



SHIRE OF CARNARVON

MINUTES

AWARDS COMMITTEE

WEDNESDAY 12 AUGUST 2026

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on

as a true and accurate record

Chairman

Shire Council Chambers
Stuart Street Carnarvon,
West Australia

Phone: (08) 9941 0000

Fax: (08) 9941 1099

www.carnarvon.wa.gov.au

DISCLAIMER

PRIVACY COLLECTION, RECORDING AND COPYRIGHT

The Shire of Carnarvon collects your personal information under the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the Shire of Carnarvon Meeting Procedures Local Law 2021 for the purpose of administering public participation at Council meetings, including Public Question Time and deputations.

By providing your personal information, you consent to the collection, use and disclosure of your information for meeting administration, responding to questions, managing deputation requests, minute taking, recordkeeping and other lawful local government purposes.

For more information, please refer to the Privacy Collection Notice on the Shire of Carnarvon website: www.carnarvon.wa.gov.au

Council and Committee meetings may be livestreamed, recorded and displayed within Council Chambers. Members of the public attending or participating in a meeting may be captured in audio, video or photographic form.

Meeting proceedings, recordings, livestreams, minutes and related records are managed in accordance with applicable legislation and the Shire's recordkeeping obligations, including the *Privacy and Responsible Information Sharing Act 2024*, the *State Records Act 2000* and other relevant legislation.

A person must not use an electronic, visual or audio recording device to record Council or Committee proceedings without permission of the Presiding Member, in accordance with clause 6.16 of the Shire of Carnarvon Meeting Procedures Local Law 2021.

Any plans, documents, images or other materials included in an agenda, minutes or attachment may be subject to copyright. Reproduction may require permission from the copyright owner in accordance with the *Copyright Act 1968*.

The Shire of Carnarvon makes every effort to ensure information included in Council and Committee agendas, minutes and related materials is accurate, current and reliable at the time of publication. While prepared with due care, the Shire does not warrant or accept liability for the accuracy, completeness or ongoing currency of information, including errors or omissions.

No responsibility is implied or accepted by the Shire for any act, omission, statement or comment made during a Council or Committee meeting, or during any formal or informal discussion with Shire officers, Council Members, Committee Members or representatives. Any person or organisation who acts, or fails to act, in reliance on such information does so at their own risk.

Any discussion or comment made during a meeting about a planning application, licence, permit, approval or other statutory matter is not formal notice of a decision or approval. Applicants and interested parties must rely only on WRITTEN CONFIRMATION issued by the Shire, including any formal decision notice and applicable conditions.

Members of the public should not act on any matter discussed or decision made at a Council or Committee meeting until formal written notification has been issued by the Shire, where applicable. Decisions may also be subject to revocation or change in accordance with legislative requirements.

In accordance with Regulation 11 of the *Local Government (Administration) Regulations 1996*, minutes are a record of decisions made, motions considered, disclosures made, documents attached to the agenda where required, and other matters required by legislation. Minutes include a summary of proceedings and are **not** a verbatim transcript of proceedings.

INFORMATION ON PUBLIC TIME

The following information is provided for members of the public wishing to participate in Ordinary or Special Council Meetings.

PUBLIC QUESTION TIME

Consistent with the Local Government Act, Administration Regulations and Shire By-Laws, the following information is provided for members of the public wishing to ask questions at Ordinary or Special Council Meetings:

- Public Question Time will be conducted for up to 15 minutes but can be extended by resolution of the Council.
- Questions at ordinary council meetings are limited to matters affecting the local government.
- Questions at special council meetings are limited to the purpose of that special council meeting.
- Members of the public are encouraged (but not required) to submit questions in advance or complete a Question Time form to assist with meeting administration.
- Questions submitted in writing prior to the meeting may assist in the preparation of a response; however, a question is only formally considered when it is asked at the meeting, unless otherwise dealt with as correspondence.
- The member of the public must first state their name and residential address, prior to asking their question.
- Each member of the public may ask up to two questions initially, after which other members of the public will be invited to ask their questions. Each member of the public has up to two minutes to ask their question(s).
- Questions must be clear, concise and asked as a question. The Presiding Member may refuse to accept questions that are:
 - defamatory, offensive, or questioning the competency of staff or Council members.
 - statements not framed as a question.
 - substantially the same as a question previously asked and answered.
- Conditional on time being availability, and an equal and fair opportunity being provided to others to ask their question(s) and receive their response(s), then Meeting Procedures Local Law 2021, 6.7(5) is interpreted as allowing the Presiding Member to permit a member of the public to ask additional questions beyond their initial two.
- The Presiding Member may nominate a Member or Officer to respond or may determine that a question be taken on notice.
- When a question is taken on notice, a written response will be provided, and a summary of that response will be included in the next Ordinary Council meeting agenda.
- If the Member or Officer allocated to answer the question has a financial or proximity interest, they must declare their interest and the question will then be responded to by another person.
- No debate or discussion is permitted in relation to any question or answer.
- A summary of each question and response will be included in the minutes of the meeting (Local Government (Administration) Regulations 1996 – r.11(e)).

PUBLIC DEPUTATION TIME

- As per Meeting Procedures Local Law 2021, Members of the public may request to make a deputation to address the Council on a matter. A deputation must be approved either:
 - in advance by the CEO; or
 - by the Presiding Member at the meeting
- The Deputation is not to exceed; five persons in total; more than two speakers; or to address the Council for more than ten minutes.
- Council may however approve; up to five persons to address the Council; and for the deputation's address to extend beyond 10 minutes.
- Deputations made at special council meetings are limited to the purpose of that special council meeting.
- The Presiding Member may rule that a delegation no longer continue if it:
 - includes defamatory remarks, offensive, language or questioning the competency of staff or Council members; or
 - diverts from the substance or direction of its deputation application.
- Where a matter is the subject of a deputation, the Council will not determine the matter until the deputation has completed its presentation.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open and may participate in Public Question Time or, with approval, make a deputation to the Council. Questions and deputations must relate to the purpose of the Special Meeting (Local Government Act 1995 – s.5.23; Local Government (Administration) Regulations 1996 – r.12(4); Meeting Procedures Local Law 2021 – cl. 6.9).

INDEX

1 ATTENDANCES AND APOLOGIES5

2 DECLARATIONS OF INTEREST 5

3 CONFIRMATION OF MINUTES 5

3.1 Minutes of the Awards Committee Meeting - 19 November 2025 5

4 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC.....6

4.1 Carnarvon and Coral Bay National Volunteer Week Awards 2026..... 7

5 DATE OF NEXT MEETING8

6 CLOSE.....8

1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 03.01pm

Cmm Martin AldridgeCommissioner

Miss Stephanie Leca Executive Manager, Lifestyle & Community

Miss Helen Tipton..... Community Development Team Leader

Apologies

Nil

Leave of Absence

Nil

Press Nil

Observers Nil

2 DECLARATIONS OF INTEREST

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

Impartiality – Ms Helen Tipton – Item 4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Awards Committee Meeting - 19 November 2025

COMMITTEE RESOLUTION AC 01/08/26

Moved: Cmm Martin Aldridge

That the minutes of Awards Committee Meeting held on 19 November 2025 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

4 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

COMMITTEE RESOLUTION AC 02/08/26

Moved: Cmm Martin Aldridge

That Council considers the confidential report(s) listed below in a meeting closed to the public at 03.07pm, in accordance with Section 5.23(2) of the Local Government Act 1995:

4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026

This matter is considered to be confidential under Section 5.23 - (4)(b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information relating to the personal affairs of an individual;.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

SUSPENSION OF MEETING PROCEDURES

COMMITTEE RESOLUTION AC 03/08/26

Moved: Cmm Martin Aldridge

A motion was moved that Council suspend meeting procedures at 03.07pm to discuss nominations with the Shire Administration.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

RESUMPTION OF MEETING PROCEDURES

COMMITTEE RESOLUTION AC 04/08/26

Moved: Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 03.28pm.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

4.1 CARNARVON AND CORAL BAY NATIONAL VOLUNTEER WEEK AWARDS 2026**OFFICER'S RECOMMENDATION**

That the Awards Committee:

- 1. Reviews and assesses all nominations received for the 2025 National Volunteer Week Awards against the approved selection criteria; and**
- 2. Recommends to Council one recipient in each of the following award categories:**
 - **Community Volunteer Group of the Year (Event and Community Organisations)**
 - **Community Volunteer of the Year**
 - **Lifetime Contribution to Volunteering**
 - **Young Volunteer of the Year**
 - **Sporting Club of the Year**

COMMITTEE RESOLUTION AC 05/08/26

Moved: Cmm Martin Aldridge

That the Awards Committee:

- 1. Reviews and assesses all nominations received for the 2025 National Volunteer Week Awards against the approved selection criteria; and**
- 2. Recommends to Council one recipient in each of the following award categories:**
 - **Community Volunteer Group of the Year (Event and Community Organisations):**
[REDACTED]
 - **Community Volunteer of the Year:** [REDACTED]
 - **Lifetime Contribution to Volunteering:** [REDACTED]
 - **Young Volunteer of the Year:** [REDACTED]
 - **Sporting Club of the Year:** [REDACTED]

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

COMMITTEE RESOLUTION AC 06/08/26**Moved:** Cmm Martin Aldridge

That the meeting be reopened to the public at 03.30pm.

FOR: Cmm Martin AldridgeAGAINST: Nil**CARRIED BY SIMPLE MAJORITY 1/0****5 DATE OF NEXT MEETING**

Date of next meeting to be confirmed.

6 CLOSE

The Presiding Member declared the meeting closed at 3.30pm