



SHIRE OF CARNARVON AGENDA

TUESDAY 29 APRIL 2025

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

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

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Ordinary Council Meeting
will be held
on Tuesday 29 April 2025
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 9.00am.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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

INFORMATION ON PUBLIC QUESTION TIME

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

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

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

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

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

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

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

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

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

SPECIAL MEETINGS OF COUNCIL

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

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1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

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

2 DECLARATION OF INTEREST

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

3 PUBLIC QUESTION TIME

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

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Nil

3.2 PUBLIC QUESTION TIME**4 CONFIRMATION AND RECEIVING OF MINUTES****CONFIRMATION OF MINUTES**

4.1 Minutes of the Ordinary Council Meeting - 25 March 2025

RECEIVING OF MINUTES

4.2 Minutes of the Audit & Risk Management Committee - 4 April 2025

4.3 Minutes of the Awards Committee Meeting - 15 April 2025

5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS**6.1 EMERGENCY SERVICES SEASON WRAP UP**

Mr Michael Antony, Community Emergency Services Manager will be providing a season wrap up including the number of fires, challenges that were encountered, lessons learnt and future actions.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 STATUS OF COUNCIL DECISIONS - APRIL 2025

File No:	ADM0308
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
Previous Report:	Nil
Schedules:	1. Outstanding Agenda Actions Report - April 2025

Authority/Discretion:

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

Summary of Report

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

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

Background

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

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

Stakeholder and Public Consultation

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

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	C2 Moderate	Increase transparency by providing adequate access to information and data.
Service disruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

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

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

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

OFFICER'S RECOMMENDATION***That Council:***

- 1. Notes the Status of Council Decisions Report for the Month of January 2025, as provided in Schedule 1 to this report.***

7.1.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS MARCH AND APRIL 2025

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

Authority/Discretion:

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

Summary of Item

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

Background

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

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

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 - Section 9.49A
Planning & Development Act 2005 – Part 10 Div. 2
Town Planning Scheme No. 10 – Section 2.4
Health Act 1911 – S.107; Health Act 1911, Part VI

Health (Public Buildings) Regulations 1992

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications arising from receiving this report.

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

DATE	DELEGATION	PURPOSE	Amount
26 March 2025	1.2.21 – Defer, Grant Discounts, Waive or Write off Debts	Muslim Council Australia – Carnarvon Civic Centre Hire Fees waiver	\$187.00

LAND USE AND DEVELOPMENT

PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2 Applications to subdivide, re-subdivide, or amalgamate land parcels					
File Ref:	WAPC Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Sent
A1505	163769	LOT 73 (550) ROBINSON ST KINGSFORD WA 6701	SUBDIVISION	LANDWEST PLANNING CONSULTANTS	26/03/2025

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68 Applications to use/develop land					
File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A1320	P10/25	LOT 9 (289) MARGARET ROW, EAST CARNARVON	CHANGE OF USE	NATALIE RUMIS	13/03/2025
A2866	P15/25	LOT 1294 (9) BASSETT WAY EAST CARNARVON	E-WASTE FACILITY WITH UPGRADED TO SIGNAGE ON BUILDING & FENCE	ABC FOUNDATION LTD	03/04/2025

Hawkers, traders and stall holders

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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
31/03/2025	P08/25	MOBILE TRADING LICENCE GRANTED	CHRISTOPHER VOICE	Nil

BUILDING

Application No.	Owners Name	Lot & Street	Type of Building Work
B25/006	BEN & CHRISTIN MANSER	LOT 250 (101) WILLIAM STREET, EAST CARNARVON	PATIO
B25/007	PETER BARRETT & KLARA PUTNOKI	LOT 1002 (34) DAVID BRAND DR, BROCKMAN	POOL BARRIER FENCE
B25/010	LUKE & RENAE DE SOUSA	LOT 507 (174) WILLIAM STREET, EAST CARNARVON	FRONT FENCE, CARPORT, FRONT VERANDAH &

			ALFRESCO STRUCTURE
B25/011	WILFRED RYAN	LOT 21 (10) WOORAMEL ST, CARNARVON	SOLAR PANELS
B25/018	SHIRE OF CARNARVON	LOT 1378 (19) RICHARDSON ST, SOUTH CARNARVON	GARRISON FENCING TO THE PIONEER CEMETERY
B25/013	DONALD & RATTANA CLARK	LOT 761 (10) MCLEOD ST, SOUTH CARNARVON	FRONT FENCE
B25/014	SHARMAINE DUNHAM	LOT 202 (10) LUKIS PLACE, MORGANTOWN	FRONT FENCE

OFFICER'S RECOMMENDATION

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

7.1.3 APPROVAL OF CEO ANNUAL LEAVE AND APPOINTMENT OF ACTING CEO

File No:	P1564
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Financial
Voting Requirement:	Simple
Previous Report:	N/A
Schedules:	1. Resume - Hartley - Confidential (under separate cover)

Authority/Discretion:

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

Summary of Report

This item seeks Council approval for the Chief Executive Officer's (CEO) request to take Long Service Leave over the next 12 months and the appointment of an Acting CEO for the duration of the first 2 leave periods. In accordance with the Shire of Carnarvon's policy EME005, the CEO is required to report annual/long service leave taken to the Council, and arrangements must be made for an Acting CEO during the CEO's absence.

Background

The CEO is eligible for long service leave (LSL) and accrues 6 weeks leave per calendar year. The CEO is intending to utilise the LSL ad-hoc over her tenure at the Shire of Carnarvon lessening the impost on the organisation.

The CEO has submitted a request to take annual leave for the following periods:

- Thursday 15 May 2025 to Tuesday 26 May 2025 inclusive (9 Working Days)
- Thursday 31 July 2025 to Tuesday 26 August 2025 inclusive (19 Working Days)
- Friday 2 January 2026 to 2 February 2026 inclusive (20 Working Days)

In line with Shire Policy EME005, it is necessary for Council to approve the leave and designate an Acting CEO to ensure continued operations during the CEO's absence.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995

5.36 . Local government employees

(1) A local government is to employ —

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

5.39 . Contracts for CEO and senior employees

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

Relevant Plans and Policy

The current policy is under review considering recent interim changes to the Executive Team. It is therefore proposed that an Acting CEO be appointed to support and mentor the Executive Team during the first two upcoming leave periods. This arrangement is intended to strengthen professional capacity and enhance organisational oversight during this transitional phase.

Financial Implications

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

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial			
Health & Safety	N/A		
Reputation	Stakeholder or community concerns about CEO availability	C1 - Low	Communication plan to advise relevant stakeholders of Acting CEO arrangements and reassure of continued organisational leadership.
	Leadership gap during CEO's absence	C2 - Moderate	Appointment of a suitably qualified Acting CEO with appropriate delegations in place to ensure business continuity.
Service disruption	Business Interruption	B1 - Moderate	

	Not appointing an Acting CEO will limit the Shire's capacity to satisfactorily manage the organisation and undertake the Council's directions.		
	Delays in decision making or authorisations	C2 -Moderate	Acting CEO will have full delegated authority to make decisions and approve matters within the CEO's remit. Relevant matters requiring Council consideration will be scheduled appropriately.
	Reduced oversight on major projects or issues	B1 -Moderate	Handover briefings and regular check-ins (if necessary) will be established prior to leave. Executive Management Team to continue reporting to the Acting CEO.
Compliance			
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The proposed periods of leave are consistent with the CEO's entitlements and will not impact any critical functions or strategic priorities of the Shire. The CEO is proposing the appointment of Mr Neil Hartley as Acting CEO for the first two nominated leave periods. Mr Hartley is a highly experienced local government professional who has worked closely with the CEO over the past 12 years. He is well-positioned to emulate the CEO's leadership style, work ethic, and commitment to strong governance.

Given that members of the Executive Management Team are either new to the organisation or recently promoted, the appointment of Mr Hartley is considered best practice to ensure ongoing leadership continuity. His presence will provide additional support, mentorship, and stability during the CEO's absence.

Sufficient notice has been provided to enable effective planning, with existing delegations and reporting lines to remain in place. The Acting CEO will be authorised to carry out all duties of the CEO as required.

OFFICER'S RECOMMENDATION***That Council***

- 1. Approve the CEO to accrue their Long Service Leave and take as endorsed by Council over the duration of the CEO's contract.***
- 2. Approve the CEO's request to take Long Service Leave on the following dates over the next 12 months:***
 - a. Thursday, 15 May 2025 to Tuesday 26 May 2025 inclusive (9 Working Days)***
 - b. Thursday, 31 July 2025 to Tuesday 26 August 2025 inclusive (19 Working Days)***
 - c. Friday 2, January 2026 to 2 February 2026 inclusive (20 Working Days)***
- 3. Appoint Neil Hartley as Acting CEO during the CEO's absence for the periods of***
 - a. Thursday, 15 May 2025 to Tuesday 26 May 2025 inclusive (9 Working Days)***
 - b. Thursday, 31 July 2025 to Tuesday 26 August 2025 inclusive (19 Working Days)******in accordance with Shire policy EME005.***
- 4. Acknowledge that the Acting CEO will receive equivalent remuneration of the substantive CEO during the period of acting service.***

7.2 CORPORATE SERVICES

7.2.1 ACCOUNTS PAID UNDER DELEGATION MARCH 2025

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Giang Nguyen, Creditors Officer Sarah Driscoll, Finance Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	1. Accounts for Payment in March 2025

Authority/Discretion:

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

Summary of Report

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

Background

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

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 5.42

5.42. Delegation of some powers and duties to CEO

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

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

* Absolute majority required.

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

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

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

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

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

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

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

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

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

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

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

and

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

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

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

13A. Payments by employees via purchasing cards

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

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

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

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

(b) recorded in the minutes of that meeting.

Financial Implications

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

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Payments are made without appropriate budget authority.	D2 Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Accounting Fraud	C2 Moderate	Internal controls are in place, including background checks and regular updates of Sundry Creditors. Any creditor changes are independently reviewed

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

EFT 43513 - \$43,309 payment to RAC with reference 'Rates Refund', was queried by Council at the Ordinary Council Meeting on 25 March 2025. In response to Council's query, this payment is partly for a back rate credit for 2023/2024 due to the mid-year demolition of property A2718-14 Robinson Street, Coral Bay. The second part of the credit is due to this assessment objecting to the valuation Landgate had put on the resort for the GRV 2024/2025 revaluation roll, after billing. The objection was allowed by Landgate, and an interim adjustment was required to amend the rates ledger and refund A2718-14 Robinson Street the variance.

As per Regulation 13A of the *Local Government (Financial Management) Regulations 1996*, a "list of payments made using the card must be prepared each month". The credit card direct debit payment for transactions made during the period 23.01.2025 - 23.02.2025 was paid on 10 March 2025, as listed at DD41448.1 in **Schedule 1** attached. The detailed list of these payments was provided to Council in advance in the March 2025 Ordinary Council Meeting, with February 2025 accounts paid under delegation. The next list of payments made using card facilities, paid during the April period, will be provided at the May 2025 Ordinary Council Meeting with April 2025 accounts paid under delegation. As well as aligning to the timing of payments, this will allow Shire Officers sufficient time to provide payment details.

OFFICER'S RECOMMENDATION

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

- 1. Receive the list of payments made under delegation, as per Schedule 1 at a total value of \$2,342,601.17 as presented for the month of March 2025, incorporating the following; and***

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>EFT43606</i>	<i>EFT43832</i>	<i>Muni EFT</i>	<i>\$1,633,295.52</i>
<i>-</i>	<i>-</i>	<i>Trust EFT</i>	<i>\$0.00</i>
<i>-</i>	<i>-</i>	<i>Cheque</i>	<i>\$0.00</i>
<i>DD44136.1, DD41436.2, DD41438.1-DD41438.4, DD41441.1, DD41441.2, DD41443.1, DD41443.2, DD41448.1, DD41450.1, DD41452.1-DD41452.6, DD41456.1, DD41466.1, DD41468.1, DD41470.1-DD41470.3, DD41472.1-DD41472.3, DD41475.1-DD41475.4</i>	<i>DD41483.1</i>	<i>Bank Directs</i>	<i>\$709.305.65</i>
		<i>TOTAL</i>	<i>\$2,342,601.17</i>

7.2.2 MONTHLY FINANCIAL REPORT MARCH 2025

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

Authority/Discretion:

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

Summary of Item

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

Background

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

Stakeholder and Public Consultation

Internal consultation within the Corporate Services Department

Statutory Environment

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

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

Local Government (Financial Management) Regulations 1996 - Regulation 34

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

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

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

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

The Monthly Financial Report – contains:

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

Notes for other supporting Information include:

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

Key points of interest for Councillors consideration:

- Last year's closing audited surplus resulted in a \$424,000 lower than the original budget estimate. This variance is primarily due to the recognition of doubtful debts following Regional Express Holdings Limited (REX) entering voluntary administration, as well as additional doubtful rates. The mid-year budget review partially addressed this shortfall by reducing planned expenditure.
- The current budget reflects a closing deficit of \$286,748, equates to the value of the REX provision to write off amounts due as at 30 June 2024. An additional \$103,959 for the July 2024 Head Tax will need to be accounted for in this financial year, bringing the total REX debt under administration to \$390,707.

- Total funds invested in term deposits and bank accounts amount to \$8.14 million, comprising \$3.17 million in Reserve funds and \$4.98 million in Municipal funds. This includes \$500,000 in loan funds received from the Treasury to support the RED Housing Project.
- A net transfer of \$1.94 million to Reserves is scheduled to occur by 30 June 2025.
- As outlined in note 8 of the Financial Report, 72% of rates levied for 2024/2025, along with opening rates arrears, have been received. Approximately 19% of ratepayers have opted to pay in four instalments, with the final instalment due on 17 April 2025. It is anticipated that the percentage of rates collected will increase significantly by the time of the April 2025 Financial Report.

OFFICER'S RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations:

- 1. Receives the Statement of Financial Activity for the period ending 31 March 2025.***

7.2.3 BUDGET ADJUSTMENTS - APRIL 2025

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

Authority/Discretion:

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

Summary of Item

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

Background

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

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

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

It is good management practice to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice, budgets are reviewed by Officers regularly. Officers have two adjustments for the month of April 2025.

Stakeholder and Public Consultation

N/A

Statutory Environment*Local Government Act – Section 6.8(1)**(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –**(a) is incurred in a financial year before the adoption of the annual budget by the local government; or**(b) is authorised in advance by resolution*; or**(c) is authorised in advance by the mayor or president in an emergency.***Relevant Plans and Policy**

N/A

Financial Implications

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

Risk Assessment

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

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	Potential for reduction in budget.	Low	The adjustments recommended in this report do not impact the net position of Council.
Health & Safety	N/A	N/A	
Reputation	Delay in identifying known expenditure changes has the potential to damage the Shire's reputation.	High	Identify changing circumstances and action budget variations as soon as practicable
Service disruption	N/A	N/A	
Compliance	Local Government Act requires that a local government is not to incur	High	This report to Council for approval ensures compliance requirements are met.

	expenditure unless approved by Council.		
Property	N/A	N/A	
Environment	N/A	N/A	

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON

- N/A

Comments

The following proposed adjustments for April 2025 require Council's consideration:

Item Number	Expenditure Required	Budget moving from: <i>Staff Housing – (L.&B.) Mun (0522)</i>	Amount From:
24/25	Transfer of funds to cover Shire staff housing maintenance for the remainder of the 2024/25 financial year.	Full amount of capital expenditure allocated to account 0522 for Bathroom reinstallation at 5 Airport Drive & other capital repairs for Shire owned housing is not required, as all purchase orders have been issued for works totalling \$10,000 less than budget.	-\$5000
		Budget moving to: <i>Staff Housing (0112)</i>	Amount To:
		Reallocating excess capital funds from 0522 to operating account 0112 - Staff Housing Maintenance to fund general maintenance of Shire staff houses required for the remainder of the year.	\$5000
26/25	Contract RFQ 04/2025 has been awarded to Midwest kerbing for the completion for kerbing replacement in the David Brand Drive area. This project is fully funded through the Roads to Recovery Grant.	Budget moving from: <i>Roads to Recovery Funding Mun (138550)</i>	Amount From:
		RFQ 04/2025 Installation of kerbing has been awarded to Midwest Kerbing. Works to commence in May 2025. Kerbing fully funded via Roads to Recovery funding. Kerbing replacement on a section of David Brand Drive. In front of the Carnarvon Hotel was included in the RFQ as an optional extra, pending available budget.	-\$8000
		Budget moving to: <i>Footpath/Cycleway Assets Renewals (F249)</i>	Amount To:

		The current budget allocation in job F249 is likely insufficient to include the kerbing replacement in front of the Hotel. There is more than sufficient R2R funds available to allow for this additional expense on kerbing.	\$8000
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As the above adjustments propose an equal increase of both income and expenditure, they have no impact on the closing budget position.

OFFICER'S RECOMMENDATION

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

- 1. 24/25 - \$5,000 expenditure budget from 129740 Staff Housing L. & B. Mun (Job 0522) to 153820 Staff Housing (Job 0112); and*
- 2. 26/25 - \$8,000 expenditure budget from Roads to Recovery Funding Mun (Account 138550) to 13850 Footpath/Cycleway Assets Renewals (Job F249)*

7.3 DEVELOPMENT AND COMMUNITY SERVICES

7.3.1 RECONCILIATION ACTION PLAN - INNOVATE 2025 TO 2027

File No:	ADM0281
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Reconciliation Action Plan - Innovate 2025 to 2027

Authority/Discretion:

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

Summary of Report

The report seeks Council's endorsement of the Reconciliation Action Plan – Innovate 2025-2027.

Background

The Shire of Carnarvon commenced its formal reconciliation journey when Council, at the Ordinary Council Meeting in July 2022, endorsed its first Reconciliation Action Plan – Reflect (Reflect RAP). The Reflect RAP served as a foundation for internal education, governance development, and early-stage engagement with Aboriginal and Torres Strait Islander communities. It also resulted in the establishment of the Reconciliation Action Plan Reference Group, comprised of local Aboriginal community members, Councillors, and Shire staff, to guide the delivery of the plan and inform future stages.

Reconciliation Action Plans (RAPs) are delivered under a nationally recognised framework developed by Reconciliation Australia, which provides four stages of engagement: Reflect, Innovate, Stretch, and Elevate. Each stage builds on the previous, providing a structured pathway to deepen organisational and community commitment to reconciliation.

The Reconciliation Action Plan – Innovate (Innovate RAP) stage is designed to build stronger relationships, increase cultural understanding, and pilot initiatives with potential for long-term impact. The Shire's Innovate RAP 2025–2027 outlines practical, achievable actions across three key pillars:

- Relationships – building respectful relationships with Aboriginal and Torres Strait Islander peoples.

- Respect – fostering a culturally safe and inclusive organisation and community.
- Opportunities – creating meaningful economic, social, and community participation pathways.

Each action is linked to an implementation timeframe, assigned responsibilities, and measurable outcomes.

Stakeholder and Public Consultation

The Shire's Innovate RAP was developed in partnership with Reconciliation Australia, which provided the base framework and guidelines consistent with national standards.

To ensure local relevance and alignment with community needs, the Shire undertook consultation throughout 2024 with the Reconciliation Action Plan Reference Group. This group played a critical role in shaping the content of the Innovate RAP by identifying priorities, proposing additional actions, and ensuring that deliverables are culturally appropriate and locally responsive.

The Reconciliation Action Plan Reference Group's input ensured the plan not only aligns with Reconciliation Australia's framework, but also reflects the voices, aspirations, and values of our Aboriginal communities.

Statutory Environment

Local Government Act 1995 – Section 3.18

3.18. Performing executive functions

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

Relevant Plans and Policy

Strategic Community Plan 2022 – 2032

Financial Implications

Initiatives outlined in the Innovate RAP will be incorporated into the Shire's 2025/2026 annual budget planning process, ensuring that resources are allocated to support the timely delivery of reconciliation actions. The Shire will also continue to actively pursue external funding opportunities and partnerships to support the delivery of community-led initiatives where appropriate.

The most significant financial commitment will be through the allocation of staff time across the organisation. Successful implementation of the Innovate RAP will rely on the coordination and engagement of staff to integrate reconciliation principles into operational planning, community engagement, and service delivery.

This commitment represents a strategic investment in building stronger relationships, fostering mutual respect, and increasing trust between the Shire and the broader community.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Implementation of the RAP requires administrative coordination and resource allocation across multiple areas.	C-2 Moderate	Initiatives will be embedded into the annual budget planning process to ensure financial resourcing. Significant lead-in times have been built into the RAP, enabling adequate planning and resource allocation.
Health & Safety	N/A		
Reputation	Perception that the Shire is not committed to reconciliation if actions are not delivered or are poorly executed.	C -3 High	The RAP has been developed in partnership with the Reconciliation Action Plan Reference Group to ensure cultural relevance. Progress will be regularly monitored, and outcomes publicly reported to maintain transparency.
Service disruption	N/A		
Compliance	Failure to meet internal or external reporting expectations associated with RAP delivery.	C-2 Moderate	Regular internal tracking and reporting will be undertaken in line with Reconciliation Australia's reporting requirements.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community acknowledges our history and celebrates our diverse cultures*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Reconciliation Australia has conditionally approved the Shire of Carnarvon's Innovate RAP. Upon Council endorsement, the final document will be professionally designed and published, including relevant cultural artwork representing the Shire's connection to place and people. The final version will be made available on the Shire's website and used to guide and monitor progress over the two-year period.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995 endorse the Shire of Carnarvon's Reconciliation Action Plan – Innovate 2025 - 2027.

7.3.2 CARNARVON RIFLE CLUB FINANCIAL SUPPORT REQUEST

File No:	ADM0080
Location/Address:	Carnarvon Rifle Club
Name of Applicant:	Carnarvon Rifle Club
Name of Owner:	Ben Dei Giudici
Author(s):	Stephanie Leca, Executive Manager, Lifestyle and Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report seeks Council consideration for a \$4,276.80 financial contribution to the Carnarvon Rifle Club to enhance the safety, usability, and maintenance of the shooting mounds at the rifle range in time for the upcoming Annual Shoot to be held on 19 and 20 July 2025.

Background

The Carnarvon Rifle Club has a long-standing history in the region, providing a safe, inclusive, and structured environment for local sporting shooters and visiting competitors. As a volunteer-run organisation, the Club plays an important role in maintaining the rifle range facilities and promoting community participation in recreational shooting, with regular meets and one major competition held annually.

Despite limited external funding, the Club has consistently demonstrated initiative and responsibility in managing its infrastructure. All maintenance and improvement works to date have been funded and carried out by members and volunteers. This includes regular weeding, spraying, and repairs to the shooting mounds, which are essential to the safe and functional operation of the range.

The shooting mounds, which serve as the base position for all shooting activities, have deteriorated due to natural erosion, weed infestations, and bull ant presence. They currently require frequent manual maintenance and present uneven, unstable surfaces for users. The Club is seeking to address these issues by purchasing and applying cracker dust to seal and reshape the mounds at a five-degree angle. This will result in a more durable, low-maintenance surface that improves safety, accessibility, and overall usability.

The Club's next major competition is scheduled for 19 - 20 July 2025 and is expected to attract competitors from across the region. In preparing for this event, the Club has identified the mound upgrades as a priority to ensure the range meets expected standards. As the next Community Growth Fund round does not open until 1 July 2025, with outcomes unlikely to be confirmed before the August Council Meeting, the Club has submitted this request for out-of-round funding to allow sufficient lead-in to complete the works prior to the event.

Over the past three years, the Carnarvon Rifle Club has not submitted any significant project or infrastructure funding requests to the Shire. Previous support has been modest, including a \$997.04 financial contribution endorsed at the December 2024 Ordinary Council Meeting and ongoing assistance with rate contributions. The Club's approach to project planning, funding, and facility care continues to reflect a high level of stewardship and alignment with the goals of the Community Growth Fund, despite this request being made outside of a scheduled funding round.

Stakeholder and Public Consultation

Public consultation was not required for this request. The application was submitted directly to the Shire of Carnarvon following internal consultation by the Club's committee. The Rifle Club remains a valued stakeholder in the region's sporting and recreational community.

Statutory Environment

Local Government Act 1995 - Section 3.18

3.18. Performing executive functions

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

Relevant Plans and Policy

Shire of Carnarvon Strategic Community Plan 2022–2032

CD004 Community Growth Fund Policy

Financial Implications

A total of \$11,948.53 remains in the Community Growth Fund budget for the 2024/2025 financial year. There are no further rounds scheduled for the remainder of the financial year. Approval of this request would reduce the available balance to \$7,671.73.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	The request for funding may exceed available funding.	D-1 Low	While funding is limited, the Community Growth Fund (CGF) still has available funds until 30 June.
Health & Safety	N/A		
Reputation	Council's decision to fund a request outside of normal CGF rounds could set a precedent for similar out-of-round requests.	C-2 Moderate	The request outlines that the contribution is an emergency request based on event timing and not due to lack of planning by the Club. Future applicants will be reminded of regular funding timelines.
Service disruption	N/A		
Compliance	This request falls outside the Community Growth Fund Committee's process and assessment guidelines.	C-2 Moderate	The CGF Committee does not have delegated authority to approve funding. Final decisions are made by Council. This request will be evaluated based on urgency in relation to event timelines rather than a full assessment against other applications.
Property	The risk of neglecting the upkeep of Shire-owned property, leading to deterioration or issues with the site.	C-2 Moderate	The Shire will support the grant request, ensuring that the upkeep of the property is funded and maintained to a high standard.
Environment	N/A		
Fraud	Mismanagement of funds or inaccurate representation by the Club.	D-1 Low	Supporting documentation including a quote has been provided. The Club will be required to acquit funds following standard processes.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*
- *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

The Carnarvon Rifle Club has a strong track record of responsible facility management and active community engagement. This request is considered reasonable considering the Club's upcoming event and the limited window for project completion. Given the absence of other funding opportunities before July 2025, and the relatively modest amount requested, it is recommended that Council consider supporting this out-of-round request.

It should be noted that while the request falls outside of the Community Growth Fund application submission timeframes, the request for financial assistance does align with the Shire's respective policy objectives by supporting community organisations and businesses that make a positive contribution to the sustainable development of the region's social, cultural, economic, sporting and environmental lifestyle.

OFFICER'S RECOMMENDATION

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

- 1. Approve the total funding request of \$4,276.80 to the Carnarvon Rifle Club; and***
- 2. Authorises the CEO to proceed with payment and execute grant agreement.***

7.4 INFRASTRUCTURE SERVICES

7.4.1 EXTENSION OF CONTRACT RFT 04/2023 PROVISION OF UNSEALED ROAD GRADING SERVICES AND MINOR WORKS

File No:	ADM2300
Location/Address:	Shire of Carnarvon
Name of Applicant:	Northern Goldfields Earthmoving Pty Ltd
Name of Owner:	Shire of Carnarvon
Author(s):	Carolien Claassens, Project Contracts Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 15/06/2023
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report seeks Council's acceptance of the first extension of two years for Contract RFT 04/2023 Provision of Unsealed Road Grading Services and Minor Works awarded to Northern Goldfields Earthmoving Pty Ltd (NGE).

Background

At the Ordinary Council Meeting in June 2023, Council resolved to accept the tender submission from NGE for RFT 04/2023 – Provision of Unsealed Road Grading Services and Minor Works. This resulted in the execution of Contract RFT 04/2023, which includes an initial two-year term with the option for two further extensions of two years each, subject to Council endorsement.

The initial term of the contract is due to expire on 30 June 2025, which has prompted the need for Council to consider acceptance of the available first extension.

NGE is responsible for maintenance grading of the Shire's rural road network. The network includes a total of 1,227km of unsealed road. Maintenance grading is required to maintain the unsealed road surface conditions by reducing roughness and improving crossfall shape. Contract RFT 04/2023 makes allowance for an estimated 2,500 maintenance grading working hours per year.

The standard of maintenance grading and frequency is specified in the Shire Road Classification. The road classification is based upon several principles including:

- Safety takes precedence over convenience
- All stations will generally have one access maintained to the homestead
- Only public infrastructure will be maintained

The Shire Road Classifications and principals are further described in Policy ID002.

In addition to maintenance grading the contract makes allowance for minor works to be undertaken as part of the grading program. Minor works are only taking place upon request and the contract does not guarantee a minimum amount of minor works during the term of the contract.

Stakeholder and Public Consultation

The Rural Roads Manager was responsible for the day to day management of NGE. Comments from both the previous Rural Roads Manager and Councillor for the Gascoyne/Minilya Ward have been considered regarding the performance of NGE.

Statutory Environment

Local Government Regulations (Function and General) S. 11 (2) (j):

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

- (j) the contract is a renewal or extension of the term of a contract (the original contract) where —*
- i. the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - ii. the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - iii. the original contract contains an option to renew or extend its term; and*
 - iv. the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option was exercised.*

Relevant Plans and Policy

ID002 – Maintenance of Shire Roads, Station Access Roads and Station Airstrips

CF001 – Purchasing and Procurement

Financial Implications

There are no further financial implications in relation to the approval of the extension of Contract RFT 04/2023.

NGE has not requested an increase of the contracted hourly rates. It should be noted; the Shire is responsible for the provision of diesel.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Not accepting the contract extension will require the engagement of a new contractor. It is likely the hourly rates would be higher than the rates currently negotiated under Contract RFT 04/2023	B2-high	Acceptance of the contract extension will avoid an increase in hourly rates. NGE has not requested an increase in hourly rates as part of the contract extension.
Health & Safety	There are no health and safety risks identified for the extension of contract RFT 04/2023		
Reputation	A fruitful relationship with the contractors is important to establish a positive reputation in the community.	B3 – High	Over the course of the first contract term NGE has provided a good service for a reasonable price. It is recommended to approve the extension of Contract RFT 04/2023.
Service disruption	Any maintenance grading scheduled after 30 June 2025 is to be put on hold until a new contractor is engaged in case the contract with NGE is not extended.	B2 - High	It is recommended to approve the extension of Contract RFT 04/2023.
Compliance	The risk that the extension of the contract may not align with regulatory requirements	C2 – Moderate	The officer's recommendation to extend contract RFT 04/2023 for a further two years ensures compliance with Local Government Regulation (Function and General) 1996, Part 4, S 11 (2)(J)

Property	There are no property risks identified for the extension of Contract RFT 04/2023		
Environment	There are no environmental risks identified for the extension of contract RFT 04/2023		
Fraud	There is no risk of fraud identified for the extension of Contract RFT 04/2023		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Shire of Carnarvon's Urban Operations Manager is currently responsible for the day-to-day management of NGE, and has confirmed NGE provide a high-quality service. Work is completed in a timely manner in accordance with the standards provided in the contract. Communication with NGE is clear and minimal complaints have been received. Always being on site, NGE provides professional advice to Shire staff specific to road conditions and provides photos to illustrate the issue.

NGE is able to provide a very flexible service being able to mobilise to a different site quickly, particularly during rain events. Further comments were made about the available plant and equipment being in good working condition resulting in minimal break downs.

Being able to deal with one contractor for all maintenance grading ensures consistency and continuity in the quality of work and allows for the development of a long-term plan of scheduled maintenance grading.

Councillor Burke Maslen from the Gascoyne/Minilya Ward has received mixed feedback from station owners within the district. Several reported the work completed by NGE was to a high standard. Another raised a concern regarding the driving speed of a grader operator, causing corrugations on the road. From the Councillor's experience the quality of work may be impacted based on the grader operator at the time.

To address the concerns raised, the Shire will continue to work with NGE to ensure consistency in the quality of grading across all operators. This includes reinforcing agreed-upon operating standards, particularly around appropriate grading speeds and providing refresher training or guidance to operators as needed. Regular supervision and performance monitoring will be reviewed to ensure compliance and to support continuous improvement. Feedback from station owners will be actively sought and incorporated into contractor review processes to ensure concerns are addressed promptly and constructively

It should be noted, no amendments to Contract RFT 04/2023 have been requested by NGE as a result of the extension of the contract.

OFFICER'S RECOMMENDATION

1. ***That Council, by simple majority, pursuant to Section 11 (2) (J) of the Local Government Regulations Functions and General 1996, approves the first extension of two years for Contract RFT 04/2023 Provision of Unsealed Road Grading Services and Minor Works with Northern Goldfields Earthmoving Pty Ltd.***
2. ***That Council, by simple majority, pursuant to Section 3.18 of the Local Government Act, 1995 authorises the CEO to make any necessary non-material amendments and finalise the execution of the Contract extension between the Shire of Carnarvon and Northern Goldfields Earthmoving Pty Ltd.***

7.4.2 ACCEPTANCE OF QUOTE BIG BANANA PLAYGROUND - CARNARVON ACTIVATION PROGRAM PHASE 1

File No:	ADM2299
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Carolien Claassens, Project Contracts Manager
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle and Community
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	SCM 01/02/25
Schedules:	<ol style="list-style-type: none"> 1. Detailed Design - Van Dongen Park incl Banana 2. Quote Lark - Big Banana Playground - Confidential (under separate cover)

Authority/Discretion:

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

Summary of Report

This report seeks Council's approval to engage Lark Industries Pty Ltd (Lark) for the fabrication and installation of the custom-designed Big Banana Playground being part of the Carnarvon Activation Project Phase 1.

Background

Van Dongen Park, located at the primary entry point to Carnarvon's town centre, is a key public space identified for redevelopment as part of Phase 1 of the Carnarvon Activation Program (CAP). The objective of the park's revitalisation is to enhance its aesthetic appeal, functionality, and capacity to engage the community, making it a vibrant and welcoming space for residents and visitors. During the consultation phase for the CAP, the community highlighted the need for an iconic playground that would reflect Carnarvon's unique identity. In response to this, the concept for the Big Banana Playground was developed, reflecting the town's strong association with the banana industry. The design aims to provide a prominent, engaging play area and become a signature feature of Van Dongen Park (see **Schedule 1**).

H+H Architects, the consultants engaged to develop the detailed designs for CAP Phase 1, conducted industry research and identified Lark as the most suitable supplier to develop the preliminary concept for the Big Banana Playground. Lark, an Australian-based company, was selected for their expertise in delivering custom-designed, site-specific playgrounds. Their track record includes successful projects in Western Australia such as the Karlkurla Playspace in Kalgoorlie, featuring interconnected pods inspired by native bush vines, and the

inclusive playground in Katanning, which caters to a wide range of ages and abilities. These projects demonstrate Lark's capability to create innovative designs that address the unique environmental and community needs of each location.

Engaged initially to develop the preliminary design, Lark worked closely with the Shire and H+H Architects to create a concept that would meet community expectations while considering specific site requirements, including the region's cyclonic rating. The preliminary design was presented to Council at the Corporate Information Session on 10 December 2024. Following this session, Council directed officers to proceed with the development of the detailed designs for the Big Banana Playground. The concept was included in the detailed design package for Van Dongen Park, which was endorsed by Council on 28 February 2025.

Following the endorsement of the detailed design package for Van Dongen Park, the Shire is now seeking to engage Lark to fabricate and install the custom-designed Big Banana Playground. As a WALGA Preferred Supplier, Lark qualifies as an exemption from the requirement to seek additional quotes under *Local Government Regulation (Function and General) 1996, Part 4, S 11 (2)(b) and (f)*, which allows for exemptions when procuring unique goods and services from WALGA Preferred Suppliers.

Lark retains the intellectual property rights over the design of the Big Banana Playground. However, the design of the Big Banana Playground was created based on a scope provided by H+H Architects, ensuring the design is unique to Carnarvon.

Stakeholder and Public Consultation

The Shire commenced public consultations for the Carnarvon Activation Program (CAP) in March 2023. This plan identified opportunities for improvement based on successful initiatives from other regions. In June 2023, UDLA hosted both in-person and online workshops to review the findings and gather further input from the community. A second workshop was held in September 2023, during which nineteen (19) proposed projects were presented to the community. Participants were asked to prioritise these projects, ultimately identifying eight (8) key initiatives as high priorities.

In addition to the community consultation, the Shire worked closely with H+H Architects, industry professionals engaged to develop the detailed designs for the CAP Phase 1. H+H Architects brought valuable expertise from their work on other successful projects and assisted in identifying potential suppliers for the Big Banana Playground concept. Their input, along with feedback from the community, guided the development of the playground's design and ensured it aligned with the needs and expectations of the community.

The final Carnarvon Activation Plan, which included the vision for Van Dongen Park and the Big Banana Playground, was presented to Council in November 2023. Throughout the consultation process, the Shire engaged with community members, local organisations, and key stakeholders, including representatives from the tourism, hospitality, and industry sectors, to ensure the proposed concept met the diverse needs of the Carnarvon community.

Statutory Environment

In accordance with *Local Government Regulation Function and General 1996, Part 4, S 11. (2) (b) and (f)*:

11. (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*
 or
 (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.*

Relevant Plans and Policy

Carnarvon Activation Plan
CF001 - Procurement and Purchasing

Financial Implications

The quote from Lark for the fabrication and installation of the Banana playground is provided in **Confidential Schedule 2**.

The total available project budget for the CAP Phase 1 includes: \$3,920,252.50 and is funded via the following parties:

Lotterywest	\$3,357,602.50
Shire of Carnarvon	\$ 557,650.00
Gascoyne Development Commission	\$ 5,000.00
Total	\$ 3,920,252.50

A cost estimate of \$2,570,000 has been identified by the Quantity Surveyor (HWA & Associates) for the construction of the Van Dongen Park improvements, including the fabrication and installation of the Big Banana Playground.

The current budget allocation available for the construction of Van Dongen Park is sufficient to proceed with the engagement of Lark.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	The risk of needing to secure additional funding if Council does not approve the quote and an alternative design must be developed. This could lead to unanticipated costs associated with sourcing a new design.	C3 - High	Officers recommend accepting the quote from Lark as the preferred supplier. Given that Lark is already engaged by H + H Architects to develop a detailed design, and the concept and design has been endorsed, it will prevent additional costs associated with sourcing and developing an alternative design.

Health & Safety	No health and safety risks have been identified for the procurement of the Big Banana Playground		
Reputation	If the quote is not accepted, the process to engage another supplier and develop a new design would delay the project, potentially affecting the ability to meet the Lotterywest funding deadline for construction completion by December 2026.	A2 – Very High	Officers recommend proceeding with Lark to avoid delays. If the quote is not accepted, additional time would be required to procure an alternative supplier and design, putting the project at risk of missing the Lotterywest funding deadline for construction completion by December 2026.
Service disruption	If the quote is not accepted, an alternative concept design may not align with the original vision, causing frustration among community members and stakeholders who expect the Big Banana Playground concept.	B2 - high	To mitigate disruption, officers recommend accepting Lark's quote, which is based on the detailed, community-endorsed concept. Accepting Lark ensures the project maintains the original vision, minimising the risk of dissatisfaction from stakeholders and the community due to design changes.
Compliance	The risk that the procurement process may not fully align with public tendering requirements due to the engagement of a sole supplier without seeking additional quotes.	C2 - Moderate	Officers recommend engaging Lark Industries as a WALGA Preferred Supplier, ensuring compliance with <i>Local Government Regulation (Function and General) 1996, Part 4, S 11 (2)(b) and (f)</i> . The direct engagement of Lark, as the sole supplier for this unique design, is in line with the relevant regulatory framework.
Property	No property risks have been identified for the procurement of the Big Banana Playground		
Environment	No environmental risks have been identified for the procurement of the		

	Big Banana Playground		
Fraud	No risk of fraud has been identified for the procurement of the Big Banana Playground		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Supports the needs of youth in Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

During the Corporate Information Session on 10 December 2024, Council participated in a presentation providing an update on the CAP Phase 1. This presentation included a schematic design of the Big Banana Playground. Council agreed with the engagement of Lark by H+H Architects to proceed with the detailed design. Since the engagement of Lark for the design, Council has endorsed the detailed design of Van Dongen Park which features the Big Banana Playground.

A tender for the construction of the Van Dongen Park soft-fall and footings is scheduled to be advertised in mid-June 2025. The construction contractor will be responsible for the installation of soft-fall and footings for the Big Banana Playground and Lark will be responsible for the installation of the actual playground itself.

OFFICER'S RECOMMENDATION

1. ***That Council in accordance with Local Government Regulation (Function and General) S. 11 (2) (b) and (f) accepts the quotation from Lark Industries Pty Ltd for the fabrication and installation of the Big Banana Playground based on a fixed price provided in Confidential Schedule 2; and***
2. ***That Council in accordance with Local Government Act 1995, S. 9.49A authorises the CEO to make any necessary non-material amendments and finalise the execution of a contract between the Shire of Carnarvon and Lark Industries Pty Ltd.***

7.4.3 ENDORSEMENT OF DETAILED DESIGN - TRAMWAY SHELTER AND HEALING SPACE CARNARVON ACTIVATION PROJECT

File No:	ADM2299
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Carolien Claassens, Project Contracts Manager
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle and Community
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 09/03/24 SCM 02/02/25
Schedules:	1. Detailed Design Tramway Shelter 2. Detailed Design Healing Shelter.

Authority/Discretion:

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

Summary of Report

This report seeks Council's endorsement of the detailed designs for two key elements of the Carnarvon Activation Plan Phase 1: the Tramway Shelter and the Lock Hospital Healing Space.

Background

The Carnarvon Activation Plan (CAP) Phase 1 consists of multiple elements developing Carnarvon as an inclusive, thriving community by connecting community assets and improving aesthetics, usability and activation in and around Carnarvon. As part of the CAP, the Shire has engaged H + H Architects to develop the detailed designs and technical specifications for the following two key elements:

1. Tramway Shelter on Whitlock Island
2. Lock Hospital Healing Space at the Heritage Precinct

Tramway Shelter on Whitlock Island

The previous shelter was removed due to significant corrosion and damage. A new shelter has been designed in collaboration with the Carnarvon Heritage Group Committee. It will feature:

- Seating for visitors
- A salvaged rolling stock for display
- Interpretive signage to tell the story of the Tramway Trail.

This new shelter will serve as a functional and historical feature for the community, enhancing the experience of the Tramway Walk Trail.

Lock Hospital Healing Space

The Lock Hospital Healing Space has been designed as a circular shelter, serving as a space for reflection and storytelling. The Healing Space will:

- Showcase the 'Don't Look at the Island' statue, installed in 2019 as part of the broader Lock Hospital project.
- Be a key part of the 'Path of Pain' along the Tramway Trail, offering visitors an opportunity to connect with the history of the Lock Hospitals on Bernier and Dorre Islands.

This space will provide a place for the community to reflect on this painful part of the region's history and contribute to the ongoing healing process.

Stakeholder and Public Consultation

Both the Tramway Shelter and Lock Hospital Healing Space projects involved distinct stakeholder groups to ensure that their unique aspirations and contributions were captured. The Shire engaged H+H Architects to lead the consultation process alongside the Shire officers, ensuring that the views of all stakeholders were incorporated into the final designs.

Tramway Shelter Consultation

For the Tramway Shelter project, the Carnarvon Heritage Precinct (CHP) was engaged to provide feedback on the preliminary concepts. The process involved the following key steps:

- **January 2025:** H+H Architects formally wrote to the CHP, providing the preliminary concepts for review.
- **10 - 12 March 2025:** A representative from H+H Architects visited Carnarvon for in-person consultation. During this visit, one member of the CHP attended a session at the library to review and discuss the designs.
- Feedback was provided both in writing and through direct engagement, with CHP offering to contribute rail wagons and old pylons to the project. Additionally, CHP emphasised the importance of the shelter artwork reflecting the industrial and social development of Carnarvon.

Based on the feedback received, H+H Architects presented a revised version of the detailed design, incorporating the Carnarvon Heritage Precinct's input, ensuring the design aligns with the community's heritage aspirations.

Lock Hospital Healing Space Consultation

For the Lock Hospital Healing Space, the Shire engaged the Lock Hospital Working Group (LHWG), with consultations held in-person on-site in Carnarvon from 10-12 March 2025. The consultation focused on:

- **Signage along the Tramway Trail:** The LHWG discussed the proposed signage content and provided valuable insights to ensure it aligns with the new nodes being introduced along the Trail.
- **Healing Space Concept:** The concept for the Healing Shelter was also presented to the group. The LHWG expressed their support for the project and confirmed that they were happy to proceed with detailed design, as presented.

In their written feedback, the LHWG confirmed their commitment to supporting the project and reviewing the signage content to ensure it accurately reflects the proposed design and messaging.

Statutory Environment

Local Government Act, 1995 – Section 3.18 Performing executive functions.

3.18. Performing executive functions

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

Relevant Plans and Policy

Carnarvon Activation Plan

CD009 – Community Engagement Policy

Financial Implications

The total project budget of \$3,920,252.50 is available via the following funding sources:

FUNDING SOURCE	AMOUNT
Lotterywest	\$ 3,357,602.50
Shire of Carnarvon	\$ 557,650
Gascoyne Development Commission	\$ 5,000
TOTAL	\$ 3,920,252.50

Endorsement of the designs for both projects does not have any direct financial implications at this stage. The procurement process for the construction of the Tramway Shelter and Lock Hospital Healing Space will determine the actual financial implications. The estimated budget available for the construction of these two shelters is \$470,000. Should it be necessary, the designs may be further modified to align with the available budget.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Delaying design endorsement may impact the ability to receive approval for	B3 - High	Council to endorse the designs promptly to allow procurement to commence. Ensure timely submission

	payment of the first funding claim.		of funding claims and coordinate with relevant bodies to avoid delays.
Health & Safety	N/A		
Reputation	Designs proposed for endorsement differ from the original CAP proposal developed with community consultation and may not meet community expectations.	C2 – Moderate	Substantial stakeholder engagement has been conducted for both shelters. Further community engagement will be undertaken to ensure alignment with community expectations, particularly for interpretive signage (Lock Hospital Healing Space). Transparent communication and addressing community concerns proactively will help mitigate reputational risks.
Service disruption	N/A		
Compliance	There is a risk of non-compliance with planning or environmental regulations during construction.	C-1 - Low	H+H Architects, as registered architects, have been engaged to ensure that the designs comply with all relevant planning, environmental, and regulatory requirements. All necessary approvals and permits will be obtained prior to construction, and regular compliance checks will be conducted throughout the project.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Supports the needs of youth in Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *Whitlock Island Development*

Comments

Councils consideration and endorsement of the detailed designs for the Tramway Shelter on Whitlock Island and the Lock Hospital Healing Space as part of the Carnarvon Activation Plan Phase 1, will enable the Shire to develop a Tender process, ensuring timely and successful delivery of both key projects for the community.

OFFICER'S RECOMMENDATION

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

- 1. Endorse the detailed designs for the Tramway Shelter provided in Schedule 1.*
- 2. Endorse the detailed design for the Lock Hospital Healing Space provided in Schedule 2.*

7.4.4 AWARD OF REQUEST FOR QUOTE (RFQ) 05/2025 CIVIC CENTRE UPGRADES

File No: ADM2340
 Location/Address: Shire of Carnarvon
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Carolien Claassens, Project Contracts Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 12/08/24
 OCM 13/02/25
 OCM 13/03/25
 Schedules: 1. Quote - RFQ 05-2025 - Confidential

Authority/Discretion:

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

Summary of Report

This report seeks Council's approval to engage Norwest Project Solutions for upgrades of the Civic Centre to improve resilience of facility serving as a dedicated evacuation centre.

Background

In 2023, the Shire of Carnarvon obtained funding from Department of Fire and Emergency Services (DFES) via the LG Resilience Fund for Cyclone Seroja.

The funding includes an upgrade of the Woolshed which serves as an evacuation centre. The upgrades consist out of:

- enhancements to the kitchen facilities,
- replacement of all internal and external doors,
- replacement of the woolshed flooring,
- concreting and roofing of the outdoor courtyard, and;
- a mixture of smaller exterior/ interior renovations.

Previously two public Tenders (RFT 05/2024 and RFT 10/2024) have been conducted to engage a contractor for the Civic Centre upgrade works. In both cases Council resolved not to accept the submissions, with all submissions substantially exceeding the available project budget.

To be able to proceed with the works a Request for Quote (RFQ 05/2025), offering a reduced scope of works was sent to local contractors. Unfortunately, no quotes were received at the closing time (19 March 2025) of the RFQ.

To resolve the budget constraints of the project Council, during the Ordinary Meeting in March 2025, resolved to accept an amendment to the current 2024/25 budget by reallocating existing funding from the Federal Government via the Local Roads and Community Infrastructure (LRCI) Program towards the Civic Centre upgrade.

The Shire received confirmation from LRCI for the acceptance of funding reallocation towards the Civic Centre Upgrade project.

Simultaneously, Norwest Project Solutions contacted the Shire to request if it was still possible to submit a quote for RFQ 05/2025 – Civic Centre Upgrades. The quote was received on 10 April.

To ensure funding requirements are met, specific elements of the Civic Centre upgrade works are allocated to each of the funding sources. All works, funded via LRCI are to be completed by 30 June 2025 which includes:

- Replacement of Woolshed flooring
- Replacement of all internal and external doors
- Enhancements to the kitchen facilities.

All works funded via the LG resilience Fund are to be complete by 30 September 2025 and include:

- Concreting of the outdoor courtyard (incl. removal of existing pavers, and upgrades to drainage)
- Roofing of a section of the courtyard
- Other exterior and interior renovations

In order to proceed with the works the Civic Centre cannot be used for any events until completion of the works in late September.

Stakeholder and Public Consultation

No stakeholder or public consultation has taken place for the engagement of contractor for the Civic Centre upgrade works.

Statutory Environment

In accordance with *Local Government Regulation Function and General 1996, Part 4, S 11. (2) (c)*:

11. (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*

(c) within the last 6 months —

- i. the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment;

Relevant Plans and Policy

CF001 – Procurement and Purchasing

Financial Implications

The quote from Norwest Project Solutions for the Civic Centre upgrade works have been provided in **Confidential Schedule 1**.

The total available project budget for the Civic Centre includes \$637,007 and is funded via the following parties:

DFES – LG Resilience Fund for Cyclone Seroja	\$ 420,721
Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Local Roads and Community Infrastructure Program	\$ 216,286
Total	\$ 637,007

The current budget allocation available for the Civic Centre upgrades are sufficient to proceed with the engagement of Norwest Project Solutions, including the items listed as provision in the quote.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	1. Risk of losing funding in case work is not completed by the required completion date. 2. Finding a source willing to fund an upgrade of an existing ageing assets, without the need for a cash contribution from Council is rare.	1. C3 High 2. C3 High	1. LRCI funding requires to be expended by 30 June 2025. DFES funding is to be expended by 30 September 2025. The project elements are divided between the two funding sources to ensure the required completion date is achievable. Norwest Project Solutions understands the strict completion dates and has provided its quote on this basis. 2. It is recommended to accept the quote from Norwest Project Solutions to ensure compliance with the funding requirements to avoid the need to find an alternative funding source.
Health & Safety	If the quote is not accepted, addressing the identified health and safety concerns for the Civic Centre	A2 High	Officers recommend to accept the quote to improve the health and safety of the facility which include, for example the replacement of the kitchen stove, improvement of

	as the dedicated emergency centre will be delayed.		drainage in the courtyard to avoid water entering into the building and the roof structure in the courtyard.
Reputation	Loss of funding by not being able to meet the funding requirements is likely to impact the reputation of the Shire.	B3 High	Its is recommended to accept the submission from Norwest Project Solutions to avoid any further project delays and ensures the project is being completed on time.
Service disruption	Cancellation or re-locating of community and/or private events during the construction works in the Civic Centre.	C1 Low	The Civic Centre will be closed for the duration of the construction works. Alternative locations will be sought for community events. Private bookings will not be accepted. Where appropriate people are being assisted in finding an alternative solution. Upon award of the works, a public notice including details of the works and temporary closure of Civic Centre will be advertised.
Compliance	Misinterpretation of regulated exemptions for Public tendering when engaging a contractor for a value of \$250,000 or more without a Public Tender Process.	D3 - Moderate	Officers recommend engaging Norwest Project Solutions ensuring compliance with Local Government Regulation Function and General 1996, Part 4, S 11. (2) (c). Two Public Tenders have been conducted but in both cases no tender was submitted that satisfied value for money.
Property	The Civic Centre is an ageing asset, upgrades are required to ensure the amenities are maintained to an acceptable standard. Not accepting the submission will risk further decline of the asset.	B3 – High	Officers recommend to accept the submission from Norwest Project Solutions to proceed with the upgrade works asap.
Environment	No environmental risks have been identified for the acceptance of the submission from Norwest Project Solutions		
Fraud	No fraud risks have been identified for the acceptance of		

	the submission from Norwest Project Solutions		
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Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Norwest Project Solutions has been made aware of the strict completion dates of the project elements and has identified to be able to complete all works withing the timeframe.

OFFICER'S RECOMMENDATION

1. ***That Council in accordance with Local Government Regulation (Function and General) S. 11 (c) accepts the Quote for Request for Tender – RFQ 05/2025 Civic Centre Upgrades from Gascoyne Construction Services Pty Ltd T/A Norwest Project Solutions;***
2. ***That Council in accordance with Local Government Act 1995, S. 9.49A authorises the CEO to make any necessary non-material amendments and finalise the execution of a contract between the Shire of Carnarvon and Gascoyne Construction Services Pty Ltd T/A Norwest Project Solutions.***

7.4.5 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 4 VARIATION

File No:	ADM2241
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:	Absolute
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

A further variation to the Local Roads and Community Infrastructure (LRCI) Program Phase 4a project allocation is required to ensure alignment with program guidelines, and to enable the Shire to fully capitalise on the funding available.

The proposed variation will allow the Shire of Carnarvon to deliver eligible projects that:

- Meet the objectives and criteria of the LRCI Program;
- Are deliverable within specified timeframes;
- Maximise community benefit and return on investment; and
- Enhance local infrastructure resilience, safety and accessibility.

Background

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

The LRCI Program has funded four phases. The Shire of Carnarvon initially approved the Tramway Bridge Project for the full allocation of the LRCI Program Phase 4a funding. To date the structural investigations, geo technical investigations and design works have been undertaken or are underway. This has amounted to a total cost of \$387,903.43 of the original project budget of \$844,041.

LRCI Program Phase 4a projects have to be completed and fully expended by 30 June 2025. Given the requirement to undertake Heritage Council engagement and Geo Technical Studies, it was unlikely the Shire will be able to expend the remaining budget of \$456,137.51 by 30 June 2025.

At the 25 March 2025 Ordinary Meeting of Council, it was resolved the addition of two (2) replacement projects to ensure that the funding was allocated to Priority Projects for the Shire and community benefit.

The Projects were the:

1. Pioneer Cemetery Fencing and Signage

The Pioneer Cemetery is a culturally and historically significant site in the Shire of Carnarvon, containing the graves of some of the region's earliest pioneers, settlers and community members. The installation of Garrison fencing and interpretive signage is a vital project that addresses both heritage protection and community amenity.

The Pioneer Cemetery is construction ready, will be completed by 30 June 2025 and meets the requirements of the LRCI guidelines.

2. Disaster Ready – Evacuation Centre Refurbishments and Upgrades

The Shire of Carnarvon plays a critical role in regional emergency management and response during natural disasters such as cyclones, flooding, and bushfires. The Wool Shed and Civic Centre have been identified as key community assets that serve as an evacuation and relief centre during emergencies.

- These works are part of a broader strategy to increase community resilience and disaster preparedness in the face of increasingly frequent and severe natural disasters.
- Ensuring the Wool Shed and Civic Centre are compliant, safe, and fit for purpose reduces reliance on ad-hoc or unsuitable emergency shelters, improving outcomes for affected residents.

It should be noted, the Shire has successfully applied for \$500,000 of funding from Department of Fire and Emergency Services via the Local Government Resilience Fund to improve the dedicated Evacuation Centre at the Woolshed and Civic Centre.

On 26 March 2025, the Shire received advice from the Department, that the variation for the above two projects was approved, although due to the physical Tramway Bridge repairs not being able to be delivered by 30 June 2025, this project will need to be removed, and a new project added that can be completed by the deadline. As such, a further variation is required to be submitted for additional project/s to ensure the remaining \$387,903.43 is invested in deliverable projects that meet community needs.

The Shire Infrastructure Team have worked through options to ensure that the valued and highly regarded LRCI Program funds can be reallocated to projects that have recently been allocated and will be completed by 30 June 2025.

Australian local governments can and do request changes to LRCI funded projects when delays or other challenges arise. The proper course of action is a resolution of Council to endorse the needed change (whether substituting a project or extending a timeframe), then formally notifying the Federal Department as per LRCI guidelines. By providing clear justifications – e.g. funding shortfalls, contractor delays, natural disasters or other unforeseen events – councils have successfully obtained approval to vary projects, ensuring that valuable grant funds are not wasted and that projects ultimately delivered still align with community needs and program criteria. All such changes must remain within the overarching program rules, and final sign-off rests with the Department.

Stakeholder and Public Consultation

Ongoing community consultation occurs regarding key priority projects. Councillors are informed and updated on projects and their progress through the Corporate Information Sessions and the Major Projects Committee Meetings.

Statutory Environment

Reallocation of funding and projects is classified as unbudgeted expenditure and is therefore required to have an absolute majority resolution of Council to proceed with any reallocation and budget variation.

Local Government Act – Section 6.8(1)

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

Relevant Plans and Policy

N/A

Financial Implications

The overall financial implications are minimal, provided the proposed variations are accepted by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The revised project nominations represent high-value, deliverable initiatives that align with LRCI Program objectives and timelines.

Importantly, the Road Safety Monitoring and Signage Project—which has previously been deferred due to funding constraints can now proceed under this program, representing an exciting opportunity to enhance road safety outcomes in remote areas of the Shire.

All nominated projects contribute meaningfully to local infrastructure outcomes by:

- Improving asset condition and service capacity;
- Increasing operational efficiency and safety; and
- Delivering strong local economic benefits through the Shire’s commitment to buying local wherever possible.

This variation ensures that available funding is fully utilised to deliver tangible community benefits while maintaining strong financial stewardship.

RISK ASSESSMENT

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Forfeiting allocated funding if reallocated projects are not delivered by the LRCI Phase 4a deadline. This may reduce the Shire's ability to address infrastructure priorities.	B3 High	Prioritise shovel ready projects that meet funding criteria while maintaining regular reporting to track delivery timeframes.
	Risk of project cost overruns or failure to deliver due to delays in approvals, increased material and labour costs, or insufficient contingency. This could lead to partial project completion or the need to reprioritise other initiatives.	C2 Moderate	Conduct detailed cost estimates and value engineering early. Maintain close communication with funding agencies for prompt approvals. Monitor supplier marked volatility in collaboration with funding organisations.
Health & Safety	N/A		
Reputation	Community confidence in the Shire's capability may be damaged due to the reallocation of funding to other projects	B3 High	Communicate project goals and progress through local channels. Emphasise safety and connectivity outcomes. Communicate project updates to demonstrate delivery.
Service disruption	Works schedule directed away from the Tramway Bridge Project will place further strain on the Shire's resource in	D2 Low	Quobba–Gnaraloo Road Works is an already ongoing project, with the additional scope consolidating resourcing already engaged in this project.

	the delivery of the substituted projects		Electronic Road Condition Monitoring and Response System Project will utilise existing resourcing allocated to the Tramway Bridge Project.
Compliance	Failure to meet LRCI funding criteria, including scope eligibility and delivery timeframes, may result in project rejection or audit issues.	C2 Moderate	Shire to align all documentation and project outputs with LRCI guidelines and formally notify and obtain variation approval from the Department. All records will be retained for auditing.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Monitor the implementation of our Community Strategic Plan*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

It is proposed to substitute the Tramway Project for the following:

Project 1: Expanded Scope – Quobba–Gnaraloo Road Works

This project proposes a strategic expansion to the scope of the existing Quobba–Gnaraloo Road Works, capitalising on current mobilisation and resources to deliver additional value to the community and improve long-term road performance.

Key enhancements include:

- Quobba Gnaraloo additional SLK 57 - 62
- Improved road durability and performance through the application of enhanced pavement treatments and the use of the Shire's road stabiliser, reducing long-term maintenance demands SLK 57 – 71. Increasing asset preservation and improvement.
- Increased safety and drainage for high use coastal regional road.
- Resolution of road safety and drainage concerns identified during detailed design and site assessments.
- Greater project efficiency through the continued use of already mobilised plant, materials, and workforce, minimising downtime and transition costs.
- Cost savings and improved outcomes achieved by leveraging economies of scale and completing works in a single, consolidated program.

This expanded scope ensures a more resilient and safer road network while maximising the impact of available funding.

Project 2: Electronic Road Condition Monitoring and Response System

This new initiative proposes the installation of electronic road condition monitoring infrastructure across key road networks in the Shire. The project includes:

- Purchase and installation of electronic rain gauges at strategic locations to provide real-time rainfall data.
- Integration with remote electronic signage and internal reporting systems to enable timely road closure notifications and safety alerts.
- Improved ability to respond quickly to hazardous conditions, significantly increasing road user safety.
- Reduction in unnecessary road inspections and closures, allowing Shire resources to be redirected to priority areas.
- Cost savings from reduced damage to roads through better-informed public access decisions.

It is recommended to Council that the above two projects are substituted for the remaining works on the Tramway Bridge Refurbishment and Upgrade.

TABLE ONE: Summary of Proposed Funding Variation and 2024/2025 Budget Amendments

Project	Funding Variation Description	Total Cost of Project Variation	Account From (Budget Amendment)	Account To (Budget Amendment)
Tramway Bridge Refurbishment and Upgrade	Removal from LRCI Phase 4a work schedule	-\$387,903.43	-LRC025	N/A
Quobba-Gnaraloo Road Works	Substitution to the LRCI Phase 4A work schedule	+\$268,451.72	N/A	+LRC026
Electronic Road Condition Monitoring and Response System	Substitution to the LRCI Phase 4A work schedule	+\$119,451.71	N/A	+LRC027

Both substituted projects offer immediate and tangible benefits to the Shire of Carnarvon. They contribute to enhanced road safety, reduced operational expenditure, and more resilient infrastructure. Importantly, they are capable of being delivered within the required funding timeframe.

The Shire seeks approval to proceed with the substitution of the Tramway Bridge project with the two proposed alternatives, inclusive of the associated budgeted amendment.

OFFICER'S RECOMMENDATION

That Council;

- 1. Endorses the variation to the Local Roads and Community Infrastructure Program Phase 4a allocation by removing the Tramway Bridge Refurbishment and Upgrade Project as an eligible project under this phase, due to no longer aligning with program requirements;***
- 2. Approves the substitution of the remaining \$387,903.43 Local Roads and Community Infrastructure Phase 4a funding allocation to the following eligible and deliverable projects;***
 - A. Quobba-Gnaraloo Road Works (Expanded Scope) \$268,451.72***
 - B. Electronic Road Condition and Monitoring and Response System \$119,451.71***

- 3. Authorises the Chief Executive Officer to submit the required variation request to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in accordance with their program guidelines as outlined in Table One of this report;**
- 4. Authorise the Chief Executive Officer to amend the 2024/2025 Annual Budget as outlined in Table One of this report; and**
- 5. Notes that the Chief Executive Officer will provide communication of the approved changes to the community.**

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

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

12.1 CARNARVON NATIONAL VOLUNTEER WEEK AWARDS 2025

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

13 DATE OF NEXT MEETING

14 CLOSURE