



# **SHIRE OF CARNARVON**

## **MINUTES**

### **COMMUNITY GROWTH FUND COMMITTEE MEETING**

**THURSDAY 15 FEBRUARY 2024**



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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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The meeting was opened by the Chair at 2.00pm

## 1 ATTENDANCES AND APOLOGIES

Cr Marco Ferreira ..... Councillor, Plantation Ward  
Cr Luke Vandeleur .....Councillor, Town Ward  
Cr Burke Maslen ..... Councillor, Gascoyne/Minilya Ward

### Apologies

Cr Paul Kelly .....Councillor, Town Ward

### Leave of Absence

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.)

Cr Ferreira – Impartiality Interest

## 2 CONFIRMATION OF MINUTES

4.1 Minutes of the Community Growth Fund Committee Meeting - 1 December 2023

### COMMITTEE RESOLUTION CGFC 01/02/24

**Moved:** Cr Burke Maslen

**Seconded:** Cr Marco Ferreira

That the minutes of Community Growth Fund Committee Meeting held on 1 December 2023 be confirmed as a true record of proceedings.

FOR: Crs Marco Ferreira, Luke Vandeleur and Burke Maslen

AGAINST: Nil

ABSENT: Cr PK Kelly

**CARRIED BY SIMPLE MAJORITY 3/0**

### 3 REPORTS

#### 5.1 COMMUNITY GROWTH FUND, ROUND 1, 2024

|                          |   |
|--------------------------|---|
| File No:                 | ADM0080   |
| Location/Address:        | N/A   |
| Name of Applicant:       | N/A   |
| Name of Owner:           | Shire of Carnarvon  |
| Author(s):               | Stephanie Leca, Community and Cultural Development Manager  |
| Authoriser:              | Andrea Selvey, Chief Executive Officer  |
| Declaration of Interest: | Impartiality  |
| Voting Requirement:      | Simple Majority   |
| Previous Report:         | December 2023   |
| Schedules:               | <ol style="list-style-type: none"><li>1. Carnarvon Family Support Services</li><li>2. Carnarvon Race Club</li><li>3. Carnarvon Volunteer Fire Services</li><li>4. Gascoyne Bushfire Brigade</li><li>5. Gascoyne Food Council</li><li>6. Queernarvon</li></ol> |

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#### Authority/Discretion:

Nil

#### Summary of Report

This report presents the applications from Round One 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 One opened for applications on 1 January and closed on 12 February 2024, allowing six weeks for community groups and organisations to submit funding applications. Round Three received a total of six applications from the following applicants:

- 1) Carnarvon Family Support Services
- 2) Carnarvon Race Club
- 3) Carnarvon Volunteer Fire & Rescue
- 4) Gascoyne River Volunteer Bush Fire Brigade
- 5) Gascoyne Food Council
- 6) Queernarvon

It is recommended that the committee considers the submitted applications and makes recommendation using the Grant Assessment Matrix provided.

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, 27 February 2024.

#### 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 – Community Growth Fund Policy

**Financial Implications**

The Council allocates funding for the Community Growth Fund as part of the annual budget process. The account has a balance of \$30,915.65. This is the final round of allocations scheduled for the 2023/2024 financial year. A total of \$39,500.00 has been requested over the six applications.

**Risk Assessment**

|                       |          | <b>STEP 3 – Risk Tolerance Chart Used to Determine Risk</b> |                    |                    |                       |                      |
|-----------------------|----------|---|--------------------|--------------------|-----------------------|----------------------|
| <b>Consequence</b> →  |          | <b>Insignificant<br/>1</b>                                  | <b>Minor<br/>2</b> | <b>Major<br/>3</b> | <b>Critical<br/>4</b> | <b>Extreme<br/>5</b> |
| <b>Likelihood</b> ↘   |          |   |                    |                    |                       |                      |
| <b>Almost certain</b> | <b>A</b> | High  | High               | Extreme            | Extreme               | Extreme              |
| <b>Likely</b>         | <b>B</b> | Moderate  | High               | High               | Extreme               | Extreme              |
| <b>Possible</b>       | <b>C</b> | Low   | Moderate           | High               | Extreme               | Extreme              |
| <b>Unlikely</b>       | <b>D</b> | Low   | Low                | Moderate           | High                  | Extreme              |
| <b>Rare</b>           | <b>E</b> | 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 15 February 2024.

### OFFICER'S RECOMMENDATION

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

***(List to be completed in the minutes)***

#### COMMITTEE RESOLUTION CGFC 02/02/24

Moved: Cr Burke Maslen

Seconded: Cr Marco Ferreira

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

1. ***Carnarvon Race Club - \$7,000***
2. ***Carnarvon Volunteer Fire and Rescue - \$5,000***
3. ***Gascoyne River Volunteer Bush Fire Brigade - \$2,500***
4. ***Gascoyne Food Council - \$10,000***
5. ***Queernarvon - \$4,000***
6. ***Carnarvon Family Support Services - \$2,000***

FOR: Crs Marco Ferreira, Luke Vandeleur and Burke Maslen

AGAINST: Nil

ABSENT: Crs PK Kelly

**CARRIED BY SIMPLE MAJORITY 3/0**



**4 DATE OF NEXT MEETING**

The next meeting to be confirmed.

**5 CLOSE**

The Presiding Member declared the meeting closed at 2.37pm.