



SHIRE OF CARNARVON
AGENDA
ORDINARY COUNCIL MEETING
TUESDAY 25 MARCH 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 25 March 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 February 2025

4.2 Minutes of the Special Council Meeting - 28 February 2025

RECEIVING OF MINUTES

4.3 Minutes of the Audit & Risk Management Committee - 25 February 2025

4.4 Minutes of the Ordinary Meeting of Council held on 25 February 2025; Minutes of the Special Meeting of Council held on 28 February 2025

5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

6.1 HORIZON POWER - COMMUNITY BATTERY

Presenters:

Caroline Forbes, Customer and Community Manager (in person)

Heath Grebert – Regional Operations Manager (in person)

Srini Venkata – Program Director – Major Projects

Horizon Power has received funding approval to install ten community batteries in the regional towns of Carnarvon, Exmouth, and Esperance. These installations aim to enhance the energy infrastructure and support the ongoing transition to renewable energy sources.

As part of this project, Horizon Power will deploy Battery Energy Storage Systems, each with a capacity of 100kW/250kWh, in three locations in Carnarvon. These units will facilitate renewable energy shifting and improve the power quality of the network. System studies are currently underway to identify the optimised location that will provide maximum benefits.

6.2 MR TONY MCCANN - DEPARTMENT OF TRANSPORT

Mr Tony McCann, Manager Operations and Projects, Regional Services, Department of Transport will be presenting and updating Council on current DoT projects, new projects and the relocation of the Department's office into Robinson Street.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 STATUS OF COUNCIL DECISIONS

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:	<ol style="list-style-type: none"> 1. Status of Council Decisions Report - Completed Action Items - February 2025 2. Status of Council Decisions Report - Outstanding Action Items

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 actions taken in relation to Council decisions. It is proposed that Council endorse a monthly report 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 Reports as provided in **Schedules 1 and 2** to this Report.

Background

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

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

Stakeholder and Public Consultation

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

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

The Status of Council Decisions Report – Completed Actions for February 2025 (Actions Register) is included as **Schedule 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 – Outstanding Actions is also attached in **Schedule 2** to this report.

OFFICER'S RECOMMENDATION

That Council notes the Status of Council Decisions Reports as provided in Schedules 1 and 2 to this report.

7.1.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS FEBRUARY AND MARCH 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

<input type="checkbox"/> Executive

<input type="checkbox"/> Legislative
<input checked="" type="checkbox"/> Information

<input type="checkbox"/> Quasi-judicial | <p>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</p> <p>The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets</p> <p>Includes adopting local laws, town planning schemes and policies.</p> <p>Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</p> <p>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</p> |
|--|---|

Summary of Item

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

Background

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

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

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 - Section 9.49A
Planning & Development Act 2005 – Part 10 Div. 2
 TPS No. 10 – Section 2.4

Shire of Carnarvon Local Government Act Local Laws S.29
 Health Act 1911 – S.107; Health Act 1911, Part VI
 Health (Public Buildings) Regulations 1992

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications arising from receiving this report.

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following table detailing the actions performed within the organisation under delegated authority for the months of February and March 2025 is submitted to Council for information.

DELEGATIONS USED BY CEO

DATE	DELEGATION	PURPOSE	Amount
17.02.25	1.2.21 – Defer, Grant Discounts, Waive or Write off Debts	Carnarvon Heritage Group – Accidental Damage to Road by Equipment – Fee Waived to have repaired	\$120.00

AFFIXING OF COMMON SEAL

DATE	DOCUMENT
18.03.25	Restrictive Covenant Document – Carnarvon Hospitality Motel Site Re Subdivision
20.03.25	Deed of Extension of Lease – Carnarvon Motorcycle Club
21.03.25	Assignment of Lease – Lots 506, 5076-510 Robinson Street – Breakaway Holdings

LAND USE AND DEVELOPMENT

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
A4028	P54/24	10 MARLIN COURT, CORAL BAY	DEMOLITION OF EXISTING DWELLING & CONSTRUCTION OF NEW	SC BUILDING COMPANY	12/02/2025
A299	P02/25	10 MCLEOD ST, SOUTH CARNARVON	INCREASE FRONT FENCE HEIGHT TO 1.5M	ADAM WHITE	13/02/2025
A1457	P01/25	10 LUKIS PLACE, MORGANTOWN	INCREASE FRONT FENCE HEIGHT TO 1.5M	ADAM WHITE	13/02/2025
A376	P44/24	LOT AJ HARBOUR ROAD, SOUTH CARNARVON	MARINE RESCUE COMMAND CENTRE	CARNARVON VOLUNTEER SEA RESCUE	25/02/2025
A1580	P05/25	3 BUTCHER ST BROCKMAN WA 6701	CHANGE OF USE - CHURCH TO RESIDENTIAL. RELOCATION OF TRANSPORTABLE BUILDING	DAVID JOSEPH	06/03/2025

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)
21/02/2025	ADM2051	MOBILE TRADING LICENCE APPROVED	KIRBY DICKSON T/A THE DONUT SHOP	Nil

BUILDING

Application No.	Owners Name	Lot & Street	Type of Building Work
B25/004	MATTHEW BIRCH	LOT 14 (99) GASCOYNE ROAD, EAST CARNARVON	VARIATION TO EXISTING BUILDING PERMIT B23/038 - PATIO
B25/003	RAC TOURISM ASSESTS PTY LTD	LOT 100 (14A) ROBINSON STREET, CORAL BAY	VARIATION TO EXISTING BUILDING PERMIT B24/096 - RETAINING WALLS
B25/005	RAC TOURISM ASSESTS PTY LTD	LOT 100 (14A) ROBINSON STREET, CORAL BAY	MAINTENANCE BUILDING
B25/008	CARNARVON RACE CLUB	LOT 566 (111) CORNISH STREET, MASSEY BAY	STORAGE SHED

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 February and March 2025.

7.1.3 MINUTES OF THE GASCOYNE REGIONAL ROAD GROUP METING - 21 FEBRUARY 2025

File No:	ADM1713
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. RRG Minutes - 21 February 20265

Authority/Discretion:

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

Summary of Report

This report is presented for Council’s information and receiving of the minutes of the Gascoyne Regional Road Group Meeting held on Friday 21 February 2025 and to note matters that may be of some relevance to the Shire of Carnarvon.

Background

The Gascoyne Regional Road Group (RRG) Meetings are convened by Main Roads WA and are held two monthly to discuss matters relevant to the Gascoyne area. The RRG Meetings are attended by the Shires’ of Carnarvon, Upper Gascoyne, Exmouth and Shark Bay.

The meeting held on Friday 21 February 2025 was the first for the year and was held in Council Chambers and attended by representatives from Main Roads WA, WA Local Government Association and the Shires’ of Carnarvon, Shark Bay, Upper Gascoyne and Exmouth. A copy of the minutes is attached at **Schedule 1** to this report.

Stakeholder and Public Consultation

Nil

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*
- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

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

1. **Structural, Surface & Drainage Conditional Survey of Road Conditions – Gascoyne and Pilbara**
Greenfields engaged Shepherd Services to survey the roads in the Gascoyne and Pilbara. A visual assessment has been completed along with a defect report and footage will be made available to the Shires via the Hub with training offered to the Shires if required. The WA Local Government Association will send out access details to the Shires in the near future.

2. Shire of Carnarvon – Possible Roads 2040 application

The Shire has received a request from Warroora Station owners to add Warroora East Road and Warroora North Road to the Roads 2040 document. This went to the Shire of Carnarvon Council Meeting on Tuesday, 25th February, wherein it was approved by Council.

OFFICER'S RECOMMENDATION

That Council receive the minutes of the Gascoyne Regional Road Group Meeting held on Friday 21 February 2025.

7.1.4 MINUTES OF THE GASCOYNE COUNTRY ZONE MEETING - FRIDAY 21 FEBRUARY 2025

File No:	ADM1713
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Zone Meeting Minutes - 21 February 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

This report is presented for Council's information and receiving of the minutes of the Gascoyne Country Zone Meeting held on Friday 21 February 2025 and to note matters that may be of some relevance to the Shire of Carnarvon.

Background

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

The meeting held on Friday 21 February 2025 was the first meeting of the year and was held in Council Chambers and attended by representatives from WA Local Government Association and the Shires' of Carnarvon, Shark Bay, Upper Gascoyne and Exmouth. A copy of the minutes is attached at **Schedule 1** to this report.

Stakeholder and Public Consultation

Nil

Statutory Environment

Nil

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

1. Draft Operational Procedure 113 – Operational Boundaries and Asset Maintenance.

The purpose of OP 113 is to provide principles and practical guidance for determining how the responsibility for maintaining the different parts of highways and main roads is to be allocated between Main Roads and Local Governments. As such, the document provides essential guidance for the limits of maintenance responsibilities for Local Governments and will be relied on to resolve disputes between the parties. WALGA have raised some concerns which have been summarised in the minutes of the Zone Meeting (attached, refer page 9). Zones were required to submit feedback to WALGA by 28 February 2025.

2. Consultation on Regulations for CEO KPI's and Public Registers

The Local Government Amendment Act 2023 (Tranche 1) was assented to in May 2023. A number of the Tranche 1 provisions are yet to commence. The Department of Local Government, Sport and Cultural Industries recently commenced a consultation process on the introduction of Tranche 1 amendments relating to CEO Matters and Online Registers. In addition to the Consultation document, the Department released the [Local Government Regulations Amendment Regulations 2024](#) that will give effect to the amendments.

WALGA seeks feedback from Local Governments to assist in the composition of a sector-wide response to the Department's Consultation. To inform an item for the May 2025 meeting of State Council, feedback is requested by **19 March 2025**. Local Governments will also be able to provide feedback through the April round of Zone meetings.

3. Local Government Legislative Reform

The Local Government Amendment Bill 2024 was assented to on 6 December 2024. Some of the items that have come into effect immediately are:

- a. Clarified Roles and Responsibilities of Council, Council Members, Mayors and Presidents and CEOs
- b. Local Law Reforms
- c. Unreasonable / Vexatious Complaints
- d. Changes to Local Government Borrowing Powers.

Regulations relating to Superannuation for Elected Members have recently been gazetted. It is worth noting that Superannuation came into effect on 1 February 2025 as discretionary for Local Governments. Local Governments will need to make a decision by Absolute Majority if they wish to pay superannuation to Elected Members.

Other items will require regulations and further work including:

- Development Assessment Panel (DAP) Functions
- Office of the Local Government Inspector
- Local Government Monitors
- Independent Member and Chair of Audit, Risk and Improvement Committee
- Clarified Regional Subsidiaries Provisions

4. Disaster Ready Fund Round Three

\$200 million is available under Round Three of the Australian Government's DRF which opened on 22 January. DRF is a significant funding opportunity for the sector, with 17 WA Local Government projects receiving more than \$23 million in Round Two, including funds for fire danger rating signage, community education, evacuation centre improvements and infrastructure projects.

OFFICER'S RECOMMENDATION

That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 21 February 2025.

7.2 CORPORATE SERVICES

7.2.1 ACCOUNTS PAID UNDER DELEGATION FEBRUARY 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
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	<ol style="list-style-type: none"> 1. Accounts for Payment February 2025 2. Schedule 2 - Credit Card Reconciliation 23.01.2025 - 23.02.2025

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 February 2025.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with a statutory condition on the delegation that a list of all payments is to be recorded in the Council Minutes. The list of payments is provided at **Schedules 1 and 2** 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 and 13

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
Local Government (Financial Management) Regulations 1996

(b) recorded in the minutes of that meeting. Relevant Plans and Policy

Financial Implications

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

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Nil

OFFICER'S RECOMMENDATION

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

- 1. Receive the list of payments made under delegation, as per Schedule 1 at a total value of \$1,806,121.54 as presented for the month of February 2025, incorporating the following; and**

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>EFT43384</i>	<i>EFT43605</i>	<i>Muni EFT</i>	<i>\$1,120,368.30</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>DD41368.1-DD41368.3, DD41370.1, DD41380.1, DD41380.2, DD41394.1, DD41401.1-DD41401.6, DD41402.1, DD41402.2, DD41404.1, DD41407.1, DD41409.1, DD41411.1, DD41411.2, DD41413.1, DD41415.1-DD41415.5, DD41418.1, DD41418.2, DD41420.1</i>	<i>DD41420.1</i>	<i>Bank Directs</i>	<i>\$685,753.24</i>
		<i>TOTAL</i>	<i>\$1,806,121.54</i>

- 2. Receive the copies of credit card statements for all Shire Facilities for the period 23.01.2025 – 23.02.2025**

7.2.2 BUDGET ADJUSTMENTS - MARCH 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, Senior Finance - Operations
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Monthly report
Schedules:	Nil

Authority/Discretion:

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

Summary of 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 budget adjustments as the adjustments have no impact on the closing budget surplus. (Refer **Schedule 1**)

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;
- is authorised in advance by Council resolution - absolute majority required; and
- 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 four adjustments for the month of March 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 March 2025 require Council’s consideration:

Item Number	Expenditure Required	Budget moving from: <i>AGRN1021 Floor Repair Works (RF05)</i>	Amount From:
19/25	Urgent lighting repairs required at Coral Bay Airport totalling \$6,200.	This account was added during the recent budget review, as the Shire was required to pay back a LG contribution for Flood Repair works from 2022. \$187K was added as a contingent amount but only \$172K was required. This account therefore had excess funds of \$15K which can be reallocated elsewhere.	-\$6,500
		Budget moving to: <i>Coral Bay Airport – Air Strip (Runway) Maintenance (1913)</i>	Amount To:
		The budget for this account was estimated to cover all regular and routine maintenance to the Coral Bay Airstrip. The repair of airport lighting is not considered ‘routine’, so this amount had not specifically been budgeted for. Excess funds of \$6,500 are required to fund lighting repairs and the remainder of ordinary maintenance for the year.	+\$6,500
20/25	Purchase of second-hand Christmas decorations at a low price, as recommended by Council at February 2025 Community Growth Fund meeting.	Budget moving from: <i>Community Growth Fund (102J20)</i>	Amount From:
		The final round of Community Growth Fund contributions was presented to Council 25 February 2025 with recommendations for \$8,560 of funding, leaving a remaining budget of \$41,948 with no further funding rounds scheduled for 2024/2025. It was recommended that these excess funds could be used to purchase Christmas decorations for the Main Street.	-\$30,000
		Budget moving to: <i>Other Expenditure - Other Culture (137820)</i>	Amount To:

		Purchase of Christmas decorations was not included within the Shire’s original budget, however the Shire has chosen to capitalise on the opportunity to purchase decorations at a low price. Funds therefore need to be allocated to this account to enable the purchase.	+\$30,000
21/25	Fund remainder of the Visitor Centre annual subscription fees and commissions for tourism bookings for 2024/25.	Budget moving from: <i>Economic Development Planning (1957)</i>	Amount From:
		This budget has excess funds which are not expected to be fully expended by the end of the 24/25 financial year. This is due to a period within the year where the Shire lacked an Economic Development Manager.	-\$3,000
		Budget moving to: <i>Economic Development – Subscriptions/Registration Fees (170020)</i>	Amount To:
		Additional funds are required for annual subscription fees and commissions for tourism bookings for the remainder of the financial year. The original budget for these fees was underestimated, so funds are being utilised from Economic Development Planning.	\$3,000
22/25	Transfer of funds to cover bitumen road repair works on Robinson Street, Carnarvon	Budget moving from: <i>Coral Bay Streets Maintenance - Robinson Street, Coral Bay (M247)</i>	Amount From:
		Robinson Street, Coral Bay has required less routine maintenance than originally budgeted for. This account therefore has excess funds that can be utilised to cover the repair of cracks in the bitumen on Robinson Street, Carnarvon	-\$3,250
		Budget moving to: <i>Urban Road Maintenance - Robinson Street – Carnarvon (M241)</i>	Amount To:
		Urban road maintenance works are currently tracking to be over budget by the end of 24/25, due to repair and seal surface works completed during the year. Works are now required to repair cracks in the bitumen on Robinson Street, so a budget amendment from Robinson Street, Coral Bay is proposed to fund this expenditure.	\$3,250

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:

- a) 19/25 - \$6,500 expenditure budget from AGRN1021 Flood Repair Works (Job RF05) to Coral Bay Airport – Air Strip (Runway) Maintenance (Job 1913)*
- b) 20/25 - \$30,000 expenditure budget from Community Growth Fund (Account 102J20) to Other Expenditure – Other Culture (Account 137820)*
- c) 21/25 - \$3,000 expenditure budget from Economic Development Planning (Job 1957) to Economic Development Subscriptions/Registration Fees (Account 170020)*

- d) *22/25 - \$3,250 expenditure budget from Robinson Street – Coral Bay (Job M247) to Robinson Street – Carnarvon (Job M241).*

7.2.3 MONTHLY FINANCIAL REPORT FEBRUARY 2025

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Senior Finance - Operations
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Monthly Financial Report - February 2025

Authority/Discretion:

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

Summary of Item

This item presents the Statement of Financial Activity for the period ending 28 February 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 the Council within two months after the end of the month to which the statement relates.

Stakeholder and Public Consultation

Nil

Statutory Environment

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

The attached monthly financial report is structured to include the statutory requirements plus further notes to assist Councillors to understand the Shire’s financial position at the time of reporting.

Relevant Plans and Policy

Nil

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 monthly Financial Statements 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. Including detailed notes to the statement of financial activity does however improve the trust between citizens and the Shire of Carnarvon.

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 officer advises that the February 2025 Statement of Financial Activity being presented at the March 2025 Ordinary Meeting of Council complies with the *Local Government Act 1995*. **Schedule 1** attached for consideration is the Statement of Financial Activity, legislative notes, and supporting notes for the period ended 28 February 2025.

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:

- Given that the 2024/2025 Budget Review was adopted by Council on 25 February 2025 and is reflected in the 'Current Budget' column of the February Financial Report, Councillors will note that YTD actuals are more closely aligned to YTD budget figures than they were in the January 2025 Financial Report.
- Last year's closing audited surplus resulted in a \$424K lower than original budget result. This difference is due to the recognition of doubtful debts related to Regional Express Holdings Limited (REX) voluntary administration and doubtful rates. The mid-year budget review addressed part of this gap of funds by reducing overall planned expenditure.
- The closing budget deficit of \$286,748 equates to the value of the REX provision to write off amounts due as at 30 June 2024.
- Invested funds in term deposits total \$7.06M, comprising \$3.06M of Reserve funds and \$4M of Municipal Funds. Included within the \$4M of Invested Municipal Funds is \$500K of loan funds acquired from Treasury to assist with funding the RED housing project.

- The Shire is required by legislation to revalue its Land and Buildings class of assets this year. A purchase order has been issued to Australis Asset Advisory Group, with an expected completion date in May 2025.
- As per note 8 of the Financial Report, 70% of the 2024/2025 rates levied and opening rates arrears from previous years has been received. Approximately 19% of the Shire's ratepayers opted to pay in 4x instalments. The final instalment is due on 17 April 2025, so it is expected that the rates received percentage will increase substantially by the April 2025 Financial Report.

OFFICER'S RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations, resolves to receive the Draft Statement of Financial Activity for February 2025 as per attached Schedule 1.

7.3 DEVELOPMENT AND COMMUNITY SERVICES

7.3.1 COMMUNITY GROWTH FUND APPLICATIONS - ROUND 1 - 2025

File No:	ADM0080
Location/Address:	Shire of Carnarvon
Name of Applicant:	Various
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> 1. Community Growth Fund Meeting Minutes - Tuesday 25 February 2025 2. Community Growth Fund Assessment Matrix and Recommendations - Round 1 2025 (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 presents the recommendations of the Community Growth Fund Committee for Round 1 of the Community Growth Fund and seeks Council’s formal endorsement of these recommendations.

Background

The Shire of Carnarvon’s Community Growth Fund Committee met on Tuesday 25 February 2025, to assess the applications submitted for Round 1 of the 2025 Community Growth Fund, which closed on 12 February 2025. The meeting minutes are attached in **Schedule 1** and include the Committee’s recommendations.

A total of four applications were received however, one was ineligible for the Community Growth Fund. The remaining three applications, totalling \$13,560.00, were presented to the Committee for consideration. Each application was evaluated based on the criteria outlined in the Community Growth Fund Policy, with a detailed assessment conducted using the evaluation matrix.

Comments and justifications for the recommendations can be found in the Grant Assessment Matrix, attached in Confidential **Schedule 2**, provided under separate cover.

The Community Growth Fund Committee consists of Elected Members. Shire staff provide administrative

support to the Committee by receiving applications, preparing reports for the Committee meeting, obtaining further information required from applicants, and preparing the reports with the Committee’s recommendations for endorsement by Council. Shire staff also provide advice and guidance to applicants to assist with their Community Growth Fund applications.

Stakeholder and Public Consultation

The Shire was proactive in promoting the Community Growth Fund application process through social media, email outreach, and updates on the Shire’s website. Community groups were invited to meet with Shire officers to discuss applications before submission as per the guidelines.

Statutory Environment

Local Government Act 1995 Section 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

CD004 – Community Growth Fund Policy
 Shire of Carnarvon’s Strategic Community Plan 2022 – 2032

Financial Implications

Council allocates funding for the Community Growth Fund as part of its annual budget process. The current fund balance is \$37,029.23, with no further rounds for the 2024/25 financial year. In this round, a total of \$13,560.00 has been requested through Community Growth Fund applications. Two applications have been recommended, totalling \$8,560.00

		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	Funding commitments cannot be met within budget.	Moderate	Ensure allocations are within the budget provision.
Health & Safety	N/A		
Reputation	Decision-making on approvals and	Moderate	Provision of clear policy and guidelines and timely communication will assist in

	rejections are subject to community criticism.		mitigating the risk.
Service disruption	N/A		
Compliance	Applications funded are non-compliant with the Community Growth Fund policy.	High	Community Growth Fund Committee reviewed all applications to ensure they meet the requirements set out in the Community Growth Fund Policy.
Property	N/A		
Environment	N/A		
Fraud	Allocated grants may need to be used appropriately as indicated in the application.	Moderate	Appropriate and substantial acquittal processes are in place that make each organisation accountable for funds according to their funding application.

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*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The Community Growth Fund Committee has assessed each application against the criteria outlined in the Community Growth Fund Policy and reviewed the available budget before making recommendations to Council. Community Growth Fund applications have been assessed and scored against the objectives provided, details of the project budget, demonstrated benefits to the Carnarvon community, and acknowledgement of the Shire of Carnarvon.

OFFICER’S RECOMMENDATION

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

- a. Carnarvon Motorcycle Club Incorporated - \$5,000.00***
- b. Carnarvon Old Bastards - \$3,560.00***
- 3. Authorise the CEO to execute grant agreements.***

7.3.2 GASCOYNE GYMNASTICS CLUB - COMMUNITY SPORT AND RECREATION FACILITIES FUND

File No:	ADM2320
Location/Address:	5 Shallcross Street
Name of Applicant:	Gascoyne Gymnastics Club
Name of Owner:	Alex Maslen
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

This report formally seeks Council’s consideration of a request from the Gascoyne Gymnastics Club (GGC) for support in their application to the Department of Local Government, Sport and Cultural Industries under the Community Sporting and Recreation Facilities Fund.

Background

The GGC has operated in various temporary locations over recent years due to the lack of a dedicated facility. Until 2020, the Club functioned across multiple sites, including the PCYC and the Woolshed, creating significant logistical challenges for its members and volunteers.

In 2024, the Shire of Carnarvon entered a 10-year lease with the GGC for the premises at 5 Shallcross Street, East Carnarvon. This lease provided the Club with a permanent base but also highlighted the limitations of the existing infrastructure.

The hall, which currently serves as the Club’s primary training space, is only 144m², well below the required standard for a gymnastics facility. As a result, GGC has been unable to expand its programs, leading to a long waitlist for participation.

To address these limitations and secure the Club’s long-term growth, GGC has developed a two-stage facility development plan. This plan focuses on enhancing the existing hall and constructing a new purpose-built gymnastics facility. These upgrades will not only meet national facility standards but also expand

participation opportunities, ensuring a modern and inclusive space for both gymnastics and community recreation.

Stage 1: Refurbishment and Integration of the Existing Hall (CSRFF Small Grant Application – Pending Approval)

This stage is the subject of this Council item, which seeks endorsement to ensure GGC is eligible for funding consideration under the Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants Program.

This funding application seeks to upgrade and repurpose the existing hall at 5 Shallcross Street, ensuring that the new purpose-built facility is integrated into a functional and accessible sporting hub. The refurbishment is necessary to provide critical infrastructure, including amenities and community spaces, that will complement the new gymnastics centre. Key components of this stage include:

- **Accessible Entry and Administration Area** – The existing hall will be modernised as the main entry and administration hub, featuring reception, offices, and visitor amenities, with accessible entry points, ramps, and widened doorways.
- **Change Rooms and Accessible Bathrooms** – New fully accessible facilities will be constructed to meet Australian accessibility standards, ensuring a safe and inclusive environment for all users.
- **Multi-Purpose Community Space** – The hall will be revitalised for low-impact activities (Pilates, yoga, and circus training), supporting broader community use while reducing costs and environmental impact.

Stage 2: Construction of a Purpose-Built Gymnastics Facility (Play Our Way Funding – Confirmed)

In 2025, GGC secured funding under the Australian Government’s Play Our Way Program to construct a new 806m² gymnastics facility at 5 Shallcross Street, East Carnarvon.

The new facility will:

- Be fully compliant with the National Construction Code and Fédération Internationale de Gymnastique (FIG) Apparatus Norms 2015.
- Enable GGC to offer Women’s Artistic Gymnastics (WAG) programs up to Level 9 and expand into tumbling and cheerleading disciplines.
- Serve as a regional training hub, attracting gymnasts from Carnarvon and surrounding communities.
- Provide a dedicated space for school holiday programs and regional competitions, including the proposed Gascoyne Invitational event.

This new facility will address the long-standing space limitations faced by the Club and significantly increase participation opportunities for local gymnasts.

Stakeholder and Public Consultation

As part of the CSRFF funding process, the Gascoyne Gymnastics Club (GGC) was responsible for undertaking stakeholder and public consultation to demonstrate community demand and support for the project. GGC engaged extensively with its committee, members, and broader community groups to assess the need for facility upgrades. A member and public survey was conducted, gathering feedback from 66 families, including participants from Carnarvon, Exmouth, and Karratha, which confirmed a strong demand for expanded gymnastics programs and improved facilities. The consultation also involved discussions with Gymnastics WA, which confirmed the project aligns with sport development priorities. Additionally, GGC liaised with local fitness providers and community groups, including Pilates, yoga, and circus training instructors, who expressed interest in utilising the proposed multi-purpose space. The consultation process ensured that the proposed upgrades would support not only gymnastics development, but also broader community recreation needs.

Statutory Environment

Local Government Act 19095 – Sect. 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’s Strategic Community Plan

Financial Implications

As this item seeks endorsement only, there are no direct financial implications for Council. However, at the December 2024 Council Meeting, Council accepted the Community Growth Fund recommendation to contribute \$5,000 towards building upgrades for the Gascoyne Gymnastics Club. This funding has not yet been paid, as it is subject to pre-approval conditions prior to works commencing. It should also be noted that, as the facility is Shire-owned, there may be future financial considerations related to maintenance and asset management.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Potential future costs for maintenance and asset renewal as the facility is Shire-owned.	Moderate	Establish clear responsibilities for maintenance within the lease agreement with GGC; monitor asset condition and plan for future costs.
Health & Safety	Risks associated with construction activities and ongoing facility use.	Moderate	Ensure all works comply with WorkSafe WA regulations and Australian building standards and seek relevant building permits and approvals.
Reputation	If Council does not endorse the application, GGC	Moderate	Council endorsing the application ensures GGC’s eligibility for funding, supporting local sports infrastructure

	may miss the funding opportunity, impacting local sporting development and resulting in negative community perception.		and demonstrating commitment to community development.
Service disruption	N/A		
Compliance	Need for planning, building, and funding approvals to be met.	Low	Work closely with GGC to ensure all approvals and compliance measures are in place before commencement.
Property	Risk of long-term asset management issues, including wear and tear or inadequate maintenance.	Moderate	Define clear maintenance obligations within the lease agreement; conduct regular condition assessments.
Environment	N/A		
Fraud	Risk of mismanagement of grant funds or project budget overruns.	Low	Support with financial oversight ensuring reporting requirements are adhered to by GGC, with periodic audits if necessary.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *Supports the needs of youth in Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

This agenda item seeks Council’s endorsement for the Gascoyne Gymnastics Club’s CSRFF application for Stage 1 of their development plan at 5 Shallcross Street, East Carnarvon. Endorsement is a requirement of the funding process but does not place any financial or operational obligations on the Shire at this stage.

Should the application be successful, the Gascoyne Gymnastics Club will be required to engage with the Shire of Carnarvon to discuss their planned developments for the site. This will include securing all necessary

approvals, including planning, building, and lease amendments, for both Stage 1 (refurbishment of the existing hall) and Stage 2 (construction of the new gymnastics facility) before any works can proceed.

By following this process, the Shire can ensure that any upgrades align with asset management strategies and compliance requirements, while also supporting the long-term sustainability of the facility for community sport and recreation.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, pursuant to s3.18 of the Local Government Act 1995, resolves to support the Gascoyne Gymnastics Club's application for funding under the Community Sport and Recreation Facilities Fund.

7.3.3 REOPENING OF THE BLOWHOLES TOILET FACILITIES

File No:	ADM1999
Location/Address:	Reserve 37457 MacLeod (Blowholes Reserve)
Name of Applicant:	Shire of Carnarvon
Name of Owner:	State of Western Australia vested to Shire of Carnarvon
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	22 October 2024, 20 December 2024
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 requests Council to reconsider opening the Blowholes toilet facilities for the upcoming tourist season. The continued closure has raised concerns regarding Carnarvon's reputation as a tourism destination and the expectation that essential amenities such as toilets are available at key tourist attractions.

Background

At the Ordinary Council Meeting on 22 October 2024, Council resolved to:

COUNCIL RESOLUTION OCM 09/10/24

Moved: Cr Dudley Maslen

Seconded: Cr Paul Kelly

That Council, by Absolute Majority –

1. *pursuant to Section 50 of the Land Administration Act 1997, resolves to–*
 - a) *confirms that the Shire of Carnarvon is unable, despite its best efforts, to achieve compliance with the Blowholes Reserve Management Plan (BRMP) due to intractability of issues;*
 - b) *requests that the Minister by formal order revokes the Shire management order over Blowholes Reserve 37457.*
2. *supports the President and Chief Executive Officer in ongoing efforts to lobby the State Government to negotiate a viable path forward for the management of the Blowholes Reserve with a commitment to fulfilling the original intent of the Blowholes Reserve Management Plan 2014 - 2036, which sought to 'manage the reserve in a more strategic, coordinated, equitable and sustainable matter,' while*

acknowledging that government recreational reserves are established for the benefit of the public and community purposes.

3. *pursuant to Section 3.18 of the Local Government Act 1995 instructs the Chief Executive Officer to -*
 - a) *cease provision of all camping/caravan area management services, all toilet facilities and services, all caravan dump point facilities and services and all rubbish facilities and services at the Blowholes Reserve effective from 30 November 2024;*
 - b) *suspend the collection of Blowholes campground fees effective from 30 November 2024;*
 - c) *issue formal Public Notice of the changes in management and the cessation of all municipal services at the Blowholes Reserve effective from 30 November 2024; and*
 - d) *install appropriate signage at the Blowholes Reserve advising that the area is no longer a serviced recreational camping area.*

FOR: Crs Eddie Smith, Burke Maslen, Adam Cottrell, Marco Ferreira, Luke Vandeleur and Dudley Maslen

AGAINST: Crs Luke Skender and Paul Kelly

CARRIED BY ABSOLUTE MAJORITY 6/2

Subsequently, at a Special Council Meeting on 20 December 2024, Council resolved to temporarily reopen the Blowholes toilet facilities for the festive season from 24 December 2024 to 31 January 2025.

Following this temporary period, the facilities were reclosed as per the original decision. However, Shire staff and stakeholders have since raised concerns regarding the impact of this closure on the region's tourism reputation. The Blowholes is a key attraction in Carnarvon, located a considerable distance from town, and visitors have expressed frustration over the lack of basic amenities.

Stakeholder and Public Consultation

The closure of the Blowholes toilet facilities has prompted significant feedback from various stakeholders, highlighting operational concerns, visitor expectations, and potential reputational impacts for Carnarvon as a tourist destination. The following key points have emerged from consultation:

- Internal consultation with Shire staff regarding operational concerns and reputational impact.
- Feedback from tourists and visitors indicating dissatisfaction with the lack of toilet facilities at the Blowholes.
- Concerns raised by local tourism operators regarding the visitor experience and potential impacts on repeat visitation.

Statutory Environment

Local Government Act 19095 – Sect. 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 Community Strategic Plan 2022-2032

Financial Implications

There will be financial implications associated with reopening the Blowholes toilet facilities. A cleaner will be engaged to maintain the toilet facilities, with an estimated cost of \$21,921.36 per annum, based on 18 hours per fortnight. Additionally, Ranger Services will continue to monitor the area at a minimum of three times per week to ensure compliance.

While these costs represent an ongoing financial commitment, they must be weighed against the potential economic impact of reputational damage and loss of tourism revenue. The continued closure of the facilities may deter visitors, leading to a decline in tourism-related spending and negatively affecting the local economy.

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	Costs associated with ongoing maintenance, cleaning, and servicing of the toilet facilities.	Moderate	Budget allocation for maintenance and servicing.
Health & Safety	Lack of accessible public toilets may result in unhygienic conditions around the Blowholes area.	High	Reopen the toilets and offer regular cleaning schedules.
Reputation	Visitors expect public amenities at major tourism sites, and their absence may negatively impact Carnarvon’s tourism appeal.	High	Ensure toilets are accessible as visitor amenities to maintain tourism appeal.
Service disruption	N/A		
Compliance	Public health regulations require adequate sanitation facilities at tourist destinations.	High	Ensure compliance with health and environmental regulations.
Property	N/A		
Environment	Lack of toilet facilities may lead to improper waste		Maintain toilet facilities at the Blowholes area for day visitors.

	disposal in surrounding areas.		
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*
- *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

Council will continue to pursue Points 1 and 2 of the Council Resolution from 22 October 2024, which seek to revoke the Shire’s management order over the Blowholes Reserve and lobby the State Government for a viable management solution. However, in the interest of maintaining Carnarvon’s reputation as a key tourism destination, it is recommended that the toilet facilities at the Blowholes Reserve be reopened for the upcoming tourist season to meet visitor expectations and mitigate reputational damage to the region.

OFFICER’S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, directs the Chief Executive Officer to reopen the Blowholes toilet facilities for the tourist season.

7.4 INFRASTRUCTURE SERVICES

7.4.1 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:

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

Summary of Report

Council approved the inclusion of the Tramway Bridge in Phase 4 of the Australian Government’s Local Roads and Community Infrastructure Program

Background

The purpose of the Local Roads and Community Infrastructure 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 Program has funded four phases. The Shire of Carnarvon approved the following for Phase 4a:

Tramway Bridge Refurbishment and Upgrade \$844,041.00 (Full funding allocation)
Undertake structural survey of existing bridge and repair essential components. Replace deteriorated decking where required. Repair and repaint the handrail. Install lighting and electricity. Repair drawbridge to allow vessel entry and exit.
Improved Accessibility of Community Facilities and Areas. Refurbishment of existing tramway bridge and surrounds to be safer and restore its heritage significance to the community.

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.

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 is unlikely the Shire to be able to expend the remaining budget of \$558,276 by 30 June 2025.

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

Australian local governments can and do request changes to LRCI-funded projects when delays or other hurdles 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

Item Number	Project	Budget moving from: LRCO25 – Tramway Bridge Improvements \$844,041	Amount From:
23/25	Pioneer Cemetery Fencing	Tramway Bridge Improvements account has \$844,041 allocated, as per grant funding to be received. Only \$387,905 will be expended prior to the 30 June 2025. \$558,276 to be reallocated to appropriate projects.	-\$239,850.00
		Budget Moving to: Expenditure LRCO30 Pioneer Cemetery	Amount to:

		Fence + gates = \$236,250 Entry piece = \$3,600 This includes a Budget Variation of \$24,250 (increase in fencing to move proposed fence to outer perimeter and away from any potential impact with unmarked graves,) and \$3600 to reinstate signage. **Funding to complete this project will now be provided by the LRCI Phase 4a Program, which was allocated to the Tramway Bridge Refurbishment and Upgrade. Instead of being funded by the Shire Asset Upgrades and Renewal Reserve Account	+\$239,850.00
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20/25	Civic Centre Upgrades	Budget moving from: LRC025 – Tramway Bridge Improvements \$844,041	Amount From:
		Tramway Bridge Improvements account has \$844,041 allocated, as per grant funding to be received. Only \$387,905 will be expended prior to the 30 June 2025. \$558,276 to be reallocated to appropriate projects.	-\$216,286
		Budget moving to: G011 – Civic Centre Refurb	Amount To:
		Budget Variation of \$216,285.57 to support the Capital improvements to the Civic Centre Including Woolshed floor replacement, kitchen upgrades, internal and external door replacement	+\$216,286

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	Insufficient funding to complete projects due to process and approval delays, scope creep and cost increases	Moderate	Work to better understand supply chains and impact on the regional areas. Lobby Funders to better allow for funding which contains a contingency to be utilised in valid circumstances.
	Loss of Funding Opportunity	High	If LRCI funding is not reallocated and used within program timeframes, the Shire risks returning unspent funds or missing

			the opportunity to complete an eligible and high-priority project.
Health & Safety	N/A		
Reputation	The community may lose confidence in the Shire’s preparedness and leadership if it is unable to provide a functional evacuation centre when it is most needed.	High	Approve the allocation of the available funding to increase the budget for upgrades on the Civic Centre being the dedicated evacuation centre. Providing timely updates to the community on the planned improvements and disaster preparedness efforts helps build confidence in the Shire’s proactive planning and readiness.
Service disruption	Reduced disaster readiness and response capability may severely constrain the Shire’s capacity to manage evacuation and recovery operations may be severely constrained leaving the community at risk	High	Redirecting unspent funds from the Tramway Bridge project to the Disaster Ready Evacuation Centre refurbishment ensures timely delivery of critical works using existing, approved grant funding.
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 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 recommended to Council that the following projects are substituted for the remaining works on the Tramway Bridge Refurbishment and Upgrade.

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.

1. Heritage Preservation and Protection

- The installation of durable Garrison-style fencing provides a secure physical barrier to prevent unauthorised access, vandalism, and encroachment onto grave sites.
- This style of fencing is robust, low-maintenance, and visually appropriate for a formal heritage location.

2. Community and Cultural Respect

- The project acknowledges and honours the contributions of pioneers, including culturally significant individuals and families.
- By maintaining and demarcating the cemetery properly, the Shire shows respect for local heritage and cultural sensitivities.

3. Safety and Amenity

- Fencing improves the safety and accessibility of the site by clearly defining boundaries and discouraging unauthorised vehicle and pedestrian access.
- It enhances the amenity and visual presentation of the cemetery, supporting broader town beautification and civic pride.

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

Disaster Ready – Evacuation Centre Refurbishments and Upgrades

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 (Civic Centre).

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.
- The upgrades align with local emergency management planning and support Carnarvon's role in regional recovery and coordination efforts.
- 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.

To ensure this facility is safe, functional, and compliant with emergency management requirements, targeted infrastructure upgrades are essential. Key purposes of the upgrades are as follows –

1. Courtyard improvements

- To address drainage issues in the courtyard area causing water damage in the Woolshed
- Removal of existing pavers and allow for aggregate concrete
- Installation of an enclosed roof to allow expanding of the evacuation centre during an emergency

2. Roof Upgrade

- Strengthening and weatherproofing the roof ensures the building can withstand high-wind events, such as cyclones, and prevents water ingress during heavy rainfall.
- A reinforced roof protects evacuees and critical supplies stored onsite.

3. Flooring Upgrade

- Replacing or upgrading flooring improves hygiene, durability, and accessibility, making the site safer and more suitable for temporary accommodation and movement of equipment during emergencies.
- Flooring that is easy to clean and resistant to water damage is essential in flood-prone regions.

4. Kitchen Upgrade

- A modern, fully functional kitchen enables on-site meal preparation and food safety compliance, which is critical during extended evacuation events.
- This supports the welfare and dignity of evacuees and relieves pressure on external catering services.

5. New Doors and Access Improvements

- Upgraded, secure doors improve site security, energy efficiency, and emergency egress, allowing safe and efficient movement of people during a crisis.
- Enhanced access supports use by vulnerable community members, including people with disabilities and the elderly.

Several Tenders have been undertaken to engage a Contractor. Due to insufficient funds the Shire has not been able to progress the works. Council approving the reallocation of the remaining \$216,285.57 from the LRCI program to the Disaster Ready – Evacuation Centre will enable the Shire to complete critical refurbishment works at these facilities.

- These upgrades are vital to ensure the buildings meet community expectations and emergency response standards, reducing risks during natural disasters.
- Redirecting the funds will reduce the Shire’s future asset management liabilities, avoid project delays, and ensure that federal funding is fully expended within the program timeline.
- The works are eligible under the LRCI program guidelines, align with the Shire’s emergency management priorities, and will provide long-term benefit to the community.

OFFICER’S RECOMMENDATION

That Council

- 1. Authorises the CEO to seek approval from the Australian Government to amend the Approved Work Schedule of Local Roads and Community Infrastructure Program Phase 4a. as per the following:***

1.	<i>Project Name</i>	<i>Tramway Bridge Refurbishment and upgrade</i>	<i>Total Project Cost</i>
	<i>Scope of works</i>	<i>Undertake structural investigations, geo technical investigations and design works to support the essential repair and reconstruction works of the bridge</i>	<i>\$ 387,904</i>
2.	<i>Project Name</i>	<i>Pioneer Cemetery Fencing and Signage upgrade</i>	<i>Total Project Cost</i>

	<i>Scope of works</i>	<i>Heritage preservation and protection by installing a durable garrison fence and reinstatement of the entry piece</i>	<i>\$ 239,850</i>
3.	<i>Project Name</i>	<i>Evacuation Centre refurbishments and Upgrades</i>	<i>Total Project cost</i>
		<i>Woolshed floor replacement, kitchen upgrades, internal and external door replacement</i>	<i>\$ 216,287</i>
	<i>Total</i>		<i>\$844,041</i>

2. Amend the 2024/2025 Annual Budget as follows:

Item Number	Project	Budget moving from: LRC025 – Tramway Bridge Improvements \$844,041	Amount From:
23/25	Pioneer Cemetery Fencing	<i>Tramway Bridge Improvements account has \$844,041 allocated, as per grant funding to be received. Only \$387,905 will be expended prior to the 30 June 2025. \$558,276 to be reallocated to appropriate projects.</i>	-\$239,850.00
		Budget Moving to: Expenditure LR030 Pioneer Cemetery	Amount to:
		<i>Fence + gates = \$236,250 Entry piece = \$3,600 This includes a Budget Variation of \$24,250 (increase in fencing to move proposed fence to outer perimeter and away from any potential impact with unmarked graves,) and \$3600 to reinstate signage. **Funding to complete this project will now be provided by the LRCI Phase 4a Program, which was allocated to the Tram Way Bridge Refurbishment and Upgrade. Instead of being funded by the Asset Upgrades and Renewal Reserve Account</i>	+\$239,850.00
24/25	Civic Centre Upgrades	Budget moving from: LRC025 – Tramway Bridge Improvements \$844,041	Amount From:

3. Note that the CEO will provide an update 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

Nil

13 DATE OF NEXT MEETING

14 CLOSURE