

# **AGENDA FORUM NOTES**

**COUNCIL CHAMBERS**

**STUART STREET CARNARVON**

**TUESDAY 15 APRIL 2025**

## GUIDELINES

Agenda Forums are to be advertised and open to the public, unless the Council is being briefed on a matter for which a formal meeting may be closed.

.....

Disclosure of Interests shall be adhered to as per a formal meeting of Council.

.....

Agenda Forums shall follow the order of the Full Council Agenda.

.....

The Presiding Member must ensure no debate or decision making occurs between elected members during the forum.

.....

A public record of all Agenda Forums shall be maintained.

**SHIRE OF CARNARVON**  
**AGENDA FORUM MEETING HELD ON**  
**TUESDAY 15 APRIL 2025**  
**COMMENCING AT 8.30AM**

---

**1.0 ATTENDANCES, APOLOGIES AND APPROVED LEAVE OF ABSENCE**

Cr E Smith..... Presiding Member/Shire President  
Cr B Maslen..... Councillor, Gascoyne/Minilya Ward  
Cr L Vandeleur ..... Councillor, Town Ward  
Cr M Ferrierinha ..... Councillor, Plantation Ward  
Cr P Kelly ..... Councillor, Town Ward  
Cr L Skender ..... Councillor, Town Ward  
Cr D Maslen ..... Councillor, Town Ward  
Cr A Cottrell ..... Councillor, Coral Bay Ward(TEAMS)

Mrs A Dexter..... Chief Executive Officer  
Mr S Louw ..... Executive Manager, Planning & Sustainability  
Mrs A Leighton ..... Executive Manager, Corporate Strategy & Performance  
Miss S Leca ..... Executive Manager, Lifestyle & Community(TEAMS)  
Mr J Bone ..... Executive Business Manager

Mrs D Hill ..... Senior Executive Officer

**Apologies** ..... Nil  
Observers ..... Nil  
Leave of Absence ..... Nil

---

**1.0 DECLARATIONS OF INTEREST**

*(Councillors and Staff 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.)*

---

**2.0 DEPARTMENTAL REPORTS**

**2.1 GOVERNANCE**

**7.1.1 Status of Council Decisions – April 2025**

President – any update on the Blowholes discussion with the Minister  
CEO – no but will follow up with the Minister’s office.

**7.1.2 Actions Performed Under Delegated Authority**

Nil discussion

### **7.1.3 Approval of CEO Annual Leave and Appointment of Acting CEO**

Cr Vandeleur – do you get your leave provisions from the other Shires

CEO – yes which will pay for the relieving CEO

Cr Vandeleur – so the Shire pays 10%

CEO – no not even that

Cr Vandeleur – what is the total in our budget for leave provisions

CEO – unsure – will provide a breakdown of the leave provisions for staff for the next Audit & Risk Management Committee

Cr Kelly – is there not a WHS Policy that states that staff are to take minimum 2 weeks leave unbroken

CEO – no, we cannot force staff to take leave – we work under an Award and have not contracts. We do have incentives for staff to take leave.

---

## **2.2 CORPORATE & COMMUNITY SERVICES**

### **7.2.1 Accounts paid Under Delegation March 2025**

Cr Kelly - enquired regarding the following payment to

EFT 43787 – Carnarvon Electrics – Tag and Testing – the explanation does not reflect the works involved for the payment. This is currently being reviewed to see if we can have the system reflect the whole description and not just part of it.

President enquired regarding -

EFT43688 – Lo Go Appointments - this is for advertising the tranche of Airport Reporting Officers

EFT 43776 – WML Consultants Scope of Works - part of flood preparedness

### **7.2.2 Monthly Financial Report March 2025**

General discussion only

### **7.2.3 Budget Adjustments April 2025**

General discussion only

---

## **2.3 DEVELOPMENT SERVICES**

### **7.3.1 Reconciliation Action Plan – Innovate 2025 to 2027**

Briefing from Stephanie Leca

Nil discussion

### **7.3.2 Carnarvon National Volunteer Week Awards 2025**

Briefing from Stephanie Leca

Nil discussion

### **7.3.3 Carnarvon Rifle Club Financial Support Request**

Briefing from Stephanie Leca

Nil discussion

---

## **2.4 INFRASTRUCTURE SERVICES**

### **7.4.1 Extension of Contract RFT 04/2025 Provision of Unsealed Road Grading Services and Minor Works**

Nil discussion

### **7.4.2 Acceptance of Quote Big Banana Playground – Carnarvon Activation Program Phase1**

Nil discussion

### **7.4.3 Endorsement of Detailed Design – Tramway Shelter and Healing Space Carnarvon Activation Project**

Briefing from Stephanie Leca

Nil discussion

---

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

Nil

---

## **4.0 CLOSURE:**

The Presiding Member declared the meeting closed at 9.15am.