



SHIRE OF CARNARVON

MAJOR PROJECTS & INFRASTRUCTURE COMMITTEE

MINUTES

TUESDAY 22 SEPTEMBER 2026

CONFIRMATION OF MINUTES

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

Presiding Member

Shire Council Chambers
Stuart Street Carnarvon,
Western Australia
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1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 11.32am

2 ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

Committee Members

Cmm Martin AldridgeCommissioner

Executive Administration

Mr Colm Stanley Executive Manager, Infrastructure Services

Mr Stefan Louw Executive Manager, Community Planning & Sustainability

Mr Mark Davis Acting Executive Manager Lifestyle & Community

Staff in Attendance

Mrs Peta Greening.....Senior Strategics Project Manager (*Electronic*)

Mrs Racheal KingGovernance, Risk & Compliance Manager

Mr Jasper Benthien.....Executive Services Coordinator

Apologies

Mrs Amanda Dexter Chief Executive Officer

Leave of Absence

Nil

Press Nil

Observers Nil

3 DECLARATION OF FINANCIAL INTEREST/ PROXIMITY INTEREST/ IMPARTIALITY INTEREST

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

Nil

4 PUBLIC TIME

As no public were in attendance, public time was not declared open.

5 CONFIRMATION OF MINUTES

5.1 Minutes of the Major Projects and Infrastructure Committee Meeting - 28 July 2026

COMMITTEE RESOLUTION MPIC 01/09/26

Moved: Cmm Martin Aldridge

That the minutes of Major Projects and Infrastructure Committee Meeting held on 28 July 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

6 PRESENTATIONS

Nil

7 REPORTS

7.1 MAJOR PROJECTS AND INFRASTRUCTURE UPDATE & PRESENTATION

File No:	ADM2331
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Mark Davis, Lead Strategic Projects Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	MPIC – 28 July 2026
Schedules:	1. Major Projects and Infrastructure Dashboard - August 2026

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 provides the Major Projects and Infrastructure Committee with a strategic overview of the Shire's major projects portfolio.

The report is intended to function as a governance and project health check, enabling the Committee to monitor overall program performance, project risks, funding and delivery progress, while allowing members to seek more detailed information on individual projects where required.

Detailed project information is contained within the attached Major Projects Dashboard, which remains the primary operational reporting tool.

Background

The Shire of Carnarvon's approach to the successful delivery of major projects and infrastructure continues to evolve, and includes the initiation of the Major Projects Office, Major Projects Committee (**Committee**) and addition of specialist skillsets to the Shire team.

The Major Projects and Infrastructure Committee continues to provide governance oversight of the Shire's significant capital works and externally funded projects.

The Committee's role is to:

- Provide strategic oversight of major projects;
- Monitor project health, delivery and emerging risks;
- Ensure transparency around funding, procurement and governance
- Monitor strategic alignment with Council priorities; and
- Provide a forum for members to seek additional information on individual projects where required.

Officers have continued refining the Major Projects Dashboard to improve visibility of project status, funding, procurement, key milestones and risks. The dashboard is intended to provide concise reporting while allowing detailed discussion of projects at the Committee's request.

Stakeholder and Public Consultation

External Consultation

Committee meetings are publicly advertised and open to attendance.

Stakeholder and community consultation is undertaken on an individual project basis and reported by exception through Schedule One where significant matters arise.

Internal Consultation

Council has been briefed on matters relating to the Major Projects' portfolio through Corporate Information Sessions and Agenda Briefings held on:

- CIS - 21 July 2026
Item 7.1 French Street, Coral Bay – Historical Context, Council Direction, Current Status and Future Considerations; Item 7.2 Speedway Road Realignment (Black Spot Program) – Project Status Update
- CIS - 18 August 2026
Item 5.1 Road Strategy Plan (Five Year)
- CIS - 14 September 2026
Item 4.2 Proposed Department of Biodiversity, Conservation and Attractions Coastal Reserve (Coral Bay Precinct Structure Plan); Item 4.5 Lotterywest – Funding Update
- Agenda Briefing – 18 August 2026
Item 7.1 – Minutes of the Major Projects and Infrastructure Committee – 28 July 2026

The Major Projects Internal Working Group meets monthly (and as required) to consult and workshop matters across the portfolio, with representation from:

- Major Projects Team;
- Infrastructure Services;
- Lifestyle & Communities;
- Corporate Strategy & Performance

Statutory Environment

Local Government Act 1995

Section 5.8 – *Council may establish committees to assist in carrying out its functions. The Major Projects Committee has been established by Council to provide oversight of major projects and to consider and report on matters referred to it.*

Section 5.17 – *Limits on delegation of powers and duties to certain committees. Relevant to the scope of matters the Committee may consider and report on under its Terms of Reference.*

Relevant Plans and Policy

Major Projects & Infrastructure Committee - Terms of Reference

Community Strategic Plan 2022 - 2032

Carnarvon Activation Plan

Other adopted Council strategies and project-specific governance documents, where applicable.

Financial Implications

No additional financial implications arise from the committee receiving this report.

The attached dashboard includes a high-level financial overview of the Shire's major projects, including project values, funding sources, expenditure status and significant funding milestones where applicable.

Any matters requiring Council approval are reported separately through the Ordinary Council Meeting process.

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	Cost escalation, funding shortfalls, grant non-compliance or delayed project delivery may impact project outcomes and Council finances.	D3 - Moderate	Committee oversight, dashboard monitoring, funding management, milestone reporting and project governance controls.
Health & Safety	Construction activities, site works and project delivery may expose workers, contractors and members of the public to health and safety risks.	D2 - Low	Ensure compliance with Work Health and Safety requirements through project planning, contractor management, site-specific safety plans, risk assessments and ongoing monitoring of works.
Reputation	Reputational damage arising from misinformation or inadequate project management.	D3 - Moderate	Implement clear and consistent communication strategies, including regular updates via official channels. Ensure strong project governance and oversight through established committees and reporting frameworks. Actively engage with stakeholders and the community to address concerns and clarify project objectives. Monitor public sentiment and respond promptly to emerging issues or misinformation.

Service disruption	Minor project delays due to funding availability, procurement timing or resource constraints may impact planned delivery schedules but are not expected to significantly affect overall program outcomes.	E2 - Low	Stage project delivery to align with available resources and acquired funding. Engage early with key delivery partners to secure commitments and identify potential resourcing gaps. Maintain regular project monitoring and adjust timelines proactively where required.
Compliance	Failure to comply with funding agreements, procurement requirements, statutory approvals, reporting obligations or grant acquittal requirements may impact project delivery and future funding opportunities.	D3 - Moderate	Maintain robust project governance, procurement controls, funding compliance processes, milestone reporting, grant acquittals and regular project reviews.
Property	Delays, defects or underperformance in project delivery may affect the condition, availability or long-term value of Council-owned infrastructure and community assets.	D3 - Moderate	Apply appropriate project management, quality assurance, contract management and asset management practices throughout project delivery and handover.
Environment	Environmental impacts resulting from project activities, including potential harm to land, water, flora, and fauna.	D3 - Moderate	Conduct environmental assessments and ensure compliance with all relevant legislation and regulations. Develop and implement an Environmental Management Plan (EMP) prior to project commencement. Engage qualified environmental consultants to monitor and guide works. Incorporate sustainable design and construction practices to minimise environmental footprint.
Fraud	Major projects and procurement activities may increase exposure to fraud, conflicts of interest, inappropriate expenditure or misuse of project funds.	D2 - Low	Maintain procurement controls, segregation of duties, contract oversight, financial monitoring, audit processes and compliance with Council policies and procedures.

The Committee provides strategic oversight of the Shire's major projects portfolio, assisting in the identification and management of financial, delivery, governance and reputational risks.

Key project risks are summarised within the Major Projects Dashboard where appropriate.

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

Since the previous Committee meeting, officers have continued to progress the Shire's major capital works program through procurement, design development, funding administration, stakeholder engagement and construction delivery.

The portfolio continues to advance, with several projects now under construction or entering procurement. Key risks remain under active management, particularly in relation to funding availability, project costs, procurement timeframes and stakeholder engagement.

Key activities and milestones progressed since the previous meeting:

- Design and P90 cost planning for the Carnarvon Airport infrastructure program completed, with Independent Technical Expert certification and State Government consideration of additional funding progressing.
- Public tender documentation completed for the Coral Bay Airstrip Pavement Reshaping and Stabilisation Project.
- Construction of Van Dongen Park progressing, including completion of shade structures and commencement of the Big Banana installation.
- Construction of the Tramway Shelter commenced, with fabrication of the Healing Shelter also underway.
- Tramway Walk Trail signage and seating completed and installed.
- Robinson Street public art and sculptural seating elements completed, with the remaining installations to be coordinated with the Van Dongen Park works.
- The Pier development progressing ahead of its reported construction schedule, supported by monthly project steering group meetings.
- Detailed design of the Fascine to Harbour Walk completed, providing a shelf-ready project for integration with future seawater inundation works or funding opportunities.
- Initiation of the South Carnarvon Seawater Inundation Mitigation Project, including project planning, governance arrangements and preparation for community and stakeholder consultation.
- Procurement commenced for the Camel Lane Theatre accessibility and seating upgrades.
- Coral Bay Precinct Structure Plan preparation progressing following completion of the initial consultation phase.

- Road safety, reconstruction and Black Spot projects progressing, including Speedway Road and the French Street–Robinson Street safety improvements.
 - Speedway Road Project: The project is currently progressing through the contract execution and contract signing process.
 - French Street Project (Coral Bay): The detailed design has been completed, and tender documentation has been prepared. The project is currently being advertised for tender.
- Planning and early development continuing for the Urban Forest and Public Art Light Trail projects.

Further details on individual projects, risks, budgets and delivery timeframes are provided in the attached Major Projects Dashboard.

OFFICER'S RECOMMENDATION

That the Major Projects and Infrastructure Committee:

- 1. Receives the Major Projects and Infrastructure Update Report; and***
- 2. Notes the Major Projects and Infrastructure Dashboard attached as Schedule One.***

SUSPENSION OF MEETING PROCEDURES
COMMITTEE RESOLUTION MPIC 02/09/26 Moved: Cmm Martin Aldridge A motion was moved that the Committee suspend meeting procedures for administration to present schedule one and discuss projects outlined there in at 11.34am. CARRIED BY SIMPLE MAJORITY 1/0

RESUMPTION OF MEETING PROCEDURES
COMMITTEE RESOLUTION MPIC 03/09/26 Moved: Cmm Martin Aldridge A motion was moved that Council resume meeting procedures at 12.18pm. <u>FOR:</u> Cmm Martin Aldridge <u>AGAINST:</u> Nil CARRIED BY SIMPLE MAJORITY 1/0

COMMITTEE RESOLUTION MPIC 04/09/26 Moved: Cmm Martin Aldridge <i>That the Major Projects and Infrastructure Committee:</i> <i>1. Receives the Major Projects and Infrastructure Update Report; and</i> <i>2. Notes the Major Projects and Infrastructure Dashboard attached as Schedule One.</i> <u>FOR:</u> Cmm Martin Aldridge <u>AGAINST:</u> Nil CARRIED BY SIMPLE MAJORITY 1/0
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**8 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A
DECISION OF THE COUNCIL**

Nil

9 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Nil

10 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Nil

11 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 24 November 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 11.30am

12 CLOSE

The Presiding Member declared the meeting closed at 12.19pm.