, unless and in accordance with section 4.20(2) of the Local Government Act 1995, another person is appointed by Council as being responsible for the election. Any other person, other than the Chief Executive Officer, is required to be approved by the WAEC. The Council can decide, under section 4.20(4) of the Local Government Act 1995, that the WAEC be responsible for the election, which includes the appointment of a returning officer and other arrangements associated with the election. The Shire has historically engaged the WAEC to conduct its elections.

The Shire recently received confirmation from the WAEC that it was prepared to conduct the local government elections on the Shire's behalf and any other polls that may be required until the end of 2026, and its cost estimate is \$45,000 (see attached). The WAEC has utilised a similar model to the recent Port Hedland elections, opting for optimum Returning Officer independence and experience, and thus has budgeted for that position to be sourced from outside of the Carnarvon district. In light of the travel and accommodation that results from this option, the cost is higher than might have otherwise been the case.

The procedure outlined in the Local Government Act 1995 is that the WAEC written agreement is to be obtained before a vote is taken on who should be responsible for the local government's elections. In accordance with the Local Government Act 1995, Council is therefore invited to confirm whether the WAEC is to undertake the 2026 Extraordinary Election postal election on the Shire's behalf.

The Table below outlines in flow-chart format, the WAEC appointment process -



## Stakeholder and Public Consultation

### External Consultation

Western Australian Electoral Commission - including advice on election conduct, cost estimate and written agreement.

Public advertising and election communications will occur as part of the statutory election process through the Shire's website, social media and other relevant channels.

### Internal Consultation

Chief Executive Officer

Executive Management Team

Governance Team

No community consultation is required for Council's decision to appoint the Electoral Commissioner. The decision relates to the statutory and administrative arrangements required to conduct the extraordinary election.

## Statutory Environment

### Local Government Act 1995

Section 4.13 - *Elections after all members' offices become vacant*

*Any poll needed for an election to fill the vacant offices after the offices of members have been declared vacant under section 2.37 is to be held on the day fixed by order under section 2.37(5).*

Section 2.37 - *Power to declare offices vacant*

*(4) When a declaration has been made under this section the Governor may, by order, appoint a person to be the commissioner of the local government until the offices of members of the council are filled again and the new council holds its first meeting.*

*(5) An order under subsection (4) is to fix a day for any poll needed for the election of members to fill the vacant offices again.*

Section 4.20 - *CEO to be returning officer unless other arrangements made.*

*(4) a local government may declare\* the Electoral Commissioner to be responsible for the conduct of an election. (\* absolute majority required)*

Section 4.39 - *Close of enrolments*

*(1) In order to be included on the electoral roll for the election a person must be an elector of the district or ward, as the case requires, as at 5 p.m. on the 57th day before election day (the close of enrolments).*

*(2) Statewide public notice of the time and date of the close of enrolments must be given on or after the 77th day, but not later than on the 63rd day, before election day by —*

- (a) the Electoral Commissioner if the Electoral Commissioner is responsible for the conduct of the election; or*
- (b) the CEO in any other case.*

Section 4.61 - *Choice of methods of conducting election.*

*(2) the Local Government may decide\* to conduct the election as a postal election. (\*absolute majority required)*

Local Government (Elections) Regulations 1997

## 91. Expenses of Electoral Commissioner

section 2.12A(2)(c) - *The expenses of the Electoral Commissioner in connection with a poll conducted under section 2.12A are to be met by the local government to the extent agreed between the Electoral Commissioner and the local government.*

**Relevant Plans and Policy**EME001 – Code of Conduct for Council Members, Committee Members and Candidates for Election

Provides the behavioural framework for Council Members, Committee Members and candidates, including expected standards of conduct.

EME024 – Caretaker Policy – Shire Elections

Provides guidance for the Shire's operations and decision-making during election caretaker periods.

EME032 – Election Signs

Provides guidance relating to election signage and related local government requirements.

**Financial Implications**

The estimated cost provided by the WAEC is \$45,000 (ex GST), which includes travel and accommodation for an external/non-local Returning Officer.

Additional costs are anticipated, including:

- Postal priority service (\$3,000);
- Internal and/or external staffing costs associated with conducting the election;
- Advertising; and
- Candidate information sessions.

Internal and/or external staffing costs for the election will be funded from existing salary / administrative budget allocations.

Should Council resolve to proceed with the WAEC conducting the election, there may be further costs associated with operating two polling places. Specific logistics and associated costs for these polling places will be discussed with the Shire once Council has made its decision.

A total budget of \$65,000.00 (ex GST) is available for the election. It is anticipated that all costs, including any additional expenses for polling places, can be accommodated within this proposed budget.

**Risk Assessment**

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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                                                                                                                                            |
|---------------------------|-----------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>          | The cost of the WAEC contract exceeds budget capacities               | D3 – Moderate | Whilst the Shire is unable to actively monitor WAEC costs, it is considered unlikely that the budget will be exceeded.                                         |
| <b>Reputation</b>         | Election may be seen as an un-necessary cost imposed on the district. | B2 – High     | Outline the compulsory legislative process that the Shire is required to follow.                                                                               |
| <b>Service disruption</b> | The election process might disrupt normal levels of service delivery  | B2 – High     | Ensure staff are aware of the election process and any potential impacts that might result for their work area.                                                |
| <b>Compliance</b>         | Local Government Act election procedures are not complied with        | D2 – Low      | Retaining the WAEC will ensure compliance is achieved.                                                                                                         |
| <b>Property</b>           | N/A                                                                   | N/A           | N/A                                                                                                                                                            |
| <b>Environment</b>        | N/A                                                                   | N/A           | N/A                                                                                                                                                            |
| <b>Fraud</b>              | The potential for voting fraud                                        | D2 – Low      | The WAEC is a very experienced provider of WA local government postal voting elections. It has voter and other procedural fraud protection practices 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 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

Following vacancies occurring in more than half of the offices of members of Council, the Governor made the *Local Government (Carnarvon – Declaration of Vacancies and Appointment of Commissioner) Order 2026*. The Order declared all remaining offices of members vacant, appointed Martin Aldridge as Commissioner of the Shire until the vacant offices are filled and the newly elected Council holds its first meeting, and fixed Thursday, 3 December 2026 as the polling day for any poll required to fill those offices. Clause 7 of the Order expressly directs that all vacant offices are to be filled under section 4.13 of the *Local Government Act 1995*, notwithstanding anything to the contrary in Part 4 of the Act.

The requirement to return the Shire to an elected Council is therefore statutory and is not a matter over which the Commissioner or the Administration has discretion. Section 2.37 requires an order appointing a Commissioner in these circumstances to fix a day for any poll needed to fill the vacant offices. Section 4.13 then provides that any required poll is to be held on the day fixed by that order.

Accordingly, the Shire must undertake the electoral process necessary to fill the vacant offices, with any contested poll being conducted on 3 December 2026.

Under section 2.38 of the Act, the Commissioner exercises the powers and discharges the duties of both the Council and the President, and is regarded as being the Council. The Commissioner is therefore authorised to make the resolutions and administrative decisions required to facilitate the election.

Although the appointment of the Electoral Commissioner is not independently mandated by the Governor's Order, Administration considers it the most appropriate and lowest-risk arrangement in the Shire's present circumstances. The election will restore the entire elected governing body following a period of Commissioner governance. Independent administration by WAEC will provide a clear separation between the Shire's operational administration and the electoral process, support community confidence in the impartiality and integrity of the election, and substantially reduce the compliance, resourcing, continuity and reputational risks that would arise if the Chief Executive Officer were required to conduct the election while also managing the organisation through the transition to a newly elected Council.

Should the election be conducted as a postal election, section 4.61 requires the Commissioner, acting as Council, to make an absolute-majority decision to that effect. Such a decision has no effect unless it is made after, or in conjunction with, a declaration under section 4.20(4) that the Electoral Commissioner is responsible for the election. In the absence of an effective postal-election resolution, the election is required to be conducted as a voting-in-person election. Consequently, if a postal election is proposed, the WAEC declaration is not merely desirable; it is a necessary statutory component of selecting that electoral method.

The declaration under section 4.20(4), together with any decision to conduct a postal election under section 4.61, must be made no later than the 80th day before election day. For the election scheduled on 3 December 2026, that date is 14 September 2026. The Electoral Commissioner's written agreement must be obtained before the declaration is made. The Shire is also responsible under section 4.28 for meeting the relevant electoral officers' fees and expenses and, where WAEC is responsible, the Electoral Commissioner's election expenses. Appropriate provision must therefore be included in the Shire's 2026–27 Budget based on the formal WAEC cost estimate.

On balance, the appointment of WAEC is strongly recommended as the most transparent, independent and operationally sound means of satisfying the Shire's statutory obligation to conduct the section 4.13 election on the date fixed by the Governor.

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

##### ***That Council by Absolute Majority:***

- 1. Notes the Local Government (Carnarvon – Declaration of Vacancies and Appointment of Commissioner) Order 2026 and the statutory requirement under section 4.13 of the Local Government Act 1995 to conduct an election to fill the vacant offices, with any required poll to be held on Thursday, 3 December 2026;***
- 2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;***
- 3. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election;***
- 4. Accepts the cost estimate provided by the Electoral Commissioner as per Schedule 2 of this agenda and minutes;***
- 5. Authorises the Chief Executive Officer to finalise and execute the necessary election service arrangements with the Western Australian Electoral Commission and enter into a written agreement on these terms (as per Schedule 3); and***
- 6. Note that replacement election papers will be available at set locations at both Coral Bay and Carnarvon, before and on Election Day.***

Additional Comments

Commissioner Martin Aldridge – Commented that the Governor in Executive Council has ordered that an election be held on Thursday, 3 December 2026 to fill the vacant offices of Council for the Shire of Carnarvon.

Further noted that the matter before Council was to determine who should conduct the election, and that appointing the Western Australian Electoral Commission was considered the most appropriate and lowest-risk arrangement.

Final notes were that the election would be conducted as a postal election, with additional Shire support required for replacement election papers in Carnarvon and Coral Bay and assistance during the election period.

**COUNCIL RESOLUTION OCM 12/07/26**

**Moved:** Cmm Martin Aldridge

**That Council by Absolute Majority:**

- 1. Notes the Local Government (Carnarvon – Declaration of Vacancies and Appointment of Commissioner) Order 2026 and the statutory requirement under section 4.13 of the Local Government Act 1995 to conduct an election to fill the vacant offices, with any required poll to be held on Thursday, 3 December 2026;**
- 2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;**
- 3. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election;**
- 4. Accepts the cost estimate provided by the Electoral Commissioner as per Schedule 2 of this agenda and minutes;**
- 5. Authorises the Chief Executive Officer to finalise and execute the necessary election service arrangements with the Western Australian Electoral Commission and enter into a written agreement on these terms (as per Schedule 3); and**
- 6. Note that replacement election papers will be available at set locations at both Coral Bay and Carnarvon, before and on Election Day.**

**FOR:** Cmm Martin Aldridge

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

**7.1.10 POLICY REVIEW - RISK MANAGEMENT & CODE OF CONDUCT**

File No: ADM0124  
 Location/Address: N/A  
 Name of Applicant: N/A  
 Name of Owner: N/A  
 Author(s): Racheal King, Corporate Assurance and Finance Advisor  
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance  
 Declaration of Interest: Nil  
 Voting Requirement: Absolute Majority  
 Previous Report: ARIC 16/06/2026  
 Schedules:
 

1. EME001 - Code of Conduct for Council Members, Committee Members and Candidates
2. CF008 - Risk Management Policy

**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**

This report presents the following two revised governance policies to Council for endorsement:

1. Risk Management Policy; and
2. Council Member Code of Conduct.

The policies were reviewed as part of the Shire's ongoing Policy Review Program and presented to the Audit, Risk and Improvement Committee (ARIC) at its meeting held on 16 June 2026.

Following its consideration of the proposed amendments, the Committee recommended that Council endorse both revised policies.

The policies support the Shire's broader governance and risk management framework and have been updated to ensure they remain contemporary, aligned with legislative requirements, reflective of current practice and supportive of the effective management of organisational risk.

Endorsement of the revised policies will strengthen the Shire's governance framework by reinforcing Council's commitment to sound decision-making, accountability, ethical conduct, risk awareness and continuous improvement.

**Background**

The Shire last undertook a comprehensive review of its policy framework in June 2024. Since that time, a number of legislative amendments, governance developments, regulatory updates and internal operational refinements have occurred. These changes create potential compliance, governance, operational and reputational risks if not appropriately reflected within Council's policy framework.

In response, a structured Policy Review Program is currently underway to ensure policies remain contemporary, compliant with applicable legislation, aligned with current operational practice, and consistent with best-practice local government governance standards. The review is being undertaken in a staged and risk-prioritised manner, with governance, compliance and legislatively sensitive policies being reviewed as a priority.

As part of the current review cycle, Administration has reviewed the Risk Management Policy and Council Member Code of Conduct and then presented the policies to ARIC for their review and recommendation to Council.

The Risk Management Policy has been reviewed to ensure alignment with contemporary risk management principles, ISO 31000:2018 Risk Management Guidelines, the Shire's Strategic Risk Register and Operational Risk Register, and Council's commitment to informed decision-making and effective governance. It will also form the basis of the Risk Management Framework and Fraud & Corruption Plan.

The Council Member Code of Conduct has been reviewed following amendments to the Local Government (Model Code of Conduct) Regulations 2021 which came into effect on 1 January 2026. The amendments introduce changes relating to behavioural complaint management processes, decision-making responsibilities and the role of the Local Government Inspector. The review has also provided an opportunity to strengthen guidance regarding integrity, accountability, respectful conduct, relationships with employees, social media use, confidentiality and conflicts of interest.

The review identified the need to update associated governance documents, including behavioural complaint management processes and complaint forms, to ensure consistency with the amended legislative framework and any authorisations required under the Model Code of Conduct.

Each policy has been subject to governance review, version control and documented assessment prior to being presented to Council for determination.

The proposed policies strengthen the Shire's governance framework, support compliance with legislative requirements, promote ethical conduct and accountability, and contribute to the effective management of organisational risk.

**Stakeholder and Public Consultation**

The following stakeholders were consulted as part of the policy review process:

Western Australian Local Government Association (WALGA)

- WALGA policy guidance, model documents and governance resources were reviewed to ensure alignment with contemporary local government governance practices and risk management principles.

Internal Management

- Feedback was incorporated to ensure the policies remain practical, relevant and consistent with organisational objectives.

Audit, Risk and Improvement Committee

- The revised policies were considered by the Audit, Risk and Improvement Committee at its meeting held on 16 June 2026. The Committee recommended that Council endorse both revised policies.

External

No external community consultation was undertaken as the proposed amendments relate to internal governance and administrative matters and do not materially alter service delivery to the community.

**Statutory Environment**

The review and adoption of these policies is supported by the following legislation and governance frameworks:

Risk Management Policy

- Local Government Act 1995
- Local Government (Audit) Regulations 1996
- International Standard ISO 31000:2018 Risk Management – Guidelines
- Department of Local Government, Industry Regulation and Safety (DLGSC) guidance relating to integrated planning, reporting and organisational risk management

Council Member Code of Conduct

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government (Administration) Regulations 1996
- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022

The revised policies support Council's obligations to maintain sound governance practices, promote ethical conduct, manage organisational risk and provide a safe and respectful working environment.

**Relevant Plans and Policy**

Code of Conduct Behaviour Complaints Management Policy  
Risk Management Framework

**Financial Implications**

There are no direct financial implications associated with endorsing the revised Risk Management Policy and Council Member Code of Conduct.

Implementation may result in minor administrative costs associated with employee and Council Member training, policy maintenance, governance reporting and the review of associated procedures and documents. These costs are expected to be accommodated within existing operational budgets.

The policies are intended to reduce compliance, governance, financial and reputational exposure and support the Shire's long-term organisational resilience and sustainability.

## Risk Assessment

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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                                                                                                                                                                                  |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>           | Poor governance practices or ineffective risk management may contribute to financial losses, poor resource allocation, ineffective decision-making or increased organisational costs. | C2 - Moderate | Policies establish governance expectations, risk management principles and decision-making frameworks to support informed financial management.                                                      |
| <b>Health &amp; Safety</b> | Inappropriate conduct, bullying, harassment or failure to appropriately manage organisational risks may contribute to psychosocial hazards and an unsafe workplace environment.       | C3 - High     | The Code of Conduct establishes expectations for respectful behaviour and professional interactions, while the Risk Management Policy supports the identification and management of workplace risks. |
| <b>Reputation</b>          | Unethical conduct, poor governance practices or ineffective risk management may reduce public confidence in Council and damage the reputation of the Shire.                           | C3 - High     | Policies strengthen accountability, transparency, ethical conduct and governance oversight, supporting public trust and confidence in Council decision-making.                                       |
| <b>Service disruption</b>  | Failure to identify and manage strategic or operational risks may result in service interruptions, project delays or reduced organisational effectiveness.                            | C2 - Moderate | The Risk Management Policy supports systematic risk identification, assessment, treatment and monitoring across the organisation.                                                                    |
| <b>Compliance</b>          | Failure to comply with legislative requirements relating to governance, conduct and risk management may result in audit findings, regulatory action or adverse compliance outcomes.   | C3 - High     | Policies have been updated to reflect current legislative requirements, governance obligations and contemporary local government best practice.                                                      |

|                    |                                                                                                                                            |               |                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Property</b>    | Inadequate risk management practices may increase exposure to asset failures, infrastructure risks and property-related losses.            | C2 - Moderate | The Risk Management Policy supports proactive identification and management of asset and infrastructure risks through established risk management processes. |
| <b>Environment</b> | Failure to appropriately identify and manage environmental risks may result in adverse environmental impacts or regulatory non-compliance. | C2 - Moderate | Environmental risks are incorporated within the Shire's broader risk management framework and subject to ongoing monitoring and treatment.                   |
| <b>Fraud</b>       | Weak governance frameworks, poor oversight or unethical conduct may increase exposure to fraud, corruption or misuse of resources.         | C3 - High     | The policies strengthen governance controls, accountability, ethical standards and oversight mechanisms, reducing opportunities for misconduct and fraud.    |

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

#### ADDITIONAL FOCUS AREAS:

- N/A

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

- N/A

### Comments

#### Risk Management Policy

The amendments to the Risk Management Policy are considered administrative and governance-focused in nature and do not materially alter Council's existing risk management responsibilities.

The amendments primarily strengthen alignment with contemporary risk management principles and current organisational practices.

Key amendments include:

- Updated references to ISO 31000:2018 Risk Management Guidelines.
- Clarification of Council, Chief Executive Officer, Executive Management and employee risk management responsibilities.
- Improved alignment with the Shire's Strategic Risk Register and Operational Risk Register.
- Reinforcement of risk management as an integral component of decision-making, planning and service delivery.
- Updated governance, monitoring and reporting requirements.
- Administrative updates to improve clarity, accountability, consistency and policy usability.

The amendments are not considered material in nature and do not significantly alter the intent of the existing Policy.

#### Council Member Code of Conduct

The amendments to the Council Member Code of Conduct are considered material due to legislative changes to the Local Government (Model Code of Conduct) Regulations 2021, changes effective from 1 January 2026, and the adoption of a revised governance approach which focuses on providing practical guidance regarding the application of the Model Code of Conduct within the Shire of Carnarvon.

The previous Policy largely reproduced legislative requirements contained within the Local Government (Model Code of Conduct) Regulations 2021. The revised Policy adopts these legislative requirements by reference and instead focuses on the Shire's governance expectations, standards of behaviour and the practical application of the Model Code within the local government environment. This approach improves legislative alignment, reduces duplication, minimises future policy maintenance requirements and reduces the risk of inconsistencies arising from future legislative amendments.

Key amendments include:

- Incorporation of amendments to the Local Government (Model Code of Conduct) Regulations 2021 effective from 1 January 2026.
- Adoption of legislative conduct requirements by reference rather than reproducing legislative provisions within the Policy.
- Updated references relating to behavioural complaints and complaint management processes.
- Recognition of the role of the Local Government Inspector in relation to behavioural complaints.
- Clarification of Council's responsibilities regarding complaint determination and authorisation requirements under clause 14B of the Model Code of Conduct.
- Inclusion of guidance regarding the practical application of the Model Code of Conduct within the Shire's governance framework.
- Strengthened guidance regarding leadership, integrity, accountability and ethical decision-making.
- Expanded expectations relating to respectful conduct and professional behaviour.
- Additional guidance regarding relationships between Council Members and employees.
- Inclusion of governance expectations relating to social media use and public communications.
- Enhanced guidance relating to confidentiality and management of conflicts of interest.
- Alignment with the Shire's organisational values and broader governance framework.

While the amendments do not alter the legislative obligations imposed upon Council Members, Committee Members or Candidates, they are considered material as they incorporate recent legislative changes, introduce a revised policy structure and provide greater clarity regarding the behavioural and governance expectations expected within the Shire of Carnarvon.

The Audit, Risk and Improvement Committee considered the revised policies on 16 June 2026 and recommended that they be endorsed by Council. Administration supports the Committee's recommendation.

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

***That Council under section 2.7(2)(b) and section 5.104(2) of the Local Government Act 1995:***

- 1. Receives the recommendation of the Audit, Risk and Improvement Committee arising from its meeting held on 16 June 2026***
- 2. Endorse the revised CF008 Risk Management Policy as per schedule 2.***
- 3. Endorse the revised EME001 Code of Conduct for Council Members, Committee Members and Candidates as per schedule 1.***

***Notes that associated procedures and complaint management documentation will be reviewed and updated as required to ensure alignment with the amended legislative framework and adopted policies.***

Additional Comments

*Commissioner Martin Aldridge – Commented that the item arose from a recommendation of the Audit, Risk and Improvement Committee and related to the review of the Code of Conduct for Council Members, Committee Members and Candidates for Election, and the Risk Management Policy.*

*It was also noted that substantial changes to the Code of Conduct were associated with recent legislative reforms, including the creation of the Local Government Inspector and related changes effective from 1 January 2026.*

*Further noted that the Model Code of Conduct represents the minimum standard applicable to local governments in Western Australia, and that any additional local provisions may be more appropriately considered by an elected Council following the December election.*

**COUNCIL RESOLUTION OCM 13/07/26**

**Moved:** Cmm Martin Aldridge

***That Council under section 2.7(2)(b) and section 5.104(2) of the Local Government Act 1995:***

- 1. Receives the recommendation of the Audit, Risk and Improvement Committee arising from its meeting held on 16 June 2026***
- 2. Endorse the revised CF008 Risk Management Policy as per schedule 1.***
- 3. Endorse the revised EME001 Code of Conduct for Council Members, Committee Members and Candidates as per schedule 2.***  
***Notes that associated procedures and complaint management documentation will be reviewed and updated as required to ensure alignment with the amended legislative framework and adopted policies.***

**FOR:** Cmm Martin Aldridge

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 1/0**

**7.1.11 ESTABLISHMENT OF PERFORMANCE REVIEW PANEL**

|                          |                                                                      |
|--------------------------|----------------------------------------------------------------------|
| File No:                 | ADM0215                                                              |
| Location/Address:        | N/A                                                                  |
| Name of Applicant:       | Shire of Carnarvon                                                   |
| Name of Owner:           | N/A                                                                  |
| Author(s):               | Amanda Leighton, Executive Manager, Corporate Strategy & Performance |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                               |
| Declaration of Interest: | Nil                                                                  |
| Voting Requirement:      | Absolute Majority                                                    |
| Previous Report:         | FC7/8/22, FC5/3/23, OCM07/03/24                                      |
| Schedules:               | 1. EME004 CEO Standards, Performance and Review Panel                |

**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 approval to modernise the Shire's governance framework relating to the recruitment, performance review and contractual oversight of the Chief Executive Officer by:

- abolishing the existing Management Review Committee;
- establishing a CEO Performance Review Panel;
- appointing the Commissioner as Chair of the Panel during the period of Commissionership; and
- adopting amended Policy EME004 as per the Schedule.

The proposed changes modernise the Shire's governance framework and ensure Council's CEO performance review process is consistent with the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and the CEO Standards.

**Background**

Policy EME004 – CEO Standards, Performance, Management Review Committee was adopted by Council to incorporate the CEO Standards prescribed under the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. As part of that policy, Council established a Management Review Committee to assist in fulfilling its responsibilities relating to the recruitment, performance review, contractual matters and termination of the Chief Executive Officer.

The Local Government Act 1995 and the prescribed CEO Standards require local governments to adopt standards governing the recruitment, performance review and termination of the Chief Executive Officer and to undertake an annual performance review. However, the legislation does not prescribe the governance

structure through which those functions must be administered. Rather, it provides each local government with the flexibility to determine governance arrangements that best support the delivery of those legislative obligations.

The Shire's originally adopted its current Policy (EME004 - CEO Standards, Performance, Management Review Committee) to ensure compliance with the Local Government Act amendments of that day. The Commissioner has asked officers to undertake a review of this policy to ensure it remains contemporary with local government standards.

Since the adoption of Policy EME004, governance practices across the Western Australian local government sector have continued to evolve. Many Western Australian local governments have adopted CEO Performance Review Panels as the governance mechanism for administering the CEO performance review process. The Panel model provides greater flexibility in appointments, enables the engagement of independent expertise where appropriate and clearly distinguishes the advisory role of the Panel from the statutory decision-making responsibilities of Council.

It is therefore proposed that the existing Management Review Committee be abolished and replaced with a CEO Performance Review Panel. The Panel will assist Council (or, during the period of Commissionership, the Commissioner) by:

- coordinating the annual CEO performance review process;
- reviewing evidence against the agreed performance criteria;
- meeting with the Chief Executive Officer throughout the review process where required;
- engaging an independent facilitator or advisor where considered appropriate;
- preparing recommendations arising from the review; and
- reporting its findings and recommendations to Council (or the Commissioner) for consideration and endorsement.

The establishment of the CEO Performance Review Panel does not alter Council's statutory responsibilities under the Local Government Act 1995.

Responsibility for determining the Chief Executive Officer's performance outcomes, contractual matters and endorsement of the completed performance review remains with Council or, during the period of Commissionership, the Commissioner.

### **Stakeholder and Public Consultation**

Consultation has been undertaken with the Commissioner.

As the proposal relates to Council's internal governance arrangements, no public consultation has been undertaken or is considered necessary.

### **Statutory Environment**

#### Local Government Act 1995

##### *Section 5.38 – Annual review of employees' performance*

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (3) A review under subsection (1) must be conducted at least once in relation to each year of the person's employment.*

##### *Section 5.39B – Adoption of model standards*

- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.*

*\*Absolute majority required.*

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.

\*Absolute majority required.

#### Local Government (Administration) Regulations 1996

Regulation 18FA – Model standards for CEO recruitment, performance and termination

Schedule 2 sets out model standards for local governments in relation to the following –

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination

Division 3 – Standards for review of performance of CEOs

Clause 16 – Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on –
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

#### **Relevant Plans and Policy**

Policy EME004 – CEO Standards, Performance, Management Review Committee.

#### **Financial Implications**

There are no immediate financial implications arising from the establishment of the CEO Performance Review Panel.

The engagement of an independent facilitator or advisor is discretionary and will only occur where considered appropriate by Council (or the Commissioner during the period of Commissionership). Where this occurs, the associated costs will be considered by Council through its annual budget deliberations and included in the adopted budget where funding is approved.

#### **Risk Assessment**

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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 future expenditure associated with engaging an independent facilitator or advisor to support the CEO Performance Review Panel. | 2B – Low | Any costs associated with engaging an independent facilitator will be considered through Council's annual budget deliberations and funded through the adopted budget where approved. |

|                            |                                                                                                                                                                                                                       |               |                                                                                                                                                                                                                                        |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Safety</b> | N/A                                                                                                                                                                                                                   | N/A           | N/A                                                                                                                                                                                                                                    |
| <b>Reputation</b>          | Failure to adopt contemporary governance practices or maintain a transparent CEO performance review process may negatively impact stakeholder confidence and public trust.                                            | 2C – Moderate | Adopt the amended policy and establish the CEO Performance Review Panel in accordance with contemporary governance practices and legislative requirements.                                                                             |
| <b>Service Disruption</b>  | Minor disruption may occur during the transition from the Management Review Committee to the CEO Performance Review Panel.                                                                                            | 2B – Low      | The amended policy provides clear governance arrangements, ensuring continuity of the CEO performance review process.                                                                                                                  |
| <b>Compliance</b>          | Failure to maintain a CEO performance review process consistent with the Local Government Act 1995, Local Government (Administration) Regulations 1996 and the CEO Standards may result in governance non-compliance. | 3C – High     | Amend Policy EME004 to align with current legislative requirements and CEO Standards, ensuring the annual CEO performance review process remains compliant.                                                                            |
| <b>Property</b>            | N/A                                                                                                                                                                                                                   | N/A           | N/A                                                                                                                                                                                                                                    |
| <b>Environment</b>         | N/A                                                                                                                                                                                                                   | N/A           | N/A                                                                                                                                                                                                                                    |
| <b>Fraud</b>               | Inadequate governance arrangements or lack of transparency in the CEO performance review process could create a perception of bias or inappropriate decision-making.                                                  | 2B – Low      | The CEO Performance Review Panel will operate under an adopted Council policy, with all decisions remaining the responsibility of Council (or the Commissioner during the period of Commissionership) by Absolute Majority resolution. |

### 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 proposed amendments represent an evolution of the Shire's governance framework rather than a change to Council's statutory responsibilities.

The CEO Performance Review Panel will undertake the review process and provide recommendations to Council; however, responsibility for determining CEO performance outcomes, contractual matters and endorsement of the completed review remains with Council (or the Commissioner during the period of Commissionership). The proposed governance model aligns with the intent of the CEO Standards and reflects governance practices increasingly adopted across Western Australian local governments.

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

***That Council by Absolute Majority and in accordance with section 5.38 and section 5.39B of the Local Government Act 1995 resolves to:***

- 1. Adopt the attached amended Policy EME004 – CEO Standards, Performance and CEO Performance Review Panel;***
- 2. Abolish the existing Management Review Committee established under Policy EME004 – CEO Standards, Performance, Management Review Committee;***
- 3. Establish a CEO Performance Review Panel; and***
- 4. Appoint the Commissioner as Chair of the CEO Performance Review Panel.***

#### **Additional Comments**

*Commissioner Martin Aldridge – Commented that the item arose from his request to review Council's policy relating to the recruitment, selection and performance review of the Chief Executive Officer.*

*Commissioner Aldridge noted that the current Management Review Committee was a formal committee of Council and that the proposed panel model would modernise the governance arrangement while reducing the regulatory and administrative burden associated with a formal committee.*

*Commissioner Aldridge also noted that the panel model would provide greater flexibility, particularly during CEO recruitment or performance review processes, while preserving Council's statutory responsibility for CEO selection, performance review and related decisions.*

| <b>ALTERNATIVE MOTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>COUNCIL RESOLUTION OCM 14/07/26</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| <b>Moved:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Cmm Martin Aldridge</b> |
| <b><i>That Council by Absolute Majority and in accordance with section 5.38 and section 5.39B of the Local Government Act 1995 resolves to:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <ol style="list-style-type: none"> <li><b><i>1. Adopt the attached amended Policy EME004 – CEO Standards, Performance and CEO Performance Review Panel, subject to the following amendment:</i></b> <ol style="list-style-type: none"> <li><b><i>a. A reference in the policy to the CEO Performance Review Panel is replaced with a reference to the CEO Selection and Performance Review Panel.</i></b></li> </ol> </li> <li><b><i>2. Abolish the existing Management Review Committee established under Policy EME004 – CEO Standards, Performance, Management Review Committee;</i></b></li> <li><b><i>3. Establish a CEO Selection and Performance Review Panel; and</i></b></li> </ol> |                            |
| <b><i>Appoint the Commissioner as Chair of the CEO Selection and Performance Review Panel.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <b>FOR:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Cmm Martin Aldridge        |
| <b>AGAINST:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nil                        |
| <b>CARRIED BY ABSOLUTE MAJORITY 1/0</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |

*Reason for amendment: amending the name of the panel better reflects the intended purpose under the policy, that is to make recommendations to Council on the selection and performance review of the CEO.*

**7.1.12 COMMISSIONER AND CEO ATTENDANCE AT WALGA 2026 STATE CONFERENCE AND ANNUAL GENERAL MEETING**

File No: ADM2014  
 Location/Address: Nil  
 Name of Applicant: Nil  
 Name of Owner: Nil  
 Author(s): Amanda Dexter, Chief Executive Officer  
 Authoriser: Amanda Dexter, Chief Executive Officer  
 Declaration of Interest: Nil  
 Voting Requirement: Simple 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 approval to appoint two Voting Delegates to attend the WALGA 2026 Local Government Convention “Tomorrow’s World” and Annual General Meeting (AGM), to be held at the Perth Convention and Exhibition Centre from Wednesday 16 September to Friday 18 September 2026.

The WALGA Annual General Meeting is scheduled for Thursday 17 September 2026 at 2:30pm and provides member local governments with the opportunity to consider sector-wide motions and participate in WALGA policy direction-setting.

**Background**

The WALGA Local Government Convention is a landmark event in the Western Australian local government calendar, designed to inform and inspire Council leaders, Executive officers and sector Stakeholders. It includes the Annual General Meeting, where member councils vote on WALGA policy positions and motions.

The 2026 Convention theme, “Tomorrow’s World”, reflects the rapidly changing operating environment facing local governments across Western Australia, including emerging technologies, changing community expectations, economic pressures and increasing complexity in service delivery.

And not only are they evolving fast, the issues and possibilities are hugely diverse across our State.

No two Local Governments, Councils or communities are the same. From remote and regional communities to metropolitan, every Member faces unique pressures, ambitions and priorities.

The WALGA Annual General Meeting forms part of the Convention program and enables member local governments to vote on motions and matters affecting the sector. In accordance with WALGA voting arrangements, each member local government may nominate two Voting Delegates and two Proxy Delegates.

### Stakeholder and Public Consultation

Nil

### Statutory Environment

#### Local Government Act 1995

Provides the general framework for the governance and decision-making functions of local governments in Western Australia.

#### WALGA Constitution – Voting Delegate Protocols

Provides for member local governments to nominate Voting Delegates and Proxy Delegates to participate in voting at the WALGA Annual General Meeting.

### Relevant Plans and Policy

#### EME003 – Elected Members Induction, Professional Development and Conference Attendance

Provides guidance for attendance at professional development opportunities, conferences and sector events by Elected Members and approved representatives.

### Financial Implications

Estimated costs per attendee include:

- Registration - approximately **\$1,300 excluding GST** per Full Delegate;
- Travel and accommodation - subject to final booking arrangements; and
- Meals and incidentals - in accordance with applicable policy requirements.

Costs associated with attendance will be managed within the relevant budget allocation, subject to adoption of the 2026/27 Budget, and applicable Council policy requirements.

### Risk Assessment

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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     | Costs associated with attendance may exceed budgeted amounts. | D1 - Low | Attendance costs will be managed within the relevant 2026/27 budget allocation and in accordance with applicable policy requirements. |

|                            |                                                                                                                                                                                    |               |                                                                                                                                                                   |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health &amp; Safety</b> | N/A                                                                                                                                                                                | N/A           | N/A                                                                                                                                                               |
| <b>Reputation</b>          | Lack of Shire representation could affect regional influence and perceived commitment to sector.                                                                                   | C2 - Moderate | Nominating engaged delegates ensures the Shire is actively represented at key sector forums                                                                       |
| <b>Service disruption</b>  | Absence of elected members or the CEO may impact availability for Shire business during the event.                                                                                 | D1 - Low      | Delegate attendance is planned in advance to avoid overlap with key Shire commitments.                                                                            |
| <b>Compliance</b>          | Failure to nominate and register Voting Delegates and Proxy Delegates may result in the Shire being unable to exercise its voting entitlement at the WALGA Annual General Meeting. | D2 - Low      | Council will formally appoint delegates prior to the WALGA registration deadline, and the Chief Executive Officer will complete delegate registration with WALGA. |
| <b>Property</b>            | N/A                                                                                                                                                                                | N/A           | N/A                                                                                                                                                               |
| <b>Environment</b>         | N/A                                                                                                                                                                                | N/A           | N/A                                                                                                                                                               |
| <b>Fraud</b>               | Misuse of travel funds or unauthorised expenditure could occur.                                                                                                                    | D2 - Low      | All expenses are subject to existing procurement and travel reimbursement policies and audit controls.                                                            |

### Community and Strategic Objectives

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

#### **OBJECTIVES**

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

#### **Comments**

Council's participation in the WALGA Conference and AGM supports:

- Sector collaboration on critical reforms;
- Strategic advocacy to Ministers and senior government officials;
- Local government influence in shaping WALGA's priorities and policy directions; and
- Ongoing professional development for Councillors and the CEO.

It is proposed that:

- The Chief Executive Officer attend in an executive leadership capacity;
- Council determine and authorise its representative to attend the conference; and
- Council elects two Voting Delegates for the WALGA AGM.

Noting the Shire's current governance arrangements, only two Voting Delegates are proposed at this time and no Proxy Delegates are nominated. Voting Delegates must be registered to attend the WALGA Annual General Meeting and must be present at the time of voting.

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

***That Council by Simple Majority,***

- 1. Authorises the attendance of Commissioner Martin Aldridge and Chief Executive Officer Amanda Dexter at the WALGA 2026 Local Government Convention and Annual General Meeting, to be held at the Perth Convention and Exhibition Centre from 16 to 18 September 2026; and***
- 2. Appoints Commissioner Martin Aldridge and Chief Executive Officer Mandy Dexter as the Shire of Carnarvon's Voting Delegates for the WALGA 2026 Annual General Meeting.***

#### **Additional Comments**

*Commissioner Martin Aldridge – Commented that the item was consistent with Council's usual practice of formally considering attendance and voting delegate status for the WALGA Local Government Convention and Annual General Meeting.*

*Noted that WALGA plays an important role in policy development and advocacy on behalf of the local government sector, with its priorities guided by decisions made through State Council and the Annual General Meeting.*

*Also noted the value of broader attendance by Council members and senior officers at future WALGA conventions as a professional development opportunity, subject to Council policy and budget considerations.*

#### **COUNCIL RESOLUTION OCM 15/07/26**

**Moved: Cmm Martin Aldridge**

***That Council by Simple Majority,***

- 1. Authorises the attendance of Commissioner Martin Aldridge and Chief Executive Officer Amanda Dexter at the WALGA 2026 Local Government Convention and Annual General Meeting, to be held at the Perth Convention and Exhibition Centre from 16 to 18 September 2026; and***
- 2. Appoints Commissioner Martin Aldridge and Chief Executive Officer Mandy Dexter as the Shire of Carnarvon's Voting Delegates for the WALGA 2026 Annual General Meeting.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

## **7.2 CORPORATE SERVICES**

Nil

## 7.3 DEVELOPMENT AND COMMUNITY SERVICES

### 7.3.1 COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP)

|                          |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| File No:                 | ADM2215                                                               |
| Location/Address:        | Carnarvon and Coral Bay town sites                                    |
| Name of Applicant:       | Shire of Carnarvon                                                    |
| Name of Owner:           | N/A                                                                   |
| Author(s):               | Stefan Louw, Executive Manager, Community Planning and Sustainability |
| Authoriser:              | Amanda Dexter, Chief Executive Officer                                |
| Declaration of Interest: | Nil                                                                   |
| Voting Requirement:      | Simple Majority                                                       |
| Previous Report:         | 22 March 2022<br>27 January 2026                                      |
| Schedules:               | 1. Draft CHRMAP<br>2. Stakeholder and Community Engagement Plan       |

#### 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 of the draft Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for Carnarvon and Coral Bay for the purpose of public advertising and stakeholder consultation.

The CHRMAP has been prepared in accordance with State Planning Policy 2.6 – Coastal Planning Policy (SPP2.6) and provides a strategic, evidence-based framework to guide long-term decision-making in relation to coastal hazards, including erosion, storm surge inundation, and projected sea level rise.

Endorsing the draft CHRMAP for public consultation represents a critical step in ensuring that the Shire adopts a proactive, transparent, and risk-based approach to coastal management, while enabling community and stakeholder input prior to final adoption.

#### Background

##### Purpose and Role of the CHRMAP

The CHRMAP is a long-term strategic planning document that identifies, assesses, and prioritises coastal hazard risks and outlines appropriate adaptation responses over a 100-year planning timeframe.

The document is intended to:

- Inform land use planning and development decision-making;
- Guide future infrastructure investment and asset management;
- Support applications for State and Federal funding;
- Improve risk transparency for landowners and the community; and
- Ensure alignment with State planning policy and best practice coastal management.

Clause 5.5 of SPP2.6 requires that coastal hazard risk management and adaptation planning be undertaken where development and assets are exposed to coastal hazards. The CHRMAP satisfies this requirement and establishes a structured and defensible framework for Council decision-making.

The Shire owns and manages a range of coastal infrastructure, like public reserves, roads, utilities and community assets that may be exposed to coastal erosion, storm surge inundation and projected sea level rise. Without an endorsed CHRMAP, future responses to coastal hazards may become reactive, inconsistent and more costly, particularly following storm events or localised erosion impacts.

A CHRMAP also strengthens the Shire's position when seeking State or Federal funding for future coastal adaptation, protection, monitoring or resilience works, as many funding programs require projects to be supported by an adopted strategic risk management framework.

#### Content and Methodology

The CHRMAP has been prepared in accordance with the Western Australian Planning Commission's Coastal Hazard Risk Management and Adaptation Guidelines (2014), which outline a best practice, risk-based methodology.

The key stages undertaken include:

- Establishing the planning context and study parameters;
- Identifying coastal hazard risks (erosion and inundation);
- Analysing likelihood and consequence of impacts;
- Evaluating and prioritising risks;
- Developing adaptation and management options;
- Establishing monitoring and review mechanisms; and
- Undertaking stakeholder engagement and consultation.

The draft CHRMAP consolidates a series of detailed technical investigations and chapter reports, all of which have been reviewed by a project Steering Committee comprising relevant stakeholders and subject matter experts.

Additionally, the draft CHRMAP has been informed through initial engagement with community members, stakeholders, and relevant government agencies.

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

##### Internal consultation

Extensive internal engagement has been undertaken throughout the preparation of the CHRMAP, including:

- Councillor and staff workshops (July–August 2023);
- Corporate Information Session briefings with Council (May 2025, January 2026, February 2026);
- Distribution of supporting materials, including technical reports and briefing notes to Council; and
- Commissioner briefing with shire staff and consultant (June 2026).

This has ensured that Council is well-informed on the methodology, findings, and implications of the CHRMAP.

### External consultation

Initial public consultation and stakeholder engagement were undertaken during July and August 2023 to ensure that the CHRMAP reflects local knowledge, community values, and stakeholder priorities.

The initial consultation process included:

- Public advertising via the Shire's website and social media;
- Online community survey; and
- One on one stakeholder meetings in Carnarvon and Coral Bay.

Subject to Council endorsement, formal advertising will be undertaken in accordance with the approved Stakeholder and Community Engagement Plan and will include:

- Public advertising via local media, the Shire's website, and social media;
- Direct referral to key stakeholders and government agencies; and
- A public information session to present findings and receive feedback.

This consultation phase is essential to ensure transparency, build community understanding of coastal risks, and refine the CHRMAP prior to final adoption.

### **Statutory Environment**

#### Shire of Carnarvon Local Planning Scheme No. 13

*Provides the statutory framework for land use and development within the Shire of Carnarvon. The CHRMAP may inform future amendments to the Scheme, including the possible introduction of planning controls or special control areas relating to coastal hazard risk.*

#### Planning and Development Act 2005

*Provides the legislative framework for land use planning in Western Australia, including the preparation and amendment of local planning schemes and the consideration of State planning policies in strategic and statutory planning decisions.*

#### Planning and Development (Local Planning Schemes) Regulations 2015

*Provides the procedural framework for local planning schemes and scheme amendments. Any future statutory implementation of the CHRMAP, including amendments to zoning, development controls or special control areas, would need to be progressed in accordance with these Regulations.*

### **Relevant Plans and Policy**

#### State Planning Policy 2.6 - Coastal Planning Policy

Provides the State planning policy framework for coastal planning and the management of coastal hazards, including erosion, inundation, storm surge and projected sea level rise.

#### *Clause 5.5 - Coastal Hazard Risk Management and Adaptation Planning*

- (i) *Adequate coastal hazard risk management and adaptation planning should be undertaken by the responsible management authority and/or proponent where existing or proposed development or landholders are in an area at risk of being affected by coastal hazards over the planning timeframe. Coastal hazard risk management and adaptation planning should include as a minimum, a process that establishes the context, vulnerability assessment, risk identification, analysis, evaluation, adaptation, funding arrangements, maintenance, monitoring and review, and communicate and consult.*

- (ii) *Where a coastal hazard risk is identified it should be disclosed to those likely to be affected. On consideration of approval for subdivision and/or development current and/or future lot owners should be made aware of the coastal hazard risk by providing the following notification on the certificate of title: VULNERABLE COASTAL AREA – This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years.*
- (iii) *Where risk assessments identify a level of risk that is unacceptable to the affected community or proposed development, adaptation measures need to be prepared to reduce those risks down to acceptable or tolerable levels. Adaptation measures should be sought from the following coastal hazard risk management and adaptation planning hierarchy on a sequential and preferential basis:*
  - 1) *Avoid the presence of new development within an area identified to be affected by coastal hazards. Determination of the likely consequences of coastal hazards should be done in consideration of local conditions and in accordance with the guidelines provided in Schedule One.*
  - 2) *Planned or Managed Retreat or the relocation or removal of assets within an*
  - 3) *area identified as likely to be subject to intolerable risk of damage from coastal hazards over the planning time frame.*
  - 4) *If sufficient justification can be provided for not avoiding development of land that is at risk from coastal hazards then Accommodation adaptation measures should be provided that suitably address the identified risks. Such measures would involve design and/or management strategies that render the risks from the identified coastal hazards acceptable.*
  - 5) *Where sufficient justification can be provided for not avoiding the use or development of land that is at risk from coastal hazards and accommodation measures alone cannot adequately address the risks from coastal hazards, then coastal Protection works may be proposed for areas where there is a need to preserve the foreshore reserve, public access and public safety, property and infrastructure that is not expendable.*
- (iv) *Where new information or methods become available that significantly modify the understanding of the coastal hazards then all areas within the newly defined risk areas should be reviewed again through the coastal hazard risk management and adaptation planning hierarchy above, as part of the ongoing monitoring and review process.*

#### *Clause 5.6 - Infill Development*

- (i) *New development should be located on the least vulnerable portion of the development site.*
- (ii) *Where development is likely to be subject to coastal hazards over the planning timeframe, coastal hazard risk management and adaptation planning measures (Section 5.5) should be implemented to reduce the risk from coastal hazards over the full planning time frame to an acceptable level.*

#### *Clause 5.7 - Coastal Protection Works*

- (i) *New coastal protection works are not permitted, except where such works are considered only after all other options for avoiding and adapting to coastal hazards have been fully explored, as part of a comprehensive coastal hazard risk management process.*
- (ii) *Existing coastal protection works that require significant upgrade or maintenance over the planning timeframe should be considered as new coastal protection works, including consideration of the most appropriate form.*
- (iii) *Coastal protection works should only be supported:*
  - a. *where it is demonstrated there are no significant negative impacts on the adjacent environment within the sediment cell; and*
  - b. *in conjunction with appropriate funding arrangements for the construction and ongoing care, control and maintenance being put in place.*
- (iv) *Coastal protection works, where necessary and justified should be:*
  - a. *adequately considered and planned as part of making decisions about land use, subdivision and development within the coastal zone;*

- b. *primarily proposed in the public interest to ensure they maintain a coastal foreshore reserve, public access, public amenity and public safety as well as to protect high value property and infrastructure that is not expendable; and*
- c. *evaluated at a sediment cell level and take into consideration the future protection requirements of adjoining development.*

### Financial Implications

The preparation of the CHRMAP has been budgeted for, with a total project cost of \$250,000. Made up of a State Government contribution of \$150,000 and \$100,000 of Council's own-source funding, to be spread over four financial years.

There are no additional financial implications arising from endorsing the draft CHRMAP for public advertising.

### Risk Assessment

| STEP 3 – Risk Tolerance Chart Used to Determine Risk |   |                    |            |            |               |              |
|------------------------------------------------------|---|--------------------|------------|------------|---------------|--------------|
| Consequence →                                        |   | Insignificant<br>1 | Minor<br>2 | Major<br>3 | Critical<br>4 | Extreme<br>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                                                                                                                                                                                       |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>           | The Shire owns and manages coastal infrastructure and community assets that may be exposed to erosion, inundation, storm surge and projected sea level rise. Without an endorsed CHRMAP, future coastal works may be reactive, more costly, and less aligned with long-term financial planning and external funding opportunities. | B3 – High     | Endorsement of the draft CHRMAP for public consultation will support long-term planning, prioritisation of coastal adaptation works, asset management, and future State and Federal funding applications. |
| <b>Health &amp; Safety</b> | Coastal hazards may affect public safety, particularly where erosion, inundation or storm surge impacts roads, reserves, public facilities, emergency access points or low-lying areas.                                                                                                                                            | C2 - Moderate | The CHRMAP provides an evidence-based framework to identify coastal hazard risks and inform future land use planning, emergency management, infrastructure planning and adaptation responses.             |
| <b>Reputation</b>          | Failure to progress coastal hazard risk planning may be perceived as a lack of leadership or preparedness in responding to known coastal risks affecting Carnarvon and Coral Bay.                                                                                                                                                  | B3 - High     | Public advertising of the draft CHRMAP will support transparency, community awareness and stakeholder input before the document is presented to Council for final consideration.                          |

|                           |                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                       |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service disruption</b> | Coastal erosion, storm surge or inundation may disrupt access to roads, reserves, public infrastructure, utilities and community facilities. Without a strategic framework, responses may be inconsistent or reactive.                                                                                                                 | C3 – High | The CHRMAP will assist in identifying vulnerable assets and service areas, and support future planning for adaptation, maintenance, renewal and emergency response.                                   |
| <b>Compliance</b>         | State Planning Policy 2.6 requires coastal hazard risk management and adaptation planning where existing or proposed development, landholders or assets are at risk of coastal hazards over the planning timeframe. Failure to progress the CHRMAP may weaken the Shire's ability to demonstrate alignment with State planning policy. | B3 - High | Endorsing the draft CHRMAP for consultation will demonstrate progression of coastal hazard planning in accordance with SPP2.6 and will allow submissions to be considered prior to final adoption.    |
| <b>Property</b>           | Coastal hazards may affect private land, public land, reserves, roads, infrastructure and future development potential. Failure to identify and disclose coastal hazard risk may result in inconsistent planning decisions and increased exposure for affected landowners and the Shire.                                               | B3 – High | The CHRMAP identifies coastal hazard risk areas and potential adaptation responses, and may inform future planning controls, asset management decisions and risk disclosure processes.                |
| <b>Environment</b>        | Coastal erosion, inundation and future adaptation responses may impact coastal landforms, habitats, reserves and foreshore areas. Poorly planned responses may create unintended impacts on adjoining areas or the broader sediment cell.                                                                                              | C3 - High | The CHRMAP supports a strategic, evidence-based approach to coastal management and will assist in considering long-term environmental impacts when assessing future adaptation or protection options. |
| <b>Fraud</b>              | N/A                                                                                                                                                                                                                                                                                                                                    | N/A       | N/A                                                                                                                                                                                                   |

### Community and Strategic Objectives

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

**OBJECTIVES**

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*
- *Our sustainable livelihoods create a community that can flourish into the future*

**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**

Preparing a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) is a critical step in enabling the Shire of Carnarvon to proactively respond to current and future coastal hazards. At this stage, Council's acceptance of the draft CHRMAP is sought for the purposes of formal advertising only. This does not constitute final adoption of the CHRMAP.

The draft document provides a detailed assessment of coastal hazard risk exposure across Carnarvon and Coral Bay and identifies a set of potential adaptation strategies, including planning controls, engineering responses, and community-based actions.

Importantly, the draft CHRMAP does not of itself approve any specific coastal protection works, planning scheme amendment, asset renewal project or funding commitment. Rather, it provides an evidence-based framework to guide future decision-making, prioritisation and community discussion. Any future implementation actions requiring budget allocation, scheme amendments, coastal protection works, land tenure changes or other statutory approvals will be reported to Council for its consideration separately.

Key points include:

- Identification of areas within the Shire most at risk from coastal erosion and inundation;
- A risk-based framework to support informed and consistent decision-making;
- Proposed adaptation options tailored to the local context;
- Integration of community values and preferences into the planning process; and
- Prioritised actions across short, medium, and long-term timeframes.

The CHRMAP will also assist in improving transparency for affected landowners, residents, businesses and government agencies, by identifying areas where coastal hazard risk may need to be considered in future planning, infrastructure, asset management, and emergency management decisions.

This is particularly important where future subdivision, development, public infrastructure investment, or coastal protection works may be affected by erosion, inundation, or sea level rise over the planning timeframe.

By accepting the draft CHRMAP for formal advertising, the Shire acknowledges the significance of the identified risks and proposed recommendations and signals an intention for these matters to inform future considerations of land use planning, infrastructure investment, and emergency management.

Public advertising is an important step in testing the draft findings with the community and stakeholders before Council considers final adoption. This allows local knowledge, landowner concerns, infrastructure considerations, environmental values, and community expectations to be considered before the CHRMAP is finalised.

Following the advertising period, all submissions will be reviewed and considered, and the CHRMAP will be amended where appropriate. The final CHRMAP will then be reported back to Council for consideration of its final endorsement.

**OFFICER'S RECOMMENDATION**

***That Council, by Simple Majority, pursuant to Section 3.18 of the Local Government Act 1995, accepts the draft Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for Carnarvon and Coral Bay for the purpose of formal advertising.***

**Additional Comments**

*Commissioner Martin Aldridge – Commented that the draft Coastal Hazard Risk Management and Adaptation Plan is a strategic planning document that identifies, assesses and prioritises coastal hazard risks for Carnarvon and Coral Bay over a 100-year planning horizon.*

*Commissioner Aldridge noted that the item had previously been deferred by Council in January 2026 to allow for further consultation with the Department of Transport and Major Infrastructure and the development of a community engagement process.*

*Commissioner Aldridge also noted that the draft CHRMAP does not approve any specific coastal protection works, planning scheme amendment, asset renewal project or funding commitment, but provides an evidence-based framework to guide consultation and future Council decision-making.*

*Commissioner Aldridge further noted the importance of presenting the technical information in a way that is accessible to the community during the consultation period, and that the final CHRMAP would likely return to Council following the December election.*

**COUNCIL RESOLUTION OCM 16/07/26**

**Moved: Cmm Martin Aldridge**

***That Council, by Simple Majority, pursuant to Section 3.18 of the Local Government Act 1995, accepts the draft Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for Carnarvon and Coral Bay for the purpose of formal advertising.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

**7.3.2 SHIRE OF CARNARVON LOCAL PLANNING SCHEME NO. 13 - AMENDMENT 13**

File No: P44/25  
 Location/Address: 541 Robinson Street, Kingsford (Lot 1 on Diagram 27815)  
 Name of Applicant: Michele D. Dell'Acqua  
 Name of Owner: Crapella Holdings Pty Ltd  
 Author(s): Stefan Louw, Executive Manager, Community Planning and Sustainability  
 Authoriser: Amanda Dexter, Chief Executive Officer  
 Declaration of Interest: Nil  
 Voting Requirement: Simple Majority  
 Previous Report: 25 November 2025  
 Schedules:
 

1. Amendment documentation
2. Schedule of Submissions
3. Submissions

**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**

This report presents Amendment No. 13 to Local Planning Scheme No. 13 following completion of statutory public advertising and consultation in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

Amendment No. 13 proposes to rezone Lot 1 on Diagram 27815, being 541 Robinson Street, Kingsford, from Priority Agriculture to Light Industry and amend the Scheme Map accordingly, as detailed in Schedule 1.

The purpose of this report is to bring Amendment No. 13 before Council for determination, having regard to submissions received during the advertising period. It is recommended that Council resolve to support the amendment, without modification, and to forward the amendment to the Western Australian Planning Commission for consideration and final determination.

**Background**

At its Ordinary Council Meeting held on 25 November 2025, Council resolved to adopt the preparation of Amendment No. 13 to Local Planning Scheme No. 13 and advertise the amendment for public comment for a period of 42 days. The wording on Form 6A in the attached amendment documentation may be confusing, as it refers to the amendment being “adopted” in November 2025.

In this context, the reference is to Council's resolution to initiate (prepare) the amendment, rather than the formal adoption of the amendment following advertising. The Department of Planning, Lands and Heritage Planning Reform team is currently reviewing Form 6A with a view to clarifying this distinction and simplifying the terminology used.

The subject site is currently used as a vehicle laydown area, which is a non-conforming use under the existing Priority Agriculture zoning. The site has historically been used for industrial-style storage and parking purposes.

Under the previous Local Planning Scheme No. 10, the site was zoned Light Industry. With the gazettal of Local Planning Scheme No. 13, the site was rezoned to Priority Agriculture. Amendment No. 13 seeks to re-establish the Light Industry zoning to better reflect the site's historical use, physical characteristics, and strategic planning context.

Following completion of the advertising period, the amendment is now required to be considered by Council in accordance with Regulation 50 of the Planning and Development (Local Planning Schemes) Regulations 2015, having due regard to any submissions received.

### **Stakeholder and Public Consultation**

#### External Consultation

Department of Primary Industries and Regional Development  
Main Roads Western Australia  
Water Corporation  
Department of Water and Environmental Regulation

The amendment was advertised for public comment following Council's resolution to prepare the amendment. Advertising included public notification and referral to relevant government agencies and stakeholders.

Four submissions were received during advertising, with no objections raised. Comments from Water Corporation and DWER relate primarily to future development considerations, including water supply during fire events, floodplain management, minimum habitable floor levels and water management requirements.

#### Internal Consultation

Shire of Carnarvon – Community Planning & Sustainability Officers  
Executive Management Review

### **Statutory Environment**

#### Planning and Development Act 2005

Section 75 - *provides for a local government to amend a local planning scheme, with the amendment requiring approval by the Minister and publication in the Government Gazette before it takes effect.*

#### Planning and Development (Local Planning Schemes) Regulations 2015

Regulation 34 - *defines scheme amendments as basic, standard or complex. The amendment documentation identifies Amendment No. 13 as a standard amendment on the basis that it is generally consistent with the Shire of Carnarvon Local Planning Strategy 2017, has minimal impact on land outside the amendment area, does not result in significant environmental, social, economic or governance impacts, and is not a basic or complex amendment.*

Regulation 47 - *provides for the advertising of standard amendments.*

Regulation 50 - requires Council, following advertising, to consider submissions and resolve to support the amendment without modification, support the amendment with modifications, or not support the amendment.

Regulation 35A - requires consideration of whether the amendment affects an area to which a structure plan relates.

#### Shire of Carnarvon Local Planning Scheme No. 13

Provides the statutory framework for land use and development within the Shire. The subject site is currently zoned Priority Agriculture under Local Planning Scheme No. 13. Amendment No. 13 proposes to rezone the site to Light Industry and amend the Scheme Map accordingly.

#### **Relevant Plans and Policy**

##### Shire of Carnarvon Local Planning Strategy 2017

Provides the strategic planning framework for future land use and development within the Shire. The amendment documentation notes that the site is designated as Existing Horticultural Land under the Strategy, however the proposal is supported by the more detailed East Carnarvon and Kingsford District Structure Plan.

##### East Carnarvon and Kingsford District Structure Plan

Identifies the subject site as Light Industrial and provides a more detailed localised planning framework for this part of Kingsford. The proposed amendment is considered to align with this structure planning direction.

##### Gascoyne Planning and Infrastructure Framework

Provides the regional planning context for land use, infrastructure and economic development across the Gascoyne region.

#### **Financial Implications**

There are no direct financial implications arising from the adoption of this amendment. Costs associated with the preparation and advertising of the amendment have been accommodated within existing operational budgets.

#### **Risk Assessment**

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

| Risk Category      | Description | Rating | Mitigating Action/s |
|--------------------|-------------|--------|---------------------|
| Financial          | N/A         | N/A    | N/A                 |
| Health & Safety    | N/A         | N/A    | N/A                 |
| Reputation         | N/A         | N/A    | N/A                 |
| Service disruption | N/A         | N/A    | N/A                 |

|             |                                                                                                                                                                      |          |                                                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance  | The amendment must be processed in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015. | D1 – Low | The amendment has been advertised, submissions have been considered, and the matter is being reported to Council in accordance with the statutory process. |
| Property    | Unauthorised use of land not zoned for industrial use.                                                                                                               | C1 - Low | The scheme amendment will address the zoning constraint to facilitate future development of the site.                                                      |
| Environment | Potential environmental impacts of industrial land uses.                                                                                                             | C1 - Low | Amendment was referred to EPA with no objections received.                                                                                                 |
| Fraud       | N/A                                                                                                                                                                  | N/A      | N/A                                                                                                                                                        |

### Community and Strategic Objectives

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

#### OBJECTIVES

In 2040 Carnarvon is a place where:

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

#### ADDITIONAL FOCUS AREAS:

- *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 proposed amendment is considered to represent an orderly planning outcome for the subject site.

Amendment No. 13 seeks to rezone Lot 1 on Diagram 27815, being 541 Robinson Street, Kingsford, from Priority Agriculture to Light Industry. The site has historically been used for industrial-style storage and parking purposes and was previously zoned Light Industry under the former Local Planning Scheme No. 10.

The amendment documentation identifies that the site is not well suited to viable agricultural or horticultural use due to its size, shape and configuration. Rezoning the site to Light Industry will provide greater land use flexibility and better align the zoning with the established use, former zoning, and the East Carnarvon and Kingsford District Structure Plan.

Four submissions were received during advertising, with no objections raised. Comments from Water Corporation and DWER relate primarily to future development considerations, including water supply during fire events, floodplain management, minimum habitable floor levels and water management requirements.

The amendment does not confer automatic development approval. Any future development will remain subject to assessment under Local Planning Scheme No. 13, ensuring that potential impacts relating to amenity, infrastructure, and the environment are appropriately considered and managed.

Overall, the amendment represents a logical and orderly planning outcome that supports economic activity while maintaining appropriate planning controls.

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

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

- 1. Support without modification Scheme Amendment No. 13 to amend Shire of Carnarvon Local Planning Scheme No. 13 as per Schedule 1 attached to this report;***
- 2. Note the Schedule of Submissions, as provided in Schedule 2;***
- 3. Supports the position that no submissions were received that warrant modification to the amendment;***
- 4. Note that, pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, no structure plans are affected by Amendment No. 13;***
- 5. Authorise the affixing of the Common Seal to and endorse the signing of the amendment documentation; and***
- 6. Authorise the Chief Executive Officer to submit the amendment documentation, to the Western Australian Planning Commission for consideration and final determination.***

#### **Additional Comments**

*Commissioner Martin Aldridge – Commented that Amendment No. 13 relates to the rezoning of land at 541 Robinson Street, Kingsford from Priority Agriculture to Light Industry.*

*Commissioner also noted that the amendment process was commenced by the former Council in November 2025, when Council resolved to prepare the amendment.*

#### **COUNCIL RESOLUTION OCM 17/07/26**

**Moved: Cmm Martin Aldridge**

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

- 1. Support without modification Scheme Amendment No. 13 to amend Shire of Carnarvon Local Planning Scheme No. 13 as per Schedule 1 attached to this report;***
- 2. Note the Schedule of Submissions, as provided in Schedule 2;***
- 3. Supports the position that no submissions were received that warrant modification to the amendment;***
- 4. Note that, pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, no structure plans are affected by Amendment No. 13;***
- 5. Authorise the affixing of the Common Seal to and endorse the signing of the amendment documentation; and***
- 6. Authorise the Chief Executive Officer to submit the amendment documentation, to the Western Australian Planning Commission for consideration and final determination.***

**FOR: Cmm Martin Aldridge**

**AGAINST: Nil**

**CARRIED BY SIMPLE MAJORITY 1/0**

**7.3.3 SHIRE 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, Community Planning and Sustainability  
 Authoriser: Amanda Dexter, Chief Executive Officer  
 Declaration of Interest: Nil  
 Voting Requirement: Simple Majority  
 Previous Report: 27 May 2025  
 Schedules:
 

1. Local Planning Strategy
2. Background Information and Analysis
3. Final Engagement Outcomes Report
4. Schedule of Submissions

**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**

This report presents the final Shire of Carnarvon Local Planning Strategy following completion of statutory public advertising and consideration of submissions received in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

The Strategy sets out long-term planning directions for the Shire and provides the strategic basis for future land use planning, development, infrastructure coordination and amendments to the Shire of Carnarvon Local Planning Scheme No. 13.

The purpose of this report is for Council to consider and support the Local Planning Strategy, with proposed modifications following public advertising, and authorise its submission to the Western Australian Planning Commission (WAPC) for consideration and final determination.

**Background**

At its Ordinary Council Meeting held on 27 May 2025, Council resolved to endorse the draft Local Planning Strategy for public advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

Following certification by the Western Australian Planning Commission (WAPC), the draft LPS was advertised for public comment for a period of not less than 21 days, in accordance with Regulation 13.

The Local Planning Strategy provides the long-term planning framework for the Shire of Carnarvon, guiding land use, development, and future amendments to the Local Planning Scheme. The Strategy reflects updated demographic, economic, environmental, and policy considerations, and aligns with State planning frameworks and local strategic objectives.

## Stakeholder and Public Consultation

### External Consultation

- Community and stakeholder engagement during draft Local Planning Strategy preparations, including community drop-in sessions, workshops, an online survey and stakeholder meetings;
- Stakeholder meetings included engagement with the Gascoyne Development Commission and DevelopmentWA;
- Community engagement also included individual and group meetings with community members in Coral Bay;
- Statutory public advertising was undertaken from 18 March to 15 April 2026;
- Advertising included the Shire website, local newspaper notice, letters to relevant community members and stakeholders, social media promotion and an online information session; and
- Nine written submissions were received during the advertising period, including eight from government agencies and one from a community member (see *Schedule of Submissions* attachment).

### Internal Consultation

- Shire of Carnarvon Council – Workshop during draft Strategy preparation; and
- Relevant Shire Officers - Workshop during draft Strategy preparation.

## Statutory Environment

### Planning and Development (Local Planning Schemes) Regulations 2015

Regulation 11(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.*

Regulation 11(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.*

Regulation 11(3) - *A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.*

Regulation 14 (1) - *following advertising, the local government must, After the expiry of the period within which submissions may be made in relation to a local planning strategy, the local government must review the strategy having regard to any submissions made.*

Regulation 14 (2) - *The local government may — (a) support the local planning strategy without modification; or (b) support the local planning strategy with proposed modifications to address issues raised in the submissions.*

Regulation 14 (3) - *After the completion of the review of the local planning strategy the local government must submit to the Commission — (a) a copy of the advertised local planning strategy; and (b) a schedule of the submissions received; and (c) particulars of any modifications to the advertised local planning strategy proposed by the local government.*

### **Relevant Plans and Policy**

#### Shire of Carnarvon Local Planning Strategy 2017

Provides the existing strategic planning framework for the Shire. The updated Local Planning Strategy will revoke the previous Strategy once endorsed by the Western Australian Planning Commission.

#### Shire of Carnarvon Community Strategic Plan 2022–2032

Provides the Shire's overarching community vision and strategic direction. The Local Planning Strategy aligns land use planning with relevant community objectives including housing, infrastructure, economic development, sustainable livelihoods, community services, cultural heritage and engagement.

#### Shire of Carnarvon Local Planning Scheme No. 13

Provides the statutory planning framework for land use and development within the Shire. The Local Planning Strategy provides the strategic basis for future amendments to the Scheme and related planning controls.

#### Economic Development Strategy

Provides direction for economic development, investment attraction, employment, tourism, industry development and future growth. The Local Planning Strategy reflects economic opportunities relating to agriculture, horticulture, tourism, resource industries, renewable energy, commercial land and industrial land.

#### Carnarvon Activation Plan

Supports town centre activation, public realm improvements, streetscape investment and place-based economic opportunities within Carnarvon.

#### Public Open Space Strategy 2024

Guides the planning, provision and management of public open space, including parks, recreation spaces and opportunities for alternative land uses where appropriate. The Local Planning Strategy includes actions relating to public open space planning and community infrastructure.

#### Reconciliation Action Plan 2022–2023

Supports recognition of Aboriginal culture, heritage and connection to country. The Local Planning Strategy includes actions relating to Aboriginal heritage, cultural recognition, ongoing engagement and opportunities to better reflect cultural, community and economic aspirations in the local planning framework.

#### State and Regional Planning Frameworks

The Local Planning Strategy has been prepared having regard to relevant State and regional planning policies, strategies and guidelines, including State Planning Policies, the Gascoyne Regional Planning and Infrastructure Framework, the Gascoyne Coast Sub-Regional Strategy and other relevant WAPC policy guidance.

### **Financial Implications**

There are no significant financial implications associated with the adoption of the Local Planning Strategy. Costs associated with advertising and consultation have been accommodated within the existing budget.

## Risk Assessment

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

| Risk Category      | Description                                                                                                                                                              | Rating   | Mitigating Action/s                                                                                                                             |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial          | N/A                                                                                                                                                                      | N/A      | N/A                                                                                                                                             |
| Health & Safety    | N/A                                                                                                                                                                      | N/A      | N/A                                                                                                                                             |
| Reputation         | Failure to progress the Local Planning Strategy may undermine confidence in Council's strategic planning framework and delay implementation of key planning initiatives. | D1 - Low | Supporting the Strategy demonstrates commitment to contemporary strategic planning and provides a clear framework for future land use planning. |
| Service disruption | Delays in finalising the Strategy may affect the timing of future scheme amendments, structure planning, policy development and planning guidance.                       | D2 - Low | Submission of the Strategy to the WAPC will allow the statutory process to progress toward final endorsement.                                   |
| Compliance         | Failure to endorse and submit the Strategy would result in non-compliance with statutory planning requirements.                                                          | E1 – Low | Endorsement and submission to the WAPC ensures legislative compliance with the statutory process.                                               |
| Property           | Delays in progressing the Strategy may create uncertainty for developers and investors.                                                                                  | D1 – Low | Supporting the Strategy provides clearer strategic direction for future land use, development assessment and scheme amendments.                 |
| Environment        | N/A                                                                                                                                                                      | N/A      | N/A                                                                                                                                             |
| Fraud              | N/A                                                                                                                                                                      | N/A      | N/A                                                                                                                                             |

**Community and Strategic Objectives**

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

**OBJECTIVES**

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *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)*
- *Supports the needs of youth in Carnarvon*
- *Improve the trust between citizens and the Shire of Carnarvon*

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

- *N/A*

**Comments**

The preparation, advertising and review of submissions for the Local Planning Strategy represents a significant milestone in establishing a contemporary strategic planning framework for the Shire of Carnarvon.

The Strategy has been supported by detailed background information and analysis, including State and regional planning context, local planning framework review, demographic and population forecasting, settlement and housing analysis, economic considerations, environmental constraints and infrastructure planning.

The decision before Council is to support the Strategy, with proposed modifications, and submit it to the Western Australian Planning Commission for consideration in accordance with Regulation 14 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The Strategy will provide the Shire with an updated strategic planning framework to guide future land use planning, scheme amendments, structure planning, infrastructure coordination. and development priorities across Carnarvon, Coral Bay, and the broader district.

The proposed modifications respond to matters raised during public advertising and ensure the Strategy remains current, locally responsive and aligned with the State planning framework.

If supported by Council, the Strategy, Schedule of Submissions and details of proposed modifications will be submitted to the Western Australian Planning Commission for consideration and final endorsement.

Any future implementation actions arising from the Strategy, including scheme amendments, structure planning, local planning policies, infrastructure projects or funding commitments, will be subject to separate Council consideration.

**OFFICER'S RECOMMENDATION*****That Council by Simple Majority:***

- 1. Supports the Local Planning Strategy, Schedule 1, with proposed modifications following consideration of submissions;***
- 2. Notes the Background Information and Analysis, Schedule 2;***
- 3. Notes the Final Engagement Outcomes Report, Schedule 3;***
- 4. Endorses the Schedule of Submissions, Schedule 4;***
- 5. Authorises the CEO to submit the supported Local Planning Strategy, Schedule of Submissions and particulars of proposed modifications to the WAPC; and***
- 6. Authorises the CEO to make minor administrative/editorial amendments before submission.***

**Additional Comments**

Commissioner Martin Aldridge – Commented that the revised Local Planning Strategy is a significant strategic planning document that will guide future growth, development, scheme amendments and infrastructure planning across the Shire.

Noted the importance of the Strategy in informing future planning decisions for Carnarvon, Coral Bay and the broader district.

Commissioner Aldridge also noted the value of the community feedback contained in the engagement outcomes report and the importance of aligning future planning with the Shire's Community Strategic Plan and Long Term Financial Plan.

**COUNCIL RESOLUTION OCM 18/07/26**

**Moved:** Cmm Martin Aldridge

***That Council by Simple Majority:***

- 1. Supports the Local Planning Strategy, Schedule 1, with proposed modifications following consideration of submissions;***
- 2. Notes the Background Information and Analysis, Schedule 2;***
- 3. Notes the Final Engagement Outcomes Report, Schedule 3;***
- 4. Endorses the Schedule of Submissions, Schedule 4;***
- 5. Authorises the CEO to submit the supported Local Planning Strategy, Schedule of Submissions and particulars of proposed modifications to the WAPC; and***
- 6. Authorises the CEO to make minor administrative/editorial amendments before submission.***

**FOR:** Cmm Martin Aldridge

**AGAINST:** Nil

**CARRIED BY SIMPLE MAJORITY 1/0**

#### **7.4 INFRASTRUCTURE SERVICES**

Nil

#### **8 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

#### **10 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

Nil

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

Nil

#### **13 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 25 August 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 05.30pm.

#### **14 CLOSURE**

The Presiding Member thanked the staff and members of the public for their attendance and declared the meeting closed at 11.19am.