



SHIRE OF CARNARVON

# MINUTES

MAJOR PROJECTS AND INFRASTRUCTURE  
COMMITTEE MEETING  
TUESDAY 22 JULY 2025

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## DISCLAIMER

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

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

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a summary of questions asked by members of the public and the answers given. The minutes are not a transcript of the proceedings of the meetings.

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### **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 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 11.24am

## 2 ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

Mr Eddie Smith ..... Presiding Member/Shire President  
Cr Burke Maslen ..... Councillor, Gascoyne/Minilya Ward  
Cr Paul Kelly ..... Councillor, Town Ward

Mr Colm Stanley ..... Executive Manager, Infrastructure Services  
Mark Davis ..... Lead Strategic Projects Manager  
Ms Carolien Claassens ..... Projects Contract Manager  
Mrs Dannielle Hill ..... Senior Executive Officer

### Apologies

Cr Luke Vandeleur ..... Councillor, Town Ward  
Sarah Driscoll ..... Manager, Finance  
Peta Greening ..... Senior Strategic Projects Manager  
Sharmayne Halliday ..... Project Officer

### Leave of Absence

Nil

Press ..... Nil

Observers ...Cr Ferreirinha; Cr Dudley Maslen; Giana Covella; Stephanie Leca; Amanda Leighton; Jamie Bone

## 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 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.)

There was no public in attendance.

## 5 CONFIRMATION OF MINUTES

### 5.1 Minutes of the Major Projects and Infrastructure Committee Meeting - 27 May 2025

#### COMMITTEE RESOLUTION MPIC 05/07/25

**Moved:** Cr Paul Kelly

**Seconded:** Mr Eddie Smith

That the minutes of Major Projects and Infrastructure Committee Meeting held on 27 May 2025 be confirmed as a true record of proceedings.

FOR: Mr Eddie Smith, Cr Burke Maslen and Cr Paul Kelly

AGAINST: Nil

ABSENT: Cr L Vandeleur

**CARRIED BY SIMPLE MAJORITY 3/0**

## 6 PRESENTATIONS

Nil

## 7 REPORTS

### 7.1 MAJOR PROJECTS AND INFRASTRUCTURE UPDATE

File No:	ADM2331
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Mark Davis, Project Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	May 2025
Schedules:	1. Major Projects and Infrastructure Dashboard

#### Authority/Discretion:

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

#### Summary of Report

This report and the Major Projects and Infrastructure Dashboard (**Attachment 1**) provide a high level update to Council to provide oversight and awareness of key projects to Council. Officers have reviewed the dashboard following feedback from the members of the Major Projects Committee at the May 2025 committee meeting; and a refined version and project list are presented here.

#### 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 purpose and intent of the Committee is to:

- Strengthen community confidence in the Shire's delivery of major works;
- Support scrutiny, accountability, and good governance; and
- Provide a forum for discussing risks, resourcing, and alignment with strategic goals.

As part of this evolution, officers have reviewed the master list of projects and the way in which updates are reported to this committee. It was discussed at the May 2025 committee meeting that the Major Projects and Infrastructure Dashboard (**Dashboard**) should include projects which are considered to including one or more of the following at a high degree –strategic value, community interest, risk or budget.

Further, committee members expressed a desire for the dashboard to include updates on status, risks/mitigation and budget.

These changes have been actioned and the Major Projects and Infrastructure Dashboard is attached. It is intended to be a working document, and is expected to continue to evolve.

### Stakeholder and Public Consultation

Committee Meetings are publicly advertised and open to attendance. Stakeholder consultation and engagement is undertaken on a per project basis as part of delivery, and will be reported on by exception in the dashboard.

### Statutory Environment

Nil

### Relevant Plans and Policy

Strategic Community Strategic Plan 2022 - 2032

Carnarvon Activation Plan

### Financial Implications

Project budgets are reported on at a high level within the dashboard, noting both Shire and external financial contributions.

### 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 Reputation	Projects require appropriate and adequate Council oversight to maintain transparency and ensure the community is well-informed.	D3 - Moderate	The proposed Committee will provide Council oversight, strategic direction, and transparency across key projects and initiatives. This structure is intended to support informed decision-making, strengthen governance, and ensure the community remains engaged and confident in the Shire's activities.
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	Project delays due to lack of funding and/or limited availability of resources.	D3 - Moderate	Stage project delivery to align with available resources and budget capacity. Engage early with key delivery partners to secure commitments and identify potential resourcing gaps. Maintain regular project monitoring and adjust timelines proactively where required.
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.

### 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

The Dashboard provides an update on the following projects, and the table below provides an indication of the criteria for their inclusion. This meeting will provide an overview of the projects, and allow for discussion on points of interest for Committee members.

Project	Criteria			
	Strategic Value	Community Interest	Risk	Budget
Carnarvon Airport Upgrades	✓			✓
RPPP Projects			✓	✓
Housing Development Northwater	✓			
Coral Bay Refuse Site	✓			
Tramway Bridge Restoration		✓	✓	
Pioneer Cemetery		✓		
Fascine Jetties		✓		
Carnarvon Activation Plan (Lotterywest Funded)	✓			✓
Quobba Gnaraloo Road	✓		✓	
2026 Tourism Conference	✓			

**OFFICER'S RECOMMENDATION**

*That the Major Projects and Infrastructure Committee Meeting:*

- 1. Notes the Major Projects and Infrastructure Dashboard (Attachment 1) and updates provided therein.*
- 2. Notes the continuing evolution of the Shire of Carnarvon's approach to the delivery, administration and governance of Major Projects and Infrastructure.*

**COMMITTEE RESOLUTION MPIC 06/07/25**

**Moved:** Cr Burke Maslen

**Seconded:** Cr Paul Kelly

*That the Major Projects and Infrastructure Committee Meeting:*

- 1. Notes the Major Projects and Infrastructure Dashboard (Attachment 1) and updates provided therein.*
- 2. Notes the continuing evolution of the Shire of Carnarvon's approach to the delivery, administration and governance of Major Projects and Infrastructure.*

**FOR:** Mr Eddie Smith, Cr Burke Maslen and Cr Paul Kelly

**AGAINST:** Nil

**ABSENT:** Cr L Vandeleur

**CARRIED BY SIMPLE MAJORITY 3/0**

**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 23 September 2025 at Shire Council Chambers, Stuart Street Carnarvon commencing at 10.30am

**12 CLOSE**

The Presiding Member declared the meeting closed at 11.47am.