



SHIRE OF CARNARVON

COMMUNITY GROWTH FUND COMMITTEE

MINUTES

FRIDAY 11 SEPTEMBER 2026

CONFIRMATION OF MINUTES

These minutes were confirmed by the Committee on
[Type date here](#)
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

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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).

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1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 11:02am

MEMBERS

Comm Martin AldridgeCommissioner

EXECUTIVE ADMINISTRATION

Miss Stephanie Leca Executive Manager, Lifestyle & Community

STAFF IN ATTENDANCE

Mrs Jacquie Birch..... Executive Assistant Lifestyle & Community

Mr Jasper Benthien.....Executive Services Coordinator

Apologies

Nil

Leave of Absence

Nil

Press Nil

Public..... Nil

2 PUBLIC TIME

Note to the minutes: No public were in attendance.

3 DECLARATIONS OF INTEREST

Stephanie Leca, Executive Manager Lifestyle & Community - Item 5.1 (Impartiality Interest) – Committee member of: Carnarvon Fishing Club; Carnarvon Chamber of Commerce.

Jacquie Birch, Executive Assistant Lifestyle & Community - Item 5.1 (Impartiality Interest) – Committee member of: Events Carnarvon

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Community Growth Fund Committee Meeting - 17 February 2026

COMMITTEE RESOLUTION CGFC 01/09/26

Moved: Cmm Martin Aldridge

That the minutes of Community Growth Fund Committee Meeting held on 17 February 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED 1/0

SUSPENSION OF MEETING PROCEDURES**COMMITTEE RESOLUTION CGFC 02/09/26****Moved: Cmm Martin Aldridge**

A motion was moved that Council suspend meeting procedures at 11.04am to discuss applications under item 5.1.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0**COMMITTEE RESOLUTION CGFC 03/09/26****Moved: Cmm Martin Aldridge**

A motion was moved that Council resume meeting procedures at 12.02pm following discussion and decisions regarding applications under item 5.1.

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

5 REPORTS

5.1 COMMUNITY GROWTH FUND & OUTGOING SPONSORSHIP APPLICATIONS - ROUND 2, 2026

File No:	ADM0080
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Jacquie Birch, Executive Assistant, Lifestyle & Community
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Impartiality
Voting Requirement:	Nil
Previous Report:	February 2026
Schedules:	1. Community Growth Fund Applications 2. Outgoing Sponsorship Applications 3. Community Growth Fund and Outgoing Sponsorship Fund - Historical Grant Information Report

Authority/Discretion:

Nil

Summary of Report

This report presents the applications from Round Two of the Community Growth Fund and Outgoing Sponsorship and seeks the Community Growth Fund committee to assess applications and recommend recipients to Council.

Background

The Shire of Carnarvon's Community Growth Fund and Outgoing Sponsorship Round Two opened for applications on 1 July and closed on 12 August 2026, allowing six weeks for community groups and organisations to submit funding applications.

Round Two received a total of twelve (12) applications across both funding categories, as listed below. Of the twelve applications received, one (1) has been assessed by Officers as ineligible, as the applicant is a business applying through the Outgoing Sponsorship Fund and therefore does not meet the eligibility requirements of the funding guidelines. The application has been included in the documentation and presented to the Community Growth Fund Committee for transparency.

Applications across both categories as listed below:

COMMUNITY GROWTH FUND

1. Carnarvon Bowling Club Incorporated
2. Carnarvon Horse and Pony Club Incorporated
3. Gascoyne Community Services Aboriginal Corporation
4. Gascoyne Growers Markets Incorporated
5. The Vietnamese Community in Carnarvon Incorporated

OUTGOING SPONSORSHIP

1. Alhasnawi Boxing Academy (Not Eligible)
2. Carnarvon Fishing Club Incorporated
3. Carnarvon Windfest Incorporated
4. Gascoyne Food Council Incorporated
5. Gascoyne Off Road Racing Club Incorporated

6. Carnarvon Chamber of Commerce and Industry Incorporated
7. Events Carnarvon Incorporated

It is recommended that the committee reviews the submitted applications and makes recommendations using the provided Grant Assessment Matrix for the Community Growth Fund. Additionally, the committee should assess the applications for the Outgoing Sponsorship and recommend approvals based on the available budget.

As the Community Growth Fund does not have delegated authority, the Committee's Assessment Report and recommendations will be presented to Council for formal consideration at the Ordinary Council Meeting on Tuesday, 22 September 2026.

Stakeholder and Public Consultation

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

Shire officers offer support, advice and guidance to applicants, ensuring they have the necessary information to navigate the process; noting that officers do not complete applications for applicants.

Statutory Environment

Nil. The Community Growth Fund committee has no delegated authority.

Relevant Plans and Policy

Shire of Carnarvon's Strategic Community Plan
 CD004 - Carnarvon Growth Fund Policy
 CD0014 - Outgoing Sponsorship Policy

Financial Implications

Council allocates funding to the Community Growth Fund through its annual budget process. The current available balance is \$110,000.00.

For this funding round, applications totalling \$23,000.00 have been received through the Community Growth Fund, with a further \$50,000.00 requested through Outgoing Sponsorship applications. This represents a combined funding request of \$73,000.00 for the current round.

Following consideration of this round, two further funding rounds are scheduled to open on the 1 October 2026 and 1 January 2027.

A list of applications received, and the amount requested by each organisation is provided below.

COMMUNITY GROWTH FUND

Organisation	Requested Amount
Carnarvon Bowling Club Incorporated	\$5,000.00
Carnarvon Horse and Pony Club Incorporated	\$5,000.00
Gascoyne Community Services Aboriginal Corporation	\$3,000.00
Gascoyne Growers Markets Incorporated	\$5,000.00
The Vietnamese Community in Carnarvon Incorporated	\$5,000.00
TOTAL – COMMUNITY GROWTH FUND	\$23,000.00

OUTGOING SPONSORSHIP

Organisation	Requested Amount
Alhasnawi Boxing Academy	Not Eligible
Carnarvon Fishing Club Incorporated	\$5,000.00
Carnarvon Windfest Incorporated	\$10,000.00
Gascoyne Food Council Incorporated	\$10,000.00
Gascoyne Off Road Racing Club Incorporated	\$10,000.00
Carnarvon Chamber of Commerce and Industry Incorporated	\$5,000.00
Events Carnarvon Incorporated	\$10,000.00
TOTAL – OUTGOING SPONSORSHIP	\$50,000.00

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	Funding commitments cannot be met within budget.	Moderate	Ensure allocations are within budget provisions.
Health & Safety	N/A		
Reputation	Decision-making on approvals and rejections is subject to community criticism.	Moderate	Provision of clear policy and guidelines and timely communication will assist in mitigating this risk.
Service disruption	N/A		
Compliance	Applications funded are non-compliant with the Community Growth Fund and Outgoing Sponsorship policy.	High	Community Growth Fund committee reviews all applications to ensure they meet the requirements set out in the Community Growth Fund and the Outgoing Sponsorship 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 makes 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 sustainable livelihoods create a community that can flourish into the future*
- *Our community acknowledges our history and celebrates our diverse cultures*
- *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

Each application has undergone a comprehensive evaluation by the Shire and has been entered into a matrix. This matrix provides a summary for the Community Growth Fund committee, for review at the meeting on Friday, 11 September 2026.

OFFICER'S RECOMMENDATION

That the Community Growth Fund Committee, considers the applications received and recommends the following recipients and amounts to Council:

Note to the minutes - the committee considered all applications received and recommended the following:

Carnarvon Bowling Club Incorporated - \$5,000.00
Carnarvon Horse and Pony Club Incorporated - \$5,000.00
Gascoyne Community Services Aboriginal Corporation - \$3,000.00
The Vietnamese Community in Carnarvon Incorporated - \$3,000.00
Carnarvon Fishing Club Incorporated - \$5,000.00
Carnarvon Windfest Incorporated - \$5,000.00
Gascoyne Food Council Incorporated - \$10,000.00
Gascoyne Off Road Racing Club Incorporated - \$10,000.00
Carnarvon Chamber of Commerce and Industry Incorporated - \$5,000.00
Events Carnarvon Incorporated - \$10,000.00

COMMITTEE RESOLUTION CGFC 04/09/26**Moved: Cmm Martin Aldridge*****That the Community Growth Fund Committee, considers the applications received and recommends the following recipients and amounts to Council:***

- 1. Carnarvon Bowling Club Incorporated - \$5,000.00**
- 2. Carnarvon Horse and Pony Club Incorporated - \$5,000.00**
- 3. Gascoyne Community Services Aboriginal Corporation - \$3,000.00**
- 4. The Vietnamese Community in Carnarvon Incorporated - \$3,000.00**
- 5. Carnarvon Fishing Club Incorporated - \$5,000.00**
- 6. Carnarvon Windfest Incorporated - \$5,000.00**
- 7. Gascoyne Food Council Incorporated - \$10,000.00**
- 8. Gascoyne Off Road Racing Club Incorporated - \$10,000.00**
- 9. Carnarvon Chamber of Commerce and Industry Incorporated - \$5,000.00**
- 10. Events Carnarvon Incorporated - \$10,000.00**

FOR: Cmm Martin Aldridge**AGAINST: Nil****CARRIED 1/0**

6 DATE OF NEXT MEETING

The date, time and venue of the next meeting is yet to be confirmed.

7 CLOSE

The Presiding Member thanked staff in attendance and declared the meeting closed at 12.02pm.