

SHIRE OF CARNARVON

COMMUNITY GROWTH FUND COMMITTEE

MINUTES

WEDNESDAY 18 NOVEMBER 2026

CONFIRMATION OF MINUTES
These minutes were confirmed by the Council on
Type date here
as a true and accurate record

Chairman

Shire Council Chambers
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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

Cmm Martin Aldridge (Electronic).....Commissioner
Miss Stephanie Leca ..... Executive Manager, Lifestyle & Community
Mrs Jacquie Birch..... Executive Assistant Lifestyle & Community

Apologies
Nil

Leave of Absence
Nil

Press ..... Nil
Observers ..... Nil

The Presiding Member declared the meeting open at 1:00pm

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) – Member of: Carnarvon Heritage Group Incorporated.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Community Growth Fund Committee Meeting - 11 September 2026

COMMITTEE RESOLUTION CGFC 01/11/26

Moved: Cmm Martin Aldridge

That the minutes of Community Growth Fund Committee Meeting held on 11 September 2026 be confirmed as a true record of proceedings.
FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

SUSPENSION OF MEETING PROCEDURES

COMMITTEE RESOLUTION CGFC 02/11/26

Moved: Cmm Martin Aldridge

A motion was moved that Council suspend meeting procedures at 1.04pm to discuss applications under items 5.1.

CARRIED BY ABSOLUTE MAJORITY 1/0

RESUMPTION OF MEETING PROCEDURES

COMMITTEE RESOLUTION CGFC 03/11/26

Moved: Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 1.47pm 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 APPLICATIONS - ROUND 3, 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:	Nil
Voting Requirement:	Simple Majority
Previous Report:	CGFC 11/09/2026
Schedules:	1. Community Growth Fund Applications Round 03, October 2026 2. CGF Applicants Previous Funding History

Authority/Discretion:

Nil

Summary of Report

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

Background

The Shire of Carnarvon's Community Growth Fund Round Three opened for applications on 1 October and closed on 12 November 2026, allowing six weeks for community groups and organisations to submit funding applications.

Round Three received a total of 7 applications.

Applications across both categories as listed below:

COMMUNITY GROWTH FUND

1. Carnarvon Arts and Craft Workshop Incorporated
2. Carnarvon Golf Club Incorporated
3. Carnarvon Heritage Group Incorporated
4. Carnarvon Pistol Association
5. Carnarvon Race Club Incorporated
6. Carnarvon Rifle Club Incorporated
7. Dalmacija Club 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 and makes recommendation to Council based on 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, 24 November 2026.

Stakeholder and Public Consultation

The Shire was proactive in promoting the Community Growth Fund 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

Financial Implications

Council allocates funding to the Community Growth Fund through its annual budget process. The original budget of $110,000 was reported at the Community Growth Fund meeting on 11 September 2026.

The current balance available for allocation is $48,954.55. This balance considers the funding commitment carried forward from 2024/25 for the Gascoyne Gymnastics Club's building upgrades. Council approved the funding at its Ordinary Council Meeting on 24 September 2024 and, on the recommendation of officers, made payment conditional on the Club obtaining the required building approvals. The Shire has since paid the Club $5,000 (inclusive of GST).

Council awarded $61,000 in Round 2. Applications for the current round total $24,543.59. One further funding round is scheduled to open on 1 January 2027.

The table below lists the applications received in the current round and the amount requested by each organisation.

Organisation	**Requested Amount**
Carnarvon Arts and Craft Workshop Incorporated	$1,268.48
Carnarvon Golf Club Incorporated	$5,000.00
Carnarvon Heritage Group Incorporated	$5,000.00
Carnarvon Pistol Association	$5,000.00
Carnarvon Race Club Incorporated	$4,290.32
Carnarvon Rifle Club Incorporated	$1,096.50
Dalmacija Club Incorporated	$2,888.29
TOTAL – COMMUNITY GROWTH FUND	**$24,543.59**

Risk Assessment

Consequence → / Likelihood ↓		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
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.	D3 - Moderate	Ensure allocations are within budget provisions.
Health & Safety	N/A	N/A	N/A
Reputation	Decision-making on approvals and rejections is subject to community criticism.	C2 - Moderate	Provision of clear policy and guidelines and timely communication will assist in mitigating this risk.
Service disruption	N/A	N/A	N/A
Compliance	Applications funded are non-compliant with the Community Growth Fund and Outgoing Sponsorship policy.	C3 - High	Community Growth Fund committee reviews all applications to ensure they meet the requirements set out in the Community Growth Fund Policy.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Allocated grants may need to be used appropriately as indicated in the application.	D3 - 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

Officers have reviewed each application and recorded the results of their eligibility checks in the assessment matrix. The matrix summarises the applications for the Community Growth Fund Committee to consider at its meeting on Wednesday, 18 November 2026.

Based on feedback received throughout the year, officers have updated the matrix to make it easier for the Committee to apply the assessment criteria consistently. The new scoring guide explains what to look for in applications for projects and events, as well as requests for help with rates or other eligible operating costs. It also gives examples of what supports each score.

Previously, an application could receive a lower score if the group was unable to provide a letter of support. This can be especially difficult for groups seeking help with rates or operating costs, as there may be few independent organisations that know enough about the request to provide a letter.

The application itself should explain what the funding would help the group deliver or keep running, who would benefit and how. The Committee can consider letters of support as extra evidence, alongside information such as participation numbers, how often a facility is used or feedback from the community.

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION CGFC 04/11/26

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 Arts and Craft Workshop Incorporated $1,268.48***
2. ***Carnarvon Golf Club Incorporated $5,000.00***
3. ***Carnarvon Pistol Association $5,000.00***
4. ***Carnarvon Race Club Incorporated $4,290.32***
5. ***Carnarvon Rifle Club Incorporated $1096.50***
6. ***Dalmacija Club Incorporated $2,888.29***

FOR: Cmm Martin Aldridge

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

6 DATE OF NEXT MEETING

Date, time and venue of next meeting is yet to be confirmed.

7 CLOSE

The Presiding Member declared the meeting closed at 1.48PM.