



**MINUTES FROM THE BLOWHOLES WORKING COMMITTEE MEETING HELD IN COUNCIL CHAMBERS, STUART STREET THURSDAY 11 JUNE COMMENCING AT 4:00PM**

The Shire of Carnarvon acknowledges the Yingarrda people as the Traditional Custodians of this land which we work and live on. We pay our respects to their Elders past, present and future and extend this respect to all Aboriginal people and their ongoing connection to this Country.

The meeting was opened at 4:03PM

**1.0 ATTENDANCE AND APOLOGIES**

Cr Alexander Fullarton ..... Chair Person, Councillor, Shire of Carnarvon  
David Burton ..... CEO, Shire of Carnarvon  
Jenny MacKellin.....Executive Manager Community Services, Shire of Carnarvon  
Vern Williamson ..... Blowholes Protection Association  
Warren Schmidt ..... Carnarvon Chamber of Commerce  
Shane Aylmore ..... Blowholes Protection Association  
Glenda Sullivan ..... Blowholes Protection Association  
Genevieve Burnett ..... Executive Assistant, Shire of Carnarvon

**Apologies:**

Cr Julee Nelson..... Councillor, Shire of Carnarvon

**2.0 CONFIRMATION OF MINUTES**

***BWCM 1/6/20***

**COMMITTEE RESOLUTION**

***Shayne Aylmore/Glenda Sullivan***

***That the minutes of Blowholes Committee Meeting held on the 12<sup>th</sup> of March 2020 be confirmed as a true record of proceedings***

**CARRIED**  
**F5/A0**

**3.0 REPORTS**

**3.1.1 BLOWHOLES MANAGEMENT ARRANGEMENTS**

File No:  
Date of Meeting: 11<sup>th</sup> June 2020  
Location/Address: BLOWHOLES RESERVE  
Name of Applicant: SHIRE OF CARNARVON  
Name of Owner: SHIRE OF CARNARVON  
Author/s: David Burton – Chief Executive Officer  
Declaration of Interest: Nil  
Voting Requirements: Simple Majority

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**Summary of Item:**

To consider using the Blowholes Progress Association as an Incorporated Body to assist in the management of the Blowholes Reserve rather than dealing with individual shack owners.

**Description of Proposal:**

In previous years, any developments, actions of notifications for the Blowholes Reserve have been done through the direct communication to the individual shack owners.

As the Blowholes Progress Association is in the process of establishing an Incorporated Body, it may be preferential to use the group as a conduit for communications rather than using individuals.

**Background:**

As noted previously, all communications for the Blowholes has been to individual shack owners. This has the added issue of making sure that ownership is up to date and is also a cumbersome manner for communications as we are not always aware of people have received

**Consultation:**

Department of Planning Lands and Heritage  
Blowholes Progress Association

**Statutory Environment:**

At this time, there are no known restrictions for this action in relation to the Local Government Act 1995.

**Relevant Plans and Policy:**

Blowholes Management Plan 2014

**Financial Implications:**

Financial impacts are likely to be minimal, but it would be less costly to have contact with a single group than a group of individuals.

**Risk Assessment:**

No Risks Identified.

**Community & Strategic Objectives:**

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
1.2.2	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
2.1	Valued natural environment, for use and enjoyment by current and future generations
2.1.1	Work with other government and non-government organisations to control weeds and pests, and undertake other conservation measures

**Comment:**

The change from discussions with individual shack owners to discussion with an incorporate body would alleviate some of the issues with communications with shack owners and allow a much simpler method of communication. The method of membership to the Incorporated Body would be the responsibility of the group.

The only concern that would be relevant for the Shire is to ensure that all the Shack owners are happy to deal through the body corporate rather than having individual contact with the Shire. We can establish this with a simple communication and response from the shack owners. Once we have written approval for communications to go through the grouping, it can be noted and actioned.

It is hoped that most (if not all) of the communications will be done through the group making it much easier for the Shire.

At the current time, the group is in the process of becoming an Incorporated Body, so this can only take place once that process has been formalized.

#### OFFICER'S RECOMMENDATION

*That once the Blowholes Progress Association Body Corporate has been established that the Chief Executive Officer:*

- 1. Write to all shack owners seeking approval to communicate through the Body Corporate;*
- 2. Note any owners that do not wish to be represented by the Body Corporate;*
- 3. Seek approval from the Department of Lands for leases and other items to be done through the body corporate; and*
- 4. Formalize processes with an MOU with the Body Corporate for the Blowholes.*

**BWCM 2/6/20**

#### COMMITTEE RESOLUTION

*Shayne Aylmore/Vern Williamson*

*That once the Blowholes Progress Association Body Corporate has been established that the Chief Executive Officer:*

- 1. Write to all shack owners seeking approval to communicate through the Body Corporate;*
- 2. Note any owners that do not wish to be represented by the Body Corporate;*
- 3. Seek approval from the Department of Lands for leases and other items to be done through the body corporate; and*
- 4. Formalize processes with an MOU with the Body Corporate for the Blowholes.*

**CARRIED**  
**F5/A0**

### **3.1.2 CONSIDERATION OF AMENDMENTS TO THE BLOWHOLES RESERVES MANAGEMENT PLAN 2014 - 2036**

Date of Meeting:	11 June 2020
Location/Address:	R37457 MacLeod WA 6701
Name of Applicant:	Shire of Carnarvon
Name of Owner:	State of WA vested to the Shire of Carnarvon
Author/s:	David Burton, Chief Executive Officer Paul Lees, Executive Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	3 February 2016, 24 September 2019, 26 November 2019

#### **Summary of Item:**

This report discusses the current actions associated with the *Blowholes Reserves Management Plan 2014 – 2036* (Management Plan) as approved by the Minister for Lands, proposes options for moving forward consistent with

the objectives of Council, and asks Council to give authority to the CEO to commence discussions with the Department for the consideration of an amendment to the existing approved Management Plan.

#### **Background:**

##### Council Resolution

On 18 November 2019 Council resolved the following:

1. That Council revoke Motion FC11/9/19 – Removal of Blowholes Shacks assessed as being in a dangerous condition.
2. That Council establishes a Committee to address the current condition of shacks at the Blowholes and to resolve a development plan acceptable to all parties and stakeholders with the Committee to report back to the Council within 8 months of the date of this resolution being accepted by Council.
3. The Committee to consist of Elected Members Cr Fullarton and Cr Nelson; two members of the Blowholes Protection Association (BPA), and one member from the community not being a member of Council nor a member of the BPA.
4. That Council request the CEO to investigate the outcomes of the Blowholes Workshop held at the Carnarvon Motel on 1 February 2019 which requested clarification on the State Planning Policy 2.26(6) from the Department of Lands and Heritage with the report to be presented to Council on or before 17<sup>th</sup> December 2019.
5. That the Council instruct the CEO to re-issue leases to the registered shack owners commencing 1 July 2020 at the rate of \$1,000 per annum.

The above resolution effectively directs the CEO to alter the course of the discussions to date between Shire staff and officers of the Department of Planning, Lands and Heritage which sought to investigate the proposed outcomes contained in the *Blowholes Reserves Management Plan 2014-2036*.

##### Blowholes Reserves Management Plan 2014 -2036

The *Blowholes Reserves Management Plan 2014 -2036* (Management Plan) resulted from a project managed by a previous Shire CEO that attempted to reorganise the overnight camping and shack areas associated with the Blowholes precinct at Quobba. Refer to [Schedule 8.1.1\(a\)](#).

The motivation for the development of the Management Plan is not entirely evident from Shire records, however the Management Plan presented a significant change to the previous Hames Sharley prepared document being the *Blowholes Masterplan* which is dated 7 November 2008.

The most significant change reflected in the Management Plan is the relocation of the shacks onto the rear dune system, and an additional access road to the more southern shack sites. It proposes that much of the area currently containing shacks be rehabilitated and includes a significant area of overnight camping in the southern area; the Management Plan also includes some day visitor parking.

The Management Plan contains a suite of management strategies for each of the proposed development areas (environmental and cultural), which includes specific requirements for each shack site, principles of new leasing of sites and shack allocation controls.

In seeking to understand the overall rationale for the significant change from the previous Masterplan layout, it would appear that principally the Management Plan sought to relocate the shacks to “higher ground” in response to the requirements of ‘State Planning Policy 2.6 – Coastal Planning’ to address possible coastal inundation issues within the existing shack area. Unfortunately, the response to relocate the shacks onto the dune system creates a range of new environmental impacts that are not addressed in the Management Plan.

Shire staff have been liaising with officers of the Department of Planning, Lands and Heritage about the best way forward with the Management Plan in light of the above issues and it has been agreed by the Department that undertaking a range of feasibility studies is the best way to test the assumptions made in the Management Plan including an assessment of development costs (to ensure sustainable development outcomes and level of

environmental and cultural impacts associated with the proposed development outcomes. It should be noted that Shire officers have prepared project briefs for the following studies:

- Preliminary Engineering Impact Assessment – costs associated with proposed development concepts and associated environmental mitigation requirements.
- Impact Assessment of the Coastal Dune System – investigation of the environmental (flora & fauna) and amenity impacts (visual impact assessment) of the proposed new shack (chalet) development on the sensitive dune environment.
- Cultural Impact Assessment – investigation into the cultural heritage (archaeological) impacts of the proposed development within the dune environment.
- Assessment and preparation of a Bushfire Management Plan.

In summary it was agreed that before going forward with any of the proposed Management Plan development outcomes, the overall feasibility of the development proposal needed to be investigated; this is mostly due to the fact that evidence of previous studies demonstrating the science behind proposed development outcomes cannot be identified in Shire records. Note that the proposed funding arrangements for this work is discussed under the “Financial Implications” section below.

#### Blowholes Masterplan – 17 November 2008

The *Blowholes Masterplan 2008* represents a pragmatic and environmentally responsible approach to the rationalisation and reorganisation of the existing Blowholes shack environment. The Masterplan reorganises the overall scattered shack area into a homogenous whole and introduces caravan sites and camping areas south of the chalet area, with an additional caravan overnight area north of the designated chalet area. Refer to Schedule 8.1.1(b).

The Masterplan also includes new BBQs and beach shelters along the shore environment. The Masterplan introduces a new sealed access road along the foot of the rear dune system, thereby maximising the developable area and creating a buffer between the development areas and the natural protected areas. The Masterplan also shows evidence of detailed analysis relating to coastal inundation, with the chalet redevelopment area located beyond the “65m setback line”.

It is interesting to note that Shire records contain the document “Blowholes Masterplan Implementation” dated August 2013 prepared by the late Dr Linley Lutton and commissioned by the Blowholes Protection Association (BPA). The introduction to the report states

*“It addresses recent attempts to alter some of the fundamental structural planning characteristics of the Blowholes Masterplan. Of particular concern to the BPA is the proposal by the Shire of Carnarvon and their consultant to relocate the sites of the existing shacks. It is understood that the Shire of Carnarvon is proposing to alter the masterplan to develop the hind dune flat as a caravan area.*

*New chalets are apparently to be constructed on the windward face of the hind dune. Before making any comments about the proposed planning changes it is important to remember that the Blowholes node is permitted only up to 500 overnight beds. If there is any desire to increase caravan facilities, then this will have to be offset against other forms of overnight accommodation. The proposed changes represent a substantial deviation from the current Masterplan for no supportable reason. The change is being driven, apparently, by revisions to the coastal process set back provisions associated with the State Planning Policy No. 2.6 (SPP2.6) ‘State Coastal Planning Policy’ as well as a failure to understand that accommodation facilities associated with nodal developments are permitted in coastal inundation areas”.*

The document goes into some depth to demonstrate that the likely coastal inundation of the proposed chalet area would occur only in extreme events and that shack owners would have time to implement the necessary flood management plans.

#### **Consultation:**

As noted above Shire officers have had a number of meeting and correspondence with staff of the Department of Planning, Lands and Heritage and senior officers of the Shire have had several meetings with representatives of the BPA over the last couple of years, including community meetings on the future of the Blowholes area; including overall discussions about the pathway required to progress the development of the Blowholes in a way consistent with the Blowholes Reserves Management Plan 2014-2036 which involves undertaking project feasibility on the development assumptions contained in the Management Plan.

#### **Statutory Environment:**

*Building Act 2011 (WA)*

*Building Regulations 2012 (WA)*

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

#### **Relevant Plans and Policy:**

*Blowholes Reserves Management Plan 2014 – 2036*

*Ningaloo Coast Regional Strategy Carnarvon to Exmouth, August 2004*

*Shire of Carnarvon Local Planning Strategy 2017*

*Shire of Carnarvon Corporate Business Plan 2018 – 2022*

*Shire of Carnarvon Strategic Community Plan 2018 – 2028*

*State Planning Policy 2.6 – Coastal Planning*

#### **Financial Implications:**

The Department has advised Shire officers that the interest earned on the Royalty for Regions funding for the proposed Blowholes development can be used to fund the studies outlined above, however with Council support the CEO has written to the Department requesting that the interest funds be made available to ensure that the proposed development of the day use areas at the Blowholes can be completed in full.

The Department has advised that in regard to the above discussed studies, the Shire should commission a SPP2.6 Schedule One assessment to determine the appropriate allowances for erosion and inundation on the coast; and that a Coastal Hazard Risk Management Plan (CHRMAP) is not required.

It is fair to say that the Department may still require a Schedule One Hazard Assessment to be undertaken for any changes to the current Management Plan layout that will result in chalet development being impacted by coastal inundation, however this will depend on the evidence of previous studies and the Department's acceptance of this evidence in light of current policy, noting that the concept of "retreat" has been accepted in some instances as an acceptable mitigation measure.

An example of the requirements of a Schedule One assessment can be found at Schedule 8.1.1(c). The requirement for such an assessment going forward is unknown; it is possible that grant funding may be acquired for the undertaking of this study if necessary.

#### **Risk Assessment:**

As noted in earlier reports there is a reputational and public liability risk to Council and the Shire in continuing to allow the shacks identified as being in a dangerous condition to remain in their current condition and a reputational risk to the Shire in not delivering the full project as approved by the Minister.

#### **Community & Strategic Objectives:**

The following matters contained in the Strategic Community Plan 2018 – 2028 are relevant to this item:

##### **Objective 1: Economic**

*A strong and growing economy, with a thriving regional centre, abundant business opportunities and jobs.*

<b>1.2</b>	<b>Thriving tourism industry within the district/region</b>
<b>1.2.1</b>	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
<b>1.2.2</b>	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
<b>1.3</b>	<b>Transport hubs that support a thriving region</b>
<b>1.3.1</b>	Provide and maintain airports at Carnarvon and Coral Bay
<b>1.3.2</b>	Develop industry and logistics precincts around the airports

## **Objective 2: Natural and built environment**

*A sustainable natural and built environment that meets current and future community needs*

ITEM	Outcomes and Strategies
<b>2.1</b>	<b>Valued natural environment, for use and enjoyment by current and future generations</b>
<b>2.1.1</b>	Work with other government and non-government organisations to control weeds and pests, and undertake other conservation measures
<b>2.2</b>	<b>Open, accessible, healthy foreshore and waterways</b>
<b>2.2.3</b>	Monitoring water quality
<b>2.4</b>	<b>Waste management practices that are efficient and sustainable</b>
<b>2.7</b>	<b>Regulated land use to meet the current and future needs of the community</b>
<b>2.7.1</b>	Incorporate appropriate planning controls for land use planning and development
<b>2.7.2</b>	Adopt appropriate land use planning and building regulation practices

## **Objective 5: Civic**

*Strong and listening Council.*

<b>5.1</b>	<b>A well engaged and informed community and a high standard of customer service</b>
<b>5.1.2</b>	The community is engaged in planning for the future and other matters that affect them
<b>5.6</b>	<b>The Shire advocates on behalf of its community</b>
<b>5.6.1</b>	The Shire develops partnerships with government and non-government organisations to achieve positive outcomes for the region

## **Conclusion:**

The resolution of Council of 18 November 2019 fundamentally changes the development outcomes for the Blowholes precinct in regard to chalet sites and overnight camping areas. Whilst the resolution sets a path to a different development outcome, the Department of Planning, Land and Heritage have made it clear to Shire staff that the *Blowholes Reserves Management Plan 2014-2036* is the State approved strategic document for development at the Blowholes, and have supported this position through Royalty for Regions funding.

As noted from this report the *Blowholes Masterplan 2008* prepared by Hames Sharley is considered to be a pragmatic and responsible development outcome for the area, however the matter of coastal inundation and possible future retreat for the shack (chalet) area needs to be addressed; and the Department/minister will need to approve any amendments to the current Management Plan.

It is therefore recommended that Council gives authority to the CEO to commence new discussions with officers of the Department of Planning, Lands and Heritage regarding the reconsideration of the merits of the *Blowholes Masterplan 2008* with a view to agreement on a revised strategic plan for the area generally in line with the Hames Sharley Masterplan prepared for the area.

**Recommendation:**

*That Council gives authority to the CEO to commence new discussions with officers of the Department of Planning, Lands and Heritage regarding the reconsideration of the merits of the Blowholes Masterplan 2008 with a view to agreement on a revised strategic plan for the area generally in line with the Hames Sharley Masterplan prepared for the area.*

**BWCM 3/6/20**

**COMMITTEE RESOLUTION**

**Vern Williamson/ Shayne Aylmore**

*That the Committee endorses the officers recommendation in that Council gives authority to the CEO to commence new discussions with officers of the Department of Planning, Lands and Heritage regarding the reconsideration of the merits of the Blowholes Masterplan 2008 with a view to agreement on a revised strategic plan for the area generally in line with the Hames Sharley Masterplan prepared for the area.*

**CARRIED**

**F5/A0**

**4.0 General Business**

**BWCM 4/6/20**

**COMMITTEE RESOLUTION**

**Shayne Aylmore /Vern Williamson**

*Due to COVID-19 an extension until the 7th of September 2020 be granted for the CEO to re-issue leases to the registered shack owners at the rate of \$1,000 per annum.*

**CARRIED**

**F5/A0**

**6.0 Closure**

The meeting was closed at 4:35 pm





**MINUTES OF THE COMMUNITY GROWTH FUND COMMITTEE HELD IN COUNCIL CHAMBERS,  
STUART STREET TUESDAY 16<sup>TH</sup> JUNE 2020 COMMENCING AT 9:02**

**1.0 ATTENDANCES AND APOLOGIES**

Cr Skender.....Councillor  
Cr Pinner (Proxy).....Councillor  
Cr Vandeleur.....Councillor  
Jennifer MacKellin.....Executive Manager, Community Services  
Genevieve Burnett.....Executive Support Officer

**Apologies**

Cr Nelson .....Councillor

Cr Vandeleur was nominated for position of Chair, was unopposed and opened the meeting at 9.02am.

**2.0 Reports**

**2.1 COMMUNITY GROWTH FUND COMMITTEE  
COMMUNITY GROWTH FUND ICONIC EVENT APPLICATIONS**

<b>Date of Meeting:</b>	16 June 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Carnarvon Chamber of Commerce Gascoyne Off Road Racing Club inc Gascoyne in May inc ABC Foundation Limited Gascoyne Food Council Inc Carnarvon Windfest
<b>Name of Owner:</b>	Shire of Carnarvon
<b>Author/s:</b>	Jennifer MacKellin, Executive Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority

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**Summary of Item:**

This report is to inform Council of the considerations and decisions made by the Community Growth Fund Committee in processing applications for Iconic Events funding. This committee has delegated authority for determining the outcomes of applications.

An Iconic Event is described in the Community Growth Funds Policy (C025) as being a 'community event run on a recurrent annual basis which has economic and/or cultural importance to the community, and is recognisable as being specific to the betterment of the Shire of Carnarvon.

The Council budget allocates up to 4% of gross yield of rates revenue each year for Community Growth Funds (General and Rates), with the 2019/20 budget allocation being a total amount of \$120,840.

The current round of Iconic Events applications being considered will be accounted for in the 2020/21 budget. Funds for these events will not be made available until after the adoption of the 2020/21 budget.

Applications have been received as follows:

	APPLICANT	EVENT	AMOUNT
1	Carnarvon Chamber of Commerce	Car-nar-fin	\$10,000
2	Gascoyne Off-road Racing Club	Kickstarters Gascoyne Dash	\$10,000
3	Gascoyne in May	Eventide Arts Festival	\$10,000
4	ABC Foundation (on behalf of the NAIDOC Working Group)	NAIDOC Week	\$10,000
5	Gascoyne Food Council	Gascoyne Food Festival	\$10,000
6	Carnarvon Windfest	Windfest	\$10,000

Council adopted the Community Growth Funds Policy (C025) in February 2019. Prior to this policy applications were not reviewed on a consistent basis. This Policy provides for the overall allocation of funds to be reviewed as part of the Integrated Planning and Reporting Major Review cycle (every four years), and that Council will review the status of Iconic Events every four years as part of its Strategic Community Plan and associated budgeting processes.

To align both budgets and future planning with the Integrated Planning and Reporting Major Review Cycle, it is proposed that the current applications be considered for funding for a maximum period of two years. This would provide funding for the 2020/21 and 2021/22 financial years. Applicants would then be required to reapply for consideration for the 2022/23 financial year and beyond, with a maximum period of four years funding provided.

#### **Description of Proposal:**

Council Committee Members consideration of applications is in line with Policy, Budget considerations, and benefits to the wider community. Applications have been considered on individual merit against the selection criteria provided in the Policy.

It is proposed that Council include \$\_\_\_\_\_ annually for Iconic Events in the 2020/21 and 2021/22 budgets.

It is not anticipated that Council will receive further applications prior to consideration of the 2022/23 budget but, should this occur, it would be prudent of the Committee to consider a one-off grant for any event to retain alignment with the Integrated Planning and Reporting Major Review Cycle.

#### **Background:**

Applications have been received in accordance with the Policy, having been received by 30 April 2020.

Shire of Carnarvon staff have reviewed the applications, ensuring that applications have met the eligibility criteria for consideration. Additional information that may be required by the Council Committee Members, such as confirmation of funds previously provided to the applicant by the Shire and compliance with requirements, was also obtained by Shire staff.

Council Committee Members met on 16 June 2020 for consideration of applications. Applications are summarised as below:

### 1. **Carnarvon chamber of Commerce - Carnar-fin– \$10,000**

The Car-nar-fin fishing competition is not only a local community event but also supports a strong fishing tourism following, with an annual pilgrimage to Carnarvon in May. Car-nar-fin has been part of the social calendar since 1992. The event attracts 350 registered competitors and of these at least 100 are visitors to the region. With an average stay of seven nights, this event brings significant economic stimulus to Carnarvon and local businesses.

The application meets the Strategic Community Plan 2018-2028 Goals:

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
1.2.2	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
3.1	Active community
3.1.2	Support and promote opportunities for sport and recreation clubs to increase meaningful participation
3.2	Strong community identity and spirit through arts, culture and events
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities

### 2. **Gascoyne Off Road Racing Club – Kickstarters Gascoyne Dash – \$10,000**

The Kickstarters Gascoyne Dash is an annual adventure-based 360km desert race. This event attracts participation of around 1200-1500 people, including competitors, crew, spectators, volunteers, visitors and officials. The Kickstarters Gascoyne Dash is held over the Easter Long Weekend each year and is part of the Western Australian Off Road Racing Championship, consisting of six rounds all held in different regions of the state. The Kickstarters Gascoyne Dash has been held annually for 20 years and has recently established their new 'Kickstarters Arena' on North West Coastal Highway.

The application meets the Strategic Community Plan 2018-2028 Goals:

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
1.2.2	Suppo/srt the development and promotion of tourism attractions in the district of the Shire of Carnarvon
3.1	Active community
3.1.1	Provision of sport and recreation facilities
3.1.2	Support and promote opportunities for sport and recreation clubs to increase meaningful participation
3.2	Strong community identity and spirit through arts, culture and events
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities

### 3. **Gascoyne In May – Eventide Arts Festival – \$10,000**

Gascoyne in May provide the Eventide Arts Festival annually in Carnarvon. The festival is part of a larger project throughout the Gascoyne region, attracting a large number of tourists to the region. Gascoyne in May have partnered with other stakeholders to deliver several initiatives year-round and nurture the artistic community within the Gascoyne Region.

The application meets the Strategic Community Plan 2018-2028 Goals:

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
1.2.2	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
3.2	Strong community identity and spirit through arts, culture and events
3.2.1	Provide and promote visual arts facilities and exhibitions/activities
3.2.2	Provide and promote performing arts and entertainment facilities and performances/activities
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities
3.2.4	Support the delivery of public art initiatives
4.1	The community's distinctive cultural mix and history is acknowledged and celebrated
4.1.1	Yingarrda, the first people of this area, are acknowledged and celebrated
4.1.2	The diverse cultures of the Shire's residents are acknowledged and celebrated, including Aboriginal and other cultures

4. **ABC Foundation Limited on Behalf of Carnarvon NAIDOC Working Group – Annual NAIDOC Week Celebrations - \$10,000**

The NAIDOC Working Group have each year developed and delivered a week full of activities that promotes, recognises and celebrates the enriched history, culture and contribution of the Aboriginal and Torres Strait Islander people from our community. Approximately 800 people enjoy the community events that run throughout NAIDOC week and participate in some form.

The application meets the Strategic Community Plan 2018-2028 Goals:

3.2	Strong community identity and spirit through arts, culture and events
3.2.1	Provide and promote visual arts facilities and exhibitions/activities
3.2.2	Provide and promote performing arts and entertainment facilities and performances/activities
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities
4.1	The community's distinctive cultural mix and history is acknowledged and celebrated
4.1.1	Yingarrda, the first people of this area, are acknowledged and celebrated
4.1.2	The diverse cultures of the Shire's residents are acknowledged and celebrated, including Aboriginal and other cultures

5. **Gascoyne Food Council – Gascoyne Food Festival – \$10,000**

The Gascoyne food festival has become a premier food tourism event in the Gascoyne. During the month of August, the festival promotes some of our most significant industries including pastoral, fishing and horticultural. During the food festival all produce is sourced from local producers highlighting the amazing variety of fresh produce that is available throughout the region.

The application meets the Strategic Community Plan 2018-2028 Goals:

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region

1.2.2	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
3.2	Strong community identity and spirit through arts, culture and events
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities

#### 6. **Carnarvon Windfest – Carnarvon Windfest – \$10,000**

During the month of January visitors are low to the region. Carnarvon Windfest have created an event that utilises our windy season to generate visitors to the region. It is estimated that around 850 to 1000 people will be involved in the event. Windfest held it first event in January 2020 and received huge community support and engagement. .

The application meets the Strategic Community Plan 2018-2028 Goals:

1.2	Thriving tourism industry within the district/region
1.2.1	Promote the district of the Shire of Carnarvon as a tourism destination within the wider Coral Coast tourism region
1.2.2	Support the development and promotion of tourism attractions in the district of the Shire of Carnarvon
3.1	Active community
3.1.1	Provision of sport and recreation facilities
3.1.2	Support and promote opportunities for sport and recreation clubs to increase meaningful participation
3.2	Strong community identity and spirit through arts, culture and events
3.2.3	Provide and promote other opportunities for participation in social and cultural events and activities

#### **Consultation:**

Shire staff have reviewed the applications against the eligibility criteria, to inform this report. Letters of support have been provided with applications.

#### **Statutory Environment:**

The Council has approved the allocation of up to 4% of the gross rates income for the Community Growth Fund on an annual basis. The process of approval for this funding occurs under the requirements of the Local Government Act 1995.

#### **Relevant Plans and Policy:**

Shire of Carnarvon Community Growth Fund Policy C025  
Shire of Carnarvon Strategic Community Plan 2018-2028

#### **Financial Implications:**

Funds will be required for allocation in the 2020/21 and 2021/22 financial year budgets.

#### **Risk Assessment**

Each has been required to provide details that assist Council in determining their capacity to manage the grant.

A grant agreement will be entered into with each applicant, prior to payment of funds, which will require any relevant plans, certificates, insurances, and approvals be provided where appropriate at the applicants expense. Approved grants may be used to obtain and pay for such expenses.

An acquittal and report will be required prior to provision of any future grants, including those to be paid in the 2021/22 financial year.

## Community & Strategic Objectives:

Community Growth Funds grants are in line with the Strategic Community Plan 2018 – 2028, and the Corporate Business Plan 2018 – 2022.

### Goal 3: Social

*Healthy, safe and resilient community, where everyone belongs.*

3.3	Caring, self-reliant community
3.3.1	Support groups to deliver community-led initiatives and activities through liaison and grants

### Comment:

Local events that have economic and/or cultural importance to the community provide additional benefits. The economic stimulation derived from these events support local businesses, employment, tourism, and marketing of the Shire. They form an important part of our social fabric that represents the Shire in a positive light and contributes to the well-being of residents. As a remote community, these events are considered equally as important for our visitors as they are for residents of the community.

As Council supports the community through its recovery following COVID-19, these events will be even more important in the coming years. Council support for these events is recognition of the important role that they will play in increasing tourism and economic stimulation, whilst bringing the community together through the events

### OFFICER'S RECOMMENDATION 1

*That Council approve the request from Carnarvon Chamber of Commerce for their event Carnar-fin to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

### OFFICER'S RECOMMENDATION 2

*That Council approve the request from the Gascoyne Off-road racing Club Inc for their event Gascoyne Dash to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

### OFFICER'S RECOMMENDATION 3

*That Council approve the request from Gascoyne in May for their Eventide Arts Festival to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

### OFFICER'S RECOMMENDATION 4

*That Council approve the request from ABC Foundation Limited on Behalf of the NAIDOC Working Group for their event Annual NAIDOC Week Celebrations to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

### OFFICER'S RECOMMENDATION 5

*That Council approve the request from the Gascoyne Food Council for their event Gascoyne Food Festival to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

OFFICER'S RECOMMENDATION 6

*That Council approve the request from Carnarvon Windfest for their event Carnarvon Windfest to be identified as an Iconic Event under the Community Growth Policy. As an Iconic Event Council agree to allocate \$\_\_\_\_\_ in the 2020/21 financial Year budget and \$\_\_\_\_\_ in the 2021/22 financial year budget.*

**CGFC 1/6/20**

COUNCIL RESOLUTION

*Cr Maslen/Cr Vandeleur*

*That Standing Orders Section 13 be suspended at 9:11am to enable further discussion on applications merits.*

CARRIED

F3/A0

**CGFC 2/6/20**

COUNCIL RESOLUTION

*Cr Vandeleur/Cr Pinner*

*That Standing Orders Section 13 be resumed at 10:02am*

CARRIED

F3/A0

**CGFC 3/06/20**

COMMITTEE RESOLUTION

*Cr Pinner/Cr Skender*

*That the officer's recommendations 1 through 6 inclusive, be considered en bloc as per table below.*

<i>Iconic Event</i>	<i>Amount Contributed 2020/21</i>	<i>Amount Contributed 2021/22</i>
<i>Car-nar-fin</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>GasDash</i>	<i>\$7,000</i>	<i>\$7,000</i>
<i>Gascoyne in May</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>NAIDOC Week</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Gascoyne Food Festival</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Windfest</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Total CGF Contribution</i>	<i>\$45,000</i>	<i>\$45,000</i>

CARRIED

F3/A0

**CGFC 4/06/20**

COMMITTEE RESOLUTION

*Cr Skender/Cr Pinner*

*That Council approve the request from Carnarvon Chamber of Commerce for their event Car-nar-fin to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$3,000 in the 2020/21 financial Year budget and \$3,000 in the 2021/22 financial year budget.*

*That Council approve the request from the Gascoyne Off-road racing Club Inc for their event Gascoyne Dash to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$7,000 in the 2020/21 financial Year budget and \$7,000 in the 2021/22 financial year budget.*

*That Council approve the request from Gascoyne in May for their Eventide Arts Festival to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$10,000 in the 2020/21 financial Year budget and \$10,000 in the 2021/22 financial year budget.*

*That Council approve the request from ABC Foundation Limited on Behalf of the NAIDOC Working Group for their event Annual NAIDOC Week Celebrations to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$5,000 in the 2020/21 financial Year budget and \$5,000 in the 2021/22 financial year budget.*

*That Council approve the request from the Gascoyne Food Council for their event Gascoyne Food Festival to be identified as an Iconic Event under the Community Growth Fund Policy. As an Iconic Event Council agree to allocate \$10,000 in the 2020/21 financial Year budget and \$10,000 in the 2021/22 financial year budget.*

*That Council approve the request from Carnarvon Windfest for their event Carnarvon Windfest to be identified as an Iconic Event under the Community Growth Policy. As an Iconic Event Council agree to allocate \$10,000 in the 2020/21 financial Year budget and \$10,000 the 2021/22 financial year budget.*

**CARRIED**  
**F3/A0**

## **2.0 COMMUNITY GROWTH FUND ROUND 4 APPLICATIONS**

### **2.1 COMMUNITY GROWTH FUND COMMITTEE COMMUNITY GROWTH FUND APPLICATIONS ROND 4**

Date of Meeting:	16 June 2020
Location/Address:	N/A
Name of Applicant:	Carnarvon Growers Market Inc Carnarvon Netball Association
Name of Owner:	Shire of Carnarvon
Author/s:	Jennifer MacKellin, Executive Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority

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#### **Summary of Item:**

This report is to inform Council of the considerations and decisions made by the Community Growth Fund Committee in processing applications for round 4 of Community Growth Funding. This committee has delegated authority for determining the outcomes of applications.

The Council budget allocates up to 4% of gross yield of rates revenue each year for Community Growth Funds (General and Rates), with the 2019/20 budget allocation being a total amount of \$120,840.



The current round of applications being considered will be accounted for in the 2019/2020 budget.

Applications have been received as follows:

	APPLICANT	AMOUNT
1	Carnarvon Growers Market inc	\$4,999
2	Carnarvon Netball Association	\$2,721.33

**Description of Proposal:**

Council Committee Members consideration of applications is in line with Policy, Budget considerations, and benefits to the wider community. Applications have been considered on individual merit against the selection criteria provided in the Policy.

**Background:**

Applications have been received in accordance with the Policy, having been received by 31 May 2020.

Shire of Carnarvon staff have reviewed the applications, ensuring that applications have met the eligibility criteria for consideration. Additional information that may be required by the Council Committee Members, such as confirmation of funds previously provided to the applicant by the Shire and compliance with requirements, was also obtained by Shire staff.

**1. Carnarvon Growers Markets inc – \$4,999**

The Carnarvon Growers Markets Inc are seeking funding to create a web presence for their members to continue trading while the Growers Markets are not able to operate due to COVID-19 restrictions.

The application meets the Strategic Community Plan 2018-2028 Goals:

1.1	Local business growth
1.1.2	Work with the agriculture, aquaculture and fishing industries to improve their viability and profile

**2. Carnarvon Netball Association – \$2,721.33**

The Carnarvon Netball Association and seeking funding to replace broken equipment and stock to commence the new season after COVID restrictions have eased.

The application meets the Strategic Community Plan 2018-2028 Goals:

3.1	Active community
3.1.2	Support and promote opportunities for sport and recreation clubs to increase meaningful participation

**Consultation:**

Shire staff have reviewed the applications against the eligibility criteria, to inform this report. Letters of support have been provided with applications.

**Statutory Environment:**

The Council has approved the allocation of up to 4% of the gross rates income for the Community Growth Fund on an annual basis. The process of approval for this funding occurs under the requirements of the Local Government Act 1995.

**Relevant Plans and Policy:**

Shire of Carnarvon Community Growth Fund Policy C025

**Financial Implications:**

Remaining budget for Community Growth Fund \$21,781.03

**Risk Assessment**

Nil Risk to the Shire of Carnarvon

**Community & Strategic Objectives:**

Community Growth Funds grants are in line with the Strategic Community Plan 2018 – 2028, and the Corporate Business Plan 2018 – 2022.

*Goal 3: Social*

*Healthy, safe and resilient community, where everyone belongs.*

3.3	Caring, self-reliant community
3.3.1	Support groups to deliver community-led initiatives and activities through liaison and grants

**Comment:**

**CGFC 2/6/20**

**COUNCIL RESOLUTION**

*Cr Skender / Cr Pinner*

*That Council does not approve the request from Gascoyne Growers Markets Inc on the basis that the Growers markets is no longer impacted by COVID-19 restrictions.*

**CARRIED**

**F3/A0**

**CGFC 2/6/20**

**COUNCIL RESOLUTION**

*Cr Skender/Cr Pinner*

*That Council approves the application from Carnarvon Netball Association of \$2721.33 ex GST.*

**CARRIED**

**F3/A0**

**3.0 CLOSURE**

The meeting was closed at 10:50am

<b>POLICY NO</b>	E061	
<b>POLICY</b>	WORKFORCE AND HUMAN RESOURCES	
<b>RESPONSIBLE DIRECTORATE</b>	EXECUTIVE	
<b>COUNCIL ADOPTION</b>	Date: 28/1/20	Resolution No. FC 9/1/20
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No.
	Date:	Resolution No.
<b>LEGISLATION</b>	Nil	
<b>RELATED POLICIES &amp; PROCEDURES</b>	E060 - Organisation Structure and Designation of Senior Employees	
<b>RELEVANT DELEGATIONS</b>		

#### **OBJECTIVES:**

To provide the Chief Executive Officer with guidance on the Council's objective for the Shire of Carnarvon organisation to be regarded as a good employer and its expectations in relation to Shire of Carnarvon workforce management and human resources practice.

#### **EXPLANATORY NOTES:**

The CEO is the sole employee of the Shire of Carnarvon and in turn employs all other Shire of Carnarvon employees. This rightly excludes Council Members from involvement in the day to day operational management of the Shire and reduces risks of undue influence over Shire employees.

However, it is appropriate for Council Members to clearly signal their collective expectation of the CEO in terms of general principles of workforce and employee management, and those areas where it is expected the CEO should provide explicit human resources policy to protect and manage staff wellbeing.

#### **POLICY STATEMENT/S:**

##### **PRINCIPLES**

1. The Shire of Carnarvon should always aspire to be considered a good employer and to exhibit best practice in terms of workforce and employee management;
2. Harassment of employees in any form in the workforce is unacceptable and any instance of harassment should be addressed quickly and effectively.
3. Robust recruitment procedures are in place to ensure the employment of suitably qualified employees.
4. Flexible practices in relation to job design should, where possible, be used to provide employment opportunities for people with disabilities and/or to address emerging problems around an ageing workforce.
5. The Shire of Carnarvon, as one of the largest places of employment in the Shire should attempt, where possible and practicable, to provide career paths for young people of the Shire, traineeships and provide work experience.
6. Volunteers, while not employees of the Shire of Carnarvon, should be treated with respect and consideration and the value of the voluntary sector to the Shire explicitly acknowledged.

## **PROVISIONS**

1. The CEO will as a minimum expectation, develop and maintain the following operational policies and procedures to a standard consistent with best practice –
  - Equal Employment Opportunity
  - Health and Wellbeing
  - Employee Protection from Harassment and Bullying
  - Employee Training and Development
  - Recruitment Procedures
2. In developing the Council's Workforce Plan, the following matters will be explicitly addressed –
  - Current workforce structure in relation to Equal Employment Opportunity considerations and plans to advance EEO objectives;
  - Job design and work procedures as they relate to ageing workforce issues
  - Mechanisms to provide work experience and/or employment paths for Shire school leavers, or young people from within the Shire recently awarded a tertiary qualification.

## **APPLICATION/S:**

2 April 2020

Hon David Templeman, MLA  
Minister for Local Government  
7<sup>th</sup> Floor Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Dear Minister Templeman

## LOCAL GOVERNMENT RESPONSE TO COVID-19

Thank you for your letter of 31<sup>st</sup> March 2020. I am happy to advise that a meeting of the Shire of Carnarvon Council was convened today and addressed the matters you and the State Council of WALGA have raised. Council has resolved as follows;

- Council will freeze rates for 2020/2021.
- Council has adopted a Rates Hardship Policy based on the WALGA approved template.
- Endorsed considering rate relief options and a review of Fees and Charges.
- Council has already commenced bringing forward Capital works and Infrastructure spending.
- Council reinforced its Buy Local Policy and became members of the Small Business Development Commission.
- Council has endorsed Small Business Friendly payment Terms during our Policy Review process to ensure acceptable payment timing.
- Council has prioritised supporting Sporting and Cultural Groups, an example being, Council is facilitating Grant applications for the Carnarvon Swim Club to assist with funding the State Pennants meeting here in Carnarvon during 2021 and also assisting the Golf Club with the greening of the Golf Course.
- Redeployment of Council staff affected by facility closers is occurring which is proving to be a positive as we now have a full time communication officer!
- Family and Domestic violence issues are being addressed, with Council forming a working group that is liaising with the Department of Communities and the Department of Housing in establishing safe housing.
- A freeze on recruitment on employment of Shire of Carnarvon staff has been implemented.
- Post Covid 19 Promotion and Planning Program for our town and region is being undertaken.



Council have also requested that, if possible, the Minister assist in adding Local Government employees to the Job Keeper Program.

Minister, the Carnarvon Shire Council is acutely aware of the challenges that we all face and remain committed in providing our community the leadership they need to get through the trying times ahead.

Thank you and your Department for your ongoing support and guidance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Eddie', followed by a long, horizontal, wavy line that extends to the right.

Eddie Smith  
SHIRE PRESIDENT