



SHIRE OF CARNARVON

AGENDA

COMMUNITY GROWTH FUND COMMITTEE MEETING

MONDAY 2 DECEMBER 2024

The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) as the traditional custodians of the lands where we live and work. We pay our respects to Elders, past, present and emerging. The Shire of Carnarvon is committed to honouring the traditional custodians' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Community Growth Fund Committee Meeting
will be held
on Monday 2 December 2024
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 3.00pm.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

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.

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 ATTENDANCE AND APOLOGIES

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

2 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.)

3 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.)

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Community Growth Fund Committee Meeting - 10 September 2024

5 REPORTS

5.1 COMMUNITY GROWTH FUND - ROUND 3, 2024

File No:	ADM0080
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none">1. Carnarvon Amateur Swimming Club Application2. Carnarvon Art and Crafts Workshop Application3. Carnarvon Horse and Pony Club Application4. Carnarvon Horse and Pony Club Application5. Carnarvon Rifle Club Application6. Carnarvon Underwater Hockey Club Application

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.

Background

The Shire of Carnarvon's Community Growth Fund Round three opened for applications on 1 October and closed on 12 November 2024, allowing six weeks for community groups and organisations to submit funding applications. Round three received a total of six applications as listed below:

1. Carnarvon Amateur Swimming Club
2. Carnarvon Art and Crafts Workshop Incorporated
3. Carnarvon Horse and Pony Club
4. Western Australian Police and Community Youth Centres Inc (PCYC)
5. Carnarvon Rifle Club
6. Carnarvon Underwater Hockey Club

It is recommended that the committee reviews the submitted applications and makes recommendations using the provided Grant Assessment Matrix for the Community Growth Fund.

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 on Tuesday, 17 December 2024.

Stakeholder and Public Consultation

The Shire was proactive in promoting the Community Growth Fund 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

The Council allocates funding for the Community Growth Fund as part of its annual budget process. The current balance of the fund is \$57,831.37. In this round, a total of \$17,170.04 has been requested through Community Growth Fund applications. There are one more round of funding scheduled to open in January 2025.

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 policy.	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		
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 2 December 2024.

OFFICER'S RECOMMENDATION

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

(List to be completed in the minutes)

5.2 COMMUNITY GROWTH FUND AND OUTGOING POLICY REVIEW

File No:	ADM0080
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	
Previous Report:	Nil
Schedules:	1. CD0004 - Community Growth Fund Policy 2. CD0014 - Outgoing Sponsorship Policy

Authority/Discretion:

Nil

Summary of Report

This report presents the Community Growth Fund and Outgoing Sponsorship Policy for the Community Growth Fund Committee's review.

Background

The Community Growth Fund Committee role is to ensure that the Community Growth Fund and Outgoing Sponsorship Policy align with the strategic direction and objectives of the Council. As part of its responsibilities, the Committee is tasked with reviewing these policies to confirm their relevance, effectiveness, and alignment with Council priorities.

Once the Committee's review is complete, any recommended changes will be presented to the Council for formal consideration as part of the quarterly policy review process.

Stakeholder and Public Consultation

Nil.

Statutory Environment

Terms of Reference – Community Growth Fund

Relevant Plans and Policy

Shire of Carnarvon Policy Manual
CD004 - Carnarvon Growth Fund Policy
CD0014 - Outgoing Sponsorship Policy

Financial Implications

Nil.

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	N/A		
Health & Safety	N/A		
Reputation	A lack of clear policy direction may lead to less transparent decision-making, potentially impacting the Shire’s reputation.	Medium	
Service disruption	N/A		
Compliance	The Council may not agree with the proposed policy changes, leading to delays or the need for further revisions.	Medium	The Committee thoroughly reviews policies to ensure they align with Council’s strategic direction and priorities, reducing the likelihood of disagreement.
Property	N/A		
Environment	N/A		
Fraud	N/A		

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 community is engaged, inclusive and supportive*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

- *Improve the trust between citizens and the Shire of Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Community Growth Fund and Outgoing Sponsorship Policy must be reviewed in accordance with the timeline established by the Shire. Furthermore, during the Council meeting on 24 September 2024, it was resolved that the Community Growth Fund Committee will review the guidelines at their next meeting.

OFFICER'S RECOMMENDATION

That the Community Growth Fund Committee Meeting reviews the Community Growth Fund and Outgoing Sponsorship Policy and make recommendations for Council's formal consideration and approval.

6 DATE OF NEXT MEETING

7 CLOSE