



Shire of  
**CARNARVON**  
catch a *taste* of the great life



SHIRE OF CARNARVON  
**AGENDA**  
SPECIAL COUNCIL MEETING  
TUESDAY 16 JUNE 2026

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

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

## **NOTICE OF MEETING**

Notice is hereby given

Shire of Carnarvon  
Special Council Meeting  
will be held  
on Tuesday 16 June 2026  
at the Shire Council Chambers, Stuart Street  
Carnarvon,  
commencing at 09.00am.

Amanda Dexter  
CHIEF EXECUTIVE OFFICER

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### DISCLAIMER

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

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

## INFORMATION ON PUBLIC QUESTION TIME

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

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

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

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

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

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

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

### SPECIAL MEETINGS OF COUNCIL

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

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## **1 ATTENDANCE, 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 DECLARATIONS OF INTEREST**

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

## **3 PUBLIC 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 PUBLIC QUESTION TIME**

## 4 DEPARTMENTAL REPORTS

### 4.1 GOVERNANCE

#### 4.1.1 APPOINTMENT OF MEMBERSHIP TO INTERNAL COMMITTEES AND EXTERNAL WORKING GROUPS

File No:	ADM2014
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Jamie Bone, Executive Business Manager Jasper Benthien, Executive Services Coordinator
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Various - Simple / Absolute Majority
Previous Report:	October 2025
Schedules:	<ol style="list-style-type: none"> <li>EME019 - Roles and Responsibilities of Shire Delegates to External Bodies</li> <li>2025 Elected Member Prospectus</li> <li>LG DAP Member - Nomination Form FAQ</li> </ol>

#### Authority/Discretion:

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

#### Summary of Item

Council is requested to consider the formal appointment of the Commissioner as the representative of the Shire of Carnarvon to the necessary internal and external committees/groups following the Order 2026 Local Government (Carnarvon Declaration of Vacancies and Appointment of Commissioner) Order 2026.

#### Background

The Shire of Carnarvon received the Order 2026, Local Government (Carnarvon Declaration of Vacancies and Appointment of Commissioner) Order 2026 on the 26 May 2026.

As a result, the previous committee appointments no longer reflect the current governance arrangement and require review.

#### Internal Committees

The Shire's committees remain an important mechanism through which Council undertakes oversight, review and support of key governance, strategy and operational matters. Appointment of the Commissioner to those committees will allow them to continue to operate during the Commissioner period.

The Shire currently has the following six established committees:

- Audit, Risk and Improvement Committee
- Chief Executive Officer Performance Review Committee  
*NOTE: Formally titled the 'Management Review Committee'*
- Major Projects and Infrastructure Committee
- Awards Committee
- Community Growth Fund Committee
- Behaviour Complaints Committee

The established committees do not have delegated decision-making powers, therefore will be advisory committees which will make recommendations to Council.

The Audit, Risk and Improvement Committee is subject to additional legislative provisions under sections 7.1A to 7.1D of the *Local Government Act 1995*, as inserted by the *Local Government Amendment (2024) Act*. These provisions require the appointment of independent members, including an independent Presiding member and an Independent Deputy Member.

Accordingly, Council will only be asked in this report to nominate the Commissioner who will sit on the Audit, Risk and Improvement Committee. The appointment of the Independent Presiding Member and Independent Deputy Member, along with adoption of the updated Terms of Reference, have been considered and endorsed by Council from the 28 October 2025 Ordinary Council Meeting and is reflected in those minutes.

#### External Working Groups

A review of current membership of External Working Groups has been undertaken, and the following have been identified as requiring elected member representation:

- Western Australia Government Association Gascoyne Zone Committee
- Gascoyne Regional Road Group
- Gascoyne Joint Development Assessment Panel
- Local Emergency Management Committee
- Reconciliation Action Plan Reference Group
- North-West Defence Alliance
- Carnarvon Chamber of Commerce
- Carnarvon Heritage Interpretive Working Group
- Aviation Community Consultation Group
- Ningaloo Tourism Advisory Group
- Carnarvon Floodplain Management Group

It is important to note that working and external groups identified within this report differ from formal Committees of Council established under *Sections 5.8 to 5.11A of the Local Government Act 1995*.

This distinction ensures clarity in the Shire's governance framework and reinforces that any outcomes or recommendations from working or external groups must be referred to Council for consideration or endorsement prior to implementation.

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

Executive Management Team and Governance Department

**Statutory Environment**

Local Government Act 1995

- Section 2.38 - provides that the Commissioner exercises the powers and duties of Council and is regarded as being the Council.
- Section 5.8 - provides that a local government may establish committees to assist Council.
- Section 5.10 - provides that committee members are to be appointed by the local government, and those appointments require an absolute majority.
- Section 5.11 - provides for the tenure of committee membership.
- Section 5.11A - provides for the appointment and role of deputy committee members including when they may act in place of a member.
- Section 5.12 - provides that a local government must appoint a presiding member for each committee and may appoint a deputy presiding member.
  - s5.12(1) - provides that a local government must appoint a presiding member for each committee.
- Section 7.1A - requires each local government to establish an Audit, Risk and Improvement Committee and sets out additional membership requirements for that committee.

Main Roads Act 1930 – Regional Road Group

Road Traffic Act 1974 – Regional Roads Group;

Planning and Development (Development Assessment Panels) Regulations 2011

Establishes the requirement for local governments to nominated elected members for appointment by the Minister to Joint Development Assessment Panels.

Emergency Management Act 2005

Section 38 requires each local government to establish one or more Local Emergency Management Committees for the local governments district, to assist in the development and implementation of emergency management arrangements.

**Relevant Plans and Policy**

- EME004 – CEO Standards, Performance, Management Review Committee
- EME019 – Roles and Responsibilities of Shire Delegates to External Bodies
- EME035 – Elected Members Electronic Attendance At Meetings
- Shire of Carnarvon Reconciliation Action Plan
- 2025 WALGA Zone Elected Member Prospectus

**Financial Implications**

Travel costs may be incurred by Members to attend meetings where travel is required. These are not material and can be accommodated within the current budget allocation in the Shire of Carnarvon Budget for 2025/2026 under ‘Members of Council Travel and Accommodation’.

**Risk Assessment**

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

Risk Category	Description	Rating (Consequence x likelihood)	Mitigating Action/s
Financial	Minimal financial impact associated with Councillor and officer attendance at meetings (travel and minor administrative costs).	D2 - Low	Costs are accommodated within the approved Council expenses budget.
Health & Safety	N/A	N/A	N/A
Reputation	Risk that Council may be perceived as lacking transparency or engagement if membership is not appointed or maintained.	C3 - Moderate	Council appoints elected members to all established committees, ensuring representation, oversight, and transparent governance.
Service Disruption	Risk of disruption to committee functions if quorum requirements are not met or membership is unclear.	D2 - Low	Clear appointment of members and deputies ensures continuity of committee operations and decision-making.
Compliance	Legislative risk if the Shire does not establish or maintain required committees (e.g. ARIC, LEMC) in accordance with the <i>Local Government Act 1995</i> , <i>Local Government Amendment (2024) Act</i> , and <i>Emergency Management Act 2005</i> .	C2 -Moderate	This report ensures compliance through formal appointment of members and periodic review of Terms of Reference.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Low risk of perceived conflict or misuse of information within committee and working group proceedings.	C2 -Moderate	Committee operations are guided by the <i>Code of Conduct for Council Members, Committee Members and Candidates</i> and confidentiality requirements.

### Community and Strategic Objectives

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

#### **OBJECTIVES**

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

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

##### **ADDITIONAL FOCUS AREAS:**

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*
- *Improve the trust between citizens and the Shire of Carnarvon*

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

- *N/A*

## Comments

Council provides representation on a number of internal and external groups. These groups are administered by the Shire, regional bodies or State agencies and provide opportunities for advocacy, collaboration and informed decision making.

Appointment of committee members provides the mechanism through which Council continues to exercise its strategic, governance and oversight functions during the Commissioner period. Under section 2.38 of the *Local Government Act 1995*, the Commissioner stands in the place of Council for those purposes.

### Internal Committees

The details of each of the committees are as follows:

Committee	Purpose	Membership
Audit, Risk and Improvement Committee (ARIC)	Established in accordance with <i>Section 7.1A of the Local Government Act 1995</i> (as inserted by the <i>Local Government Amendment (2024) Act</i> ) and the <i>Local Government (Audit) Regulations 1996</i> . The purpose of the ARIC is to: <ol style="list-style-type: none"> <li>1. Support Council in fulfilling its governance, financial management, and risk oversight responsibilities.</li> <li>2. Review and report on the effectiveness of the Shire's systems for financial management, internal control, and legislative compliance.</li> <li>3. Oversee audit and review processes, and ensure implementation of recommendations arising from external and internal audits.</li> <li>4. Promote continuous improvement in the Shire's governance, performance, and service delivery.</li> </ol>	Minimum of three members in total, including: <ul style="list-style-type: none"> <li>• One independent Presiding Member (appointed separately)</li> <li>• One independent Deputy Presiding Member (appointed separately)</li> <li>• Elected Members as determined by Council (Minimum of three)</li> <li>• The majority of members must be council members</li> </ul>
Chief Executive Officer Performance Review Committee	Established in accordance with <i>Section 5.8 of the Local Government Act 1995</i> . The purpose of the Management Review Committee is to: <ol style="list-style-type: none"> <li>1. Manage Council's obligations under the <i>Local Government Act 1995</i> and <i>Local Government (Administration) Regulations 1996</i> in relation to the Chief Executive Officer's recruitment, performance review, and remuneration process.</li> <li>2. Provide recommendations to Council on the Chief Executive Officer's performance outcomes, contract variations, and remuneration adjustments, consistent with the <i>Standards for CEO Recruitment, Performance and Termination</i> (Gazetted February 2021).</li> </ol>	1 x Shire President 2 x Elected Members (minimum)
Major Projects and Infrastructure Committee	Established in accordance with <i>Section 5.8 of the Local Government Act 1995</i> . The purpose of the Major Projects and Infrastructure Committee is to: <ol style="list-style-type: none"> <li>1. Provide oversight and strategic direction on significant capital works and infrastructure projects.</li> <li>2. Monitor progress of projects identified as major or strategic priorities of Council.</li> </ol>	3 x Elected Members (minimum)

	3. Review business cases, funding opportunities, and project delivery risks prior to Council consideration.	
Awards Committee	Established in accordance with <i>Section 5.8 of the Local Government Act 1995</i> . The purpose of the Awards Committee is to: <ol style="list-style-type: none"> <li>1. Consider nominations and make recommendations to Council for community recognition awards, including the Australia Day Citizenship Awards and other civic honours.</li> <li>2. Ensure recognition processes are fair, transparent, and reflective of the values of the Shire of Carnarvon.</li> </ol>	3 x Elected Members (Minimum)
Community Growth Fund Committee	Established in accordance with <i>Section 5.8 of the Local Government Act 1995</i> . The purpose of the Community Growth Fund Committee is to: <ol style="list-style-type: none"> <li>1. Assess and determine applications under the Community Growth Fund program in accordance with adopted policy.</li> <li>2. Support community groups, sporting clubs, and not-for-profit organisations that contribute to the social, cultural, and economic wellbeing of the district.</li> <li>3. Ensure equitable and transparent distribution of funding across eligible initiatives.</li> </ol>	3 x Elected members (Minimum)
Behaviour Complaints Committee	Established in accordance with <i>Section 5.8 of the Local Government Act 1995</i> and the <i>Local Government Amendment (2024) Act</i> . The purpose of the Committee is to: <ol style="list-style-type: none"> <li>1. Consider and determine complaints made under the Shire's Behaviour Complaints Policy, relating to alleged breaches of the Council Member Behaviour Standards.</li> <li>2. Ensure procedural fairness and confidentiality in all matters.</li> <li>3. Recommend or determine actions and sanctions in accordance with the Policy and legislative requirements.</li> </ol>	3 x Elected Members (Minimum)

Terms of Reference for all committees will continue to be reviewed as required to ensure ongoing compliance with legislative requirements and alignment with Council's strategic priorities.

#### External Working Groups

Participation ensures the Shire remains connected to regional planning, infrastructure, tourism, heritage and environmental matters, while also meeting statutory obligations such as Development Assessment Panel representation and the Local Emergency Management Committee.

Details of each group, including purpose and membership are summarised in the table below:

Group	Purpose	Membership
Gascoyne WALGA Zone Committee	WALGA's regional forum bringing together the four Gascoyne local governments to progress sector policy, elect representatives to State	1 x Elected Member 1 x Elected Member (proxy) 1 x Chief Executive Officer

	Council, and advocate on regional issues. Zones meet five times annually (Feb, Apr, Jun, Aug, Nov) rotating between member Shires.	
Gascoyne Regional Road Group (RRG)	Established under the <i>State Road Funds to Local Government Agreement</i> , the RRG recommends regional road funding priorities and advises the State Advisory Committee.	1 x Elected Member 1 x Elected Member (proxy)
Gascoyne Joint Development Assessment Panel (JDAP)	A statutory decision-making body established under the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> to determine certain development applications that meet prescribed monetary thresholds. JDAPs combine local government knowledge with independent technical expertise to ensure transparent, informed and balanced planning decisions.	2 x Elected Members (Primary local government JDAP members) 2 x Elected Members (Alternate local government JDAP members)
(LEMC) Local Emergency Management Committee	Established in accordance with Section 38 of the Emergency Management Act 2005. The purpose of the LEMC is to: 1. Advise and assist the Shire in developing, maintaining, and testing local emergency management arrangements. 2. Coordinate emergency management planning, preparedness, response, and recovery within the district. 3. Strengthen inter-agency collaboration and ensure alignment with the State Emergency Management Framework.	1 x Elected Member (Chair)
Reconciliation Action Plan (RAP) Reference Group	Guide development, implementation and monitoring of the Shire's RAP, ensuring meaningful engagement with Traditional Owners and Aboriginal community.	1 x Shire President 1 x Elected Member (proxy) 1 x Shire Chief Executive Officer
North West Defence Alliance (NWDA)	Regional advocacy alliance to strengthen defence posture and investment in WA's north-west; Carnarvon joined Aug 2025 by OCM resolution.	1 x Elected Member 1 x Elected Member (proxy) 1 x Shire Chief Executive Officer (non-voting rights)
Carnarvon Chamber of Commerce & Industry liaison	Strengthen two-way engagement with the local business community, support economic development initiatives and programs (e.g., Grow Local Carnarvon).	1 x Elected Member 1 x Elected Member (proxy)
Carnarvon Heritage Interpretive Working Group	Guide place-based heritage storytelling, signage and interpretation across Shire precincts and projects, align with heritage approvals and community expectations.	1 x Elected Member 1 x Elected Member (proxy)
Aviation Community Consultation Group (Carnarvon)	Department of Transport Consultation Group with the purpose of ensuring the air service to Carnarvon and Shark Bay is adhering to licence conditions.	1 x Elected Member 1 x Elected Member (proxy)
Carnarvon Floodplain Management Group	Coordinate implementation of flood risk management improvements for the lower Gascoyne River horticultural area and progress actions from the Working Group report.	1 x Elected Member 1 x Elected Member (proxy)

Ningaloo Tourism Advisory Group (NTAG)	Industry led forum to drive tourism strategy for the Ningaloo, including product development and infrastructure advocacy. Carnarvon may participate for regional alignment.	1 x Elected Member 1 x Elected Member (proxy)
Horticultural Standards Implementation Reference Group	Coordinate adoption of agreed horticultural standards and precinct improvements across Carnarvon growers.	1 x Elected Member 1 x Elected Member (proxy)

This report aims to preserve and strengthen the positive reputation of the Shire of Carnarvon within the community and with key stakeholders. The Shire of Carnarvon has a clear and vested interest in working collaboratively with external organisations, community groups, regional partners and government agencies to foster strong relationships, encourage open and transparent communication, develop shared ideas, address community concerns and support the delivery of services that reflect the diverse needs of the whole community.

The formal appointment of the Shire of Carnarvon Commissioner to various external groups and committees ensures that the Shire is actively represented in important discussions at a regional, State and potentially Federal level. It also reinforces the Shire's commitment to genuine community engagement, inclusive decision-making and ensuring that a broad range of community voices, perspectives and aspirations are heard, respected and represented. This approach supports stronger partnerships, greater community confidence and more responsive outcomes for the people of Carnarvon and the wider district

#### **OFFICER'S RECOMMENDATION PART 1**

***That Council, by Absolute Majority and pursuant to sections 5.10 and 5.12(1) of the Local Government Act 1995:***

- 1. Appoints Commissioner Martin Aldridge as a member of the following internal committees:***
  - a. Audit, Risk and Improvement Committee***
  - b. Major Projects and Infrastructure Committee***
  - c. Chief Executive Officer Performance Review Committee***
  - d. Awards Committee***
  - e. Community Growth Fund Committee***
  - f. Behaviour Complaints Committee***
  
- 2. Appoints Commissioner Martin Aldridge as Presiding Member of the following internal committees:***
  - a. Major Projects and Infrastructure Committee***
  - b. Chief Executive Officer Performance Review Committee***
  - c. Awards Committee***
  - d. Community Growth Fund Committee***
  - e. Behaviour Complaints Committee***

**OFFICER'S RECOMMENDATION PART 2**

***That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act***

- 1. Notes that the independent Presiding Member and independent Deputy Presiding Member of the Audit, Risk and Improvement Committee were previously appointed by Council at the Ordinary Council Meeting held on 28 October 2025.***
- 2. Appoints Commissioner Martin Aldridge as the Shire's representative to the following external working groups / stakeholder groups for the duration of the Commissioner period:***
  - a. Western Australia Local Government Association Gascoyne Zone Meeting***
  - b. Gascoyne Regional Road Group***
  - c. Gascoyne Joint Development Assessment Panel***
  - d. Local Emergency Management Committee***
  - e. Reconciliation Action Plan Reference Group***
  - f. North West Defence Alliance***
  - g. Carnarvon Chamber of Commerce & Industry Liaison***
  - h. Carnarvon Heritage Interpretive Working Group***
  - i. Aviation Community Consultation Group***
  - j. Carnarvon Floodplain Management Group***
  - k. Ningaloo Tourism Advisory Group***
  - l. Horticultural Standards Implementation Reference Group.***

**4.1.2 AMENDMENT TO COUNCIL PUBLIC MEETING DATES - JUNE 2026**

File No:	ADM 308
Location/Address:	3 Francis Street, Carnarvon WA 6701
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Jamie Bone, Executive Business Manager Jasper Benthien, Executive Services Coordinator
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Item 7.1.5 2026 Ordinary Meetings of Council and Committee – Schedule of Dates, Times and Venues
Schedules:	Nil

**Authority/Discretion:**

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

**Summary of Report**

This report seeks Council's resolution to amend the dates and times of the June 2026 Agenda Briefing and Ordinary Meeting of Council. The Agenda Briefing is being proposed to be rescheduled from Tuesday, 16 June 2026 at 12.30pm to Tuesday, 23 June 2026 at 3.00pm, and the Ordinary Meeting of Council proposed to be rescheduled from Tuesday, 23 June 2026 at 10.00am to Tuesday, 30 June 2026 at 2.00pm.

**Background**

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

As part of that adopted schedule, the Agenda Briefing and Ordinary Meeting of Council was scheduled to be held on Tuesday, 16 June 2026 at 12.30pm and Tuesday 23 June 2026 at 10.00am in Carnarvon, respectively.

On 26 May 2026, the Minister for Local Government issued the Local Government (Carnarvon Declaration of Vacancies and Appointment of Commissioner) Order 2026, resulting in the appointment of a Commissioner to exercise the powers and duties of Council.

Following this transition, the Shire has been required to undertake a range of governance and operational adjustments, including the re-establishment of internal committee structures, external representation, and administrative processes to support decision-making during the Commissioner period.

Concurrently, the organisation is progressing the preparation and finalisation of the 2026/27 Annual Budget. This includes detailed financial modelling, internal review processes, and the development of supporting documentation associated with the implementation of differential rating.

The preparation and adoption of the Annual Budget is a key statutory function and requires a high level of coordination across the organisation to ensure accuracy, compliance and to support effective decision-making by the Commissioner.

Accordingly, it is considered appropriate to amend the June 2026 Agenda Briefing and Ordinary Meeting of Council date to ensure sufficient organisational capacity is available to effectively support the Commissioner and the delivery of the Shire's statutory financial obligations.

### **Stakeholder and Public Consultation**

Internal consultation has been undertaken with relevant officers involved in governance, financial management and budget preparation.

Should Council approve the proposed amendment, the updated meeting details will be published on the Shire's website in accordance with the Local Government (Administration) Regulations 1996.

### **Statutory Environment**

#### Local Government Act 1995

Section 5.25(1)(g) - Without limiting the generality of section 9.59, regulations may make provision in relation to the giving of public notice of the date and agenda for council or committee meetings.

#### Local Government (Administration) Regulations 1996 – Regulation 12 (Publication of meeting details)

Publication of meeting details (Act s.5.25(1)(g))

- (1) In this regulation, meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held:
  - a. ordinary council meetings;
  - b. committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

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

### **Relevant Plans and Policy**

Community Strategic Plan 2022–2032

Economic Development Strategy 2023–2028

### **Financial Implications**

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

## Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence →		Insignificant 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	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Risk that inadequate preparation of key financial decisions may impact confidence in Council's governance and financial management.	B3 - High	Ensure sufficient time for review and decision-making.
Service disruption	Operational pressures associated with governance transition and recovery activities may impact staff capacity to support both routine Council processes and budget development.	B3 - High	Adjust meeting schedule to reduce competing priorities and support organisational capacity.
Compliance	Failure to formally amend the adopted meeting schedule may create inconsistency with publicly advertised meeting details.	C2 - Moderate	Council resolution and publication of revised meeting details.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

## Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

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

**ADDITIONAL FOCUS AREAS:**

- *Monitor the implementation of our Community Strategic Plan*

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

The preparation and adoption of the Annual Budget is one of Council's key statutory responsibilities and requires appropriate time for review, coordination and consideration.

The proposed amendment provides an additional period to support briefing of the Commissioner and to ensure adequate time is available to review the rate modelling and proposed differential rates.

The change represents a minor adjustment, deferring the meeting by one week while retaining it within the same month, and supports a more considered and informed decision-making process.

**OFFICER'S RECOMMENDATION**

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

- 1. Change the previously adopted 2026 meeting schedule by changing the date and time of the:***
  - a. Agenda Briefing from Tuesday, 16 June 2026 at 12.30pm to Tuesday, 23 June 2026 at 03.00pm and;***
  - b. Ordinary Meeting of Council from Tuesday 23 June 2026 at 10.00am to Tuesday 30 June 2026 at 02.00pm;***
- 2. Authorise the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon website in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.***

**5 CLOSURE**

The Presiding Member declared the meeting closed at