

SHIRE OF CARNARVON

# SCHEDULES

COUNCIL MEETING  
Tuesday 22 September 2020

Council Chambers, Stuart Street  
CARNARVON, West Australia Phone: (08)  
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**COMMUNITY AND CORPORATE MONTHLY  
REPORT AUGUST 2020**



**IT MONTHLY REPORT  
MOHAMMAD SIDIQI – IT COORDINATOR**

**1) IT OPERATIONS**

**Daily/weekly duties carried out by IT Team**

- Every morning reviewing and monitoring of internal and external backups
- Every morning checking the network status and logs
- Every morning reviewing and checking helpdesk support list. Maintaining, prioritizing and discussing the progress of tasks and tickets with IT team.
- On daily bases responding and resolving helpdesk support requests
- Communicating with suppliers & contractors via E-Mail or Mobile
- Website and Social media updates and requests
- Audio Visual / Video conferencing support to staff
- Updating IT procedure/process and different user guides
- Asset Management
- Daily reviewing and management of IT budget
- IT equipment hardware and software procurement (Creating Purchase Orders)
- Server and PCs MS Windows updates
- Ongoing OHS and Risk management plan reviewing, monitoring and development
- Initiating, Identifying, and acting on opportunities to improve and update software, systems, and projects.
- Designing training programs and workshops for staff
- Providing direction for IT team member.

**2) Current IT projects**

- a. Altus Payroll Module upgrade and implementation
- b. Installation of old Server at the visitor centre
- c. Website review, redevelopment, and redesign
- d. Improving network and security for new phone system
- e. Digital Farm Project through CipherTel
- f. Youth Hub IT equipment installation

**3) SECURITY**

Nil to report

**4) COVID 19**

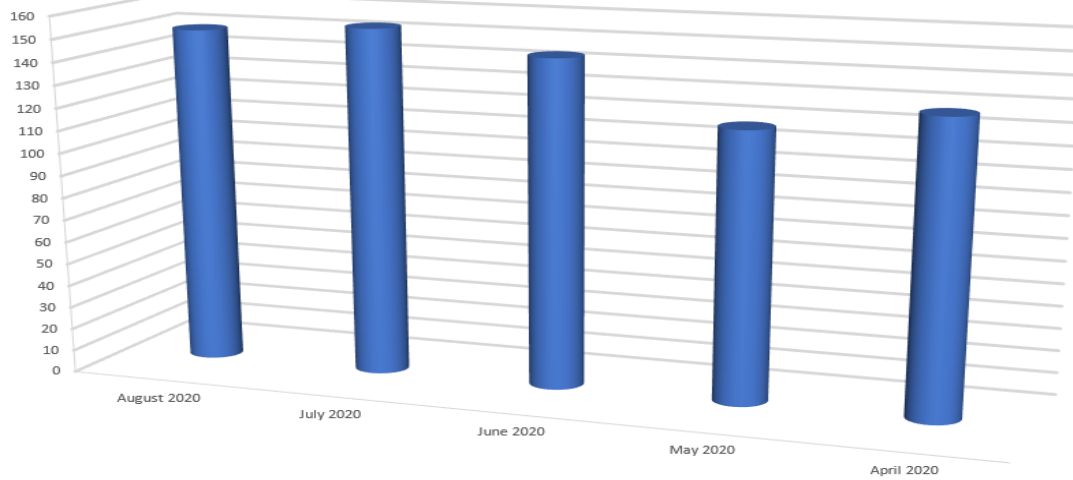
- a. Ongoing some staff still using Laptops to work from home at different times

## 5) INFRASTRUCTURE ISSUES

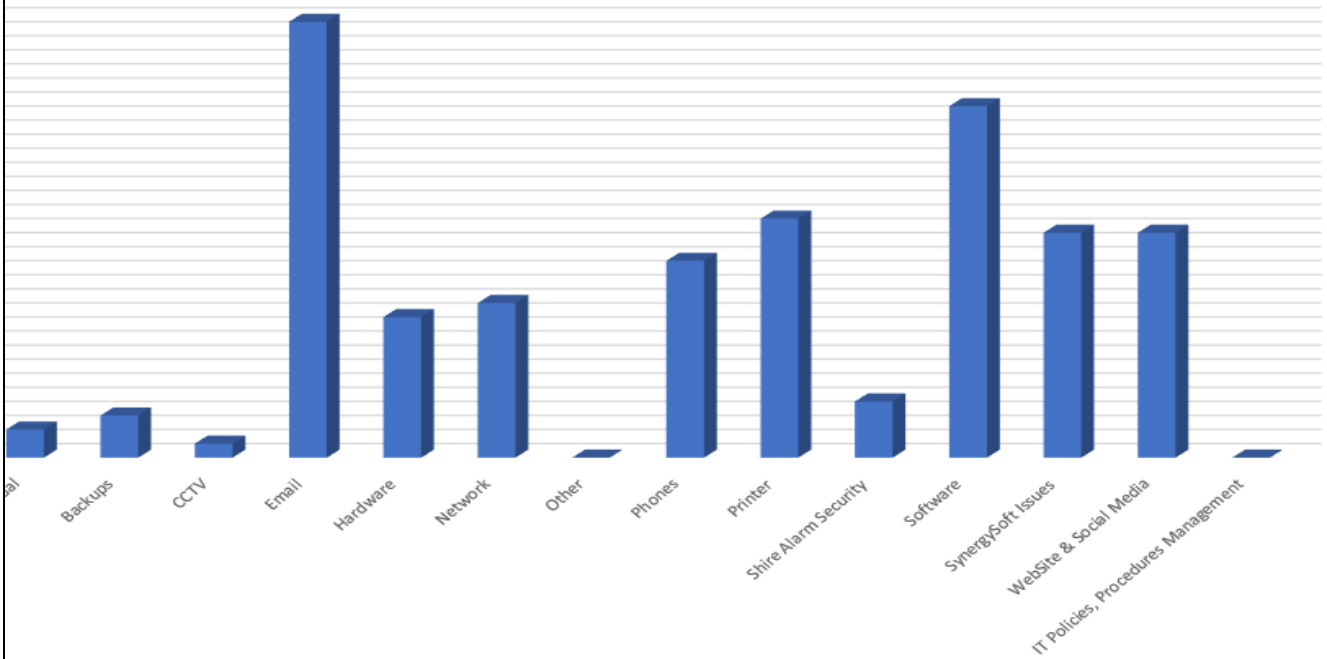
- a. Aging IT infrastructure, planning to replace and gradual upgrades to cloud.

## 6) IT Helpdesk support statistics

Monthly Helpdesk support tickets

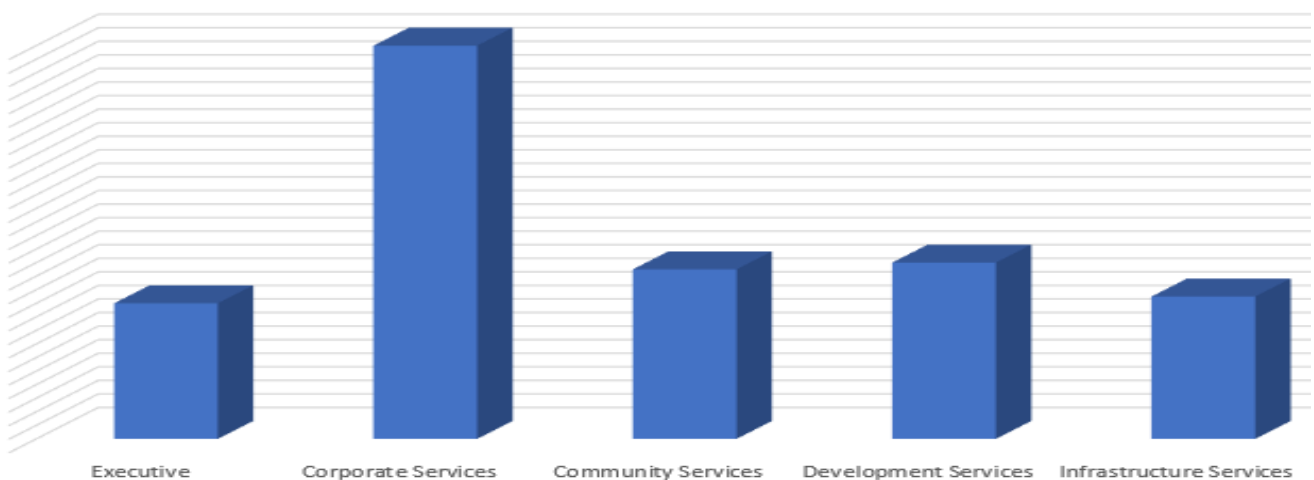


Helpdesk Support Categories



Helpdesk Support Department

20





**7) IT Budget and Purchase Orders**

- a. Discussion, Reviewing, agreeing, and creating of IT budget 20-21 with Executive Manager

**8) Future plans**

- a. Yearly IT infrastructure upgrade July- Oct 20-21 (PCs and Monitors)
- b. Procurement of 2 new Servers July-Dec 20-21
- c. Procurement of UPS (Depot/Library/Visitor Centre) Oct 20-21

**COMMUNITY SERVICES MONTHLY REPORT  
GORDON MUSULIN – CORDINATOR YOUTH SERVICES**

**1.**

The Real Futures Team has finished all yard work and the completion of the BBQ Area with the sheltered roof going over the BBQ. All the yards are clean and level so we can start watering the lawns and gardens and begin to prepare the raised vegetable garden bed.

Quotes have been received for extra security for the hub building, quotes will be compared then the outside building improvements will commence.

The Youth Hub is now set and ready to start the first Programs running. Final purchase orders for food, cleaning products and arts and crafts will be done this week.



**2.**

The Steven Michael Foundation travelled to Exmouth so the Carnarvon Academy could compete in a combined Bulldogs Game and have expressed their gratitude to the Shire of Carnarvon and the Youth Team for allowing them to borrow and use the two minibuses for transporting 22 youth. The

event was part of the Strong and Active Communities Program which is supported by Lotterywest. The trip was a great success and we will continue to assist them with transportation over the next coming months. Additional assistance has been forwarded by the youth team in supporting the GFA Auskick and nippers' competitions where regular attendances of over 120 participants between the ages of 4-12 years have been attending each Wednesday and Friday evening.



### 3.

Local 14-year old girl Taneesha Finch has been picked to play for the Girls South Fremantle Football Club (SFFC) in Perth. Taneesha has been extremely well disciplined and trains every week in Carnarvon then flies to Perth every weekend to be involved in playing in the Girls Football Club.

Female Football continues to grow strongly in both participant numbers and popularity whilst remaining respectful of the history and heritage of the SFWFC

Neesh attended our office last week to receive a Hamper full of goodies on behalf of the Shire Youth Services Team and a cash donation from one of the youth officers.

*We wish Taneesha all the best with her continued training and time away playing in Perth.*



4.

Youth Officers have been attending the NGALA FASD Cooking Programs twice weekly at the ABC House. The weekly programs have been a great success with many Mums and Elders coming down to join in. Slides are played regarding how much harm drinking alcohol through pregnancy to both the mother and baby in utero. Discussions are held with all the ladies and information is on hand for everybody to take home and share with the rest of their family.





## 5. Basketball 2020/21

The Shire of Carnarvon youth team has been extensively involved with Key stakeholders to develop the Carnarvon Basketball association to commence Junior and senior basketball in terms 4 &1 for the 2020/21 season. Partners have included WA Basketball, Geraldton Buccaneers, DLGSC, Ngala, SMF, PCYC and the shire. The following proposal has been put forward –



# CARNARVON TERM 4 2020 & TERM 1 2021 PROGRAM



All programs free!  
Participants picked up & dropped off and given a healthy snack



**Monday**  
4:00 – 6:30pm  
Festival Grounds /  
Mungullah Community  
Court  
  
**Basketball Training &  
Games**  
Ages 12-17  
  
Run by Stephen  
Michael Foundation



**Wednesday**  
4:00 – 6:30pm  
Festival Grounds /  
Mungullah Community  
Court  
  
**Basketball Training &  
Games**  
Ages 12-17  
  
Run by Stephen  
Michael Foundation



**Thursday**  
5:00 – 8:00pm  
PCYC Centre  
  
**Basketball For Life**  
Senior Boys & Girls  
Ages 11-18  
  
Term 4 – Basketball  
Fundamentals (Aussie  
Hoops)  
Term 1 – 3x3  
  
Run by PCYC



**Friday**  
4:00 – 9:00pm  
PCYC Centre  
  
**All In Drop In**  
Ages 7 - 18  
  
Social Basketball  
  
Run by PCYC



**Schools Program**  
  
In school development  
using the Sporting  
Schools Aussie Hoops  
and 3x3 activities  
guides  
  
Term 1 – Interschool  
Carnivals

## 6. Statistics August 2020

**Youth services Management have been representative of council on the Gascoyne Football association and the Carnarvon Basketball association where we play a major and integral working role on both committee**

Event	Month	Tally	Under 12 years	12 - 14 years	15-18years	over 18 years
COVID Community Assistance	Mar-June	438	318	117	3	0
Online Youth Hub Program COVID-19	April	43	10	33	0	0
Water Corporation Placement Program	June	16	0	0	14	2
Gwoonwardu Mia Fun Day	July	47	30	13	4	0
July School Holiday Program - Fishing Day	July	62	22	38	2	0
Stand Up Paddle Board Demo Afternoon	August	39	20	7	4	8
GFA Football	August	460	390	60	10	0

**LIBRARY AND GALLERY MONTHLY REPORT**  
**CHERYL WESTON COORDINATOR LIBRARY SERVICES**

**1) LIBRARY OPERATIONS**

**Daily/weekly duties carried out by Library Team**

- Customer service enquiries: Select and Collect items prepared as per customer requests
- Customer Service – Front Desk – Issuing of books and reference enquiries
- Collection – processing and/or cataloguing of newly accessioned items; weeding of discard items
- Shelf reading/shelving/shelf tidying
- Inter-library loans – processing of requests and shipping of items
- Homebound Service – selection and delivery of items
- Processing of memberships
- Library Management System (LMS) – housekeeping tasks (i.e. reports/stats)
- Local History Enquiries – research and responses
- Continued digitisation of local history photographs; accessioning and uploading to LMS (Portfolio)
- E-Resources – promotion and support for enrolment/access
- Public Notices and Promotional Material prepared, including services updates
- Social Media Notices and Promotional Material prepared and posted
- Website updates as required
- Shire of Carnarvon Newsletter – articles/promotions prepared
- Stocktake reconciliation of barcodes continuing; search for missing items with update of LMS database
- OLN External Examinations – Student supervision 11<sup>th</sup> 17<sup>th</sup> and 18<sup>th</sup> September (One hour each exam)
- SCAM Awareness Week Promotion/Engagement w/c 17<sup>th</sup> August 2020

**2) Library Operational Meetings/Training**

- Public Libraries WA AGM and General Meeting – Zoom attendance 7<sup>th</sup> August 2020 9am-11am
- OHS Committee Meeting – Attended by Library OHS Committee Representative 11<sup>th</sup> August 11am-midday
- Meeting between Executive Corporate & Community Services, Operations Manger and Coordinator Library Services - 14<sup>th</sup> August 2020 11am-12:30pm
- Corporate and Community Coordinators Meeting – 25<sup>th</sup> August 2020 3pm-4pm
- Team Meeting with Mapien Consultants – 25<sup>th</sup> August 2020 4pm-4:30pm
- Individual Meetings with Mapien Consultants: Engagement Survey and Position Description Development – 26<sup>th</sup> August 2020 4:15pm-5pm
- OHS representative and Coordinator Library Services Monthly Catch up 31<sup>st</sup> August 2020

**3) LIBRARY PROGRAMS**

- Commenced BE CONNECTED program; engaging with seniors for Digital Inclusion Training; Eight individual appointments for skills assessment and registration.



#### 4) LIBRARY EVENTS

- All postponed due to Library Covid-19 Phase 4 restrictions

#### 5) GALLERY OPERATIONS

##### **Daily/weekly duties carried out in Gallery**

- Correspondence and liaison with touring exhibition art curators/managers in relation to Regional Exhibition Touring Boost (Art Gallery of WA and Art on the Move): *'How did I get here?'*
- Correspondence and liaison with Regional Photographer, Nic Duncan, preparing for co-exhibition of portraits with AGWA exhibition.
- Correspondence and visits to Carnarvon Residents who participated in Nic Duncan's project; obtaining permission for photo use and interview questions in conjunction with artist.
- Social Media and website updates/revisions as required
- Environmental Monitoring of Gallery Zones – data logging / checking of reports and calibration as required
- Revision of Gallery Hire Pack – formatting, editing, updating
- Preparation of Loan Agreement documents, including Expression of Interest Form; Exhibition Procedure Task List
- Preparation and opening of Impasto Exhibition – Gallery Nook (Artwork created by Young People who participated in the Propel Youth Sketchbook Project in March 2020); soft launch 17<sup>th</sup> August 2020 3-4pm
- Planning and preparation for NAIDOC 2020 Oral History Project – photographic exhibition and oral history recordings

#### 6) Gallery Operational Meetings/Training

- Promotion of Capture 2020 Project – PCYC visit 11<sup>th</sup> August 2020 2pm-4pm
- Meetings with artist/art groups to discuss Expressions of Interest: One local artist; one local community craft group.
- Meeting between Operations Manager Corporate and Community, Gallery Officer and Coordinator Library Services regarding Gallery Hire and Procedures - 25<sup>th</sup> August 2020 1pm-2pm

#### 7) PHASE 4: OPENING HOURS

Monday, Tuesday, Wednesday and Thursday 10am to 4pm

Closed Friday, Saturday, Sunday and Public Holidays

Select and Collect options continue to be offered, including Homebound Deliveries

MON	TUES	WEDS	THURS	FRI	SAT	SUN
					1	2
					Closed	Closed
3	4	5	6	7	8	9
79	148	153	86	Closed	Closed	Closed
10	11	12	13	14	15	16
100	72	84	72	Closed	Closed	Closed
17	18	19	20	21	22	23
76	98	62	86	Closed	Closed	Closed
24	25	26	27	28	29	30



76	56	62	68	Closed	Closed	Closed
31						
68						

**TOTAL DOOR COUNT OF CUSTOMER VISITS/PICK UPS: 1446**

**TOTAL ITEMS BORROWED:**

- 859 Physical Library Items
- 244 e-Audio Books – BorrowBox
- 15 e-Audio Books – Overdrive
- 96 e-Books – BorrowBox
- 128 e-Books – Overdrive
- 40 e-Magazine Titles – RB Digital

**TOTAL NEW MEMBERSHIPS: 7**

**TOTAL PUBLIC COMPUTER USERS: 218**

**TOTAL WI-FI USERS: 846**

**NO SCHEDULED PROGRAMS OR EVENTS: All postponed under Phase 4 Covid-19 Safety Plan**

**8) Gallery Operational Meetings/Training**

- Promotion of Capture 2020 Project – PCYC visit 11<sup>th</sup> August 2020 2pm-4pm
- Meetings with artist/art groups to discuss Expressions of Interest: One local artist; one local community craft group.
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**COMMUNITY SERVICES MONTHLY REPORT**

**NADINE BROWN -COMMUNITY DEVELOPMENT COORDINATOR**

**MEETINGS, TRAININGS, WORKSHOP AND EVENTS**

- Attended General Staff Meetings
- Attended Monthly OSH Meeting
- Attended School Holiday Program Meeting – Shire, Ngala, PCYC, Stephen Michaels Foundation and WA Country Health – Allied Health Team
- Attended reference group meeting for Aboriginal Economic Development Forum - GDC, NIAA and Shire
- Continue partnership with Home and Community Care (HACC) and Aboriginal Engagement Officer
- Attended a Suicide Preventions Workshop – Hosted by Geraldton Regional Aboriginal Medical Services
- Strategic Gascoyne Outdoor Recreational Workshop – Hosted by Department of Local Government, Sport and Cultural Industries
- Attended a meeting with Basketball WA Meeting
- Attended a brief RAP Plan Meeting
- Meeting regarding Planning of International FASD Awareness Day
- Attended and assisted with the Women’s Every Child Every Day – Ngala
- Assisted with the Vietnam Veterans Day
- Attended the Community Advisory Board (CAB) Meeting – Hosted by Real Futures
- Attended Gascoyne Early Years Network Meeting – Children’s Week
- Attended Coordinators Meeting
- Attended DIVA Day – Hosted by WA Country Health and various agencies
- Participated in a Teams Link up with Garage Sale Trail

**COMMUNITY ABORIGINAL ENGAGEMENT OFFICER**

**MEETINGS, TRAININGS, WORKSHOPS AND EVENTS**



- Continue conversation with Planning Principle regarding the east end of Tuckey Court issues and problems of complaints coming from a house next to the vacant block where pedestrians continue to use as a short cut. Plan to move the path nearer to the fence and gate for pedestrians to use.
- Arranged a meeting with Geraldton Regional Aboriginal Medical Service (GRAMS) employee Elaine and Bank of I.D.E.A.S CEO Peter to assist with consultation around Suicide Awareness.
- Continue to work on the RAP Plan, unable to locate Yingarrda Elder to assist with the plan.
- Attended the Community Advisory Board – hosted by Real Futures
- Attended and assisted with the Men’s Every Child Everyday Program – Ngala
- Continue meeting with Dane on Correllas at Premier Oval
- Discussion with Executive manager around key players to represent their culture community, maybe a letter need to go out and ask who shire should have on the RAP working reference group.
- Attend weekly Men’s Group meeting at PCYC, invited GRAMS employee Elaine and Bank of I.D.E.A.S Peter to attend the meeting
- Attended a meeting with Radio MAMA Manager from Geraldton at the Lotteries House to discuss Community issues in Carnarvon
- Attended the Blow Holes with Infrastructure Executive Manger and Yingarrada Elder Bob Dorey regarding the areas of aboriginal significant and for placement of signs in Yingarrda language prior to commencement development on a walkway.
- Assist with arrange for the Shire Street Sweeper to attend in Mungullah Village, Street sweeper does have positive effect with 1 and half truck load of dirt compared to 5 loads of dirt in 2018.
- Attended weekly NAIDOC committee meeting at Gwoonwardu Mia

GOVERNANCE MONTHLY REPORT SJ NIXON – GOVERNANCE COORDINATOR
<p><b>LEASES</b></p> <ul style="list-style-type: none"> <li>- <b>Geoscience Australia Lease</b>- Agenda item presented to Council in relation to the disposal of property. Council resolution communicated with lessee. Awaiting response on how to proceed from Geoscience Australia.</li> <li>- <b>RSL BUILDING</b> – Settlement remains outstanding.</li> </ul>
<p><b>MOU’s and other Agreements</b></p> <ul style="list-style-type: none"> <li>- <b>MOU Department of Education</b> – MOU created however rejected by the Department of education in favour of a formal peppercorn lease. Lease to be compiled by Department of Education.</li> <li>- <b>MOU Gascoyne Local App</b> – Completed and executed by both parties</li> <li>- <b>COVID 19 Grant, GDC - Milestone</b> report completed and submitted to GDC</li> </ul>
<p><b>TENDERS</b></p> <ul style="list-style-type: none"> <li>- <b>RFT 08/2020 CONSTRUCT AND COMMISION RECYCLED WATER PIPELINE, STAGE C &amp; D</b>, Tender process completed with a recommendation report and agenda item completed for Council meeting on 29<sup>th</sup> September 2020.</li> <li>- <b>RFT 09/2020 PRINTING</b>- Cancelled, file note prepared for CEO. Awaiting approval to compile a contract for Gascoyne Office Equipment.</li> </ul>
<p><b>FUNDING</b></p> <ul style="list-style-type: none"> <li>- <b>RADS &amp; RAUP</b>- Airport project funding application completed</li> <li>- <b>RBFS</b>- Round 25 application completed and submitted</li> <li>- <b>BBRF</b> – Negotiations between Department of Industry, Science, Energy and Resources and Shire of Carnarvon ongoing in relation to the funding agreement. (tender related to this funding completed)</li> <li>- <b>Carnarvon Youth Strategy</b>- Funding agreement executed and returned to Department of Local Government, sports, and cultural industries</li> <li>- <b>Local Roads and Community Infrastructure Program</b>- Funding agreement completed and submitted, 11 projects identified and submitted to council for approval by infrastructure. 11</li> </ul>

<p>project nomination applications completed and forwarded to infrastructure for program specification information.</p> <ul style="list-style-type: none"> <li>- <b>DPIRD- BLOWHOLES – Variation approved</b></li> </ul>
<p><b>PROJECT/CONTRACT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- <b>Manilya Bridge construction-</b> Project completed.</li> <li>- <b>Blowholes Road Widening-</b> Project completed.</li> <li>- <b>Design and construct Blowholes Tourism-</b> Contracts compiled and executed. Project commenced.</li> <li>- <b>Recycled Water pipeline project part A-</b> Project completed.</li> </ul>
<p><b>RECORDS</b></p> <ul style="list-style-type: none"> <li>- <b>TRAINING-</b> Record keeping Training completed with youth Staff</li> <li>- <b>TRAINING-</b> Record keeping training completed with Community Staff</li> <li>- <b>TRAINING-</b> Record Keeping for Council presented at the Corporate information session</li> <li>- <b>HR-</b> working with HR to create and record files for applicants</li> <li>- <b>Extract</b> and record information from emails of retired/redundant/departing staff members</li> <li>- <b>Daily Recording</b> emails for ELT and Councillors</li> <li>- <b>Archiving/ records management</b></li> <li>- <b>Recording,</b> file creation, research and records retrieval</li> </ul>
<p><b>PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>- <b>133 PO's</b> created between 1<sup>st</sup> and 31<sup>st</sup> August 2020</li> <li>- <b>Assisting</b> finance with PO's/invoices and outstanding PO management/completion.</li> <li>- <b>Procurement</b> training completed with the depot.</li> </ul>

<p><b>AIRPORT MONTHLY REPORT</b> <b>CAREY WIELGASZ – AIRPORT COORDINATOR</b></p>
<p><b>AVIATION SAFETY</b></p> <ul style="list-style-type: none"> <li>- Cancelled NOTAM regarding OLS radio tower this does not infringe in the OLS confirmed in the technical inspection.</li> <li>- New Obstacle - Radio Tower noted in approach to Runway 2. This is being assessed for OLS and Pan Ops breaches has been confirmed by the ATI does not infringe and is not and OLS just a lit tower.</li> <li>- NOTAM issued increase in wildlife activity (cockatoos)</li> <li>- An incident involving Shine and Rex aircrafts on RWY 04/22 is under investigation with the TSPB. The incident occurred on 31<sup>st</sup> August 2020 and an outcome from the investigation is pending. Incident reports and CTAFF recording have been submitted under section 32 with the Incident ID number being 7932.</li> </ul>
<p><b>BUDGET IMPACT</b></p> <p>Airside maintenance budget requires additional funds given these issues identified by the ATI require remediation.</p> <ul style="list-style-type: none"> <li>- Low Insulation resistance on cable to primary IWDI</li> <li>- Low insulation resistance on runway lighting loop (degraded further than the 2018 report)</li> <li>- Noncompliant apron lights.</li> </ul>
<p><b>GOVERNANCE</b></p> <ul style="list-style-type: none"> <li>- All reports are up to date</li> <li>- CASA inspection postponed due to COVID19</li> <li>- Electrical ATI due this month</li> <li>- Tech ATI was completed on 27<sup>th</sup> August 2020</li> </ul>
<p><b>INFRASTRUCTURE ISSUES (Airside)</b></p> <ul style="list-style-type: none"> <li>- Northern GA apron works -Specification of works for Tender is in progress</li> <li>- Runway 18/36 works - will not be going ahead as per Councils resolution</li> <li>- Severe rusting of poles holding baggage area patio. One pole has nearly rusted off at concrete level Three others in poor condition. Quotes being sourced for repairs. Other poles being treated</li> </ul>

with anti-corrosion treatments. Consensus is bore water is the cause as other areas of fencing and the toilet block are also suffering damage

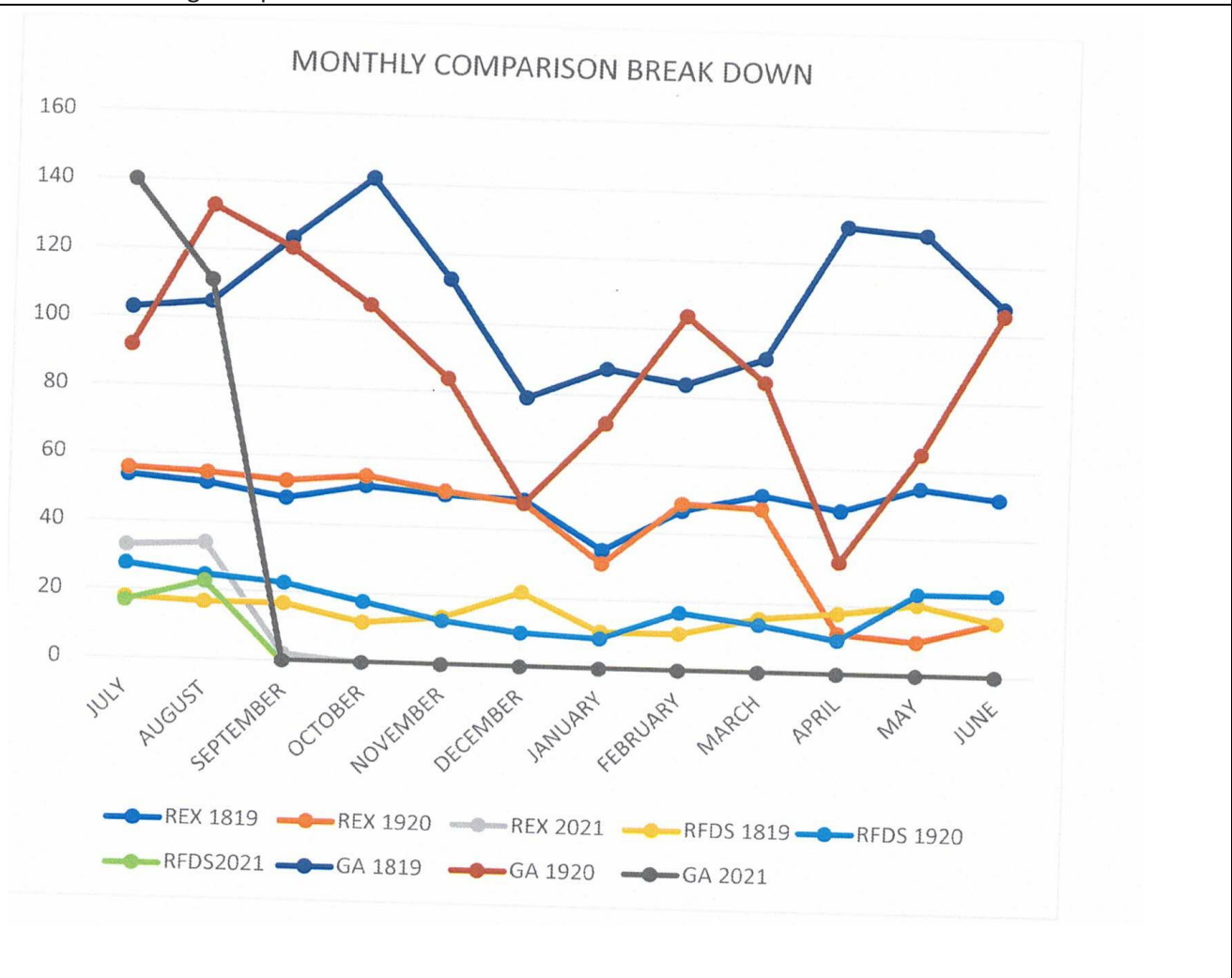
- 04 IDWI has been ordered to meet compliance with the MOS139 (when installed all 3 IDWI meet MOS 139 compliance, (awaiting delivery)
- Faded paint work on 04/22 and 18/36 to be carried out over September October
- Completion of boundary fencing and barrier fence up grades, apron lighting, sloping RWY 04/22 RESA 22 end and swale drain non complaint area works started process for 21, 22,23 grants to complete these works.
- Genset requires repairs as presently not functioning.
- RWY turning pads in relation to MOS 139 Chapter 8 part 8.33 have been added and completed and manual updates from AMS. (Have attached diagram)

### LANDINGS

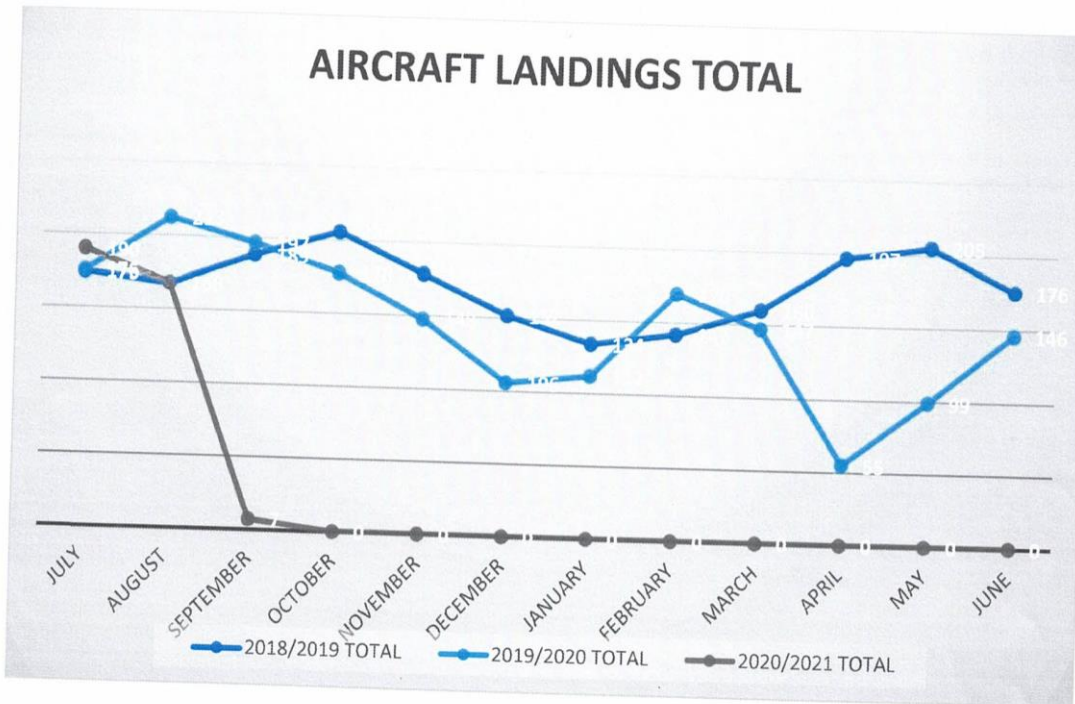
- Total landings for the month 168.
- REX continue to run a restricted schedule 8 flights per week. GA movements have increased
- There was a large increase in RFDS landings

### SECURITY

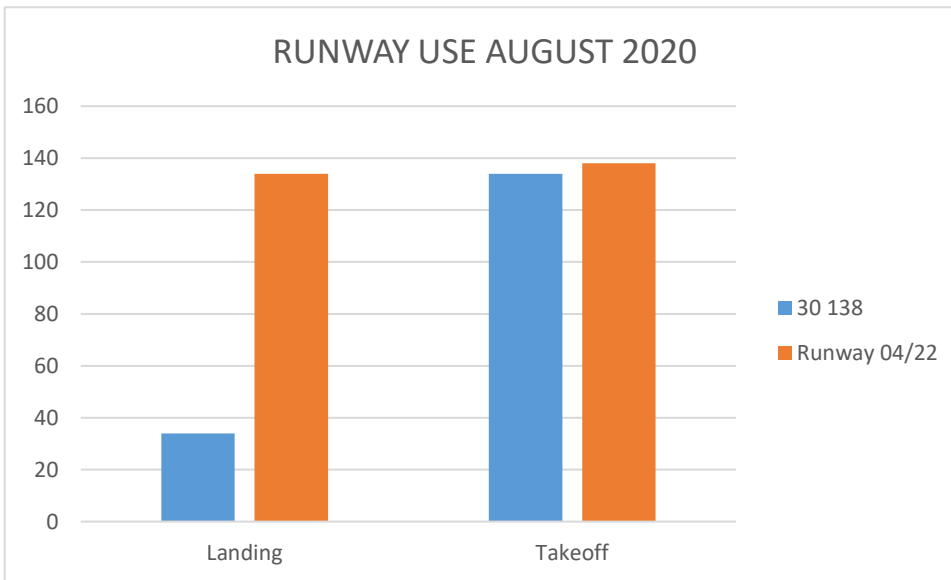
- Nothing to report



### AIRCRAFT LANDINGS TOTAL



### RUNWAY USE AUGUST 2020



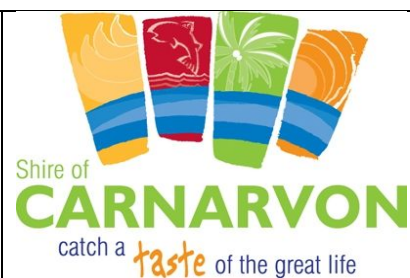
	Runway 18/36	Runway 04/22
<b>Landing</b>	<b>34</b>	<b>134</b>
<b>Take off</b>	<b>30</b>	<b>138</b>

## INFRASTRUCTURE MONTHLY REPORT

September 2020

Wayne Sanderson

Infrastructure Operations Manager



### **Safety:**

- Lawn mower bogged while mowing around toilet block.
- Fires being deliberately lit on south common.

### **Parks and Gardens:**

- Planting of new plants within the CBD.
- Cleaning and repairs to sprinklers at Premier and Festival Oval.
- Tree pruning within the CBD.
- Routine mowing, slashing and clean-up areas around town.

### **Waste Facility:**

- General duties to maintain waste facility.
- Crushing of concrete, glass, and stock piling for recycling.
- Removal of steel from Builders and stockpiled for recycling.
- Scrap metal sent for recycling.
- Additional bin collection due to tourist influx.

### **Town Site Infrastructure:**

- Additional cleaning of street furniture due to influx for tourist.
- Remove Graffiti from building in Coral Bay and Carnarvon.

### **Town Roads:**

- Verge mowing of fire breaks around Carnarvon.
- Road sweeping of broken glass on roads.
- Road sweeping of Coral Bay streets.
- Remove windblown sand from Pelican Point road.

### **Country Roads:**

- Completion of Middalya crossing (Lyndon Road).
- Repairs to grid and replacement of signage.
- Maintenance grading road after vehicle driving over wet roads (Quobba/Gnaraloo road).
- Maintenance grade roads around town from rain damage.

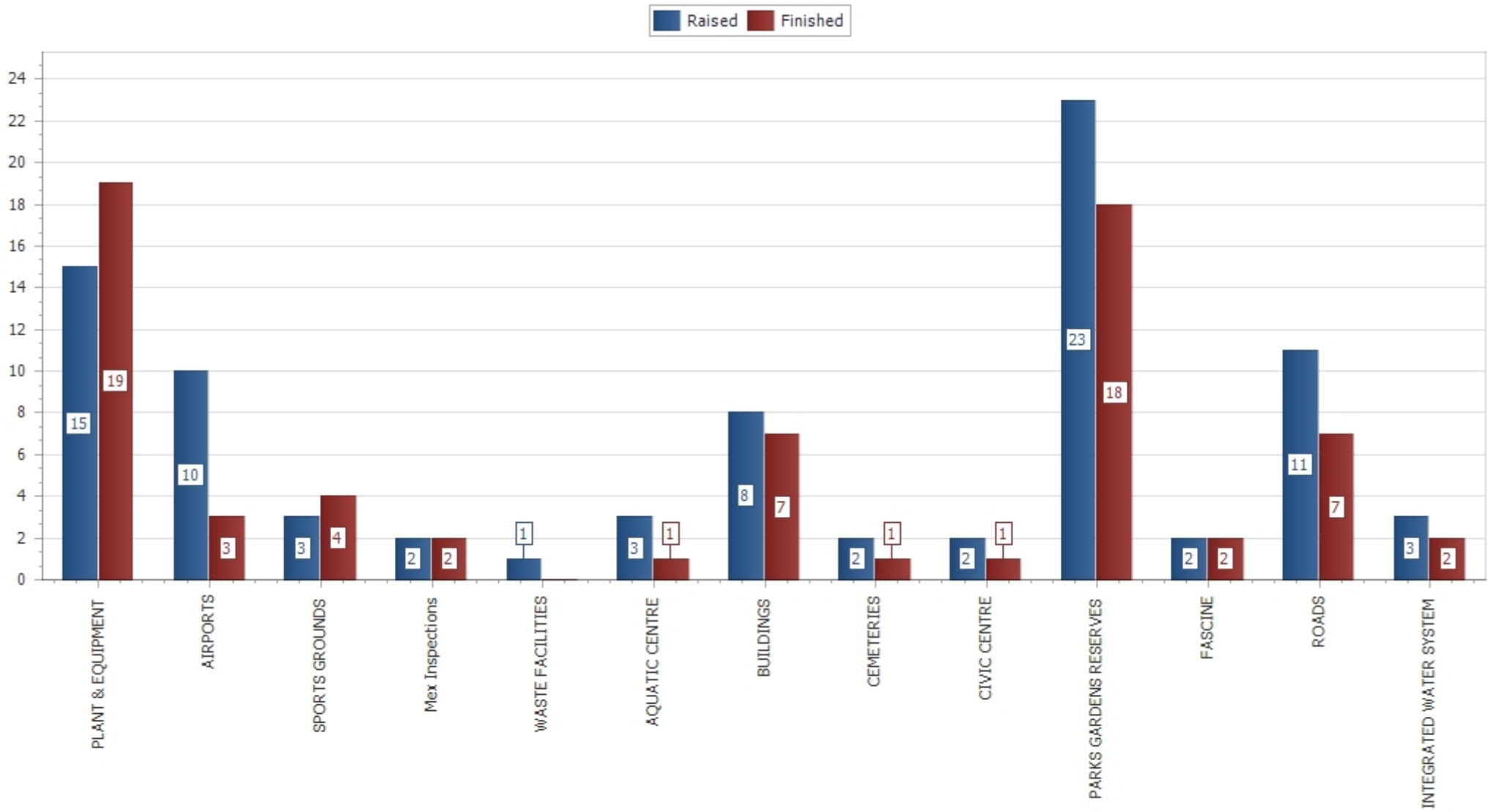
### **Workshop:**

- Replace wheel bearing and tyres on multi wheel roller.
- General servicing and minor repairs to light and Medium vehicles.
- Minor repairs to Genset at Airport.
- Minor repairs to genset at Waste Facility.

<p><b>Staff Training</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Reneè Lathwell</b>  <b>Engineering Technical Officer Report</b></p>
<p><b>Orders &amp; Requisitions</b></p> <ul style="list-style-type: none"> <li>• 10 Properties during August - Completed</li> </ul> <p><b>Roads to Recovery</b></p> <ul style="list-style-type: none"> <li>• Preparation of Annual Report Commenced</li> <li>• PO raised for audit of report</li> <li>• 19/20 Final Quarterly Report Completed</li> <li>• Addition of 20/21 Projects Completed</li> <li>• 20/21 First quarterly report Completed</li> </ul> <p><b>Public notices:</b></p> <ul style="list-style-type: none"> <li>• Road Closures following rain 10/8/2020</li> <li>• Johnston Street Road Closure (Aged Care facility works) Included Newspaper notice</li> </ul> <p><b>Traffic Counts</b></p> <ul style="list-style-type: none"> <li>• Blowholes Road – Monitored</li> <li>• Quobba-Gnaraloo Road – Monitored</li> </ul> <p><b>Public Open Space Strategy</b></p> <ul style="list-style-type: none"> <li>• Provide Infrastructure advice in consultation with Planning staff</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Attended 3 day training course in Perth – hosted by LG Professionals association</li> <li>• Provide updates to stakeholders on Minilya-Lyndon Crossing Construction works</li> </ul>
<p><b>Michael Arthur</b>  <b>Co-ordinator — Building Maintenance</b></p>
<ul style="list-style-type: none"> <li>• Painting at the airport</li> <li>• Painting the fascine structures</li> <li>• New Fire hose reel and cabinet fitted at the airport</li> <li>• Fitting bird spikes at the Woolshed</li> <li>• The lift at the library has had its annual service</li> <li>• Public defibrillator has fitted and logged at the airport</li> </ul>

Work Order Count

Tue, 15-Sep-2020



W/O No	Asset No	Asset Description	Description	Job Type	Finished Date/Time	Department
3273	P337 GENERATOR BLUE DIAMOND	GENERATOR, BLUE DIAMOND, P337, BROWN RANGE LANDFILL SITE, FIXED PLANT, PLANT & EQUIPMENT	3 MONTHLY STANDARD GENERATOR STARTUP INSPECTION AND RUN CHECK TEST CHECKED FLUID LEVELS, START AND ...	PM	28/08/2020	MECHANICAL WORKSHOP
3246	P344 UTE DMAX	UTE DMAX P344 (RANGER VEHICLE), LIGHT VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	ISUZU STANDARD SERVICE, 12 MONTHS OR 15,000KM INSPECTION AND TYRE ROTATION REPLACED ENGINE OIL & FI ...	PM	31/08/2020	MECHANICAL WORKSHOP
3241	PUTE36 UTE HILUX	UTE HILUX PUTE36, LIGHT VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	6 MONTH OR 10,000 KM STANDARD LIGHT VEHICLE SERVICE, INSPECTION AND TYRE ROTATION OIL CHANGE NOT RE ...	PM	28/08/2020	MECHANICAL WORKSHOP
3239	AIRPORT LANDSIDE	AIRPORT LANDSIDE, CARNARVON AIRPORT, JAMES STREET	REPLACE FIRE CABINET AND HOSE MODIFIED STEEL STAND TO FIT AND REPLACED CABINET AND HOSE	PM	29/08/2020	BUILDING SERVICES
3237	P338 VERTICAL BALER	VERTICAL BALER, BRAMIDAN HDX50, P338, BROWN RANGE LANDFILL SITE, FIXED PLANT, PLANT & EQUIPMENT	6 MONTHLY STANDARD GENERATOR INSPECTION, SERVICE AND LOAD TEST GENERAL CHECK OVER CONDUCTED	PM	28/08/2020	MECHANICAL WORKSHOP
3236	FASCINE	FASCINE, OLIVIA TERRACE	VANDALISED BIN SURROUNDS REFITTED DOOR TO ENCLOSURE. MADE AND FITTED NEW TIMBER SLAT	BREAKDOWN	20/08/2020	BUILDING SERVICES
3230	GARDEN, CBD	GARDEN, CBD, GARDENS, ROBINSON STREET	PRUNING OF TREE IN FRONT OF THE PAPERSHOP - ROBINSON STREET. POINCIANA BRANCH & SEED PODS HITTING C ...	BREAKDOWN	20/08/2020	PARKS AND GARDENS
3222	TRIPLE J COMPOUND	TRIPLE J COMPOUND, OTC CENTRE, MAHONY AVENUE	TRIPLE J RADIO TRANSMITTER COMPOUND GROUNDS MAINTENANCE AREA WHIPPED, BLOWN DOWN AND SPRAYED	PM	18/08/2020	MULTIPLE
3220	PTRU2 TRUCK ISUZU	TRUCK ISUZU PTRU2, HEAVY VEHICLES, MOBILE PLANT, PLANT AND EQUIPMENT	TRAILER PLUG REPAIRED	BREAKDOWN	14/08/2020	MECHANICAL WORKSHOP
3218	PAVEMENT & SURFACE	PAVEMENT & SURFACE, PELICAN POINT ROAD (36), BABBAGE ISLAND	SAND DRIFT REMOVAL INSPECTED - NO ACTION REQUIRED	SAFETY	20/08/2020	ROADS AND WORKS
3215	FOOTPATH	FOOTPATH, ROBINSON STREET (241), CARNARVON CBD	LARGE HOLE UNDER FOOTPATH OUTSIDE ARMY RESERVE BARRACKS - DIRECTLY OPPOSITE DEPOT OFFICE - REPORTED ...	BREAKDOWN	20/08/2020	ROADS AND WORKS
3214	AQUATIC CENTRE	AQUATIC CENTRE, BABBAGE ISLAND ROAD			12/08/2020	MULTIPLE
3213	ACACIA WAY (251)	ACACIA WAY (251), KINGSFORD	STREET SWEEPING - MUNGULLAH COMMUNITY ROADS - PRIVATE WORKS PW2791 STREETS SWEEPED 9AM TO 11.30AM - 2 ...	CORRECTIVE	25/08/2020	ROADS AND WORKS
3212	BUILDING ADMIN OFFICE	OFFICES, ADMINISTRATION, FRANCIS STREET	SECURITY RISK WITH GATE NOT CLOSING ON ITS OWN. LEFT IT TO ONLY ONE SPRING, RETENTIONED SPRING, GAT ...	CORRECTIVE	19/08/2020	BUILDING SERVICES
3210	OFFICE DEVELOPMENT SERVICES	OFFICE, DEVELOPMENT SERVICES SECTION, FRANCIS STREET	SLIDING WINDOW REPORTED UNABLE TO LOCK BY SANDHURST SECURITY. WINDOW HAS BEEN POP RIVETED CLOSED. ...	BREAKDOWN	12/08/2020	BUILDING SERVICES
3202	PARK, TOWN BEACH	PARK, TOWN BEACH, PARKS, PARKS, GARDENS, RESERVES, OLIVIA TERRACE	NO CAMPING SIGN POST LOOSE POST REMOVED - NEW POST INSTALLED AND NEW SIGN	BREAKDOWN	20/08/2020	ROADS AND WORKS
3200	GARDEN, CBD	GARDEN, CBD, GARDENS, ROBINSON STREET	STRESSED PLANT, NO FOLIAGE TREE REMOVED, STUMP POISONED, AREA CLEANED UP AND BLOWN DOWN	BREAKDOWN	17/08/2020	PARKS AND GARDENS
3198	STREET FURNITURE	STREET FURNITURE, ROBINSON STREET (241), CARNARVON CBD	BINS OVERFLOWING IN MAIN STREET DUE TO HIGH VISITOR NUMBERS - PROBLEM area IS FROM SURF SHOP TO OLI ...	CORRECTIVE	13/08/2020	ROADS AND WORKS
3197	CEMETERY BROWNS RANGE	CEMETERY, BROWN'S RANGE, CEMETERIES, NORTH WEST COASTAL HIGHWAY	REHANG TOILET DOOR DOOR REHUNG AFTER WIND DAMAGE	BREAKDOWN	11/08/2020	BUILDING SERVICES
3195	AIRPORTS	AIRPORTS	REPAIR TRIP HAZARD REPAIRED SUNKEN PAVERS	PM	13/08/2020	BUILDING SERVICES

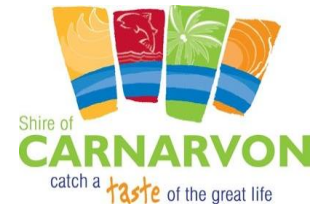


W/O No	Asset No	Asset Description	Description	Job Type	Finished Date/Time	Department
3194	CIVIC CENTRE	CIVIC CENTRE	REFIX SHADE SAIL SOME FIXING ROPES REPLACED AFTER STRONG WINDS BROKE ROPES	BREAKDOWN	11/08/2020	BUILDING SERVICES
3192	PGEN2 GENERATOR PRAMAC	GENERATOR PRAMAC PGEN2, FIXED PLANT, PLANT & EQUIPMENT	6 MONTHLY STANDARD GENERATOR INSPECTION, SERVICE AND LOAD TEST CHECK OIL LEVEL, GENERAL CHECK OVER, ...	PM	27/08/2020	MECHANICAL WORKSHOP
3187	P122 GENERATOR ABLE	GENERATOR ABLE P122, FIXED PLANT, PLANT AND EQUIPMENT	6 MONTHLY STANDARD GENERATOR INSPECTION, SERVICE AND LOAD TEST REPLACED ENGINE OIL AND FILTER, GENE ...	PM	28/08/2020	MECHANICAL WORKSHOP
3185	LAWNS & GARDENS	LAWNS & GARDENS, MAIN OFFICE, FRANCIS STREET	UMBRELLA TREE (SCHEFFLERA) IN UNSUITABLE LOCATION CUT DOWN TREE AND TIDY UP AREA	CORRECTIVE	11/08/2020	PARKS AND GARDENS
3184	THEATRE CLUB	THEATRE CLUB, FESTIVAL GROUNDS, ROBINSON STREET	FENCE BROKEN - ACCESS TO THEATRE, NOT SECURED REMOVED BROKEN HINGES AND REPLACED WITH STRONGER ONES ...	BREAKDOWN	21/08/2020	PARKS AND GARDENS
3176	SPORTS GROUND	SPORTS GROUND, TOWN OVAL, EGAN STREET	CONSTRUCTION OF SHOT PUT MOUND AND LEVELLING OUT OF LONG JUMP RUN UPS - AS REQUESTED VIA ATTACHED E ...	MOD	11/08/2020	PARKS AND GARDENS
3175	AIRPORT LANDSIDE	AIRPORT LANDSIDE, CARNARVON AIRPORT, JAMES STREET	ASSORTED JOBS ALL TASKS COMPLETED	PM	13/08/2020	BUILDING SERVICES
3173	BUILDING CHAMBERS	CHAMBERS, COUNCIL, STUART STREET	JOBS IN CHAMBERS LIGHT IN LADIES REPLACED, LECTURN TOP REPAIRED, OFFICE CHAIRS TIGHTENED	CORRECTIVE	13/08/2020	BUILDING SERVICES
3169	GARDENS & GROUNDS, TOWN BEACH	GARDENS AND GROUNDS, TOWN BEACH, PARK, TOWN BEACH, PARKS, PARKS, GARDENS, RESERVES, OLIVIA TERRACE	WEEDS PRESENT WHIPPER SNIPPED WEEDS THEN SPRAYED AND CLEANED UP WALKWAY, REMOVED WEEDS ALONG WALKWA ...	BREAKDOWN	11/08/2020	PARKS AND GARDENS
3157	PLAYGROUNDS, TOWN BEACH	PLAYGROUNDS, TOWN BEACH, PARK, TOWN BEACH, PARKS, PARKS, GARDENS, RESERVES, OLIVIA TERRACE	TOWN BEACH PLAYGROUND WEEKLY INSPECTION NO REPORT ATTACHED - VERY HIGH RISK NOTES ON HARD COPY OF W ...	PM	18/08/2020	PARKS AND GARDENS
3154	PAVEMENT & SURFACE	PAVEMENT & SURFACE, PELICAN POINT ROAD (36), BABBAGE ISLAND	SAND DRIFT REMOVAL INSPECTION COMPLETED, NO ACTION REQUIRED	SAFETY	3/08/2020	ROADS AND WORKS
3153	P349 4WD PRADO	4WD PRADO P349, LIGHT VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	6 MONTH OR 10,000 KM STANDARD LIGHT VEHICLE SERVICE, INSPECTION AND TYRE ROTATION REPLACED ENGINE O ...	PM	12/08/2020	MECHANICAL WORKSHOP
3147	ARTESIAN BORE & STANDPIPE	ARTESIAN BORE & STANDPIPE, WATER SYSTEM ARTESIAN, INTEGRATED WATER SYSTEM	AIRPORT BORE - MONTHLY READING READING 1653801, KPA 420, SALINITY 4240	READING	31/08/2020	PARKS AND GARDENS
3137	PARK FURNITURE, BAXTER	PARK FURNITURE, BAXTER, PARK, BAXTER, PARKS, PARKS, GARDENS, RESERVES, CLEAVER STREET	CHIN UP BAR MISSING NEW GALVANISED PIPES FITTED TO CHIN UP BARS X 2	BREAKDOWN	7/08/2020	PARKS AND GARDENS
3136	PARK FURNITURE, BAXTER	PARK FURNITURE, BAXTER, PARK, BAXTER, PARKS, PARKS, GARDENS, RESERVES, CLEAVER STREET	BALANCE BEAM LOOSE BALANCE BEAM REFIXED	BREAKDOWN	7/08/2020	PARKS AND GARDENS
3134	PLAYGROUNDS, WISE	PLAYGROUNDS, WISE, PARK, WISE, PARKS, PARKS, GARDENS, RESERVES, MARMION STREET	WISE PARK PLAYGROUND FORTNIGHTLY INSPECTION PREVIOUSLY REPORTED FAULTS - REFER HARD COPY OF WORK OR ...	PM	18/08/2020	PARKS AND GARDENS
3133	PLAYGROUNDS, TONKIN	PLAYGROUNDS, TONKIN, PARK, TONKIN, PARKS, PARKS, GARDENS, RESERVES, TONKIN CRESCENT	TONKIN PARK PLAYGROUND FORTNIGHTLY INSPECTION AS PER PREVIOUS INSPECTIONS - REFER HARD COPY OF WORK ...	PM	18/08/2020	PARKS AND GARDENS
3132	PLAYGROUNDS, PIONEER	PLAYGROUNDS, PIONEER, PARK, PIONEER, PARKS, GARDENS, RESERVES, BASTON STREET	PIONEER PARK PLAYGROUND FORTNIGHTLY INSPECTION FAULTS AS PER PREVIOUS REPORTS - REFER HARD COPY OF ...	PM	18/08/2020	PARKS AND GARDENS
3131	Mex Inspections		MONTHLY OPERATIONAL CHECK OF STORM WATER PUMP STATION INSPECTION COMPLETED - ANGELO PUMP STATION (F ...	PM	3/08/2020	PARKS AND GARDENS

W/O No	Asset No	Asset Description	Description	Job Type	Finished Date/Time	Department
3129	PLAYGROUNDS, LYONS	PLAYGROUNDS, LYONS, PARK, LYONS, PARKS, PARKS, GARDENS, RESERVES, SKIPWORTH STREET	LIONS PARK PLAYGROUND FORTNIGHTLY INSPECTION PREVIOUSLY REPORTED FAULTS - REFER TO HARD COPY OF WOR ...	PM	18/08/2020	PARKS AND GARDENS
3128	PLAYGROUNDS, CAREY	PLAYGROUNDS, CAREY, PARK, CAREY, PARKS, PARKS, GARDENS, RESERVES, CAREY STREET	CAREY STREET PLAYGROUND FORTNIGHTLY INSPECTION COMPLETED - REPORTS AS PER PREVIOUS INSPECTION	PM	5/08/2020	PARKS AND GARDENS
3127	PLAYGROUNDS, BAXTER	PLAYGROUNDS, BAXTER, PARK, BAXTER, PARKS, PARKS, GARDENS, RESERVES, CLEAVER STREET	BAXTER PARK PLAYGROUND FORTNIGHTLY INSPECTION COMPLETED - REPORTS AS PREVIOUS INSPECTION	PM	5/08/2020	PARKS AND GARDENS
3126	Mex Inspections		QUARTERLY INSPECTION OF WASTE WATER PONDS AND SURROUNDS INSPECTION COMPLETED - REAR FENCE PATCHES O ...	PM	3/08/2020	PARKS AND GARDENS
3125	PLANT & EQUIPMENT	PLANT & EQUIPMENT	6 MONTHLY FIRE EXTINGUISHER SERVICE INSPECTION REPORT DATED 6.8.20 - MIDWEST FIRE AND SAFETY SUPPLI ...	PM	6/08/2020	BUILDING SERVICES
3124	BUILDINGS	BUILDINGS	6 MONTHLY FIRE EXTINGUISHER SERVICE INSPECTION REPORT DATED 6.8.20 - MIDWEST FIRE AND SAFETY SUPPLI ...	PM	6/08/2020	BUILDING SERVICES
3123	PUTE29 UTE BT50	UTE MAZDA BT50 PUTE29, LIGHT VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	6 MONTH OR 10,000 KM STANDARD LIGHT VEHICLE SERVICE, INSPECTION AND TYRE ROTATION REPLACED ENGINE O ...	PM	14/08/2020	MECHANICAL WORKSHOP
3122	P343 UTE HILUX	UTE HILUX P343 (AIRPORT VEHICLE), LIGHT VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	HF RADIO NOT WORKING CORRECTLY HF RADIO REPLACED - NEW RADIO PURCHASED FROM GERALDTON MARINE ELECTR ...	BREAKDOWN	5/08/2020	MECHANICAL WORKSHOP
3115	PAVEMENT & SURFACE	PAVEMENT & SURFACE, WAHROONGA/PIMBEE ROAD (86), SOUTH ROADS, ROADS RURAL, ROADS	2020 / 2021 - MAINTENANCE GRADING OF WAHROONGA-PIMBEE ROAD (M086) COMPLETED PO 40296 (VEEJAYS) INV ...	PM	13/08/2020	ROADS AND WORKS
3114	PAVEMENT & SURFACE	PAVEMENT & SURFACE, WOORAMEL ROAD (92), SOUTH ROADS, ROADS RURAL, ROADS	2020 / 2021 - MAINTENANCE GRADING OF WOORAMEL ROAD (M092) COMPLETED PO 40294 (VEEJAYS) INV 0644	PM	13/08/2020	ROADS AND WORKS
3109	TOWN OVAL	TOWN OVAL, EGAN STREET	EVENT PREPARATION - CARNIVAL : BUMP IN 29TH JULY 2020 AND BUMP OUT 3RD AUGUST. CARNIVAL TO BE HEL ...	PM	4/08/2020	
3106	PLAYGROUNDS, CAREY	PLAYGROUNDS, CAREY, PARK, CAREY, PARKS, PARKS, GARDENS, RESERVES, CAREY STREET	SWINGS TAKEN DOWN DUE TO COVID SWINGS HAVE BEEN REPLACED, NEW S/S CHAIN FITTED TO ONE SWING	BREAKDOWN	7/08/2020	PARKS AND GARDENS
3102	STORAGE PONDS	STORAGE PONDS, WATER SYSTEM RECYCLED, INTEGRATED WATER SYSTEM	ANNUAL LICENCE RENEWAL ALL TASKS COMPLETED, LETTER RECEIVED AND ACTION'D 20.07.2020. INVOICE RECEI ...	PM	5/08/2020	MULTIPLE
3097	PTL2 TRAILER SES	TRAILER SES PTL2, SES VEHICLES, EMERGENCY SERVICES VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	STANDARD SIX (6) MONTHLY SES VEHICLE SERVICE AND INSPECTION SES CONTACTED TO ARRANGE SERVICING	PM	7/08/2020	MECHANICAL WORKSHOP
3095	PSES3 4WD LANDCRUISER	4WD LANDCRUISER PSES3, SES VEHICLES, EMERGENCY SERVICES VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	STANDARD SIX (6) MONTHLY SES VEHICLE SERVICE AND INSPECTION SES CONTACTED TO ARRANGE SERVICING	PM	7/08/2020	MECHANICAL WORKSHOP
3094	PARK FURNITURE, BROCKMAN	PARK FURNITURE, BROCKMAN, PARK, BROCKMAN, PARKS, PARKS GARDENS, RESERVES, DAVID BRAND DRIVE	BIN SURROUND AND POST - POST NO LONGER REQUIRED POSTS HAVE BEEN REMOVED AND HOLES FILLED	BREAKDOWN	7/08/2020	PARKS AND GARDENS
3093	FOOTPATH, LOWER	LOWER FOOTPATH, FOOTPATHS, FASCINE	CONCRETE ON FOOTPATH BROKEN AWAY RUST TREATED, SEALED, FORM WORK INSTALLED, REPAIR DONE USING IMCO ...	BREAKDOWN	13/08/2020	ROADS AND WORKS
3088	P348 SKID STEER LOADER CAT289D	BOBCAT/LOADER CAT289D P348, MOBILE PLANT, HEAVY PLANT, PLANT & EQUIPMENT	STANDARD 250 HOUR HEAVY PLANT SERVICE AND INSPECTION REPLACED ENGINE OIL AND FILTER, REPLACED FINAL ...	PM	4/08/2020	MECHANICAL WORKSHOP

W/O No	Asset No	Asset Description	Description	Job Type	Finished Date/Time	Department
2982	PBHOE1 BACK HOE CAT	BACK HOE CAT PBHOE1, HEAVY PLANT, PLANT & EQUIPMENT	STANDARD 250 HOUR HEAVY PLANT SERVICE AND INSPECTION REPLACED ENGINE OIL AND FILTER, REPLACED FUEL ...	PM	20/08/2020	MECHANICAL WORKSHOP
2977	P293 TRUCK IVECO	TRUCK IVECO P293, HEAVY VEHICLES, MOBILE PLANT, PLANT & EQUIPMENT	STANDARD 5000KM RUBBISH TRUCK FULL SERVICE AND INSPECTION ONLY DONE 3000K SINCE LAST SERVICE - CHE ...	PM	5/08/2020	MECHANICAL WORKSHOP
2966	PTC1 TRACTOR MF 5435	TRACTOR MF PTC1, HEAVY PLANT, PLANT & EQUIPMENT	STANDARD 250 HOUR HEAVY PLANT SERVICE AND INSPECTION REPLACED ENGINE OIL AND FILTER, REPLACED FUEL ...	PM	13/08/2020	MECHANICAL WORKSHOP
2959	PGEN4 GENERATOR BLUE DIAMOND	GENERATOR BLUE DIAMOND PGEN4, FIXED PLANT, PLANT & EQUIPMENT	6 MONTHLY STANDARD GENERATOR INSPECTION, SERVICE AND LOAD TEST CHECK OIL AND WATER LEVELS, START AN ...	PM	27/08/2020	MECHANICAL WORKSHOP
2812	FESTIVAL GROUNDS	FESTIVAL GROUNDS, ROBINSON STREET	REHANG GATE TO WALL NEW HINGES FITTED AND GATES REHUNG	BREAKDOWN	20/08/2020	BUILDING SERVICES
2795	FOOTPATHS, NORTHWATER	FOOTPATHS, NORTHWATER, PARK, NORTHWATER, PARKS, PARKS, GARDENS, RESERVES, YARDI QUAYS	BOARDWALK MAINTENANCE REQUIRED ON PATHWAY BETWEEN JAAGA & YARDI QUAYS BUGLE SCREWS REPLACED	PM	12/08/2020	BUILDING SERVICES
2770	P314 HOIST AUTOLIFT	HOIST AUTOLIFT P314, FIXED PLANT, PLANT & EQUIPMENT	MISSING GUIDE ROLLERS ON CALIBRATION BELT ENCODER ROLLER RECEIVED AND FITTED 28.8.20	BREAKDOWN	28/08/2020	MECHANICAL WORKSHOP
2497	BBQS, TOWN BEACH	BBQS, TOWN BEACH, PARK, TOWN BEACH, PARKS, PARKS, GARDENS, RESERVES, OLIVIA TERRACE	CUSTOMER REPORT THAT 2 BBQ'S ARE NOT WORKING AT ALL AND THE THIRD HAS A GREEN LIGHT BUT NOT OPERATI ...	BREAKDOWN	4/08/2020	PARKS AND GARDENS
2444	SERVICES CCTV SYSTEM	CCTV SYSTEM SERVICES, WORKS DEPOT, ROBINSON STREET	MONTHLY SECURITY CAMERA LENS CLEANING CLEANED LENSES	PM	20/08/2020	BUILDING SERVICES
2039	GARDENS & GROUNDS, VAN DONGEN	GARDENS AND GROUNDS, VAN DONGEN, PARK, VAN DONGEN, PARKS, GARDENS, RESERVES, ROBINSON STREET	SPRINKLERS BLOCKED FROM RECYCLED WATER INSTALLED NEW SPRINKLERS, CLEAN OUT BLOCKED SPRINKLERS, REMO ...	BREAKDOWN	26/08/2020	PARKS AND GARDENS

## DEVELOPMENT SERVICES MONTHLY REPORT CALENDAR MONTH OF August 2020



### The Visitors Centre

*Staff: 1 Coordinator and 3 full time tourism officers and 1 casual tourism officer*

- Door numbers rising as the flow of tourists increase.
  - 4,112 Door Numbers for August
  - \$21.6k in Bookings
  - 202 nights – on average 2 nights per booking
- Tourism Recovery Program – Compulsory Tourism Recovery Program with Tourism Council of WA and Australian Tourism Export Council – Weekly webinars and reporting for the region required.
- Recording – Continued with backlog of compliance and recording requirements for the Visitor Centre.
- Booking – Increased number of bookings for June - October, with further cancellations from the eastern states for June/July.
- Marketing – maintaining an extensive digital marketing campaign targeting the Pilbara and Midwest with regional border openings.
  - Continued to plan:
    - Content writer engagement – focusing on highlighting local operators in the region, sharing the messages about how they are COVID ready.
- Markets – Continue to work with the Gascoyne Growers Markets, ensuring they are compliant with the COVID-19 restrictions.
- Gascoyne Regional Tourism Recovery – Working with Gascoyne Development Commission and Gascoyne Shires to ensure we are working collaboratively to drive visitation to the Gascoyne.
- Gascoyne Food Festival and promotion liaison with media and tourism planning for September Food Festival in the Gascoyne.
- Assumed management of Civic Centre

### The Civic Centre

*Not Staffed*

- *All staff from the Civic Centre were made redundant.*
- *Civic Centre has been closed for the month due to COVID-19*
- *Management for the Civic Centre was transferred to the Visitors Centre*
- *There has been a couple of private bookings for the Woolshed only this month.*

### Building Services

*One (1) Senior Building Surveyor (works contracted to the City of Geraldton) and one (1) Building Services Assistant.*

#### Building Services Support Officer

- Consulting with builders, applicants and public with information and forms for building applications, plan search requests and providing general customer service in relation to building matters.
- Coordinating building applications and approved documents between the Shire and the contract building surveyors at the City of Greater Geraldton.
- Undergoing building plan searches; processing building applications, building permits and notices of completion by receiving, registering, processing, and tracking applications / project proposals.

- Processing reports for the Construction Training Fund; Department of Mines, Industry Regulation and Safety and other entities requiring building information / activities within the Shire of Carnarvon.
- Recording, updating, and maintaining all data entry and filing systems including digitally processing building archives / documents.

<b>Statistics of Building Permits</b>	<b>Received</b>	<b>Approved</b>
New Building		
Outbuilding		
Solar Panels	2	1
Structural Assembly		
Alterations and/or additions	6	5
Relocation of building		
Demolition of an existing building	2	2
Swimming Pool/ spa		
BF Fence	4	3
Multiple building type		
Patio	1	1
Residential Shed	1	1
Other (Commercial Shed)		
<b>Total</b>	<b>16</b>	<b>13</b>

<b>Contract Building Surveyor Inspections</b>	
Approved applications (refer to delegation report)	
Building Inspections – Carnarvon, Coral Bay, Blowholes	
Pool Inspections	
<b>Total</b>	<b>0</b>

## **Planning Services**

*One Principal Planner*

Development Applications:

- Five Council reports.

Compliance: Followed up complaints re unauthorised activities.

- Addressed complaint re unauthorised dumping & storage at Coral Bay.
- Responded to complaint re unauthorised tree planting in Shallcross Street.
- Responded to complaint re unauthorised access to PAW at 31 Babbage Island Road.

Coral Bay Container Storage Site Lease.

- Liaised with the legal representatives of the Prescribed Body Corporate.

Lotteries House Subdivision:

- Liaised with Dept. of Planning, Lands and Heritage and Landgate re approval of Deposited Plan.

St John Ambulance Subdivision Application:

- Liaised with Dept. of Planning, Lands and Heritage and Landgate re approval of Deposited Plan.

Gascoyne Memorial Foundation Right of Carriage Way:

- Liaised with Dept. of Communities re finalisation of the easement conditions.

Draft Local Planning Scheme 13:

- Liaised with the DPLH re Ministerial endorsement.

Wheelock Way PAW Closure:

- Liaised DPLH re their offer of sale of the PAW.

Public Open Space Strategy (Ongoing)

## **Environmental Health Services (reporting for month of August)**

*Two (2) Environmental Health Officers*

### **COVID-19**

- Two local bars visited to discuss social distancing and general COVID-19 safety, e.g. provision of hand sanitiser and complying with maximum occupancies.
- Phase 4 & 5 Covid-19 information provided to food/accommodation providers in Coral Bay.
- Visited library to assess an appropriate occupancy level for the upper level meeting room

### **Onsite wastewater**

- 1x approval to replace leach drains
- 2x new septic systems inspected and approved
- 1x assessment of wastewater for proposed food shop, and on-site field soil test

### **Complaints & Referrals**

- Progress made towards removal of unsafe buildings. Discussion with solicitor.
- 11 x Orders & Requisition Health property inquiry completed
- 2 x noise complaints relating to one public venue, 2 about late-night noise and 1 about early morning power tools.
- Property visited in Morgantown in conjunction with Rangers in relation to noise/music complaint, littering and house damage. Liaison with Carnarvon Police and real estate to assist in resolving the issue who also carried out multiple visits.
- Information provided to owner of 66 Robinson Street, Carnarvon to assist in any car wreck removal.

### **Food businesses**

- Health guidance and registration for Canape event
- Health guidance, inspection and registration of Mi Mia Café.
- 2x Assessment of proposed food shop plans and health guidance given, one premises in Coral Bay.

### **Caravan Parks & Lodging Houses**

- Advice given in relation to request for emergency overflow camping for Carnarvon
- 1x caravan park licence issued
- Caravan Park & Camp Ground advice provided to

### **Monitoring Programs**

- Department of Health approval for Carnarvon Wastewater Recycling Scheme updated based on current irrigation areas
- Research and enquiries made into algae control solutions for the Shire's wastewater ponds. Obtain quote for algae identification
- Monthly recycled water testing and sampling conducted
- Carnarvon and Coral Bay aquatic facilities tested and sampled
- Assess data and obtain expert health advice for the Boat Harbour Dredge Spoil site and report to management. No harmful chemicals detected but dust emissions still need to be controlled appropriately.

### **Vector and Pest Control / Keeping of Animals**

- 2x visits relating to complaint of bees in public place

- Mosquito larvae treated at the old OTC recreation building empty swimming pool
- Received visit from local Ingaarda elder to discuss corellas and native habitat. It was mentioned that the native habitat along the river should be fostered and encouraged
- Contacted Carnarvon Community College groundsman re corellas. They have had corella issues in the past but have not had problems with corellas on their new oval.
- Point of contact for upcoming mesquite control program managed by Carnarvon RBG

**Waste management**

- 1x onsite meeting and 1x onsite inspection at Brown Range Waste Facility to prepare for annual reporting
- Collate annual waste data for Brown Range Waste Facility
- Drafted improved data collection spreadsheet to better serve future internal and external reporting
- Webinar and registration for new online waste recycling reporting requirements

**Other**

- Proposed tattoo shop inspection and ongoing health guidance
- Brief comment on caravan park proposed development
- Meetings and disruptions relating to corporate restructure
- Meeting with proposed purchaser of a public building in relation to health matters

**Community Emergency Services Manager**

- Gascoyne River BFB have received a new 22,500ltr tank and pump
- LEMC Meeting
- Still working on Request for Quote for SES training tower
- Cyclone Plan – Shire of Carnarvon (Ongoing)
- Departmental plan for cyclone (Ongoing)
- Assisted in delivering Crew Leader & Advanced Bushfire courses 5th & 6th Sept

**Ranger Services**

*One (1) Ranger Coordinator; Two (2) Full time Rangers (based in Carnarvon); One (1) Part time Ranger (based in Coral Bay)*

<b>Dogs Impounded:</b>	
Returned to owner	4
Euthanised	1
Rehomed through SAFE	8
<b>Total impounded</b>	<b>13</b>

<b>Cats Impounded:</b>	
Returned to owner	0
Euthanised	4
Rehomed through SAFE	0
<b>Total impounded</b>	<b>4</b>

<b>Warnings and Infringements</b>	<b>Infringements Issued:</b>	<b>Warnings Issued – Verbal and Written:</b>
Illegal camping	17	30
Dog	3	39
Cat	0	3
Livestock	0	3

Litter	0	2
Parking	0	15
Bush Fire	0	0
ORV	0	5
<b>Total</b>	<b>20</b>	<b>94</b>

<b>Other:</b>	
Snakes:	2
Assisted with Wildlife Reports:	5
Assisting RSPCA - Animal Welfare:	9
Abandoned Vehicles	6
Burning Permits	0
<b>Total</b>	<b>22</b>

*Note: information relating to Ranger operations is limited to due to confidentiality requirements.*

### **Development Services Support Officer**

Support for EMDS, Building, Planning, Rangers, Health, Visitors Centre, Civic Centre, CESM and Co-ordinator for the Aquatic Centre with:

- Building webpage update and improvement (Ongoing)
- Setup Development SharePoint site (Ongoing)
- Investigate funding for projects needing to be addressed and funding due to budget restraints (Ongoing)
- Communications, public notices, consulting with staff and stakeholders
- Monitor and record Aquatic Centre Projects and winter shut down maintenance.
- Assist with Gascoyne River Volunteer Bush Fire Brigade administration (Ongoing)
- Assist EMDS with administrative support for a wide range of tasks.
- Troubleshooting with Landgate tenure of properties in relation to building permit applications
- Respond to building, ranger, health and development enquiries
- Research and development of processes for Fines Enforcement and template setup for Final Demands (Ongoing)
- Review, write and test processes for Development Services





# SHIRE OF CARNARVON

## CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS, EMPLOYEES AND CONTRACTORS

(Endorsed – 18<sup>th</sup> December 2018 )

*(Local Government Act (1995) that the local government review its Code of Conduct within the twelve (12) months period following each ordinary election.)*



This document aligns with Goal 5 Civic in the Carnarvon Community Strategic Plan



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



**Natural & Built Environment** - A sustainable natural and built environment that meets current and future community needs.



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



**Cross Cultural Connection** - Acknowledged and celebrated traditional owners and diverse cultures that make up the community.



**Civic** – Strong and listening Council.

# *Vision*

## Unity, Humanity, Nature

- A connected community across leaders, cultures, and generations
  - A future for every young person
  - A job-rich economy, built on local strengths
  - A still-natural environment, looked after and used



# *Values*

- Courage
- Authenticity
- Respect and inclusion
- Humility
- Passion
- Excellence
- Cohesion

## PREAMBLE

The Code of Conduct, hereinafter referred to as 'the Code', provides Council Members, Committee Members, employees and contractors in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (WA) (the Act) and Regulations which incorporate four fundamental aims to result in :

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members, employees and contractors. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

For the purpose of interpreting the Code a Contractor is defined as a person, body corporate or any other entity with which the Shire has a contract for services. *Limitation - This code is intended to apply to those parties engaged in the role of contractors to the Shire and is not intended to apply to their broader business or personal activities.*

## STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (s 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

## ENFORCEMENT OF THE CODE OF CONDUCT

Any member of Council, Committee Member, employee or contractor who has concerns with an actual, perceived, potential, intended or unintended breach of a specific provision or spirit of the Code of Conduct should discuss their concerns in confidence, with their immediate Manager, the Chief Executive Officer (CEO) or the President.

Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements and Council's responsibilities as an employer or as a principal.

## RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Act and the Local Government (Rules of Conduct) Regulations 2007.

## 1. ROLES

### 1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in s 2.10 of the Local Government Act 1995 follows:

A Councillor —

- (a) represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a Councillor by this Act or any other written law.

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

### 1.2 Role of Employees

The role of employees is determined by the functions of the CEO as set out in s 5.41 of the Act :

The CEO's functions are to:

- a) advise the council in relation to the functions of a local government under this Act and other written laws;
- b) ensure that advice and information is available to the council so that informed decisions can be made;
- c) cause council decisions to be implemented;
- d) manage the day to day operations of the local government;
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;

- f) speak on behalf of the local government if the mayor or president agrees;
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

### 1.3 Role of Council

The Role of the Council is in accordance with s 2.7 of the Local Government Act 1995:

- “(1) The council :
- (a) directs and controls the local government’s affairs; and
  - (b) is responsible for the performance of the local government’s functions.
- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government’s finances and resources; and
  - (b) determine the local government’s policies.”

### 1.4 Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire’s employees:

- “(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and
- (f) such other principles, not inconsistent with this Division, as may be prescribed.”

### 1.5 Relationships between Council Members, Committee Members, Employees and Contractors

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of employees. That teamwork will only occur if Council Members, employees and contractors have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members must observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of employees or contractors to carry out particular functions;
- refrain from publicly criticising employees or contractors in a way that casts aspersions on their professional competence and credibility

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1 Conflict of Interest

- (a) Council Members, Committee Members, employees and contractors will ensure that there is no actual, or perceived, conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members, employees and contractors will lodge written notice with the CEO describing an intention to undertake any dealing in land within the local government area, or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and employees who exercise recruitments or other discretionary functions will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

### 2.2 Financial Interest

Council Members, Committee Members and employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

### 2.3 Disclosure of Interest

*Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 an "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee or a contractor and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee or a contractor and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended



by the person, is required to disclose the nature of any interest the person has in the matter:

- (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in s 5.60 of the Act.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if:
- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (d) If a person who is an employee or a contractor makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

### 3. PERSONAL BENEFIT

#### 3.1 Use of Confidential Information

Council Members, Committee Members, employees and contactors shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person or organisation.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other



than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member or officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

### 3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

### 3.3 Improper or Undue Influence

Council Members, Committee Members employees or contractors shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members, employees or contractors shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

### 3.4 Gifts

#### **Definitions :**

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

***“activity involving a local government discretion means an activity” —***

- (a) *that cannot be undertaken without an authorisation from the local government; or*
- (b) *by way of a commercial dealing with the local government;*

***“gift” has the meaning given to that term in section 5.82(4) except that it does not include —***

- (a) *a gift from a relative as defined in section 5.74(1); or*
- (b) *a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training; or*
- (d) *a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);*

***“notifiable gift”, in relation to a person who is an employee, means —***

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

***“prohibited gift”, in relation to a person who is an employee, means —***

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee or contractor is to refrain from accepting a prohibited gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
  
- (b) A person who is an employee or contractor and who accepts a notifiable gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

must notify the CEO, in accordance with item (c) below and within 10 days of accepting the gift, of the acceptance.

- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
    1. a description; and
    2. the estimated value; and
    3. the date of acceptance,
 of each other gift accepted within the 6 month period.
  
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
  
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

2) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

## 4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS, EMPLOYEES AND CONTRACTORS

### 4.1 Personal Behaviour

(a) Council Members, Committee Members, Employees and Contractors will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour (noting that individual Councillors have NO statutory powers, duties or authority as an individual outside the Council Chamber).
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

### 4.2 Honesty and Integrity

Council Members, Committee Members, employees and contractors will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee or contractor to the CEO.
- (c) be frank and honest in their official dealing with each other.

### 4.3 Performance of Duties

- (a) While on duty, employees and contractors will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

#### 4.4 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Local Government, its Council Members, employees or contractors, which breach this Code of Conduct.
- (c) Council Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.
- (d) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1994*, in accordance with the *Corruption, Crime and Misconduct Act 2003*.

#### 4.5 Compliance with Lawful Orders

- (a) Council Members, Committee Members, employees and contractors will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members, employees and contractors will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

#### 4.6 Administrative and Management Practices

Council Members, Committee Members, employees and contractors will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### 4.7 Corporate Obligations

- (a) Standard of Dress

Council Members, Committee Members employees and contractors are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

## (b) Communication and Public Relations

- (i) All aspects of communication by employees and contractors (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

## 4.8 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

## 4.9 Councillors' Relationships with Employees and Contractors

An effective Councillor will work as part of the Council team with the CEO and other members of employees and contractors. That teamwork will only occur if Councillors, employees and contractors have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Councillors shall -

1. Accept that their role is purely a leadership, not a management or administrative role.
2. Acknowledge that the CEO is primarily responsible for employees and contractors.
3. Acknowledge that they have no capacity to individually direct employees or contractors to carry out particular functions.
4. Employees and contractors are accountable to the Council through the CEO. Therefore requests for action by employees or contractors should be directed through the CEO, either verbally or by memo.
5. Refrain from using their position to improperly influence employees in their duties or functions or to gain an advantage for themselves or others.
6. Not publicly criticise employees in a way that casts aspersions on their professional competence and credibility.

7. There should be mutual respect and understanding between Councillors and employees and contractors in relation to their respective roles, functions and responsibilities.
8. Councillors recognise that the nature of decision making under the existing system of local government means that Councillors decision making powers can only be exercised in properly constituted forums.
9. Councillors should abide by the provisions and the spirit of section 5.41 of the Act in relation to the functions of the CEO.

#### **4.10 Complaints Against Employees Members and Contractors**

1. A complaint by a Councillor against a employees member, other than the CEO, or a contractor must be in writing addressed to the CEO. The CEO must upon receipt of the complaint give a copy to the President.
2. A formal complaint by a Councillor, other than the President, against the CEO must be in writing addressed to the President.
3. A complaint by the President against the CEO must be set out in a report to the Council meeting in a confidential session from which the CEO may be excluded by resolution of Council. However, the CEO must have the opportunity of right of reply to Council.
4. On receipt of a complaint, the CEO, the President or the Council, as the case requires, must, if of the opinion that the complaint has substance, investigate the complaint and may take or recommend such action as is considered appropriate relating to the complaint.

#### **4.11 Integrity and Moral Standards**

1. Councillors, employees and contractors will observe the highest standards of honesty and integrity to maintain proper standards of decorum and dress as well as a high standard of public demeanour at meetings and public functions, as these are important leadership values and are critical to the image of the organisation.
2. Councillors, and employees and contractors will ensure that their integrity and moral standards are not in any way compromised through their dealings with the public, and each other.
3. Councillors and other persons who are appointed as representatives of the Council to other bodies should observe the requirements of the Code when carrying out their duties on that body as they would for their own Council.

#### **4.12 Professional Advice**

1. Councillors shall ensure that no restrictions are placed on the ability of Employees to give professional advice to the Council.
2. Councillors, employees and contractors should acknowledge each other's point of view and respect each other's perspective due to the different roles of each.

3. Respect should be given to the responsibility of employees to offer their professional advice when it is, in their judgement, appropriate.
4. Employees and/or contractors' professional advice, both written and verbal, should be comprehensive, unbiased, and highlighting all the options open to Council.
5. Councillors shall on request be given additional full and unbiased information or clarifications by professional employees and/or contractors.

## **5. DEALING WITH COUNCIL PROPERTY**

### **5.1 Use of Local Government Resources**

Council Members, employees and contractors will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees or contractors) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

### **5.2 Travelling and Sustenance Expenses**

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

### **5.3 Access to Information**

- (a) The Chief Executive Officer will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

### **5.4 Council Activities**

Councillors and Employees should ensure that Council impartially and properly assesses its own planning, development, building and subdivision proposals, consistent with the scope and standard of the normal assessment of private proposals or applications.

## 5.5 Communications with the Media

It is the role of the President to communicate with the media for and on behalf of the Council, in accordance with 2.8(d) of the Act. The CEO may communicate with the media when delegated to do so in accordance with 5.41(f) of the Act. Councillors are entitled to express their own view provided they clearly make it known that they are not speaking for, or on behalf of, the Council. Whilst expressing their personal views, Councillors should not reflect on any Council decisions, the decision-making process of other Councillors or Employees.

Employees and contractors, are not permitted to communicate with, or present information to, the media, unless authorised to do so under the provisions of this code or the Act.



Schedule 8.2.1 (a)☐

SHIRE OF CARNARVON

List of accounts submitted to the Full Council Meeting 22 September 2020 for confirmation in respect to accounts already paid.

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	TRUST BANK	BANK DIRECT
7518	05/08/2020	OUTBACK OASIS CARAVAN PARK	VISITORS CENTRE BOOKING LESS SHIRE OF CARNARVON COMMISSION		\$ 148.75	
7519	05/08/2020	SHIRE OF CARNARVON VISITORS CENTRE ACCOUNT	REPLENISHMENT OF VISITOR CENTRE FUNDS. REFUNDS MADE TO CUSTOMER FOR CANCELLATION OF CARNARVON HOTEL ACCOMMODATION(BOOKING NUMBER 8464540)DUE TO CORONAVIRUS		\$ 952.00	
7520	26/08/2020	OUTBACK OASIS CARAVAN PARK	VC BOOKINGS BOOEASY LESS SHIRE OF CARNARVON COMMISSION.		\$ 401.62	
7521	26/08/2020	FISH AND WHISTLE (PORT HOTEL)	VC BOOKINGS BOOEASY LESS SHIRE OF CARNARVON COMMISSION.		\$ 201.24	
7522	26/08/2020	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COACHLINE, BOOEASY, BSLWA, BCTIF COMMISSION FOR THE SHIRE OF CARNARVON		\$ 5,126.31	
7523	26/08/2020	SHIRE OF CARNARVON VISITORS CENTRE ACCOUNT	REPLENISHMENT OF VC FUNDS. REFUND MADE TO CUSTOMER FOR CANCELLATION OF CARNARVON SEACHANGE APARTMENT ACCOMMODATION BOOKING NUMBER		\$ 1,590.00	
EFT31097	06/08/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 51.80		
EFT31098	06/08/2020	ALLOY & STAINLESS PRODUCTS PTY LTD	8 x SLASHER BLADES FOR P358	\$ 290.97		
EFT31099	06/08/2020	CARNARVON MENSWEAR	RANGERS UNIFORMS	\$ 928.80		
EFT31100	06/08/2020	LAFTOM PTY LTD T/A BLACKTOP CONSULTING ENGINEERS	ENGINEERED DESIGNS FOR NICHE WALL AT THE CEMETERY	\$ 990.00		
EFT31101	06/08/2020	BOSTON PAQUITA	REORDER OF LOCAL PRODUCTS FOR RETAIL AT THE VISITORS CENTRE 10 X ABORIGINAL LANGUAGES BOOK, 10 X BANANA COOKBOOK	\$ 180.00		
EFT31102	06/08/2020	CAROLIEN CECILE PATRICIA CLAASSENS	REIMBURSEMENT OF ONEWAY FLIGHT PERTH CARNARVON ON 15 JULY FOR MANAGER OF GOVERNANCE AS PER REMUNERATION POLICY	\$ 367.95		
EFT31103	06/08/2020	CONTROLLED IRRIGATION SUPPLIES	FUSES	\$ 4,110.00		
EFT31104	06/08/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO	2 X BATTERIES FOR MITSUBISHI CANTER	\$ 384.00		
EFT31105	06/08/2020	CARNARVON FRESH IGA	STANDING ORDER FOR MINOR CLEANING CONSUMABLES AND TEA ROOM SUPPLIES FOR DEPOT GST	\$ 76.68		
EFT31106	06/08/2020	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 1,211.30		
EFT31107	06/08/2020	DETMOLD AUSTRALIA SALES PTY LTD T/A PAPERM PAK	REORDER OF PAPERBAGS FOR VISITORS CENTRE	\$ 349.25		
EFT31108	06/08/2020	DELL AUSTRALIA PTY LTD	4 X SFP + 10G TRANSCEIVERS FOR FIBRE LINKS	\$ 611.60		
EFT31109	06/08/2020	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT REGIONAL DEVELOPMENT	RATES REFUND A2222 REFUND FOR OVERPAYMENT ON RATES ACCOUNT 174 SOUTH RIVER ROAD, SOUTH PLANTATIONS WA 6701	\$ 26.04		
EFT31110	06/08/2020	D & J BLACK	REORDER OF LOCAL PRODUCTS FOR RETAIL SALE AT THE VISITORS CENTRE 50 x MANGO LEATHER, 20 x ASSORTED PRESERVE JARS	\$ 367.50		

EFT31111	06/08/2020	DUN DIRECT PTY LTD	DIESEL FUEL	\$ 10,562.32		
EFT31112	06/08/2020	ALEXANDER FULLARTON	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31113	06/08/2020	GASCOYNE TRANSPORT SERVICES PTY LTD	DEMobilISATION OF 12H GRADER PGRA1 FROM MINILYA LYNDON ROAD TO SHIRE	\$ 1,946.00		
EFT31114	06/08/2020	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	FILES,BRUSHCUTTER HEADS AND GREASE	\$ 580.40		
EFT31115	06/08/2020	IMPART MEDIA	CARNARVON.ORG.AU WEBSITE HOSTING FEE FROM 16 JULY 2020\$ 15 JULY 2021	\$ 988.90		
EFT31116	06/08/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL	\$ 2,001.12		
EFT31117	06/08/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	1X 2ND HAND RIM FITTED WITH TOYO 245/75R16 TYRE FROM SPARE ON P354	\$ 703.00		
EFT31118	06/08/2020	JTAGZ PTY LTD	300 (430) ORANGE 175MM RIGTAG	\$ 201.30		
EFT31119	06/08/2020	JULEE NELSON	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31120	06/08/2020	KLEENIT PTY LTD	PUBLIC TOILET CLEANING CULTURAL CENTRE TOILETS, CIVIC CENTRE EXCELOO TOILETS, TOWN BEACH TOILETS, BAXTER PARK, PELICAN POINT TOILETS AS PER CONTRACT	\$ 31,323.86		
EFT31121	06/08/2020	KOMATSU AUSTRALIA PTY LTD	HYDRAULIC HOSE FOR P303	\$ 68.29		
EFT31122	06/08/2020	KRISTAN PINNER	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31123	06/08/2020	PAUL LEES	REIMBURSEMENT FOR FUEL	\$ 280.00		
EFT31124	06/08/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	SUBSCRIPTION TO ANALYTICAL HEALTH SERVICES FOR 2020/21	\$ 649.96		
EFT31125	06/08/2020	LUKE SKENDER	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31126	06/08/2020	BURKE MASLEN	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 2,434.00		
EFT31127	06/08/2020	MIDWEST CHEMICAL AND PAPER DISTRIBUTORS	CLEANING SUPPLIES AND TOILET PAPER/HANDTOWEL AS PER ATTACHED ORDER FORM	\$ 1,149.74		
EFT31128	06/08/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	EMPTY SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA 14/07/2020	\$ 1,914.00		
EFT31129	06/08/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 22/07/2020	\$ 63,109.00		
EFT31130	06/08/2020	MARISA REID	REIMBURSEMENT FOR ENROLMENT COURSE TOURISM CERTIFICATE III	\$ 98.55		
EFT31131	06/08/2020	R & L COURIERS	FREIGHT FOR THE PERIOD OF JUNE 2020 FOR THE DEPOT	\$ 48.40		
EFT31132	06/08/2020	ROOTEA PTY LTD T/A ROOGENIC	ROOGENIC ORDER FOR RETAIL AT THE VISITOR CENTRE	\$ 1,481.61		
EFT31133	06/08/2020	SHELLEY LAUREN BARTON T/A SILKEN TWINE	REORDER OF WAS MADE PRODUCTS FOR RETAIL AT THE VISITORS CENTRE\$	\$ 694.19		
EFT31134	06/08/2020	KANE SIMPSON	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31135	06/08/2020	SMITH, EDWARD	MONTHLY PRESIDENTS ALLOWANCE 28 JULY 2020	\$ 5,365.00		

EFT31136	06/08/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS	\$ 1,947.87		
EFT31137	06/08/2020	TOLL EXPRESS	FREIGHT FOR THE DEPOT	\$ 513.33		
EFT31138	06/08/2020	TREMOR EARTHMOVING	CONSTRUCTION OF MINILYA RIVER CROSSING PROGRESS CLAIM 1	\$ 331,096.48		
EFT31139	06/08/2020	U2 BOBCAT HIRE	22 TONS SCREENED RIVER SAND DELIVERED TO SHIRE DEPOT	\$ 308.00		
EFT31140	06/08/2020	THE TRUSTEE FOR THE ABBOTT TRUST T/A VANESSA AUSTRALIA	ASSORTED SOUVINERS FOR RETAIL AT HE VISITORS CENTRE	\$ 606.01		
EFT31141	06/08/2020	LUKE VANDELEUR	MONTHLY COUNCILLOR SITTING FEE 28 JULY 2020	\$ 1,457.00		
EFT31142	06/08/2020	VEE JAYS (WA) PTY LTD	61 HOURS MAINTAINENCE GRADE MEEDO ROAD FROM HIGHWAY TO HOMESTAED	\$ 14,355.00		
EFT31143	06/08/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	RENEWAL OF ANNUAL MEMBERSHIP & SUBSCRIPTION WALGA FOR PERIOD 01/07/20	\$ 20,457.13		
EFT31144	06/08/2020	WENDY BINKS	RE ORDER OF WA MADE PRODUCTS FOR RETAIL AT THE VISITORS CENTRE	\$ 678.95		
EFT31145	06/08/2020	WEST AUSTRALIAN NEWSPAPER LTD	PUBLIC NOTICE DIFFERENTIAL RATES MIDWEST/GAURDIAN 17TH JUNE 2020	\$ 917.84		
EFT31146	06/08/2020	BAYVIEW CORAL BAY	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 4,920.06	
EFT31147	06/08/2020	CARNARVON CARAVAN PARK	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 288.71	
EFT31148	06/08/2020	CARNARVON CENTRAL APARTMENTS 2	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 787.50	
EFT31149	06/08/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 1,426.25	
EFT31150	06/08/2020	CORAL COAST TOURIST PARK	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 874.99	
EFT31151	06/08/2020	CARNARVON HOTEL	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 200.37	
EFT31152	06/08/2020	GATEWAY MOTEL	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,213.75	
EFT31153	06/08/2020	MANSTED HOLDINGSPTY LTD T/A KARRATHA CENTRAL APARTMENTS	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 209.12	
EFT31154	06/08/2020	KRAMM PTY LTD T/A LEMON TREE LODGE	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 570.00	
EFT31155	06/08/2020	NINGALOO CLUB PTY LTD	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 1,730.74	
EFT31156	06/08/2020	NINGALOO CARAVAN & HOLIDAY RESORT PTY LTD	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 304.50	
EFT31157	06/08/2020	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 523.25	
EFT31158	06/08/2020	CARNARVON SEA CHANGE APARTMENTS	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,100.00	
EFT31159	06/08/2020	SUMMERSTAR PTY LTD ATF THE JOHN LAYMAN FAMILY TRUST	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 669.37	
EFT31160	06/08/2020	WINTERSUN CARAVAN PARK	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 1,975.36	

EFT31161	06/08/2020	WOORAMEL PASTORAL CO	VISITORS CENTRE BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 109.37	
EFT31162	21/08/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 77.70		
EFT31163	21/08/2020	AIRBLAST AUSTRALIA	2X LL5319 LINE LAZER SPRAY TIP 5319	\$ 394.22		
EFT31164	21/08/2020	AR EQUIPMENT (QLD)	900MM MAGNET KIT INCLUDING CONTROL BOX, ALL WIRES AND FITTINGS, HEAD BRACKET TO SUIT PC20 8 SPECS PINS 80MM, EARS 326MM, CENTRES 445MM	\$ 19,659.20		
EFT31165	21/08/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF JULY 2020	\$ 509.48		
EFT31166	21/08/2020	BLACKBOX CONTROL PTY LTD	SUBSCRIPTION FEE FOR GPS TRACKING FOR THE PERIOD JULY 2020	\$ 627.00		
EFT31167	21/08/2020	CARNARVON MENSWEAR	1X PAIR SAFETY BOOTS FOR ACTING ARO	\$ 359.00		
EFT31168	21/08/2020	BOC LIMITED (AUST)	1X SIZE E ACETYLENE	\$ 145.08		
EFT31169	21/08/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SUPPLIES	\$ 1,637.83		
EFT31170	21/08/2020	CARNARVON CENTRAL APARTMENTS 2	GREATER GERALDTON	\$ 560.00		
EFT31171	21/08/2020	CARNARVON CLEANERS PTY LTD	PROVISION OF AIRPORT CLEANING AS PER CONTRACT RFT 06/2018 SPARABLE PORTION B FOR THE PERIOD JULY 2020	\$ 6,684.56		
EFT31172	21/08/2020	CARNARVON NOVUS	REPAIR STONE CHIP TO TOYOTA HILUX C28583 (P355)	\$ 99.00		
EFT31173	21/08/2020	CARNARVON COMMUNITY COLLEGE CLEAVER ST CAMPUS CANTEEN	CATERING FOR COUNCIL MEETING TUESDAY 28TH JULY 2020 12 PEOPLE COUNCIL CHAMBERS 12 NOON	\$ 144.00		
EFT31174	21/08/2020	CUTTING EDGES EQUIPMENT PARTS PTY LTD	CUTTING BLADES FOR PGRA1 GB6834HT GRADER BLADE HT CURV	\$ 1,678.40		
EFT31175	21/08/2020	CARNARVON ELECTRICS	REPLACE PRESSURE SWITCH FESTIVAL GROUNDS PUMP SHED	\$ 1,496.00		
EFT31176	21/08/2020	THE TRUSTEE FOR BLS UNIT TRUST T/A COBEY INDUSTRIES	AS PER CONTRACT RFT 04/2020 CONSTRUCT RECYCLED WATER PIPELINE	\$ 159,089.70		
EFT31177	21/08/2020	CORAL COAST PLUMBING	LIQUID WASTE TRUCK TO PUMP OUT 2X PUBLIC TOILETS AND 3 X WASTE DUMP POINTS AT BLOWHOLES CAMPING AREA	\$ 2,291.10		
EFT31178	21/08/2020	CORAL COAST VETERINARY HOSPITAL	9 x SNOOZA ORIGINAL BED COVER	\$ 194.58		
EFT31179	21/08/2020	CONTROLLED IRRIGATION SUPPLIES	1 X 24 STATION PRO HC PIONEER PARK MAINTENANCE	\$ 1,470.00		
EFT31180	21/08/2020	CARNARVON CHAMBER OF COMMERCE	ANNUAL SUBSCRIPTION FEE CHAMBER OF COMMERCE 2020/2021	\$ 250.00		
EFT31181	21/08/2020	CARNARVON GROWERS ASSOCIATION INC	MONTHLY ACCOUNT FOR THE PERIOD OF JULY 2020	\$ 221.17		
EFT31182	21/08/2020	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	MONTHLY ACCOUNT FOR THE PERIOD OF JULY 2020	\$ 926.61		
EFT31183	21/08/2020	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 1,211.30		

EFT31184	21/08/2020	DUN DIRECT PTY LTD	DIESEL	\$ 2,689.50		
EFT31185	21/08/2020	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	SUBSCRIPTION TO IM ALERT FOOD SAFETY PROGRAM FOR 2020/21 SUBSCRIPTION	\$ 330.00		
EFT31186	21/08/2020	JM AND VL FARNE	CONTRACT RFT 04/2011 MAINTENANCE OF LANDFILL SITE 2020/21:FOR THE PERIOD OF JULY 2020	\$ 26,434.88		
EFT31187	21/08/2020	GASCOYNE OFFICE EQUIPMENT	EXE PRINTER RICOH SERVICE & MANAGEMENT AGREEMENT COLOUR JUNE 2020	\$ 5,949.18		
EFT31188	21/08/2020	GASCOYNE TRANSPORT SERVICES PTY LTD	MOBILISATION OF SHIRE MULTI WHEEL ROLLER FROM SHIRE DEPOT TO GLADSTONE ROAD	\$ 1,320.00		
EFT31189	21/08/2020	GREENFIELD TECHNICAL SERVICES	AS PER QUOTE OPTION 3 FULL TIME SURVEILLANCE AND QUALITY ASSURANCE	\$ 28,799.65		
EFT31190	21/08/2020	HAYS RECRUITING	PROVISION OF TEMPORARY FULL TIME AERODROME REPORTING OFFICER	\$ 496.14		
EFT31191	21/08/2020	HIMAC GROUP PTY LTD T/A HIMAC ATTACHMENTS	4 x BOLTS FOR SLASHER	\$ 292.60		
EFT31192	21/08/2020	WA HOLIDAY GUIDE PTY LTD	PURCHASE ORDER FOR COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITOR CENTRE	\$ 782.53		
EFT31193	21/08/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 01/07/2020 TO 31/07/2020	\$ 52,558.03		
EFT31194	21/08/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL	\$ 802.93		
EFT31195	21/08/2020	THE TRUSTEE FOR JASON SIGNMAKERS UNIT TRUST T/A JASON SIGNMAKERS	PURCHASE CUSTOM SIGNS( PROCEED AT VEHICLE OWNERS RISK) (STREETBLADES MARLIN CT, NORTHRIVER RD)	\$ 395.16		
EFT31196	21/08/2020	JENNIFER LITTLE	PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE AUGUST 2020	\$ 18,230.17		
EFT31197	21/08/2020	KINGSFORD BAKERY	12 X ROUNDS ASSORTED SANDWICHES 24 X PARTY SAUSAGE ROLLS WATER CORP PLACEMENT	\$ 110.40		
EFT31198	21/08/2020	STATE LIBRARY OF WA	ANNUAL DELIVERY OF BETTER BEGINNINGS YELLOW PACKS	\$ 462.00		
EFT31199	21/08/2020	BUCHER MUNICIPAL PTY LTD	4 X BLM (GRAB ARMS FOR P292)	\$ 662.24		
EFT31200	21/08/2020	MARKET CREATIONS	EXTERNAL LOCATION BACKUP FOR THE MONTH OF JULY 2020	\$ 279.98		
EFT31201	21/08/2020	MANAGED SYSTEM SERVICES PTY LTD	CONFIGURING VLANS FOR DATA AND PHONE	\$ 1,485.00		
EFT31202	21/08/2020	MIDWEST LOCK AND SAFE	6 X INFRASTRUCTURE (ORANGE)	\$ 1,050.00		
EFT31203	21/08/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY WEEKLY EMPTY OF 9M <sup>3</sup> SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA 30/07/2020	\$ 726.00		
EFT31204	21/08/2020	NINGALOO DEVELOPMENTS	REPLACEMENT OF EXISTING BI FOLD DOORS WITH ELECTRIC ROLLER DOORS EMERGENCY SERVICES BUILDING	\$ 31,457.25		
EFT31205	21/08/2020	NORWEST REFRIGERATION SERVICES	INSPECT AND REPAIR FAULT TO AIRCONDITIONER IN THE TERMINAL AT THE AIRPORT	\$ 861.93		
EFT31206	21/08/2020	NORWEST WICKS	5 X DIFFUSER, 5 X LARGE TRAVEL TIN, 5 X WHITE GLOSS CANDLE, 2 X FIONA MUGS	\$ 397.00		

EFT31207	21/08/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 05/08/2020	\$ 55,744.00		
EFT31208	21/08/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	SAFETY CHECK VALVE FOR GAS CYLINDERS	\$ 281.81		
EFT31209	21/08/2020	REPCO PTY LTD	MONTHLY ACCOUNT FOR THE PERIOD OF JULY 2020	\$ 1,126.44		
EFT31210	21/08/2020	RICOH AUSTRALIA PTY LTD	LEASE OF RICOH MPC6503 W/T BOOKLET FINISHER (EXECUTIVE) COPY MACHINE	\$ 893.41		
EFT31211	21/08/2020	R & J HAULAGE PTY LTD T/A SAFE ROADS WA	CONTRACT RFT 02/2020 STAGE 1: ALL INCLUSIVE DAY RATE ( INCLUDING MATERIALS & GUARANTEED DAILY LENGTH OF 5000M)	\$ 264,000.00		
EFT31212	21/08/2020	SANDHURST SECURITY SERVICES	DAILY PATROLS SHIRE ADMIN BUILDING FOR PERIOD JULY 2020	\$ 2,790.00		
EFT31213	21/08/2020	SHERIDANS FOR BADGES	COUNCILLOR AND CEO NAME BADGES INCLUDING POSTAGE	\$ 74.69		
EFT31214	21/08/2020	SHIRE OF EXMOUTH	SHIRE OF EXMOUTH RANGER TO COVER THE CORAL BAY CAMP RUN ON SATURDAY 11/07/2020 FOR UP TO 3 HOURS	\$ 228.00		
EFT31215	21/08/2020	SOFIE ALICE HAYES	55 X ASSORTED CARD DESIGNS RE ORDER OF LOCALLY MADE CARDS FOR RETAIL AT THE VISITORS CENTRE	\$ 180.00		
EFT31216	21/08/2020	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	ELECTRICTY FOR THE PERIOD OF 02/06/2020 TO 01/07/2020	\$ 190.24		
EFT31217	21/08/2020	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	UP TO 60 TONS OF ROAD BASE A	\$ 3,348.18		
EFT31218	21/08/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS SAT PHONES FOR THE PERIOD OF 22/07/2020 TO 21/08/2020	\$ 229.38		
EFT31219	21/08/2020	THE I.T. VISION USER GROUP	MEMBERSHIP OF IT USER GROUP RENEWAL 20 21	\$ 748.00		
EFT31220	21/08/2020	TOLL EXPRESS	FREIGHT DEPOT	\$ 487.70		
EFT31221	21/08/2020	TROPICS HARDWARE	MONTHLY ACCOUNT FOR THE PERIOD OF JULY 2020	\$ 1,392.05		
EFT31222	21/08/2020	VEE JAYS (WA) PTY LTD	MAINTAINENCE GRADE WAHROONGA PIMBEE ROAD FROM HIGHWAY TO SHIRE BOUNDARY (M086) COMMENCEMENT DATE ONCE FINISHED WOORAMEL	\$ 27,324.00		
EFT31223	21/08/2020	WESTERLY CONTRACTORS	TREE PRUNING AS PER QUOTE #10913	\$ 740.85		
EFT31224	21/08/2020	WESTRAC PTY LTD	500 HRS SERVICE KIT FOR PGRA1	\$ 823.51		
EFT31225	21/08/2020	WESTBOOKS	ASSORTED TITLES FICTION AND NON FICTION BOOKS	\$ 37.18		
EFT31226	26/08/2020	BAYVIEW CORAL BAY	VC BOOKINGS BOOEASY LESS SHIRE OF CARNARVON COMMISSION.		\$ 5,216.73	
EFT31227	26/08/2020	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF JULY		\$ 1,600.45	
EFT31228	26/08/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/07/2020 TO 31/07/2020		\$ 2,275.52	
EFT31229	26/08/2020	CARNARVON CARAVAN PARK	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 153.12	
EFT31230	26/08/2020	CARNARVON LUXURY CANAL HOLIDAY HOME	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 918.75	

EFT31231	26/08/2020	CARNARVON CENTRAL APARTMENTS 2	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 980.00	
EFT31232	26/08/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 1,395.62	
EFT31233	26/08/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 446.25	
EFT31234	26/08/2020	CARNARVON HOTEL	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 1,259.12	
EFT31235	26/08/2020	FOUR SEASONS SOLAR	THE BUILDING APPLICATION B20/054 WAS OFFICALLY WITHDRAWN 12/05/2020 THE BUILDING SERVICES LEVY IS TO BE REFUNDED TO THE BUILDER.		\$ 61.65	
EFT31236	26/08/2020	GASCOYNE FOOD COUNCIL	GASCOYNE FOOD COUNCIL		\$ 1,242.20	
EFT31237	26/08/2020	GATEWAY MOTEL	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 131.25	
EFT31238	26/08/2020	BEST WESTERN HOSPITALITY INN CARNARVON	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 313.25	
EFT31239	26/08/2020	GASCOYNE HOTEL	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 113.75	
EFT31240	26/08/2020	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY COACHLINE\$ BOOKINGS		\$ 6,973.67	
EFT31241	26/08/2020	KYLIE WILSON	REFUND BUILDING SERVICES LEVY AS THE APPLICATION HAS BEEN WITHDRAWN. REF:B20/074		\$ 61.65	
EFT31242	26/08/2020	NINGALOO CLUB PTY LTD	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 1,988.00	
EFT31243	26/08/2020	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 94.50	
EFT31244	26/08/2020	OASIS WATERFRONT HOLIDAY HOME	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 656.25	
EFT31245	26/08/2020	PAUL FRANCIS KELLY	KEY BOND REFUND FOR HIRE OF PREMIER OVAL		\$ 50.00	
EFT31246	26/08/2020	CARNARVON SEA CHANGE APARTMENTS	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 1,487.50	
EFT31247	26/08/2020	SUMMERSTAR PTY LTD ATF THE JOHN LAYMAN FAMILY TRUST	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 271.25	
EFT31248	26/08/2020	WINTERSUN CARAVAN PARK	VC BOOKINGS (BOOEASY) LESS SHIRE OF CARNARVON COMMISSION		\$ 700.95	
47183	05/08/2020	KLEENHEAT GAS PTY LTD	11 X 45KG FACILITY FEE CYLINDER SERVICE CHAGRE FEE	\$	435.60	
47184	05/08/2020	PIVOTEL SATELLITE PTY LTD	SATELLITE PHONE CONNECTION FOR THE PERIOD OF 15/07/2020 TO 14/08/2020	\$	60.00	
47185	05/08/2020	CASH (MUNI)	REPLENISHMENT OF CIVIC CENTRE FLOAT. CASH REFUND ISSUED TO CUSTOMER FOR TICKET COST FOR CANCELLED SHOW AND CINEMA SHOWING DUE COVID-19	\$	48.00	
47186	05/08/2020	WATER CORPORATION	WATER ACCOUNTS USE FOR THE PERIOD OF 13/05/2020 TO 15/07/2020	\$	21,094.71	
47187	17/08/2020	WATER CORPORATION	WATER ACCOUNTS FOR THE PERIOD OF 20/05/2020 TO 21/07/2020	\$	10,427.94	
DD38031.1	05/08/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 11,405.60
DD38031.2	05/08/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 447.61

DD38031.3	05/08/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,564.39
DD38031.4	05/08/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 206.58
DD38031.5	05/08/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 198.88
DD38031.6	05/08/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 136.46
DD38031.7	05/08/2020	LGSuper	SUPERANNUATION CONTRIBUTIONS			\$ 258.18
DD38031.8	05/08/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 1,011.90
DD38031.9	05/08/2020	LEGAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 300.28
DD38075.1	24/08/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 1,126.82
DD38076.1	19/08/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 11,335.09
DD38076.2	19/08/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 473.02
DD38076.3	19/08/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,644.26
DD38076.4	19/08/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 206.58
DD38076.5	19/08/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 198.23
DD38076.6	19/08/2020	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 688.90
DD38076.7	19/08/2020	LEGAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 300.28
DD38076.8	19/08/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38076.9	19/08/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38031.10	05/08/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38031.11	05/08/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38031.12	05/08/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 188.42
DD38031.13	05/08/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 132.18
DD38031.14	05/08/2020	HESTA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS			\$ 464.11
DD38031.15	05/08/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 146.31



DD38031.16	05/08/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 422.39
DD38031.17	05/08/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD38031.18	05/08/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 349.46
DD38031.19	05/08/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,466.50
DD38031.20	05/08/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 242.03
DD38031.21	05/08/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD38031.22	05/08/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 491.24
DD38031.23	05/08/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 545.37
DD38031.24	05/08/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 203.62
DD38031.25	05/08/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 524.56
DD38076.10	19/08/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 115.95
DD38076.11	19/08/2020	HESTA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS			\$ 464.11
DD38076.12	19/08/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 183.17
DD38076.13	19/08/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 84.47
DD38076.14	19/08/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 423.31
DD38076.15	19/08/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD38076.16	19/08/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 349.46
DD38076.17	19/08/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,295.68
DD38076.18	19/08/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 242.03
DD38076.19	19/08/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD38076.20	19/08/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 463.69
DD38076.21	19/08/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 603.56
DD38076.22	19/08/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 199.98

DD38076.23	19/08/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 572.26
			<b>TOTAL</b>	\$ 1,284,172.33	\$ 55,714.69	\$ 45,945.18
			TOTAL BANK DIRECTS	\$ 45,945.18		
			TOTAL TRUST CHEQUES	\$ 8,419.92		
			TOTAL MUNI CHEQUES	\$ 32,066.25		
			TOTAL MUNI EFT	\$ 1,252,106.08		
			TOTAL TRUST EFT	\$ 47,294.77		
			<b>TOTAL</b>	\$ 1,385,832.20		

**Schedule 8.2.1 (B)**

**CORPORATE CREDIT CARD EXPENDITURE JULY & AUG - SYNERGY PAYMENT BATCH 38121**

MICHELLE GOFF

**Description**

14.07.20 Woolworth	\$ 42.80
14.07.20 Homestead.com - lic/mship for civic ctr	\$ 32.73
14.08.20 EIG Homestead.com- lic/mship civic ctr (incl overseas transaction fee)	\$ 31.77
	<b><u>\$ 107.30</u></b>

DAVID NELSEN

**Description**

22.7.20 Suspense account	\$ 164.54
08.07.20 Rezdy - annual subscription per month	\$ 108.90
	<b><u>\$ 273.44</u></b>

PAUL NICHOLAS LEES

**Description**

27.06.20 Facebook Tourism promotion	\$ 453.20
27.06.20 Facebook Tourism promotion	\$ 103.00
08.07.20 Facebook Tourism promotion	\$ 453.20
14.07.20 Vend pos - point of sale subscription 17/7-17/8	\$ 169.00
17.07.20 Rezdy Surry Hills - tourism reservation subscription	\$ 65.34
20.07.20 Facebook Toursm promotion	\$ 453.20
30.07.20 SMS Global - credits on tourism information delivery text mssgng services	\$ 200.00
06.08.20 Facebook Tourism promotion	\$ 454.02
06.08.20 SMS Global - credits on tourism information delivery text mssgng services	\$ 50.00
16.08.20 Vend Pos - point of sale contract	\$ 169.00
18.08.200 Facebook Tourism promotion	\$ 453.20
	<b><u>\$ 3,023.16</u></b>

DAVID BURTON

**Description**

22.07.20 Oversees transaction fee - in dispute suspense account	\$ 61.80
	<b><u>\$ 61.80</u></b>

JENNIFER MACKELLIN

**Description**

02.07.20 Blue Dog online training for Lauren Scott for Water Corp Placement Program	\$ 59.00
03.07.20 Toyworld - \$50 Gift card requested by Genevieve Burnett	\$ 50.00
	<b><u>\$ 109.00</u></b>

DANIELLE HILL

**Description**

17.07.20 Gascoyne Office - Highlighters paper for the community forum	\$ 49.75
13.08.2020 HOTEL Ibis Perth	\$ 1,176.00
	<b><u>\$ 1,225.75</u></b>

**TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT \$ 4,800.45**

## **Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

## **Overview**

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

## **Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 31 August 2020 of \$7,648,915.

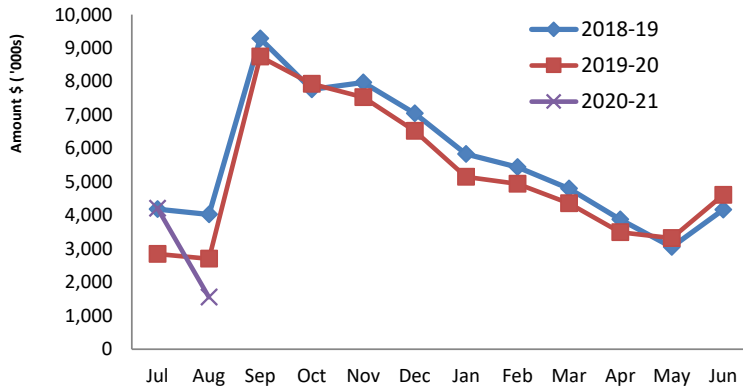
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

## **Preparation**

Prepared by: Eva Lau  
Reviewed by: Kim Chua  
Date prepared: 14/09/2020

**Shire of Carnarvon**  
**Monthly Summary Information**  
 For the Period Ended 31 August 2020

**Liquidity Over the Year (Refer Note 3)**



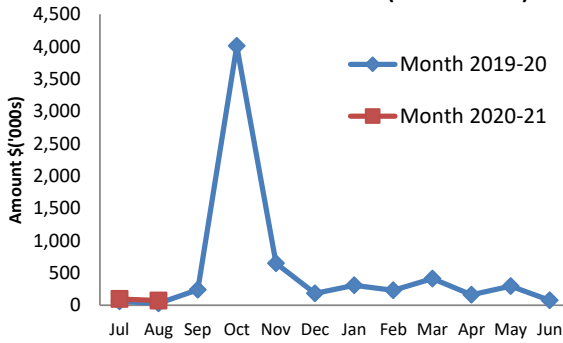
**Cash and Cash Equivalents as at period end**

Unrestricted	\$ 2,953,973
Restricted	\$ 3,859,560
	\$ 6,813,533

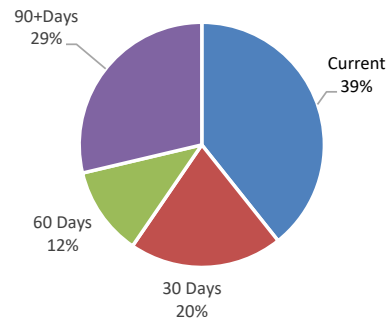
**Receivables**

Rates	\$ 683,145
Other	\$ 1,124,597
	\$ 1,807,742

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non-rates) (Refer Note 6)**

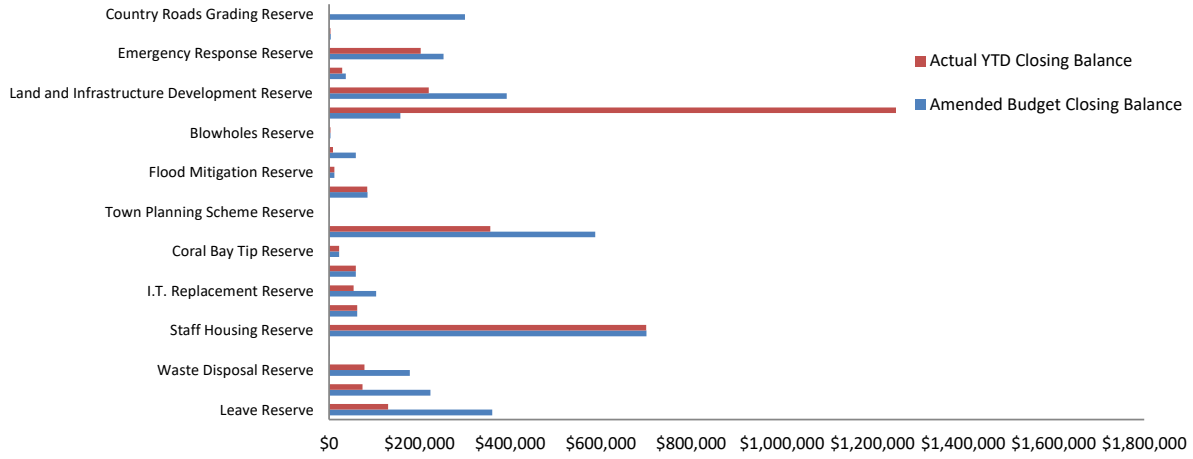


**Comments**

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Carnarvon**  
**Monthly Summary Information**  
 For the Period Ended 31 August 2020

**Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)**



**Comments**

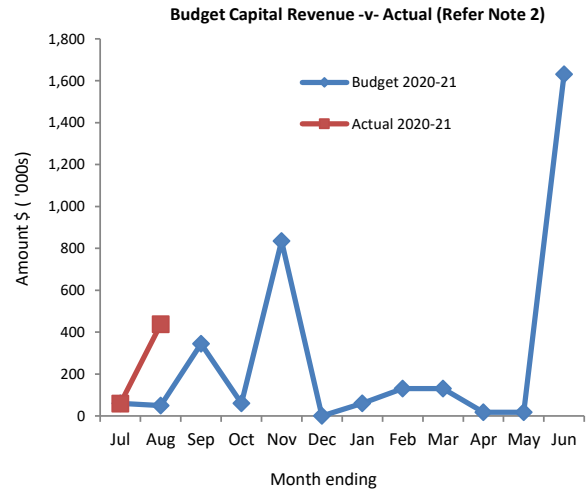
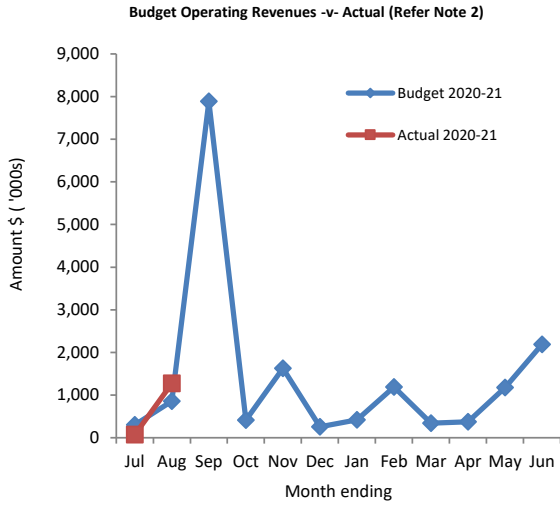
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Carnarvon

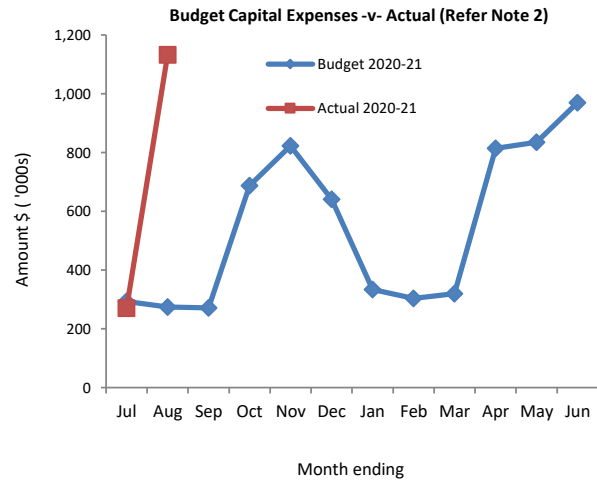
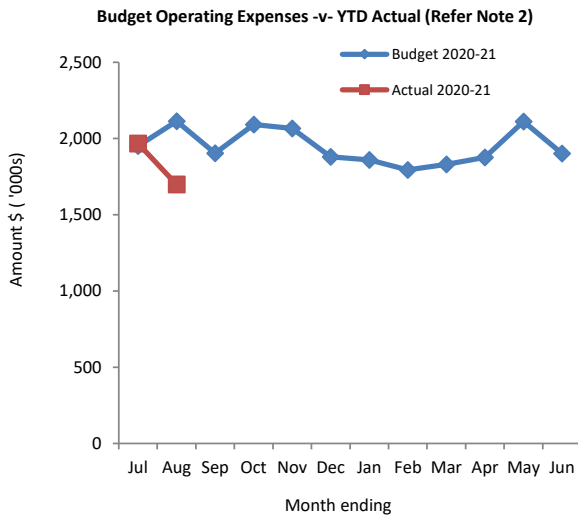
## Monthly Summary Information

For the Period Ended 31 August 2020

### Revenues



### Expenditure



### Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 August 2020**

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
	148,705	21,584	10,479	(11,105)	(51.45%)	▼
9	5,487,420	5,476,006	5,476,006	0	0.00%	
	2,310,941	433,206	604,170	170,964	39.46%	▲
	225,169	5,304	114,718	109,414	2062.86%	▲
	43,442	9,680	1,519	(8,161)	(84.31%)	
	218,034	42,910	42,297	(613)	(1.43%)	
	23,900	3,982	3,134	(848)	(21.30%)	
	1,943,896	1,337,884	129,954	(1,207,930)	(90.29%)	▼
	254,258	22,897	8,005	(14,892)	(65.04%)	▼
	773,652	93,846	405,877	312,031	332.49%	▲
	408,663	84,320	21,769	(62,551)	(74.18%)	▲
	127,937	20,176	2,388	(17,788)	(88.17%)	▼
	<u>11,966,017</u>	<u>7,551,795</u>	<u>6,820,316</u>	<u>(731,479)</u>		
<b>Operating Expense</b>						
	(1,396,629)	(319,434)	(680,831)	(361,397)	(113.14%)	▼
	(204,795)	(34,134)	(403)	33,732	98.82%	▲
	(977,206)	(167,093)	(107,989)	59,104	35.37%	▲
	(672,783)	(139,257)	(45,471)	93,786	67.35%	▲
	(1,161,570)	(202,181)	(99,770)	102,411	50.65%	▲
	(115,871)	(21,099)	(13,934)	7,165	33.96%	▲
	(2,426,510)	(419,271)	(235,345)	183,926	43.87%	▲
	(4,796,049)	(866,963)	(641,914)	225,049	25.96%	▲
	(9,235,057)	(1,548,939)	(1,374,270)	174,669	11.28%	▲
	(1,188,273)	(197,338)	(89,396)	107,942	54.70%	▲
	(130,611)	(94,695)	(377,388)	(282,693)	(298.53%)	▼
	<u>(22,305,353)</u>	<u>(4,010,404)</u>	<u>(3,666,710)</u>	<u>343,694</u>		
<b>Funding Balance Adjustments</b>						
	8,286,606	1,381,098	1,388,030	6,932	0.50%	
	(1,597,263)	0	0	0		
	29,217	0	29,217	29,217		
8	0	0	36,344	36,344		▲
	0	0	0	0		
	<u>(3,620,776)</u>	<u>4,922,489</u>	<u>4,607,197</u>	<u>(315,292)</u>		
<b>Capital Revenues</b>						
	4,258,072	138,903	414,204	275,301	198.20%	▲
8	0	0	81,954	81,954		
	<u>4,258,072</u>	<u>138,903</u>	<u>496,157</u>	<u>357,254</u>		
<b>Capital Expenses</b>						
13	(321,360)	(31,210)	(55,249)	(24,039)	(77.02%)	▼
13	(50,000)	(16,666)	0	16,666	100.00%	
	(21,273)	(21,273)	(20,798)	475	2.23%	
13	(205,000)	(25,000)	0	25,000	100.00%	
13	0	0	0	0		
13	(3,137,125)	(629,128)	(1,217,813)	(588,685)	(93.57%)	
13	(232,040)	(38,674)	0	38,674	100.00%	
13	0	0	0	0		
13	(37,000)	(6,166)	0	6,166	100.00%	▲
13	(1,107,046)	(168,674)	(2,651)	166,023	98.43%	▲
13	0	0	0	0		
13	(756,731)	(126,122)	(106,337)	19,785	15.69%	▲
13	0	0	0	0		
13	(1,124,461)	(173,912)	(314,275)	(140,363)	(80.71%)	▼
13	(173,912)	0	0	0		
	<u>(7,165,948)</u>	<u>(1,236,825)</u>	<u>(1,717,122)</u>	<u>(480,297)</u>		
	<u>(2,907,876)</u>	<u>(1,097,922)</u>	<u>(1,220,965)</u>	<u>(123,043)</u>		
<b>Financing</b>						
	0	0	0	0		
	0	0	0	0		
7	1,512,110	0	0	0		
	0	0	0	0		
	332,337	332,337	(6,179)	(338,516)	(101.86%)	
10	(53,244)	(2,383)	(3,202)	(819)	34.35%	▲
7	(398,681)	(1,666)	0	1,666	(100.00%)	
	<u>1,392,522</u>	<u>328,288</u>	<u>(9,380)</u>	<u>(337,668)</u>		
<b>Net Operations, Capital and Financing</b>						
	<u>(5,136,131)</u>	<u>4,152,855</u>	<u>3,376,852</u>	<u>(776,003)</u>		
<b>Opening Funding Surplus(Deficit)</b>						
3	<u>4,272,063</u>	<u>4,272,063</u>	<u>4,272,063</u>	<u>0</u>	<u>0.00%</u>	
<b>Closing Funding Surplus(Deficit)</b>						
3	<u>(864,068)</u>	<u>8,424,918</u>	<u>7,648,915</u>	<u>(776,003)</u>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.



**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2020**

Note		Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
	<b>Operating Revenues</b>						
9	21	5,565,656	5,540,376	-66	(5,540,442)	(100.00%)	▼
	Operating Grants, Subsidies and Contributions						
11	26	3,287,310	686,924	1,142,015	455,091	66.25%	▲
	Fees and Charges						
	24	2,737,910	1,266,061	175,202	(1,090,859)	(86.16%)	▼
	Service Charges						
	25	0	0	0	0		
	Interest Earnings						
	69	68,584	10,598	10,977	379	3.58%	
	Other Revenue						
	28	306,557	47,836	16,182	(31,654)	(66.17%)	▼
	Profit on Disposal of Assets						
	8	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>11,966,017</b>	<b>7,551,795</b>	<b>1,344,310</b>	<b>(6,207,485)</b>		
	<b>Operating Expense</b>						
	Employee Costs						
	01	(7,171,945)	(1,182,287)	(1,114,990)	67,297	5.69%	
	Materials and Contracts						
	04	(5,003,286)	(915,213)	(924,750)	(9,537)	(1.04%)	
	Utility Charges						
	03	(809,328)	(135,087)	(120,865)	14,222	10.53%	▲
	Depreciation on Non-Current Assets						
	08	(8,286,606)	(1,381,098)	(2,073,035)	(691,937)	(50.10%)	▼
	Interest Expenses						
	04	(35,164)	(4,361)	(1,557)	2,804	64.31%	▲
	Insurance Expenses						
	70	(496,958)	(300,330)	(52,612)	247,718	82.48%	▲
	Other Expenditure						
	09	(502,066)	(92,028)	(63,832)	28,196	30.64%	▲
	Loss on Disposal of Assets						
	8	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>(22,305,352)</b>	<b>(4,010,404)</b>	<b>(4,351,640)</b>	<b>(341,236)</b>		
	<b>Funding Balance Adjustments</b>						
	Add back Depreciation						
	08	8,286,606	1,381,098	1,388,030	6,932	0.50%	
	Non Cash Grants and Contributions						
		(1,597,263)	0	0	0		
	Non Cash Change in Accounting Policies						
		29,217	0	29,217	29,217		
	Adjust (Profit)/Loss on Asset Disposal						
	8	0	0	36,344	36,344		▲
	Adjust Provisions and Accruals						
		0	0	0	0		
	<b>Net Cash from Operations</b>	<b>(3,620,775)</b>	<b>4,922,489</b>	<b>(1,553,739)</b>	<b>(6,476,228)</b>		
	<b>Capital Revenues</b>						
	Grants, Subsidies and Contributions						
	11	4,258,072	138,903	414,204	275,301	198.20%	▲
	Proceeds from Disposal of Assets						
	8	0	0	81,954	81,954		
	<b>Total Capital Revenues</b>	<b>4,258,072</b>	<b>138,903</b>	<b>496,157</b>	<b>357,254</b>		
	<b>Capital Expenses</b>						
	Land and Buildings						
	13	(321,360)	(31,210)	(55,249)	(24,039)	(77.02%)	▼
	Office Furniture & Equipment						
	13	(50,000)	(16,666)	0	16,666	100.00%	
	Office Furniture & Equipment (Leased)						
		(21,273)	(21,273)	(20,798)	475	2.23%	
	Plant and Equipment						
	13	(205,000)	(25,000)	0	25,000	100.00%	
	Plant and Equipment (Leased)						
		0	0	0	0		
	Infrastructure Assets - Roads						
	13	(3,137,125)	(629,128)	(1,217,813)	(588,685)	(93.57%)	
	Infrastructure Assets - Footpaths						
	13	(232,040)	(38,674)	0	38,674	100.00%	
	Infrastructure Assets - Drainage						
	13	(37,000)	(6,166)	0	6,166	100.00%	▲
	Infrastructure Assets - Parks & Ovals						
	13	(1,107,046)	(168,674)	(2,651)	166,023	98.43%	▲
	Infrastructure Assets - Airport						
	13	(756,731)	(126,122)	(106,337)	19,785	15.69%	▲
	Infrastructure Assets - Other Infrastructure						
	13	(1,124,461)	(173,912)	(314,275)	(140,363)	(80.71%)	▼
	Infrastructure Assets - Landfill						
	13	(173,912)	0	0	0		
	<b>Total Capital Expenditure</b>	<b>(7,165,948)</b>	<b>(1,236,825)</b>	<b>(1,717,122)</b>	<b>(480,297)</b>		
	<b>Net Cash from Capital Activities</b>	<b>(2,907,876)</b>	<b>(1,097,922)</b>	<b>(1,220,965)</b>	<b>(123,043)</b>		
	<b>Financing</b>						
	Transfer From Reserves						
	7	1,570,980	0	0	0		
	Proceeds from New Debentures						
		0	0	0	0		
	Self-Supporting Loan Principal						
		0	0	0	0		
	Repayment of Current Lease Liability						
		332,337	332,337	(6,179)	(338,516)	101.86%	
	Repayment of Debentures						
	10	(53,244)	(2,383)	(3,202)	(819)	(34.35%)	
	Transfer to Reserves						
	7	(398,681)	(1,666)	0	1,666	100.00%	▲
	<b>Net Cash from Financing Activities</b>	<b>1,451,392</b>	<b>328,288</b>	<b>(9,380)</b>	<b>(337,668)</b>		
	<b>Net Operations, Capital and Financing</b>	<b>(5,077,260)</b>	<b>4,152,855</b>	<b>(2,784,084)</b>	<b>(6,936,939)</b>	<b>(167.04%)</b>	
	<b>Opening Funding Surplus(Deficit)</b>	<b>4,272,063</b>	<b>4,272,063</b>	<b>4,272,063</b>	<b>0</b>	<b>0.00%</b>	
	<b>Closing Funding Surplus(Deficit)</b>	<b>(805,197)</b>	<b>8,424,918</b>	<b>1,487,979</b>	<b>(6,936,939)</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF CARNARVON**  
**RATES SETTING STATEMENT**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2020**

	2020/2021 Original Budget	2020/2021 Amended Budget	2020/2021 Amended YTD Budget	2020/2021 YTD Actual
NOTE	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2	5,152,400	4,315,855	4,315,855
		5,152,400	4,315,855	4,315,855
<b>Revenue from operating activities (excluding rates)</b>				
Governance		148,705	148,705	21,584
General Purpose Funding - exc Rates		2,467,669	2,467,669	603,800
Law, order, public safety		225,169	225,169	5,304
Health		43,442	43,442	9,680
Education and welfare		218,034	218,034	42,910
Housing		23,900	23,900	3,982
Community amenities		1,943,896	1,943,896	1,337,884
Recreation and culture		254,258	254,258	22,897
Transport		773,652	773,652	93,846
Economic services		408,663	408,663	84,320
Other property and services		127,937	127,937	20,176
		6,635,325	6,635,325	2,246,383
				1,344,376
<b>Expenditure from operating activities</b>				
Governance		(1,396,629)	(1,396,629)	(319,434)
General purpose funding		(204,795)	(204,795)	(34,134)
Law, order, public safety		(977,206)	(977,206)	(167,093)
Health		(672,783)	(672,783)	(139,257)
Education and welfare		(1,161,570)	(1,161,570)	(202,181)
Housing		(115,871)	(115,871)	(21,099)
Community amenities		(2,426,510)	(2,426,510)	(419,271)
Recreation and culture		(4,796,049)	(4,796,049)	(866,963)
Transport		(9,235,057)	(9,235,057)	(1,548,939)
Economic services		(1,188,273)	(1,188,273)	(197,338)
Other property and services		(130,610)	(130,611)	(94,695)
		(22,305,353)	(22,305,353)	(4,010,404)
				(3,666,710)
<b>Operating activities excluded from budget</b>				
(Profit) on asset disposals	4(b)	0	0	0
Loss on disposal of assets	4(b)	0	0	0
Depreciation on assets	5	8,286,606	8,286,606	1,381,098
Non-Cash Grants and Contributions for Assets per AASB 1058 and AASB15)	(as)	0	(1,597,263)	0
Add in Change to Accounting Policies (non-cash)		0	29,217	0
Movement in employee benefit provisions (non-current)		0	0	0
<b>Amount attributable to operating activities</b>		<b>(2,231,022)</b>	<b>(4,635,613)</b>	<b>3,932,932</b>
				<b>1,813,505</b>
<b>INVESTING ACTIVITIES</b>				
Grants Capital - Law, Order, Public Safety		134,100	134,100	0
Grants Capital - Education and welfare		0	0	0
Grants Capital - Community Amenities		0	0	0
Grants Capital - Recreation and culture		1,526,746	1,526,746	51,876
Grants Capital - Transport		3,017,171	2,597,226	87,027
Non-operating grants, subsidies and contributions	9	4,678,017	4,258,072	138,903
Proceeds from disposal of assets	4(a)	0	0	0
<b>Total Capital Revenue</b>		<b>9,356,034</b>	<b>4,258,072</b>	<b>138,903</b>
				<b>414,204</b>
Land and Buildings		(321,360)	(321,360)	(31,210)
Office Furniture & Equipment		(50,000)	(50,000)	(16,666)
Plant and Equipment		(205,000)	(205,000)	(25,000)
Purchase property, plant and equipment	4(a)	(576,360)	(576,360)	(72,876)
Infrastructure Assets - Roads		(3,137,125)	(3,137,125)	(629,128)
Infrastructure Assets - Footpaths		(232,040)	(232,040)	(38,674)
Infrastructure Assets - Bridges		0	0	0
Infrastructure Assets - Drainage		(37,000)	(37,000)	(6,166)
Infrastructure Assets - Parks & Ovals		(1,107,046)	(1,107,046)	(168,674)
Infrastructure Assets - Levee Systems		0	0	0
Infrastructure Assets - Airport		(756,731)	(756,731)	(126,122)
Infrastructure Assets - Carparks		0	0	0
Infrastructure Assets - Other Infrastructure		(1,134,461)	(1,134,461)	(175,578)
Infrastructure Assets - Landfill		(173,912)	(173,912)	0
Purchase and construction of infrastructure	4(a)	(6,578,315)	(6,578,315)	(1,144,342)
				(1,641,075)
<b>Total Capital Expenditure</b>		<b>(7,154,675)</b>	<b>(7,154,675)</b>	<b>(1,217,218)</b>
				<b>(1,696,324)</b>
<b>Amount attributable to investing activities</b>		<b>2,201,359</b>	<b>(2,896,603)</b>	<b>(1,078,315)</b>
				<b>(1,282,121)</b>
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(53,244)	(53,244)	(2,383)
Principal Lease Payments		(365,390)	(342,139)	0
Transfers to cash backed reserves (restricted assets)	7(a)	(388,681)	(398,681)	(1,666)
Transfers from cash backed reserves (restricted assets)	7(a)	1,512,110	1,570,980	0
<b>Amount attributable to financing activities</b>		<b>704,795</b>	<b>776,916</b>	<b>(4,049)</b>
				<b>(3,201)</b>
<b>Budgeted deficiency before general rates</b>		<b>(4,023,135)</b>	<b>(6,755,301)</b>	<b>2,850,568</b>
				<b>528,183</b>
<b>Estimated amount to be raised from general rates</b>	1	<b>5,288,166</b>	<b>5,330,692</b>	<b>5,305,412</b>
				<b>(66)</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2	<b>1,265,031</b>	<b>(1,424,609)</b>	<b>8,155,980</b>
				<b>528,117</b>

This statement is to be read in conjunction with the accompanying notes.

**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 August 2020

Capital Acquisitions	Note	YTD 31 08 2020					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	55,249	55,249	31,210	321,360	24,039
Office Furniture & Equipment (Leased)	13	0	20,798	20,798	21,273	21,273	(475)
Office Furniture & Equipment	13	0	0	0	16,666	50,000	(16,666)
Plant and Equipment	13	0	0	0	25,000	205,000	(25,000)
Plant and Equipment (Leased)	13	0	0	0	0	0	0
Infrastructure Assets - Roads	13	0	1,217,813	1,217,813	629,128	3,137,125	588,685
Infrastructure Assets - Footpaths	13	0	0	0	38,674	232,040	(38,674)
Infrastructure Assets - Bridges	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	6,166	37,000	(6,166)
Infrastructure Assets - Parks & Ovals	13	0	2,651	2,651	168,674	1,107,046	(166,023)
Infrastructure Assets - Levee Systems	13	0	0	0	0	0	0
Infrastructure Assets - Airport	13	0	106,337	106,337	126,122	756,731	(19,785)
Infrastructure Assets - Carparks	13	0	0	0	0	0	0
Infrastructure Assets - Other Infrastructure	13	0	314,275	314,275	173,912	1,124,461	140,363
Infrastructure Assets - Landfill	13	0	0	0	0	173,912	0
<b>Capital Expenditure Totals</b>		<b>0</b>	<b>1,717,122</b>	<b>1,717,122</b>	<b>1,236,825</b>	<b>7,165,948</b>	<b>480,297</b>

Comments and graphs

**SHIRE OF CARNARVON**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2020**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	148,705	0	148,705	21,584
General Purpose Funding	7,798,361	0	7,798,361	5,909,212
Law, Order and Public Safety	359,269	0	359,269	5,304
Health	43,442	0	43,442	9,680
Education and Welfare	218,034	0	218,034	42,910
Housing	23,900	0	23,900	3,982
Community Amenities	1,943,896	0	1,943,896	1,337,884
Recreation and Culture	1,781,004	0	1,781,004	74,773
Transport	773,652	0	773,652	180,873
Economic Services	2,069,509	0	408,663	84,320
Other Property and Services	127,937	0	127,937	20,176
<b>Total Operating Revenue</b>	<b>15,287,709</b>	<b>0</b>	<b>13,626,863</b>	<b>7,690,698</b>
<b>Operating Expense</b>				
Governance	(1,396,629)	0	(1,396,629)	(319,434)
General Purpose Funding	(204,795)	0	(204,795)	(34,134)
Law, Order and Public Safety	(977,206)	0	(977,206)	(167,093)
Health	(672,783)	0	(672,783)	(139,257)
Education and Welfare	(1,161,570)	0	(1,161,570)	(202,181)
Housing	(115,871)	0	(115,871)	(21,099)
Community Amenities	(2,426,510)	0	(2,426,510)	(419,271)
Recreation and Culture	(4,796,049)	0	(4,796,049)	(866,963)
Transport	(9,235,057)	0	(9,235,057)	(1,548,939)
Economic Services	(1,188,273)	0	(1,188,273)	(197,338)
Other Property and Services	(130,611)	0	(130,611)	(94,695)
<b>Total Operating Expenditure</b>	<b>(22,305,353)</b>	<b>0</b>	<b>(22,305,353)</b>	<b>(4,010,404)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	8,636,116	0	8,636,116	0
Non Cash Grants and Contributions	(1,597,263)	0	(1,597,263)	0
Non Cash Change in Accounting Policies	29,217	0	29,217	0
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0
Adjust Provisions and Accruals	0	0	0	0
<b>Net Cash from Operations</b>	<b>50,426</b>	<b>0</b>	<b>(1,610,420)</b>	<b>3,680,294</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	4,258,072	0	4,258,072	138,903
Proceeds from Disposal of Assets	0	0	0	0
Proceeds from Sale of Investments	0	0	0	0
<b>Total Capital Revenues</b>	<b>4,258,072</b>	<b>0</b>	<b>4,258,072</b>	<b>138,903</b>
<b>Capital Expenses</b>				
Land Held for Resale	0	0	0	0
Land and Buildings	(321,360)	0	(321,360)	(31,210)
Office Furniture & Equipment	(50,000)	0	(50,000)	(16,666)
Office Furniture & Equipment - Leased	0	(21,273)	(21,273)	0
Plant and Equipment	(205,000)	0	(205,000)	(25,000)
Plant and Equipment - Leased	0	(944,443)	(944,443)	0
Infrastructure Assets - Roads	(3,137,125)	0	(3,137,125)	(629,128)
Infrastructure Assets - Footpaths	(232,040)	0	(232,040)	(38,674)
Infrastructure Assets - Bridges	0	0	0	0
Infrastructure Assets - Drainage	(37,000)	0	(37,000)	(6,166)
Infrastructure Assets - Parks & Ovals	(1,107,046)	0	(1,107,046)	(168,674)
Infrastructure Assets - Levee Systems	0	0	0	0
Infrastructure Assets - Airport	(756,731)	0	(756,731)	(126,122)
Infrastructure Assets - Carparks	0	0	0	0
Infrastructure Assets - Other Infrastructure	(1,124,461)	0	(1,124,461)	(173,912)
Infrastructure Assets - Landfill	(173,912)	0	(173,912)	0
<b>Total Capital Expenditure</b>	<b>(7,144,675)</b>	<b>(965,716)</b>	<b>(8,110,391)</b>	<b>(1,215,552)</b>
<b>Net Cash from Capital Activities</b>	<b>(2,886,603)</b>	<b>(965,716)</b>	<b>(3,852,319)</b>	<b>(1,076,649)</b>
<b>Financing</b>				
Proceeds from New Debentures	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	1,570,980	0	1,570,980	0
Purchase of Investments	0	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(53,244)	0	(53,244)	(79,955)
Transfer to Reserves	(398,681)	0	(398,681)	(75,420)
<b>Net Cash from Financing Activities</b>	<b>1,119,055</b>	<b>0</b>	<b>1,119,055</b>	<b>(155,375)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,717,123)</b>	<b>(965,716)</b>	<b>(4,343,685)</b>	<b>2,448,270</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>4,272,063</b>	<b>0</b>	<b>4,272,063</b>	<b>4,272,063</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>2,554,939</b>	<b>(965,716)</b>	<b>(71,622)</b>	<b>6,720,333</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	10 to 100 years
Furniture and Equipment	3 to 10 years
Plant and Equipment	5 to 20 years
Sealed roads and streets formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads (unsealed) clearing and earthworks construction/roadbase	not depreciated
Footpaths - slab	50 years
Bridges	50 years
Levee System	50 years
Tools	5 years
Water supplying piping & drainage systems	75 years
Other Infrastructure	Various

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.



**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Economic: A strong, resilient and balanced economy.*

*Environment: Our unique natural and built environment is protected and enhanced.*

*Social: Our community enjoys a high quality of life.*

*Civic Leadership: A collaborative and engaged community."*

**(s) Reporting Programs**

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**SHIRE OF CARNARVON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Visitor Centre, boat ramps, foreshore and Civic Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**STATEMENT OF BUDGET AMENDMENTS  
(Statutory Reporting Program)  
For the Period Ended 31 August 2020**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>						
Governance	Members of Council	\$ (11,105) 193	% (51.45%)	▼	Permanent	Small variance - immaterial
	Governance	(51,676)			Timing/Permanent	Includes insurance and legal reimbursement accounts, and several contra income budgets (corresponding expenditure budgets exist netting to 0). LGIS Member Scheme remains \$27,627 to be received, and no income received for reimbursements for legal fees \$8,330 budgeted (however corresponds to no expenditure to date). Dependant on level of service. Grant income \$16,670 has not been received.
General Purpose Funding - Rates		0	0.00%			All income received as per budget.
General Purpose Funding - Other	Rate Revenue	170,964 17	39.46%	▲	Permanent	Small variance - immaterial
	Other General Purpose Funding	(27,921)			Permanent	Some timing differences
Law, Order and Public Safety	Fire Prevention	109,414 4,368	2062.86%	▲	Permanent	Small variance - immaterial
	Law Enforcement	(761)			Permanent	Small variance - immaterial
	Other Law, Order & Public Safety	(117,325)			Timing	Includes the grant income \$116,475 for the CESM position ( from DFES, Shire of Shark Bay, and Shire of Upper Gascoyne). This is billed as per actual expenditure at the end of financial year. This income is to be accounted for at YE 30.06.2020.
Health	Maternal & Infant Health	(8,161) (387)	(84.31%)		Timing	Rental income received from 360 Health and reimbursement of utilities. Dependant on utility use by lessee.
	Health Inspection and Administration	(12,822)			Timing	Includes income budgets related to Health fees and charges like water sampling \$3,020. Food business registrations \$7,010 are still to be invoiced (before 30.06.2020).
	Other Health	(22,542)			Permanent	Grant income (mosquito management and public health plan). \$15k budgetted for the Public Health Plan is unlikely to be received, however no expenditure will be incurred because of this. \$7k mosquito funding is yet to be received.
Education and Welfare	Pre-school	(613) (365)	(1.43%)		Timing	Small variance - immaterial
	Senior Citizens	(16,337)			Permanent	Includes grant income \$15k (COA 1963) for the Aged Friendly Community Plan and Aged Care Options Business Plan. No income received to date as work not commenced.

	Community Development	14,717			Timing	Includes contingent budgets for any ad-hoc reimbursements throughout the year. Variance due to only a few reimbursements occurring so far this year. Potential for income of up to \$15k to be received by 30.06.2020 but cannot be ascertained at this stage.
	Youth Services	5,871			Permanent	Includes budgeted grant income for Youth Services. All income received to date, and surplus in COA 1353 is due to indexation arrears received.
Housing		(848)	(21.30%)			
Community Amenities		(1,207,930)	(90.29%)	▼		
	Sanitation/Refuse	(25,005)			Timing/Permanent	Includes income from Brown's Range Tip Fees and Refuse Removal fees and charges.
	Protection of Environment	(49,242)			Timing	Includes protection of environment grant of \$49,158 which has yet to be received.
	Town Planning	14,721			Timing	Includes income from fees and charges related to Planning, and grant income from the Town Planning Scheme. Variance is due to draw down from the Unspent Grants Reserve for year to date expenditure of the TPS.
	Other Community Amenities	(5,219)			Timing/Permanent	Includes income from cemetery fees and a contingent budget for ad-hoc reimbursements. Dependant on level of service required by the community. \$5k down at this stage.
Recreation and Culture		(14,892)	(65.04%)	▼		
	Civic Centre	99,929			Permanent	Combination of overs \$173k and unders \$73k. Variance due to draw down of grant income for the Civic Centre Refurbishment project, originally profiled to be received June 2020 (timing variance). Also includes income budgets for fees and charges for the Civic Centre. These are down due to the closing of the Civic Centre due to COVID-19.
	Swimming Areas and Beaches	(16,318)				Pool income are down 35% or \$16k due to closure.
	Libraries	20,648			Permanent	Variance due to draw down of grant income for the Art Gallery Venue Upgrade project.

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues (continued)</b>						
	Other Recreation & Sport	(297,202)			Permanent	Income budgets includes fees and charges for hire fees of the sporting grounds etc. It is unlikely this income will be received any time soon due to the sporting seasons being cancelled due to COVID-19.
	Other Culture	(28,867)			Permanent	Other grant budgeted at \$81k has yet to receive.
Transport	Aerodromes	312,031 (15,823)	332.49%	▲	Permanent	Lease payments is down on budget
	Road and Bridge Maintenance	1,001,426			Permanent	Grant funding yet to be received.
Economic Services	Tourism and Area Promotion	(62,551) (179,736)	(74.18%)	▼	Timing/Permanent	Includes income budgets for Blowholes and Bush Bay camping fees, and income related to the Visitor Centre such as merchandise sales, Holiday planner ad revenue and membership income. All income is currently in deficit. Invoicing for memberships and the Holiday planner occurs towards the end of year, and shop sales and camping fees have slowed due to the current restrictions from COVID-19. There have also been little to no tour and accommodation bookings due to the travel restrictions.
	Building Control	(1,481)			Timing/Permanent	Includes income budgets for fees and charges related to Building Services including swimming pool inspections, and building licences.
Other Property and Services	Private Works & Plant Operation Costs	(17,788)	(88.17%)	▼	Permanent	Includes income budgets for fuel rebates, motor vehicle insurance claims, workers comp insurance claims and any income received from Private Works. Private Works (COA 4683) is currently in deficit, but the other income accounts have received surplus income for the year so far.
<b>Operating Expense</b>						
Governance	Members of Council	(361,397) 220,364	(113.14%)	▼		Underspend \$20k relates to no expenditure spent to date for 'Statutory Review of Local Laws' (COA 01D2). Discussions are underway to start this project with a review or updating of Local Laws. WALGA may be a cost effective options for next year. There is an underspend in COA 0212 Councillor Training of \$25k which is for the high level Governance training, potentially provided by the Australian Institute of Company Directors which has been discussed at Council and Department level. Coordination of presentation options is being perused with AICD.
	Governance	(380,519)				Variance is due to COA 06A2 'Less ABCs Allocated' (Activity Based Costings) which has a huge variance until the completion of the 30.6.20 FYE accounts.
General Purpose Funding	Rate Revenue	33,732 13,767	98.82%	▲	Permanent	Includes rates legal fees, valuation expenses etc. Variance due to underspend in legal expenses. It is unlikely this is to be spent this year due to the Financial Hardship Policy, and the current climate due to COVID-19.
	Other General Purpose Funding	28,447			Permanent	Includes Bank charges is on par with budget, but there is an underspend in ABCs of \$27k.
Law, Order and Public Safety		59,104	35.37%	▲		

	Fire Prevention	(2,750)			Permanent	Small variance - immaterial
	Law Enforcement	20,367			Timing	There is an overall underspend related to Ranger Services including ABC allocations. This includes utilities and ad-hoc building maintenance to the dog pound, and vet costs.
	Other Law, Order & Public Safety	29,187			Timing	This underspend is due to the LGGS grant project for the SES. This includes money for the build of a training tower, new generator and building extensions to the SES property. Procurement has commenced on this project and the SES expect this project is still ongoing.
Health	Maternal & Infant Health	93,786	67.35%	▲	Timing	Underspend in building maintenance account (leased property).
	Health Inspection and Administration	370			Permanent	Majority of this variance is due to an underspend in Employee Costs (\$72.5K) due to staff vacancies throughout the year.
	Other Health	114,141			Timing	Majority of this variance is due to no expenditure being spent to date on the Public Health Plan (COA 7322). There are also underspends to the Mosquito Control budget, and ABC allocations. Mosquito control will be spent in the next few months, with larvae being located in recent surveys.
Education and Welfare	Pre-school	102,411	50.65%	▲	Timing	Small variance - immaterial
	Senior Citizens	3,115			Permanent	This variance is due to no expenditure (Budget \$28k) being incurred so far this year for the Aged Care Concept Plan (COA 1955). Spending is dependant on grant funding.
	Community Development	33,589			Timing/Permanent	This variance is due to an underspend in Employee Costs due to staff vacancies throughout the year in this department. Budget overspends includes Festival and Events, and the Community Newsletter.
	Youth Services	8,646			Permanent	Majority of this variance is due to an underspend in Employee Costs of \$116k due to staff vacancies throughout the year.
Housing		134,472	33.96%	▲	Timing	Includes utilities and building maintenance budgets for Council Housing.
		7,165				



**STATEMENT OF BUDGET AMENDMENTS  
(Statutory Reporting Program)  
For the Period Ended 31 August 2020**

**Note 2: EXPLANATION OF MATERIAL VARIANCES (Continued)**

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Expense (continued)</b>						
Community Amenities		<b>183,926</b>	<b>43.87%</b>	▲		
	Sanitation/Refuse	105,930			Permanent	Underspend for Carnarvon and Coral Bay Refuse site maintenance. This variance is due to an overestimation of internal plant hire.
	Protection of Environment	66,047			Timing	Underspend in accounts Fascine Maintenance and Blowholes/Coral Bay Sundry expenses. Majority of underspend at COA 2782 is for Fascine Dredging. Consultant/legal fees are usually costed to COA 2742 'Blowholes/Coral Bay Sundry Expenses' of which there has been no expenditure this financial year.
	Town Planning	85,111			Timing	Overall budget underspend including Employee costs, ABC allocations, land use planning strategy costs, and Town Planning schemes for the year.
	Other Community Amenities	45,038			Timing/ Permanent	Underspend of expenditure budgets for cemetery and public convenience maintenance for the year. Cemetery maintenance includes internal wages and plant hire of which was overestimated. Public conveniences have also recently shut requiring less maintenance due to COVID-19.
Recreation and Culture		<b>225,049</b>	<b>25.96%</b>	▲		
	Civic Centre	107,750			Permanent	Variance includes unspent on 'This Life' festival. This will be a carry forward to 20/21 as event is postponed. Also includes underspends on employee cost accounts, cinema and live show expenditure accounts. Due to the Civic Centre now being closed and unlikely to be spent on a reduced schedule.
	Swimming Areas	10,069			Timing	Underspend for aquatic centre and beach shelter maintenance, and ABC allocations. Due to facility shutting early due to COVID-19, there is opportunity for maintenance to occur in the next few months.
	Other Recreation and Sport	339,092			Timing/ Permanent	This variance is due to underspend in the Parks and Gardens account. Majority of this variance is due to an overestimation of internal plant hire and internal wage costs and labour overheads.
	Libraries	31,082			Timing/ Permanent	This variance is due to an underspend in Employee Costs and Library building maintenance. During the year there were some staff vacancies, there are also some outstanding standing orders for which invoices are still to be received for building maintenance.
	Other Culture	19,040			Timing	Underspend includes OTC dish maintenance, and triple J maintenance including estimation of internal staff costs. There is also an underspend in ABC allocations.

Transport		174,669	11.28%	▲		
	Road and Bridge Maintenance	702,548			Permanent	Underspends in Country Road Maintenance \$302k, ABC of \$99k non cash saving of \$374k in depreciation actuals for roads. Calculation of depreciation has changed from using the valuer's rates in 18/19 to effective life as per OAG recommendation.
	Aerodromes	(15,823)			Permanent	Overspend is due to Employee costs. Expenditure is higher due to overtime/weekend work conducted by airport staff during the year compensated by underspends in several other expenditures.
Economic Services		107,942	54.70%	▲		
	Tourism and Area Promotion	127,265			Permanent	There is an underspend on budgets for Area Promotion and merchandise purchases. Due to closure of the Visitor Centre it is unlikely this will be fully expended by end of financial year.
	Building Control	12,817			Timing	This underspend sits in Building Contractor services, and work has not yet commenced on the Civic Precinct Development Project. As such there is no expenditure at job 4575.
	Other Economic Services	18,574			Permanent	Unlikely to fully expended due to lower activity.
Other Property and Services		(282,693)	(298.53%)	▼		
	Private Works	(75,040)			Permanent	Budget for private works originally underestimated. All private work jobs are reimbursed by the customer.
	Public Works Overheads	(9,053)			Permanent	small variance - immaterial
	Plant Operating Costs	(465,511)			Permanent	Variance is mainly due to underspend of plant operating costs and employee costs (depot staff) for the year. Expenditure is distributed across the reporting programs but the balancing accounts sits at COA 5062 and 5170 causing the variance here.
	Salaries & Wages	(31,829)			Permanent	Due to workerers Comp paid of \$39k
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions		275,301	198.20%	▲		
	Community Amenities	0			Timing	N/a
	Recreation and Culture	(51,876)			Timing	Part of grant funds received for the Integrated Water Supply, and funds not received for Lock Hospital memorial project.
	Transport	298,579			Timing	Funds not yet received from Roads to Recovery (R2R), and Regional Road Group (RRG). Funding submission has been completed and grant funds expected to be received shortly from R2R for Minilya River Crossing project. 80% of RRG funds have been received with remaining 20% to be received upon completion of projects, usually just after financial YE.
Proceeds from Disposal of Assets		81,954			Permanent	Disposals not originally budgeted for.

**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2020**

**Note 2: EXPLANATION OF MATERIAL VARIANCES (Continued)**

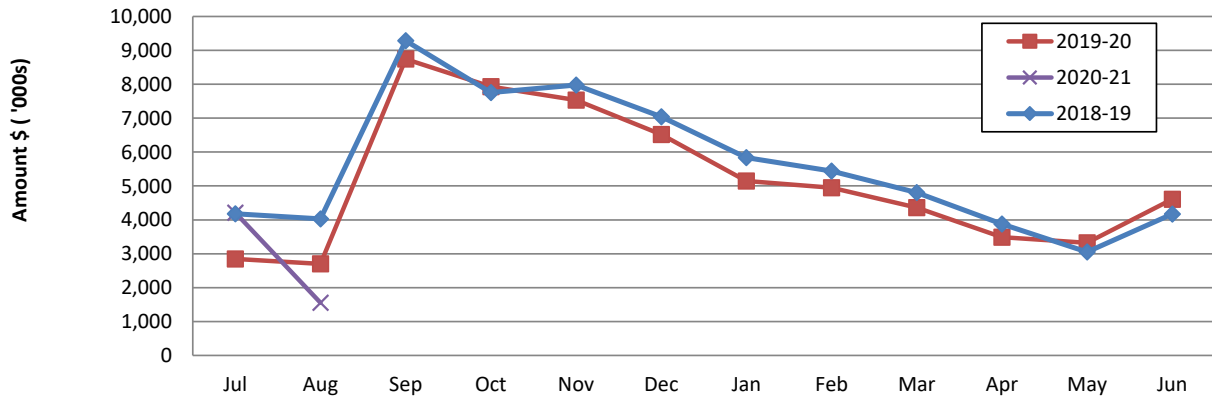
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Expenses</b>					
Land and Buildings	(24,039)	(77.02%)	▼	Timing	Variance is due to delay in works. Remaining exp will be monitor closely to ensure no overspend
Office Furniture & Equipment	16,666	100.00%			Control of expenditure
Plant and Equipment	25,000	100.00%			Lower in activity. Postponement of some purchases.
Infrastructure Assets - Roads	(588,685)	(93.57%)			Lower activity. Essential works continue in dur course.
Infrastructure Assets - Footpaths	38,674	100.00%			Expenditure is slightly over due to essential works
Infrastructure Assets - Drainage	6,166	100.00%	▲		Expenditure is inline or minor variance
Infrastructure Assets - Parks & Ovals	166,023	98.43%	▲	Timing	Blowholes development project. Currently tendered.
Infrastructure Assets - Airport	19,785	15.69%	▲	Timing	Variance due to delay in works. Works includes airport fencing and upgrades to the apron.
Infrastructure Assets - Other Infrastructure	(140,363)	(80.71%)	▼	Timing	Variance due to delay in works. Works includes fascine wall capital work, and the Lock Hospital memorial project.
Infrastructure Assets - Landfill	0				Amended budget savings
<b>Financing</b>					
Loan Principal	(819)	34.35%	▲		

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2020

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Aug 2020	30th June 2019	YTD 01 Sep 2019
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,953,973	3,694,372	3,545,531
Cash Restricted	4	3,859,560	3,705,040	4,179,369
Receivables - Rates	6	683,145	580,934	1,200,995
Receivables -Other	6	1,124,597	1,113,918	1,293,098
Contract Assets		1,597,263	0	0
Inventories	11401	74,956	45,910	43,011
		10,293,494	9,140,174	10,262,005
<b>Less: Current Liabilities</b>				
Payables		(3,791,739)	(867,089)	(2,324,044)
Contract liabilities		(1,188,572)	0	0
Lease liabilities		(54,534)	(54,534)	(54,534)
Provisions		(689,059)	(743,593)	(743,593)
		(5,723,905)	(1,665,217)	(3,122,171)
Less: Cash Reserves	7	(3,705,043)	(3,705,040)	(4,179,369)
Less: Provisions		689,059	743,593	743,593
<b>Net Current Funding Position</b>		<b>1,553,606</b>	<b>4,513,512</b>	<b>3,704,057</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**Shire of Carnarvon**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Cash			10,078,827		10,078,827	ANZ / WATC	At Call
Cash At Hand		2,953,973			2,953,973	ANZ	At Call
Investments			(6,219,267)	0	(6,219,267)	ANZ	At Call
2 TRUST FUND CASH AT BANK				500,380	500,380	ANZ	On Hand
<b>Total</b>		2,953,973	3,859,560	500,380	7,313,913		

**Comments/Notes - Investments**

The ANZ Shire Trust Investment number 9734-84399 was redeemed in October 2019 and returned to the ANZ Shire Trust Bank account number 9334-09434.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2020

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Classification	Original Budget	Decrease in Available Cash	Current Budget
			\$	\$	\$
1203	EMERGENCY SERVICES GRANT - STATE EMERGENCY SERVICES (SES INCOME)	Operating Revenue	-169,708	0	-169,708
0041	INSTALMENT INTEREST CHARGES	Operating Revenue	-5,000	0	-5,000
0051	EX GRATIA RATES	Operating Revenue	-9,371	0	-9,371
0112	INSURANCES	Operating Expenses	40,260	0	40,260
0122	ELECTION EXPENSES	Operating Expenses	0	0	0
0132	CIVIC MATTERS	Operating Expenses	10,000	0	10,000
0172	PUBLIC RELATIONS	Operating Expenses	2,000	0	2,000
0192	MARKETING PROGRAM - SHIRE	Operating Expenses	7,000	0	7,000
0212	COUNCILLORS TRAINING	Operating Expenses	41,500	0	41,500
0241	ADMIN INSTALLMENT FEES	Operating Revenue	-2,000	0	-2,000
0252	EMPLOYEE COSTS	Operating Expenses	1,664,351	0	1,664,351
0282	INSURANCE	Operating Expenses	33,590	0	33,590
02J2	COMMUNITY GROWTH FUND - GENERAL	Operating Expenses	85,000	0	85,000
02K2	COMMUNITY GROWTH FUND - RATES	Operating Expenses	73,652	0	73,652
0302	OPERATION & MAINTENANCE - ADMINISTRATION BUILDINGS	Operating Expenses	137,597	0	137,597
0362	OFFICE EQUIPMENT - OPERATIONS AND SERVICE LEASE	Operating Expenses	53,000	0	53,000
0412	VEHICLE OPERATING EXPENSE - ADMIN	Operating Expenses	15,000	0	15,000
0462	LEGAL EXPENSES	Operating Expenses	57,000	0	57,000
0482	SYNERGY SOFTWARE	Operating Expenses	128,870	0	128,870
0522	OFFICE EQUIP - RENTAL	Operating Expenses	0	0	0
0532	COMPUTER OPERATIONS	Operating Expenses	308,714	0	308,714
0553	REIMBURSEMENT-INSURANCE	Operating Revenue	-20,000	0	-20,000
0574	RIGHT OF USE ASSET - LEASED ADMIN EQUIPMENT	Non Cash Item	0	0	0
0593	OTHER INCOME	Operating Revenue	-5,734	0	-5,734
06D2	CONSULTANCIES	Operating Expenses	242,018	0	242,018
0732	FIRE PREVENTION/FIGHTING	Operating Expenses	58,095	0	58,095
0822	ESL - BUSHFIRES	Operating Expenses	482	0	482
0863	REIMBURSEMENTS	Operating Revenue	-750	0	-750
0892	OPERATION & MAINTENANCE - DOG POUND	Operating Expenses	4,478	0	4,478
0912	RANGER SERVICES - OTHER EXPENSES	Operating Expenses	14,000	0	14,000
0933	FINES AND PENALTIES	Operating Revenue	-10,000	0	-10,000
0942	INSURANCE- LAW ENFORCEMENT	Operating Expenses	8,670	0	8,670
0962	VEHICLE OPERATING EXPENSE - RANGERS	Operating Expenses	40,000	0	40,000
0993	REIMBURSEMENTS	Operating Revenue	0	0	0
1082	SERVICE SECURITY CAMERAS	Operating Expenses	13,959	0	13,959
1102	IMPOUNDED VEHICLES	Operating Expenses	3,000	0	3,000
1112	DIGITAL MAPPING SERVICE	Operating Expenses	8,400	0	8,400
1122	CYCLONE PREPARATION AND CLEAN UP	Operating Expenses	67,907	0	67,907
1224	LAND & BUILDINGS - DFES	Capital Expenses	134,100	0	134,100
1234	PLANT & EQUIP - DFES	Capital Expenses	0	0	0
12B2	CRIME PREVENTION PLAN	Operating Expenses	2,500	0	2,500
1302	OPERATION & MAINTENANCE - EARLY YEARS EDUCATION BUILDINGS	Operating Expenses	9,667	0	9,667
1382	OPERATION & MAINTENANCE - INFANT HEALTH BUILDINGS	Operating Expenses	2,465	0	2,465
1403	OTHER INCOME (NOT GRANT FUNDED)	Operating Revenue	-5,500	0	-5,500
1612	INSURANCE	Operating Expenses	25,305	0	25,305
1662	VEHICLE OPERATING EXPENSE - HEALTH	Operating Expenses	4,180	0	4,180
1722	ASSET MANAGEMENT	Operating Expenses	292,856	0	292,856
1733	STALL TRADER FEES	Operating Revenue	-3,170	0	-3,170
1753	LODGING HOUSES	Operating Revenue	-4,560	0	-4,560
1822	MOSQUITO/VERMIN CONTROL	Operating Expenses	24,500	0	24,500
1952	OPERATION & MAINTENANCE - LOTTERIES HOUSE	Operating Expenses	17,678	0	17,678
19Y2	INSURANCE-CORAL BAY	Operating Expenses	177	0	177
2044	RIGHT OF USE ASSET - LEASED VEHICLES	Capital Expenses	0	0	0
2202	SENIORS WEEK FUNCTION	Operating Expenses	4,500	0	4,500
2363	BROWNS RANGE TIP FEES	Operating Revenue	-232,000	0	-232,000
2372	REFUSE SITE MAINTENANCE - CARNARVON	Operating Expenses	694,549	0	694,549
2392	REFUSE SITE MAINTENANCE & BINS - CORAL BAY	Operating Expenses	138,000	0	138,000

2492	REFUSE COLLECTION - CORAL BAY	Operating Expenses	88,650	0	88,650
2552	CAT CONTROL OPERATIONS	Operating Expenses	4,000	0	4,000
2773	GRANT	Operating Revenue	0	0	0
2782	FASCINE MAINTENANCE	Operating Expenses	60,100	0	60,100
2794	TOWN LITTER BINS	Operating Expenses	7,100	0	7,100
2832	VEHICLE OPERATION EXPENSE - PLANNING	Operating Expenses	10,000	0	10,000
2882	INSURANCE	Operating Expenses	25,339	0	25,339
2963	FEES AND CHARGES	Operating Revenue	0	0	0
2974	LAND & BUILDINGS - STAFF HOUSING	Capital Expenses	20,000	0	20,000
2992	OPERATION & MAINTENANCE - PUBLIC CONVENIENCES	Operating Expenses	210,872	0	210,872
3012	CEMETERY	Operating Expenses	92,589	0	92,589
3093	REIMBURSEMENTS	Operating Revenue	-1,380	0	-1,380
3112	OPERATION & MAINTENANCE - CIVIC CENTRE	Operating Expenses	140,170	0	140,170
3123	CAMEL LANE FRIEND INCOME	Operating Revenue	-720	0	-720
3132	CIVIC CENTRE GROUND MAINTENANCE	Operating Expenses	3,836	0	3,836
3142	LIABILITY INSURANCE	Operating Expenses	46,104	0	46,104
3173	REIMBURSEMENTS	Operating Revenue	0	0	0
3182	OPERATION & MAINTENANCE - AQUATIC CENTRE	Operating Expenses	87,770	0	87,770
31H2	INSURANCE EXPENSE	Operating Expenses	14,342	0	14,342
3242	CARNARVON PARKS & GARDENS	Operating Expenses	1,625,804	0	1,625,804
3274	PLANT & EQUIP SWIM POOL	Capital Expenses	15,000	0	15,000
3282	OPERATION & MAINTENANCE - RECREATION PUBLIC BUILDINGS	Operating Expenses	82,610	0	82,610
32C2	OTHER PARKS & GARDENS MTC	Operating Expenses	137,600	0	137,600
3382	INSURANCE - BOAT RAMP	Operating Expenses	1,746	0	1,746
3383	LEASES & RENTALS	Operating Revenue	-1,253	0	-1,253
3443	GRANTS - OTHER	Operating Revenue	-311,250	0	-311,250
3462	LIBRARY EXCHANGE AND REGIONAL VISITS	Operating Expenses	0	0	0
3472	INSURANCE	Operating Expenses	19,608	0	19,608
3502	OPERATION & MAINTENANCE - LIBRARY BUILDINGS	Operating Expenses	83,420	0	83,420
3505	LIBRARY AND GALLERY GRANTS	Operating Revenue	0	0	0
3553	STAFF SUBSIDY	Operating Revenue	0	0	0
3554	FURN & EQUIP (LIB)	Capital Expenses	0	0	0
3573	INCOME FROM INTERNET	Operating Revenue	-500	0	-500
3582	TRIPLE J AND SBS - EXPENDITURE	Operating Expenses	3,845	0	3,845
3602	OPERATION & MAINTENANCE - JUBILEE HALL	Operating Expenses	6,860	0	6,860
3604	OTHER INFRASTRUCTURE	Capital Expenses	1,008,461	0	1,008,461
3662	OPERATION & MAINTENANCE - OTC DISH & SURROUNDS	Operating Expenses	41,540	0	41,540
3672	TRAMWAY BRIDGE MAINTENANCE	Operating Expenses	37,388	0	37,388
3673	SENIORS GRANT (INCOME)	Operating Revenue	-2,000	0	-2,000
3680	DEPOT IMPROVEMENTS - LAND AND BUILDINGS	Capital Expenses	22,310	0	22,310
3740	ROADS TO RECOVERY	Capital Expenses	807,725	0	807,725
3760	ROAD CONSTRUCTION	Capital Expenses	2,329,400	0	2,329,400
3762	WAR MEMORIAL EXPENSES	Operating Expenses	1,056	0	1,056
3764	LAND & BUILDINGS	Capital Expenses	99,950	0	99,950
3832	INSURANCE - OTHER CULTURE	Operating Expenses	1,546	0	1,546
3841	REGIONAL ROAD GROUP	Capital Revenue	-1,009,630	0	-1,009,630
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS	Capital Expenses	232,040	0	232,040
3920	SIGNAGE & STREET FURN MTC	Operating Expenses	20,000	0	20,000
3950	COUNTRY ROADS MAINTENANCE	Operating Expenses	863,884	0	863,884
3960	URBAN ROAD MAINTENANCE	Operating Expenses	232,360	0	232,360
3962	VEHICLE OPERATING EXPENSE - PARKS AND GARDENS	Operating Expenses	5,000	0	5,000
3970	CORAL BAY STREETS	Operating Expenses	35,600	0	35,600
3980	DRAINAGE MAINTENANCE TOWN	Operating Expenses	112,505	0	112,505
3982	SMALL PLANT PURCHASES - PARKS & GARDENS	Operating Expenses	6,000	0	6,000
3983	CARNARVON CLUBS SUPPORT	Operating Expenses	10,000	0	10,000
3990	FOOTPATHS	Operating Expenses	198,913	0	198,913
4000	STREET LIGHTING	Operating Expenses	200,000	0	200,000
4030	OPERATION & MAINTENANCE - SHIRE DEPOT	Operating Expenses	108,574	0	108,574
4091	MRWA DIRECT GRANT	Operating Revenue	-319,570	0	-319,570
40D2	ROADWISE EXPENSES	Operating Expenses	500	0	500
4101	STREET LIGHTING	Operating Revenue	-16,000	0	-16,000
4114	PLANT & EQUIPMENT (AIRPORT)	Capital Expenses	40,000	0	40,000
4121	MRD SWEEPING	Operating Revenue	-10,000	0	-10,000
4122	VEHICLE OPERATING EXPENSE - AIRPORT	Operating Expenses	4,500	0	4,500
4131	MRD MEDIAN/VERGES	Operating Revenue	-15,000	0	-15,000
4132	INSURANCE	Operating Expenses	65,939	0	65,939

4154	LAND & BUILDINGS - AIRPORT	Capital Expenses	35,000	0	35,000
4182	OPERATION & MAINTENANCE - AIRPORT BUILDINGS	Operating Expenses	112,350	0	112,350
4183	PAX FEES	Operating Revenue	-1,600	0	-1,600
4192	AIRPORT GROUNDS MAINTENANCE	Operating Expenses	46,980	0	46,980
4202	MERCHANDISE PURCHASES - VC	Operating Expenses	110,000	0	110,000
4262	AREA PROMOTION/IMPROVMENT	Operating Expenses	206,300	0	206,300
4302	TOURIST RESERVES MAINTENANCE	Operating Expenses	36,380	0	36,380
4323	REIMBURSEMENTS	Operating Expenses	0	0	0
4442	INSURANCE	Operating Expenses	4,507	0	4,507
4513	SWIMMING POOL INSPECTIONS	Operating Revenue	-3,390	0	-3,390
4632	PRIVATE WORKS/REINSTATEME	Operating Expenses	100,609	0	100,609
4683	PRIVATE WORKS/REINSTATEMENTS	Operating Revenue	-83,270	0	-83,270
4722	STAFF TRAINING & MEETINGS	Operating Expenses	60,765	0	60,765
4732	EMPLOYEE COSTS	Operating Expenses	741,679	0	741,679
5001	REIMBURSEMENT - LICENSES/FUEL (FBT)	Operating Revenue	7,000	0	7,000
5022	PARTS & REPAIRS	Operating Expenses	220,000	0	220,000
5032	WAGES - PLANT REPAIRS AND MAINTENANCE	Operating Expenses	400,279	0	400,279
5042	INSURANCES & LICENCES	Operating Expenses	52,227	0	52,227
5062	LESS ALLOCATED WORKS AND SERVICES (PLANT OP COSTS)	Operating Expenses	-1,476,007	0	-1,476,007
5092	LESS DEPRECIATION ALLOCATED WORKS AND SERVICES	Non Cash Item	0	0	0
50A2	LEASED VEHICLE COSTS	Operating Expenses	0	0	0
5133	MOTOR VEHICLE INSURANCE CLAIMS - REIMBURSMENTS	Operating Revenue	-5,000	0	-5,000
5172	INTEREST ON LEASED VEHICLES	Operating Expenses	25,365	0	25,365
5173	REIMBURSE INSURANCE - WAGES	Operating Revenue	-13,879	0	-13,879
5181	REIMBURSE WORKERS COMPENSATION	Operating Revenue	-7,788	0	-7,788
5302	SMALL PLANT PURCHASES - ROADWORKS	Operating Expenses	6,000	0	6,000
5340	TRANSFER TO PLANT REP RESERVE	Operating Expenses	50,000	0	50,000
5370	TRANSFER TO LEAVE RESERVE	Operating Expenses	0	0	0
5382	OPERATION & MAINTENANCE - STAFF HOUSING	Operating Expenses	85,117	0	85,117
5394	INTEREST EARNED ON CLGF PROJECTS	Operating Expenses	0	0	0
53G0	TRANSFER TO IT REPLACEMENT RESERVE	Operating Expenses	50,000	0	50,000
5422	INSURANCE (INCIDENT) CLAIM EXPENSES	Operating Expenses	20,000	0	20,000
5460	TRANSFER TO ASSET MANAGEMENT RESERVE	Operating Expenses	8,000	0	8,000
5602	ART GALLERY PROGRAMS AND EVENTS	Operating Expenses	4,500	0	4,500
5603	ART GALLERY INCOME	Operating Revenue	-160	0	-160
5622	LIBRARY PROGRAMS AND EVENTS	Operating Expenses	0	0	0
6023	OTHER INCOME	Operating Revenue	0	0	0
6063	GRANT INCOME	Operating Revenue	-10,000	0	-10,000
6072	VEHICLE OPERATING EXPENSE - COMM SERVICES	Operating Expenses	11,000	0	11,000
6112	YOUTH SERVICES	Operating Expenses	230,711	0	230,711
6122	VEHICLE OPERATING EXPENSES - YOUTH SERVICES	Operating Expenses	10,000	0	10,000
6162	BUILDING REPAIRS AND MAINTENANCE - YOUTH SERVICES	Operating Expenses	35,400	0	35,400
6242	COMMUNITY NEWSLETTER	Operating Expenses	27,000	0	27,000
6742	VEHICLE OPERATING EXPENSE - REFUSE	Operating Expenses	5,000	0	5,000
6872	EH MONITORING AND ASSESSMENT	Operating Expenses	12,980	0	12,980
6933	BROWN'S RANGE TIP SHOP SALES (INCOME)	Operating Revenue	-7,000	0	-7,000
7002	SUBSCRIPTIONS/REGISTRATION FEES	Operating Revenue	17,550	0	17,550
7003	MERCHANDISE SALES - INCOME	Capital Revenue	-78,330	0	-78,330
7022	OPERATION & MAINTENANCE - VISITORS CENTRE	Operating Expenses	13,380	0	13,380
7102	TELEPHONE	Operating Expenses	1,310	0	1,310
7112	INSURANCE	Operating Expenses	24,872	0	24,872
9090	ACCUMULATED DEPRECIATION - LEASED VEHICLES	Non Cash Item	-322,788	0	-322,788
9190	LEASE LIABILITY (NON CURRENT) - AASB 16	Non Cash Item	-723,255	0	-723,255
9422	CINEMA KIOSK PURCHASE	Operating Expenses	3,000	0	3,000
0071	FINANCIAL ASSISTANCE GRANT - GENERAL PURPOSE	Opening Surplus(Deficit)	-1,749,015	0	-1,749,015
0111	FINANCIAL ASSISTANCE GRANT - ROADS	Opening Surplus(Deficit)	-619,719	0	-619,719
	INCREASE IN OPENING SURPLUS BALANCE AS PER FINALISED 2018/19 FIGURES	Opening Surplus(Deficit)	0	-43,962	0
			<b>9,296,149</b>	<b>-43,962</b>	<b>9,296,149</b>

#### Comments/Notes - Budget Amendments

The budget variations noted above for the period ending 31 October 2019, have been amended under existing budget items adopted as part of the 2019/2020 annual budget and in line with the approved Shire of Carnarvon Budget Variation Internal Practice Note guidelines.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2020

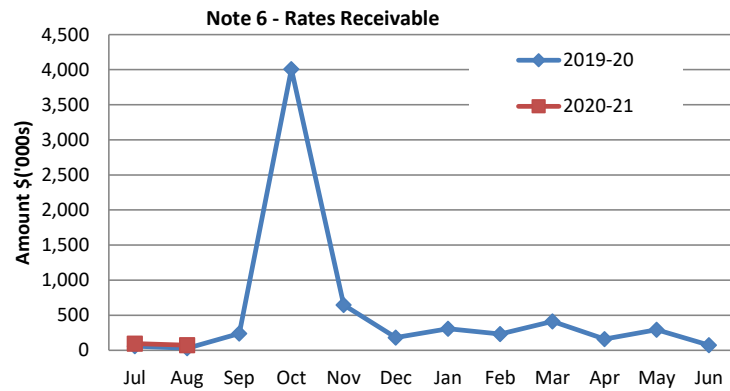
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

Opening Arrears Previous Years  
Levied this year  
Less Collections to date  
Equals Current Outstanding

**Net Rates Collectable**  
% Collected

	YTD 31 Aug 2020	30 June 2018
	\$	\$
Opening Arrears Previous Years	767,879	359,392
Levied this year	5,476,006	5,244,727
<u>Less</u> Collections to date	(5,560,740)	(5,023,185)
Equals Current Outstanding	683,145	767,879
<b>Net Rates Collectable</b>	<b>683,145</b>	<b>767,879</b>
% Collected	89.06%	89.63%



Comments/Notes - Receivables Rates

**Receivables - General**

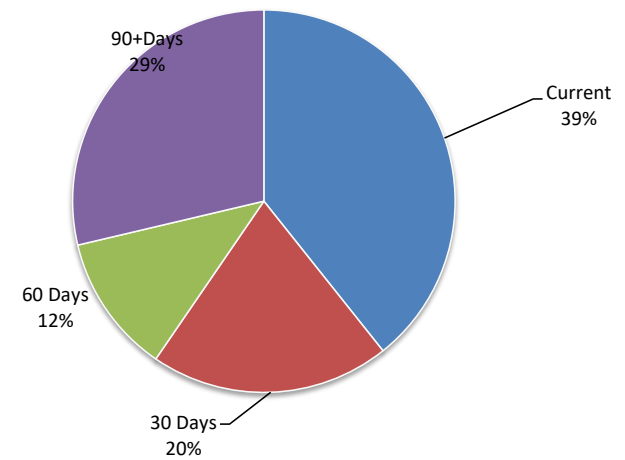
Receivables - General

**Total Receivables General Outstanding**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	38,470	19,829	11,500	28,088
<b>Total Receivables General Outstanding</b>				<b>97,887</b>

**Amounts shown above include GST (where applicable)**

**Note 6 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables General

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2020

**Note 7: Cash Backed Reserve**

2020-21		Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual		Amended Budget	
Name	Opening Balance	Budget Interest Earned	Interest Earned	Budget Transfers In (+)	Transfers In (+)	Budget Transfers Out (-)	Transfers Out (-)	Transfer out Reference	Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	130,107	76	0	230,000	0	0	0		360,183	130,107
Plant Reserve	73,746	43	0	150,000	0	0	0		223,789	73,746
Waste Disposal Reserve	78,399	46	0	100,000	0	0	0		178,445	78,399
Property Infrastructure Reserve	1,771	0	0	0	0	0	0		1,771	1,771
Staff Housing Reserve	700,419	408	0	0	0	0	0		700,827	700,419
Civic Centre Reserve	62,168	36	0	0	0	0	0		62,204	62,168
I.T. Replacement Reserve	54,162	32	0	50,000	0	0	0		104,194	54,162
Airport Reserve	58,977	34	0	0	0	0	0		59,011	58,977
Coral Bay Tip Reserve	21,940	13	0	0	0	0	0		21,953	21,940
Surge/Fascine Wall Reserve	356,131	208	0	231,500	0	0	0		587,839	356,131
Town Planning Scheme Reserve	1,564	1	0	0	0	0	0		1,565	1,564
Fascine Dredging Reserve	84,594	49	0	0	0	0	0		84,643	84,594
Flood Mitigation Reserve	11,924	7	0	0	0	0	0		11,931	11,924
OTC/NASA Reserve	8,882	5	0	50,000	0	0	0		58,887	8,882
Blowholes Reserve	2,851	2	0	0	0	0	0		2,853	2,851
Unspent Grants and Contributions Reserve	1,602,503	8,775	0	0	0	(1,454,110)	0		157,168	1,602,503
Land and Infrastructure Development Reserve	220,112	128	0	230,000	0	(58,000)	0		392,240	220,112
Asset Replacement Reserve	28,985	17	0	8,000	0	0	0		37,002	28,985
Emergency Response Reserve	202,627	118	0	50,000	0	0	0		252,745	202,627
Mosquito Management Reserve	3,182	2	0	681	0	0	0		3,865	3,182
Country Roads Grading Reserve	0	0	0	300,000	0	0	0		300,000	0
	<b>3,705,043</b>	<b>10,000</b>	<b>0</b>	<b>1,400,181</b>	<b>0</b>	<b>(1,512,110)</b>	<b>0</b>		<b>3,603,114</b>	<b>3,705,043</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2020**

**Note 7: Cash Backed Reserve Continued**

**Comments/Notes - Reserves**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are outlined as follows:

<b><u>Name of Reserve</u></b>	<b><u>Purpose of the Reserve</u></b>
Leave reserve	To be used to fund annual and long service leave requirements.
Plant Reserve	To be used to implement the Shire's Plant Replacement Program.
Waste Disposal Reserve	To be used for maintenance or capital expenditure at Browns Range Refuse Site.
Property Infrastructure Reserve	To be used to contribute to replacement of major upgrades on Shire of Carnarvon ablutions
Staff Housing Reserve	To be used for major maintenance and capital purchases with respect to staff housing.
Civic Centre Reserve	To be used for major building and equipment upgrades to Carnarvon Civic Centre.
I.T. Replacement Reserve	To be used to fund the Shire of Carnarvon Information Technology Strategy.
Airport Reserve	To be used to contribute to capital costs in relation to the Carnarvon Airport.
Coral Bay Tip Reserve	To be used for maintenance and capital costs associated with Coral Bay Refuse Site.
Surge/Fascine Wall Reserve	To be used for capital upgrade costs associated with the Fascine Wall.
Town planning Scheme Reserve	To be used to contribute to funding town planning scheme reviews, new scheme & relevant town planning purposes.
Fascine Dredging Reserve	To be used to contribute to funding the fascine dredging program.
Flood Mitigation Reserve	To be used to finance Council's obligations with respect to the Flood Mitigation Strategy.
OCT/NASA Reserve	To be used for the development & conservation of the OTC site.
Blowholes Reserve	To be used to assist with the removal of shack debris and post demolition rehabilitation of shack area.
Unspent Grants and Contributions Reserve	To be used to isolate grants and contributions for specific purposes to be spent at a later date or in subsequent years.
Land and Infrastructure Development Reserve	To be used for the purchase of land and development of infrastructure within the Shire of Carnarvon.
Asset Replacement Reserve	To be used for the replacement and improvement of specified assets within the Shire of Carnarvon in accordance with the Shire's Asset Management.
Emergency Response Reserve	To be used in the preparation for and providing immediate assistance, relief and recovery to the community in response to an Emergency within the Shire of Carnarvon.
Mosquito Management Reserve	To be used for the purpose of delivering services to assist in mosquito management within the Shire of Carnarvon, which includes funding from the Department of Health.
Country Roads Grading Reserve	To be used for the country roads grading program in seasons when the climatic conditions are suitable.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 08 2020			
\$	\$	\$	\$		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
				<b>Disposal of plant</b>				
28,000	(2,796)	23,818	(1,386)	Sale of CEO vehicle - PCAR21		(1,386)	(1,386)	
18,000	(2,397)	16,909	1,306	Sale of EMCORP vehicle - PCAR22		1,306	1,306	
4,000	(399)	2,818	(783)	Sale of Health vehicle - PU1		(783)	(783)	
19,000	(2,530)	16,364	(107)	Sale of Ops Manager vehicle - P295		(107)	(107)	
10,000	(998)	6,455	(2,547)	Sale of Building Maintenance vehicle - PCAR14		(2,547)	(2,547)	
4,500	(300)	1,591	(2,610)	Sale of Parks & Gardens vehicle - PUTE22		(2,610)	(2,610)	
19,000	(2,530)	6,455	(10,016)	Sale of Admin Pool vehicle - P301		(10,016)	(10,016)	
30,000	(2,252)	7,545	(20,203)	Sale of Hino Truck - PTRU1		(20,203)	(20,203)	
<b>132,500</b>	<b>(14,202)</b>	<b>81,954</b>	<b>(36,344)</b>		<b>0</b>	<b>(36,344)</b>	<b>(36,344)</b>	
				Profit		1,306		
				Loss		(37,650)		

**Comments - Capital Disposal/Replacements**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 31 August 2020

<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>	
<b>Note 9: RATING INFORMATION</b>											
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV	10.4740	1,622	39,737,102	4,162,064	8,791	(411)	4,170,444	4,162,064	15,330	4,464	4,181,858
UV Mining	14.1000	24	498,787	70,329	0	0	70,329	70,329	0	0	70,329
UV Pastoral	7.5966	33	2,725,690	207,060	0	0	207,060	207,060	0	0	207,060
UV Intensive Horticulture (Plantations)	1.3028	167	37,862,500	493,273	0	0	493,273	493,273	0	0	493,273
<b>Sub-Totals</b>		<b>1,846</b>	<b>80,824,079</b>	<b>4,932,725</b>	<b>8,791</b>	<b>(411)</b>	<b>4,941,106</b>	<b>4,932,726</b>	<b>15,330</b>	<b>4,464</b>	<b>4,952,520</b>
<b>Minimum Payment \$</b>											
GRV	1,093	481	3,907,627	525,733	0	0	525,733	525,733	0	0	525,733
UV Mining	229	22	17,196	5,038	0	0	5,038	5,038	0	0	5,038
UV Pastoral	461	7	11,900	3,227	0	0	3,227	3,227	0	0	3,227
UV Intensive Horticulture (Plantations)	902	1	50,000	902	0	0	902	902	0	0	902
<b>Sub-Totals</b>		<b>511</b>	<b>3,986,723</b>	<b>534,900</b>	<b>0</b>	<b>0</b>	<b>534,900</b>	<b>534,900</b>	<b>0</b>	<b>0</b>	<b>534,900</b>
<b>Amount from General Rates</b>							5,476,006				5,487,420
Ex-Gratia Rates							5,476,006				5,487,420
Specified Area Rates							6,231				6,623
<b>Totals</b>							234,963				234,964
							<b>5,717,200</b>				<b>5,729,007</b>

**Comments - Rating Information**

The 2019/2020 Shire Rates were levied on the 23rd September 2019.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Loan 213 - Staff Housing	22,088	0	3,202	9,750	18,886	12,338	300	296
Loan 216 - Airport Works	349,929	0	0	43,494	349,929	306,435	2,244	9,057
	<b>372,017</b>	<b>0</b>	<b>3,202</b>	<b>53,244</b>	<b>368,815</b>	<b>318,773</b>	<b>2,544</b>	<b>9,353</b>

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

The Shire of Carnarvon do not anticipate to source new loan funds in 2019/20.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2020**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2020-21 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
0071	Grants Commission - General	Y	1,749,015	0	1,749,015	0	451,134	1,297,881
0111	Grants Commission - Roads	Y	619,719	0	619,719	0	141,066	478,653
<b>GOVERNANCE</b>								
05F4	Traineeship Grant	Y	33,460	0	33,460	0	0	33,460
<b>LAW, ORDER, PUBLIC SAFETY</b>								
0805	FESA Grant - Operating Bush Fire Brigade	Y	31,155	0	31,155	0	0	31,155
1203	Grant FESA - SES	Y	169,708	0	152,008	17,700	28,598	141,111
1273	DFES Community Emergency Manager	Y	125,816	0	125,816	0	108,599	17,217
<b>COMMUNITY DEVELOPMENT</b>								
6063	Every Club	Y	10,000	0	10,000	0	0	0
1963	Aged Friendly Community Plan	N	10,000	0	10,000	0	0	10,000
3673	Seniors Week Grant	N	1,091	0	1,091	0	(909)	2,000
1353	Youth Outreach	Y	167,000	0	167,000	0	42,297	124,703
<b>HEALTH</b>								
1823	Grants -Mosquito Funding	Y	8,000	0	8,000	0	0	8,000
1883	Grants - Public Health Plan	Y	0	0	0	0	0	0
<b>COMMUNITY AMENITIES</b>								
2773	Fascine Entrance Study	Y	0	0	0	0	54,349	(54,349)
4013			0	0	33,166	0	0	33,166
6723	CLGF Waste Facility Improvements	Y	0	0	0	0	0	0
<b>RECREATION AND CULTURE</b>								
3163	Carnarvon Civic Centre - Op Grant	Y	66,289	0	(162,249)	228,538	0	66,289
3323	Blowholes Redvelopment Project	Y	988,691	0	0	988,691	0	988,691
3323	Fascine/Robinson Completion		99,950	0	0	123,305	0	123,305
3443	Integrated Water Supply Infrastructure	Y	311,250	0	0	311,250	0	311,250
3505	Library Activities	Y	0	0	(24,418)	24,418	0	0
3653	Lock Hospital Memorial Project	Y	81,000	0	0	81,000	0	81,000
<b>TRANSPORT</b>								
3841	RRG Grants - Capital Projects	Y	1,009,630	0	0	1,009,630	91,440	918,190
4091	Main Roads WA Direct Grant	Y	319,570	0	319,570	0	319,570	0
3855	Roads to Recovery	Y	1,101,390	0	0	1,101,390	294,166	807,224
4603	Regional Airports Development Scheme	Y	243,103	0	0	243,103	0	243,103
<b>ECONOMIC SERVICES</b>								
5493	Public Open Space Strategy and Civic Precinct Development	Y	23,678	0	43,022	0	0	43,022
<b>OTHER PROPERTY AND SERVICES</b>								
5343	WAWA Project	Y	0	0	18,229	0	0	18,229
<b>TOTALS</b>			<b>7,194,515</b>	<b>0</b>	<b>3,159,584</b>	<b>4,129,025</b>	<b>1,530,309</b>	<b>5,748,300</b>
Operating			3,088,845		1,120,285			
Non-Operating			4,105,670		410,024			
			<u>7,194,515</u>		<u>1,530,309</u>			

**Shire of Carnarvon**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Original Opening Balance for Trust 1 Jul 20	Trust amounts transferred to Muni under OAG Ruling as at 30 June 19	Amended Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 31/8/2020
	\$			\$	\$	\$
BUILDING IN TRAINING FUND	3,704	113	3,817	21,712	(13,166)	12,362
CIVIC CENTRE AIRCONDITIONING	51	(51)	0	0	0	0
CIVIC CENTRE HIRE	2,507	(2,507)	0	5,489	(4,829)	660
FOOTPATH DEPOSITS	20,099	(20,099)	0	0	0	0
FOOTPATHS CASH IN LIEU	7,200	0	7,200	0	0	7,200
P.O.S.DEPOSITS	140,374	0	140,374	0	0	140,374
PERTH GLORY FLOOD RELIEF	12,500	(12,500)	0	0	0	0
PRIVATE WORKS	287,059	(47,000)	240,059	0	(1,000)	239,059
SHIRE FACILITY DEPOSIT	10,309	(10,309)	0	3,720	(3,470)	250
SUNDRY	43,765	(43,765)	0	70,916	(71,916)	(1,000)
PIONEER CEMETERY	6,934	(6,934)	0	0	0	0
SUSPENSE	16,027	(5,517)	10,510	802	(802)	10,510
UNCLAIMED MONIES	4,479	0	4,479	15,793	(225)	20,047
NOMINATION DEPOSIT	0	0	0	1,120	(1,120)	0
VISITORS CENTRE BOOKING SALES	46,233	(46,233)	0	101,880	(80,751)	21,130
<b>Totals for Trust System</b>	<b>601,241</b>	<b>(194,801)</b>	<b>406,439</b>	<b>221,431</b>	<b>(177,278)</b>	<b>450,591</b>
Plus pending interfund Trust transfers posted in April 2020 and cleared from Trust ledger in May 2020.						1,185
Combined totals for Trust system and trust interfund ledger as at this period end - 31 May 2020.						451,776

**Comments - Trust Note**

As part of the reporting standard changes required by the Office of the Auditor General regarding funds kept in a Local Governments Trust account, Note 12 has been amended to correctly reflect our trust funds as per the LGA 1995 section 6.9(1) and section 6.9(3). The changes in reporting standards for Trust funds was made effective across LG organisations as at 30 June 2019. This has been accounted for accordingly in our 2018 2019 Annual Finance Report.



Schedule 8.2.3

**SHIRE OF CARNARVON  
INVESTMENTS HELD AS AT 31 August 2020**

<b>Fund</b>	<b>Amount</b>	<b>Type</b>	<b>Interest</b>	<b>Term</b>	<b>Maturity Date</b>	<b>Invested with</b>
Municipal	1,527,197.98	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Trust	461,018.19	Cash Management	Daily return	On Call	On Call	ANZ Bank
Reserves	270.99	Cash Management	Daily return	On Call	On Call	ANZ Bank
	2,388,530.03	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Short Term Investments	0.00	Term Deposit	0.20%	30 Days	31.08.2020	WA Treasury Corp
Short Term Investments	1,033,141.18	Term Deposit	0.20%	30 Days	31.08.2020	WA Treasury Corp
	<b>5,410,158.37</b>					

## DEED OF VARIATION

### LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

[eylawperth@au.ey.com](mailto:eylawperth@au.ey.com) [www.ey.com](http://www.ey.com)

Our Ref: 4WAL / 2004 7043

**THIS DEED** dated the

day of

2019

**BY**

**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION** of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

## **RECITALS**

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

## **NOW THIS DEED WITNESSES**

### **1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

### **2. OPERATIVE PART**

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

**3. SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

**4. FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

**5. COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

**6. RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

**7. PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

**EXECUTED** as a Deed

**THE COMMON SEAL of WESTERN )  
AUSTRALIAN LOCAL GOVERNMENT )  
ASSOCIATION is hereunto affixed in the )  
presence of: )**

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Name of Chief Executive Officer

demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

#### 11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

#### 12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d) (i) to borrow and raise moneys from; or  
(ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,  
  
any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal



property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

### 13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

# WALGA Quarterly Overview Report

## 2019 Q4 (October - December)



\*Please note due to the Christmas shutdown this reporting period finished on 19 December 2019

### Shire of Carnarvon

With this being the first quarter completed following the October elections, we welcome those newly Elected Councillors who are for the first time receiving this Quarterly Report. WALGA issues these individualised reports each quarter in order to outline the interactions and activities of your Council with the Association to help demonstrate how WALGA can contribute to Member's operations and our progress towards achieving Council specific and sector-wide advocacy goals.

This report includes for the first time an update for those Councils that are unit holders in the Local Government House Trust. 132 of 139 of WA Local Governments are holders, with the Auditor General recently advising this unit value needs to be included in your asset register.

WALGA has also been liaising with the Office of the Auditor General on the financial ratios used in auditing processes, as some of the current ratios are not suitable for the style and scope of Local Government operations. The OAG has indicated a willingness to explore this further, and WALGA will form a Sector Reference group to further review these ratios including Zone Feedback

and provide recommendations to the May 2020 State Council meeting.

#### MEMBER SERVICES



8 training sessions were undertaken by participants from the Shire of Carnarvon.



5 Governance advice was provided 5 times to the Shire of Carnarvon.



21 Employee Relations advice was provided 21 times to the Shire of Carnarvon.



3 Recruitment Advice was provided 3 times to the Shire of Carnarvon.



6 Roadwise activities were conducted in the Shire of Carnarvon this quarter.

#### LOCAL GOVERNMENT HOUSE TRUST

The Shire of Carnarvon holds 7 units in the Local Government House Trust, with each unit valued at \$17,805.27 as at 30 June 2019. This value is derived from net assets as outlined in the latest audited financial statements which are available on request.

Total value of units currently held by the Shire of Carnarvon equals **\$124,636.87**. Further information on results and outlook for the Trust is also included in the attached flyer.

#### SECTOR ADVOCACY

##### LOCAL GOVERNMENT ROAD ASSETS AND EXPENDITURE REPORT 2018-19

WALGA's annual Local Government Road Assets and Expenditure Report provides a comprehensive analysis of the investment in WA roads and acts as a supporting document, useful in inter-governmental negotiations on the allocation of road funds.

WALGA sought information from all Local Governments on their road

expenditure information for the financial year.

The Shire of Carnarvon contributed road data to the report.

#### YOU'RE EVERYDAY CAMPAIGN

Over the quarter, videos from the Shire of Carnarvon received:

**381** website views for Carnarvon's link to NASA Moon landings.

**212** website views for Discover more on a Trip to Carnarvon.

The Shire also featured in a YourEveryday print ad on Saturday, 5 October.

#### MEETINGS AND EVENTS

##### PROCUREMENT VISIT

In November, WALGA staff met with the Shire of Carnarvon to discuss your Local Government's procurement requirements and share advice on Preferred Supplier Arrangements.



**6** Local Government Officers from the Shire of Carnarvon attended.

# WALGA Quarterly Overview Report

## 2019 Q4 (October - December)



\*Please note due to the Christmas shutdown this reporting period finished on 19 December 2019

### WALGA REGIONAL ROAD GROUP (RRG) MEETINGS

The RRGs make recommendations to the State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

The Shire of Carnarvon participated in the following RRG meeting this quarter:

~ Gascoyne RRG Meeting.

WALGA staff attend RRG meetings to provide executive support and advice.

### RESOURCES

- Two Policy Templates provided for Works and for Events in the Local Government Road Reserve.

### CONTACTS

#### Chief Executive Officer

Nick Sloan  
9213 2025

#### Executive Manager Business Solutions

John Filippone  
9213 2020

#### Executive Manager Environment and Waste

Mark Batty  
9213 2078

#### Executive Manager Finance and Marketing

Zac Donovan  
9213 2038

#### Executive Manager Governance and Organisational Services

Tony Brown  
9213 2051

#### Executive Manager Infrastructure

Ian Duncan  
9213 2031

#### Executive Manager People and Place

Joanne Burges  
9213 2018

**Appendix One**

**Specific Conditions and Requirements**

**Note: Please read the general sections of this policy to understand all requirements for applications.**

**Community Growth Fund – General – Small Assistance Donations Up To \$1000**

What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>Community based activities, programs or events</li> <li>Local sporting events or championships</li> <li>Club or individual participation in regional/state/international championships</li> <li>Individual representation at an event or activity that showcases the Carnarvon region</li> <li>Club equipment</li> <li>Minor facility upgrades</li> <li>Clinics, courses and seminars</li> <li>Educational awards (eg End of Year achievement prizes)</li> </ul>	<p>Donations for administrative and day-to-day running of groups and organisations such as:</p> <ul style="list-style-type: none"> <li>Wages</li> <li>Salaries</li> <li>Rent</li> <li>Utilities</li> <li>Insurance</li> <li>Other day-to-day administration costs</li> </ul> <p>Funds cannot be used for</p> <ul style="list-style-type: none"> <li>Political organisations or events</li> <li>Projects or facilities which have no or limited public access</li> <li>Establishment or running costs associated with a business or business activity</li> </ul>	<ul style="list-style-type: none"> <li>Individuals (may be auspiced by an organisation)</li> <li>Groups/clubs/organisations</li> <li>Local schools and other educational institutions</li> <li>Emergency Services groups (eg ambulance, police, fire brigade)</li> </ul>	<p>Businesses and for-profit organisations are not eligible except where the event or activity is free to the public, consistent with the Strategic Community Plan 2018 – 2028, and demonstrates a direct and clear benefit to the community.</p>	<ul style="list-style-type: none"> <li>Quotations or evidence of the cost of the purpose of application</li> <li>Acquittal upon agreed completion date for expenditure of funding</li> <li>Acknowledgement of Shire funding as appropriate and agreed (eg logo on uniforms, posters, photos)</li> <li>Evidence of other funding sources must be demonstrated including own or other contributions or leveraging being applied to the total cost of the project/activity/purpose.</li> </ul>



<b>Community Growth Fund – General – Community Support Grants Up To \$5000</b>				
<b>What Can be Applied For</b>	<b>What Cannot Be Applied For</b>	<b>Who Can Apply</b>	<b>Who Cannot Apply</b>	<b>Other Requirements</b>
The planning and delivery of activities and projects which: contribute to advancing the objectives of the Strategic Community Plan.	<ul style="list-style-type: none"> <li>• Assistance for administrative and day-to-day running of groups and organisations</li> <li>• The production of goods or services for sale or profit</li> <li>• Events and activities held outside the Shire of Carnarvon</li> <li>• Events and activities that could reasonably be funded through other avenues (eg charging of entry fees or memberships, other grants etc)</li> </ul>	Not for profit or charitable groups and organisations.	Business and for-profit organisations are not eligible except where the event or activity is free to the public, consistent with the Strategic Community Plan 2018 – 2028, and demonstrates a direct and clear benefit to the community.	<p>If an incorporated organisation has chosen to auspice a non-incorporated group a letter of permission from the incorporated body must be submitted with the application.</p> <p>Applications are to be completed in full and signed by an Officer Bearer.</p> <p>Successful applicants must submit an acquittal report, using the template provided by the Shire, within 30 days of the completion of the event/activity, containing:</p> <ul style="list-style-type: none"> <li>○ A detailed budget, signed by the Treasurer and President of the organisation, of an independent evaluation of the event/activity expenditure.</li> <li>○ Proof that the grant was expended according to the approved application</li> </ul>

<b>Community Growth Fund – General – Community Support Grants Up To \$5000</b>				
<b>What Can be Applied For</b>	<b>What Cannot Be Applied For</b>	<b>Who Can Apply</b>	<b>Who Cannot Apply</b>	<b>Other Requirements</b>
				(including receipts and photographic evidence). <ul style="list-style-type: none"> <li>○ Provide evidence to show acknowledgement of Shire funding as appropriate (eg logo on promotional posters, photos)</li> </ul>

DRAFT

**Community Growth Fund – General – Major and Iconic Events Grants Up To \$10,000**

What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>Funding for on-going (Iconic Status) or one-off major events (including marketing, infrastructure and project management costs) which contribute significantly to the regional profile and/ or economic benefit of the Shire.</li> </ul> <p>Note: Receipt of Council financial support through this process will preclude the same event organiser from making application and receiving additional-funding through the Community Growth Fund in any year that funding is provided by the Council through this Policy.</p>	<ul style="list-style-type: none"> <li>Assistance for administrative and day-to-day running of the group or organisation.</li> <li>Events and activities held outside the Shire of Carnarvon</li> <li>Events and activities that could reasonably be funded through other avenues (eg charging of entry fees or memberships, other grants etc)</li> </ul>	<ul style="list-style-type: none"> <li>Not-for-profit organisations</li> </ul>	<ul style="list-style-type: none"> <li>For profit organisations</li> </ul>	<ul style="list-style-type: none"> <li>Each identified event has an annual allocated budget. This amount is to be determined in conjunction with Council each year (prior to the budget being developed and adopted). If, for any reason, this consultation does not occur the amount will be determined using the previous year’s allocation.</li> <li>Applicants can only apply once per financial year for Iconic or major event funding</li> <li>A statement of actual and budgeted expenditure in relation to the grant. For grants more than \$5,000 (combined cash and in-kind contributions) this must be independently reviewed and signed off.</li> <li>Provide copies of supporting documentation such as of receipts, invoices and financial statements</li> </ul>

Community Growth Fund – Rates Donations				
What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>• Donation to cost of rates <b>up to 50% of rated</b> amount annually.</li> <li>• Minimum rates payment as per the adopted rates schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Waiver of rates/interest arrears</li> <li>• Waiver of Emergency Services Levy</li> <li>• Waiver of Rubbish Collection Levy</li> </ul>	<ul style="list-style-type: none"> <li>• Not-for-profit community groups or organisations owning <b>or leasing</b> property on which their community activity takes place.</li> <li>• Registered charities where land is used exclusively for charitable purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Other property owners.</li> <li>• <b>Those occupying property owned or managed by the Shire of Carnarvon.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Proof of community organisation function, charitable status, and /or incorporation.</li> <li>• Mission statement or legally recorded organisation purpose</li> <li>• Information on governance structure</li> <li>• Statement of financial accounts and any associated financial issues underpinning the applicaton.</li> </ul>



Department of Biodiversity,  
Conservation and Attractions



*We're working for  
Western Australia.*

Your ref: Nyinggulu Coast JMB  
Our ref: SoC, The Gnaraloo Road Aug 2020  
Enquiries: Tom Nagle  
Phone: 0448109239  
Email: Tom.Nagle@dbca.wa.gov.au

Shire President Cr Eddie Smith  
Carnarvon Shire Council  
Carnarvon WA 6701

Dear Cr Eddie Smith

Thanks again to you and your team for making the trip up to Warroora Station to meet with the Nyinggulu Coast Joint Management Body (JMB) on the 1/7/2020. It was a very timely opportunity for both parties to get to know one another.

As of May 2019, the Department of Biodiversity Conservation and Attractions (DBCA) Parks and Wildlife Service, together with Traditional Owners, are engaged in jointly managing the lands and waters of the Ningaloo Coast. In the Baiyungu language, the area is known as 'Nyinggulu'. The Traditional Owners are representatives from Nganhurra Thanardri Garrbu Aboriginal Corporation (NTGAC). The NTGAC is the Prescribed Body Corporate (PBC) that manages the north-western portion of the Gnulli Native Title Determination, following the successful conclusion of the claim in December 2019.

Chaired by a Traditional Owner, the Nyinggulu Coast Joint Management Body's (JMB) membership consists of four Traditional Owner representatives and three senior staff from the Department of Biodiversity, Conservation and Attractions. The JMB is a collaborative decision-making body that draws on cultural knowledge and western land management expertise to protect and conserve the immense cultural significance and the World Heritage listed outstanding universal values of the Ningaloo Coast for present and future generations. The JMB meets regularly to oversee the strategic management of the Cape Range National Park, Ningaloo Marine Park and the Nyinggulu Coastal Reserves (NCRs).

As discussed, below is a summary of our concerns re the Shire of Carnarvon's (SoC) plans to reopen the Gnaraloo Road (Land ID 3759165), north of the 6 Mile gate through the Cape Farquhar Sector of the NCRs.

- Aboriginal Cultural Heritage

The Nyinggulu Coast is rich in Aboriginal Cultural Heritage. Our understanding about the extent and specific nature of these values are not been properly documented. In June 2019 DBCA contract the Heritage Services division of the Yamatji Marlpa Aboriginal Corporation (YMAC) to undertake a detailed assessment of 27 known and highly visited recreation sites along the NCRs and the Cape Range National Park coastlines over a two-

**Parks and Wildlife Service, Exmouth District**

20 Nimitz St, Exmouth, Western Australia 6707

Phone: (08) 99478000 Email: [Tom.Nagle@dbca.wa.gov.au](mailto:Tom.Nagle@dbca.wa.gov.au)

Web: [pws.dbca.wa.gov.au](http://pws.dbca.wa.gov.au)

week period. In line with the heritage survey report's findings, we have been directing significant resources towards addressing the various threatening factors that were identified across these sites. DBCA has invested in major capital works projects such as road realignments, carpark reconfigurations and cultural heritage interpretation projects. In June 2019, visitation pressure along the Cape Farquhar coastline and adjacent terrestrial landscape remained very low, consistent with our joint and ongoing closure of the area and access road. As such, no survey effort was directed towards mapping the many heritage sites anecdotally known to be present throughout this area. At this point in time, we have not dedicated resources to survey the significant Aboriginal Cultural Heritage along the Cape Farquhar sector and as such our understanding of the spatial extent and nature of heritage sites is not adequate to appropriately manage any level of visitation pressure through this area.

The Nyinggulu Coast JMB would like to see cultural mapping followed by target heritage surveys completed in the area prior to considering tour operator and/or public access.

- Visitor Risk Management

The Cape Farquhar Sector of the NCRs presents a multitude of visitor risks and hazards. Significant amounts of derelict pastoral infrastructure is littered across the landscape and impacts all sections of the Gnaraloo Rd, north of the 6 Mile Gate throughout the entire Cape Farquhar Sector. DBCA vehicles driven by experienced operators are regularly sustaining damage due to contact with fencing wire, rusty star pickets and poorly buried waste which includes suspected asbestos deposits.

The Gnaraloo Rd is currently extremely degraded and includes washouts, steep rocky inclines (jump ups) and jagged rocky sections. This may be seen as an attractive challenge to 4WD enthusiasts, but it does create visitor risk issues and hinders the ability for emergency services to attend to incidents. The coastline and beaches are subject to impacts from open ocean swell causing significant currents, rips and submerged objects and as such presents serious risk to swimmers. The coastal environment is de-stabilized due to unmanaged livestock and feral animals and as such sand dune systems are constantly shifting resulting in bogs and impassable sections. There is extremely limited mobile phone reception throughout the area and DBCA holds grave concerns for any visitors relying on standard communication methods in the event of an emergency.

- Nature Conservation

The Cape Farquhar Sector is known to have significant natural values, such as providing nesting areas for endangered sea turtles and providing resting and breeding areas for migratory seabirds and shorebirds. The JMB would like to better identify, map and establish baselines for the natural values of the area before access to the area (and pressure) is increased/altered.

Additionally, the area presents an opportunity to conduct feral animal control through baiting, trapping and shooting feral animals which move along the coast. The remainder of the Nyinggulu (Ningaloo) Coast has such high visitation that these activities are extremely difficult to conduct due to the high-risk nature of the control work.

- Cape Farquhar Sanctuary Zone, Ningaloo Marine Park

The Cape Farquhar Sanctuary Zone (SZ) covers much of the accessible coastline throughout the (see attached map). Unlike some SZs, the Cape Farquhar SZ does not allow for shore-based recreational fishing activities. This zoning strategy reflects the historical long-term closure of this area to recreational visitors that DBCA inherited from the former pastoralists. Reopening of the Gnaraloo Rd, north of the 6-mile gate would create significant compliance issues for both DBCA officers and DPIRD (Fisheries) Officers.

- NCRs Management

DBCA has recently taken full management control of camping and the associated issues across former Warroora and Ningaloo Stations. At this point in time and for the foreseeable 12-18 months available resources including staff, vehicles and capital works allocations are in high demand across the reserve. The current and ongoing closure of the Gnaraloo Rd is crucial for allowing DBCA to adequately develop a management framework across these highly visited areas. Reopening of the Gnaraloo Rd would create significant, new and challenging to address management issues associated with off-road vehicle use impacting on sensitive coastal environments, Aboriginal cultural heritage as well as issues associated with illegal camping, such as fires and rubbish.

It is with these concerns in mind, that the Nyinggulu Coast JMB respectfully ask that the Shire of Carnarvon postpone a decision to reopen the Gnaraloo Rd to the public for a period of 5 years and/or until a considered and appropriate management strategy can be developed to allow for the safe and sustainable access to Cape Farquhar Sector that is consistent with DBCAs efforts to manage natural, cultural and visitor impacts along the NCRs.

The Nyinggulu Coast JMB look forward to working with the Shire of Carnarvon to reach a mutually agreeable decision.

Your sincerely,



Mr Paul Baron  
Chair, Nyinggulu Coast JMB  
August 7, 2020

## David Nielsen

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**From:** Molly Ferrier <Molly.Ferrier@varietywa.org.au>  
**Sent:** Tuesday, 1 September 2020 10:26 AM  
**To:** David Nielsen  
**Cc:** Dannielle Hill  
**Subject:** RE: File: Council Approval to use Gnaraloo Warroora Coastal Track for 4WD Adventure Event

Hi David,

Hope you are well.

I am just following up on the below, we are now planning the same route for 2021 and are planning to utilise the road on Monday 31 May 2021.

Is this approval still valid for them or do we need to seek further permission. If you could clarify it would be greatly appreciated.

Kind regards  
Molly

---

**From:** David Nielsen <nielsen.d@carnarvon.wa.gov.au>  
**Sent:** Monday, 30 March 2020 11:25 AM  
**To:** Molly Ferrier <Molly.Ferrier@varietywa.org.au>  
**Cc:** Dannielle Hill <hill.d@carnarvon.wa.gov.au>  
**Subject:** File: Council Approval to use Gnaraloo Warroora Coastal Track for 4WD Adventure Event

Hi Molly

I don't know if your 4WD Adventure will be continuing as planned however approval was granted by Council at its ordinary meeting last Tuesday as follows:



That Council approves the request from Variety WA to utilise the coastal track between Warroora and Gnarlou Bay for the purposes of conducting their 4WD Adventure event and event planning subject to the following conditions:

- a) Access is strictly permitted to only the track within the gazetted road reserve and only on the established and well-defined track.
- b) No parking off the established track is permitted.
- c) Access to the track is not permitted in the event of rain on or near the event day.
- d) A pre-event survey drive shall be conducted in conjunction with a Shire Officer and/or Parks and Wildlife Officers and their traditional owner partners to clearly define the route to be taken.
- e) No rubbish shall be deposited or buried along the route and all rubbish shall be removed from the track and disposed of at an appropriate rubbish collection facility.
- f) No pets or domestic animals are permitted to be taken through the track.
- g) All care shall be taken by the event participants to cause minimal disturbance to the natural environment.
- h) No vehicle access is permitted onto beach or coastal dune areas.
- i) All vehicles shall be inspected to be free from weeds, seeds or soils prior to entering the track.
- j) No camping or fires are permitted.
- k) All gates shall be left in the condition they are found. Arrangements for the supply and return of a key for the padlocked gates at each end of the track shall be made and a refundable key deposit shall apply in accordance with the Shires Fees and Charges. (Currently \$50)

CARRIED  
F6/A0

A full copy of the Minutes are available on the Shire Website

here: <https://www.carnarvon.wa.gov.au/Council/Council-Meetings/Minutes-and-Agendas>

Please let me know if you have any questions relating to the approval.

Regards

**David Nielsen**

Executive Manager Infrastructure Services

PO Box 459, Carnarvon WA 6701

[Nielsen.d@carnarvon.wa.gov.au](mailto:Nielsen.d@carnarvon.wa.gov.au)

[www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

T: (08)9941 0034 F: (08)9941 0099

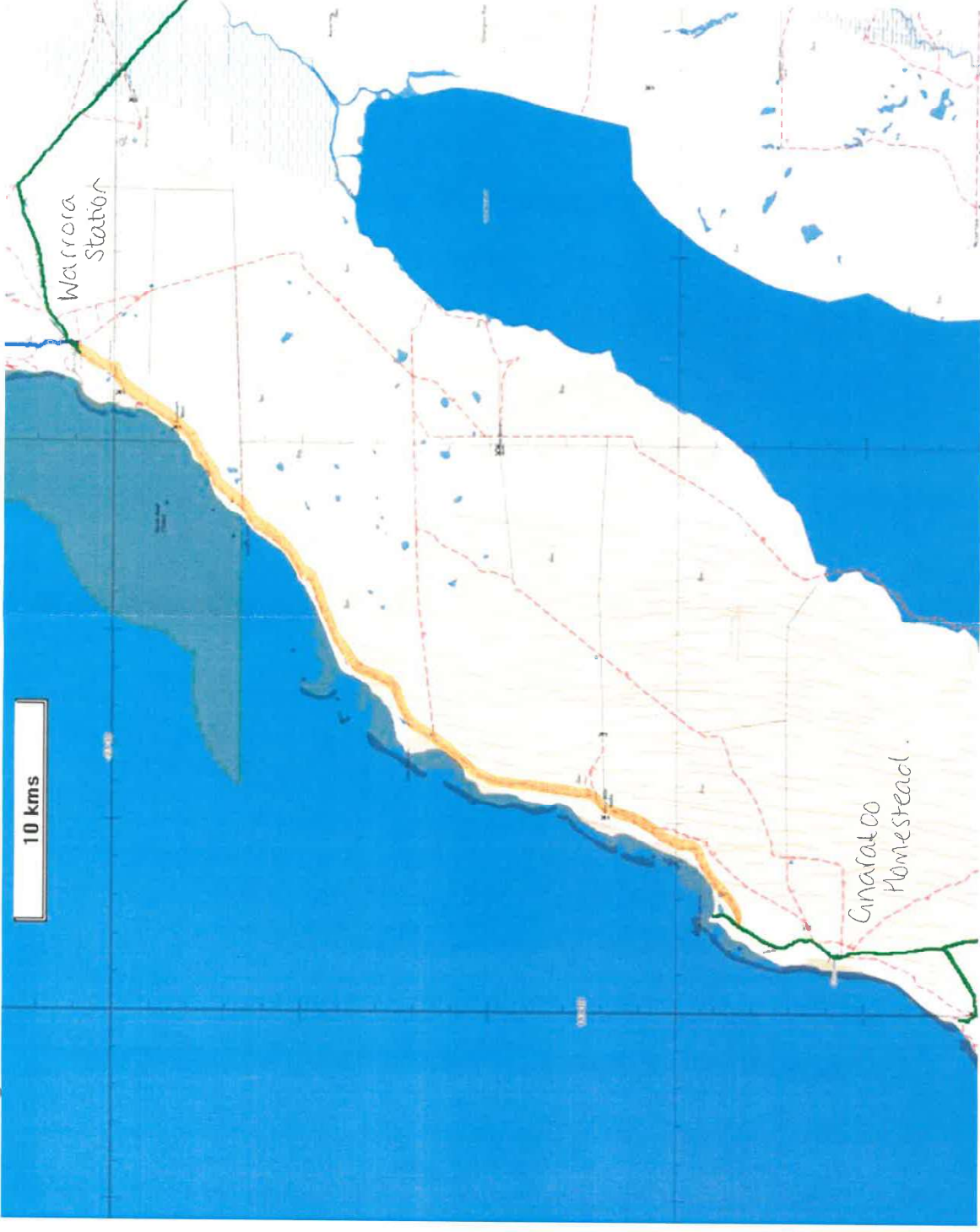


**"Disclaimer by the Shire of Carnarvon":**

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Carnarvon unless this is clearly indicated.

You should scan this email and any attachments for viruses. The Shire of Carnarvon accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

Variety WA 4wd Adventure May 2020



## David Nielsen

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**From:** Natalie Hair <natalie.hair@dbca.wa.gov.au>  
**Sent:** Wednesday, 20 November 2019 9:22 AM  
**To:** Molly Ferrier; Geoff Robb; robrobson  
**Cc:** Ray De Jong; Arvid Hogstrom; Scott Thomson  
**Subject:** RE: Variety Bash 4WD section

Hi Geoff, Rob and Molly,

The district has reviewed the application for the Variety WA Bash, and while the department is most supportive of the fundraiser event, the proposed route for the 2020 Variety WA Bash is not able to be supported. More specifically, the road reserve within Cape Farquhar - between Gnaraloo Bay and Amherst Point.

This section has been closed to vehicles for more than 15 years and was formally closed by the Shire of Carnarvon on April 1, 2019 for an initial period of 12 months. The [draft Ningaloo Coastal Reserves Joint Management Plan](#) also proposes this road remain closed based on current visitor risk issues, high conservation and cultural values, and potential impacts.

The alternative route suggested includes off-road access via the coastal track from Yardie Creek through to Warroora, inland to Minilya-Exmouth Rd, and south to Blowholes Rd for access the coast as far north as Gnaraloo.

If the creek were to be flowing - the group would need to travel in via Ningaloo access road through to Coral Bay/Warroora, and exit via the Lyndon River/main Warroora Station access.

As previously discussed, tracks do exist (see dotted lines in image attached) on pastoral lands that divert inland to the Gnaraloo homestead around the Farquhar area. Access to these tracks would need to be negotiated with the relevant pastoral station owner.

Please feel free to get in touch if you have any queries or if I can be of further assistance.

Best regards,  
**Natalie Hair**

Lease & Licensing Officer – Parks and Wildlife Services  
Pilbara Region/Exmouth District  
P: (08) 9947 8022 | M: 0457 024 425  
PO Box 201, Exmouth WA 6707  
[www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)

Ngarnurra nhuna nhugurarrima Baiyungu, Thalanyji and Yinikurtura ganyarajarri thanardi ngarrari  
*We acknowledge Baiyungu, Thalanyji and Yinikurtura People as the original custodians of the land and water we manage.*



---

**From:** Natalie Hair

**Sent:** Monday, 11 November 2019 10:22 AM

**To:** Molly Ferrier <Molly.Ferrier@varietywa.org.au>; Geoff Robb <Geoff.Robb@rmsurveys.com.au>; robrobson <robrobson@westnet.com.au>

**Subject:** RE: Variety Bash 4WD section

Hi Molly,

Thank you for submitting the completed application form to conduct non-commercial activities within CALM Act land for the 2020 Variety WA Adventure Event.

The application is currently under review and I'll be in touch along the way as necessary.

Please don't hesitate to get in touch if you have any queries.

Best regards,

**Natalie Hair**

Lease & Licensing Officer – Parks and Wildlife Services

Pilbara Region/Exmouth District

P: (08) 9947 8022 | M: 0457 024 425

PO Box 201, Exmouth WA 6707

[www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)

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*We acknowledge Baiyungu, Thalanyji and Yinikurtura People as the original custodians of the land and water we manage.*



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**From:** Molly Ferrier <[Molly.Ferrier@varietywa.org.au](mailto:Molly.Ferrier@varietywa.org.au)>

**Sent:** Wednesday, 30 October 2019 8:38 AM

**To:** Natalie Hair <[natalie.hair@dbca.wa.gov.au](mailto:natalie.hair@dbca.wa.gov.au)>; Geoff Robb <[Geoff.Robb@rmsurveys.com.au](mailto:Geoff.Robb@rmsurveys.com.au)>; robrobson <[robrobson@westnet.com.au](mailto:robrobson@westnet.com.au)>

**Cc:** Ray De Jong <[ray.dejong@dbca.wa.gov.au](mailto:ray.dejong@dbca.wa.gov.au)>

**Subject:** RE: Variety Bash 4WD section

[External Email] This email was sent from outside the department – be cautious, particularly with links and attachments.

Hi Natalie,

Hope you are well.

Please see attached completed application.

As mentioned in the application we would require access for the actual event in May 2020 but would also require access in December this year and potentially again early next year to survey the route.

Please let me know if you require anything further

Kind regards  
Molly

**Molly Ferrier**



**Events Coordinator | Variety – the Children’s Charity of WA**

**T** 08 9355 3655 **D** 08 9468 9120 **E** [molly.ferrier@varietywa.org.au](mailto:molly.ferrier@varietywa.org.au)  
102 Burswood Road, Burswood WA 6100



---

**From:** Natalie Hair <[natalie.hair@dbca.wa.gov.au](mailto:natalie.hair@dbca.wa.gov.au)>  
**Sent:** Friday, 4 October 2019 9:41 AM  
**To:** Geoff Robb <[Geoff.Robb@rmsurveys.com.au](mailto:Geoff.Robb@rmsurveys.com.au)>; robrobson <[robrobson@westnet.com.au](mailto:robrobson@westnet.com.au)>  
**Cc:** Molly Ferrier <[Molly.Ferrier@varietywa.org.au](mailto:Molly.Ferrier@varietywa.org.au)>; Ray De Jong <[ray.dejong@dbca.wa.gov.au](mailto:ray.dejong@dbca.wa.gov.au)>  
**Subject:** RE: Variety Bash 4WD section

Hi Geoff and Rob,

Great to meet this morning, and thank you for the advanced notice.

Please find attached the application form to obtain Lawful Authority. Please return the completed form along with maps noting the intended and alternative travel route(s) for the 4WD Variety Bash in 2020.

Please don't hesitate to get in touch if you have any queries or if I can be of further assistance.

Safe travels!

**Natalie Hair**

Lease & Licensing Officer – Parks and Wildlife Services  
Pilbara Region/Exmouth District  
P: (08) 9947 8022 | M: 0457 024 425  
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*We acknowledge Baiyungu, Thalanyji and Yinikurtura People as the original custodians of the land and water we manage.*





**From:** Geoff Robb <[Geoff.Robb@rmsurveys.com.au](mailto:Geoff.Robb@rmsurveys.com.au)>

**Sent:** Tuesday, 1 October 2019 3:54 PM

**To:** Ray De Jong <[ray.dejong@dbca.wa.gov.au](mailto:ray.dejong@dbca.wa.gov.au)>

**Cc:** Natalie Hair <[natalie.hair@dbca.wa.gov.au](mailto:natalie.hair@dbca.wa.gov.au)>; Molly Ferrier <[Molly.Ferrier@varietywa.org.au](mailto:Molly.Ferrier@varietywa.org.au)>; robrobson <[robrobson@westnet.com.au](mailto:robrobson@westnet.com.au)>

**Subject:** RE: Variety Bash 4WD section

[External Email] This email was sent from outside the department – be cautious, particularly with links and attachments.

Hi Ray,

Thanks very much for your time on the phone.

As mentioned, I will be in Exmouth on Friday morning and will make contact with Natalie regarding access for the 2020 Variety 4WD Adventure Event.

Kind Regards,

**Geoff Robb**

*MANAGING DIRECTOR*

Licensed Surveyor M.WAIS CPS(Eng)



M 0418 941454

P(08) 9457 7900

F(08) 9457 7922

[rmsurveys.com.au](http://rmsurveys.com.au)

[geoff.robbs@rmsurveys.com.au](mailto:geoff.robbs@rmsurveys.com.au)

25 Augusta St, Willetton WA 6155



Your Partners in Precision

**From:** Ray De Jong <[ray.dejong@dbca.wa.gov.au](mailto:ray.dejong@dbca.wa.gov.au)>

**Sent:** Tuesday, 1 October 2019 9:29 AM

**To:** Geoff Robb <[Geoff.Robb@rmsurveys.com.au](mailto:Geoff.Robb@rmsurveys.com.au)>

**Cc:** Natalie Hair <[natalie.hair@dbca.wa.gov.au](mailto:natalie.hair@dbca.wa.gov.au)>

**Subject:** Variety Bash 4WD section

Hi Geoff,

Good to chat before – as discussed please contact Natalie Hair (DBCA Pilbara lease and licensing officer) to arrange a time to discuss the Variety bash 4WD leg – and to organise any necessary permits to be in place (standard).

Natalie can be contacted on P: (08) 9947 8022 or M: 0457 024 425.

Thanks and regards

**Ray De Jong**

Regional Leader – Parks and Visitor Services

Pilbara Region/Exmouth District

Ph: (08)99478012 Mob: 0428112783

[www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)



Department of Biodiversity,  
Conservation and Attractions



We're working  
Western Australia

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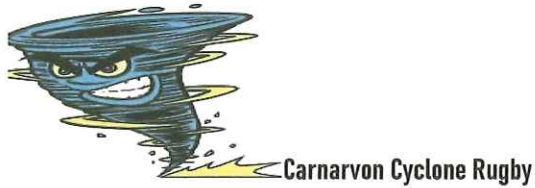












9<sup>th</sup> August, 2020

Carnarvon Cyclone Rugby Team  
Unit 8, 58 – 60 Douglas Street  
Carnarvon WA6701

TO

Shire of Carnarvon  
18 Egan Street  
Carnarvon WA6701

TO WHOM IT MAY CONCERN

I am writing this letter to request permission to use the town oval as our home ground and for matches.

We would please ask for consent to be able to remove the cricket pitch. Once given the approval to remove the pitch we have equipment and people to ensure that site is cleared and removed to the tip and include the maintenance to fix the hole with soil.

We also ask if we can also put up rugby posts and a playing field. The posts would not be permanent but can be removed when oval is required for community events. When we host matches in town, request if we can use the building on site for first aid station and changing room for the teams.

I would greatly appreciate if you would consider the request and you require any further information we can meet or contact myself.

Yours Sincerely

Mr Amosa Sipili

Manager

Carnarvon Cyclones Rugby Team

Mob: 0407221471

<b>POLICY NO</b>	C025	
<b>POLICY</b>	COMMUNITY GROWTH FUND POLICY	
<b>RESPONSIBLE DIRECTORATE</b>	CORPORATE	
<b>COUNCIL ADOPTION</b>	Date: 26 February 2019	Resolution No. FC 12/2/19
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No.
<b>LEGISLATION</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a>	
<b>RELATED POLICIES &amp; PROCEDURES</b>		
<b>RELEVANT DELEGATIONS</b>	Community Growth Funds Committee	

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## POLICY OBJECTIVES:

### INTRODUCTION

One of the most effective means of promoting community development is through volunteers and non-government organisations. The Shire of Carnarvon acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living. One mechanism to support this effort is via the Community Growth Fund.

## POLICY STATEMENT:

### 1. FUND OBJECTIVES

To support projects undertaken by not-for-profit community-based organisations, not-for-profit event organisers and individuals which deliver and grow social, economic, reconciliation, educational, recreational, environmental, art and cultural benefit to the Shire of Carnarvon community.

Examples of areas for support are:

<b>Economic Opportunity</b> <ul style="list-style-type: none"><li>Increasing tourism through events and marketing</li><li>local business networking initiatives</li><li>aboriginal projects and development initiatives</li></ul>	<b>Social wellbeing</b> <ul style="list-style-type: none"><li>Families, seniors and young people</li><li>Supporting people with disability and improving access and opportunity</li><li>literacy and educational outcomes</li><li>emergency management</li><li>community safety</li></ul>
<b>Cultural</b> <ul style="list-style-type: none"><li>understanding of aboriginal culture and local history</li><li>multicultural projects</li><li>visual, performing or public arts</li><li>heritage groups</li></ul>	<b>Natural Environment</b> <ul style="list-style-type: none"><li>Projects protecting and enhancing the natural environment</li></ul>
<b>Achieving Excellence</b> <ul style="list-style-type: none"><li>academic, recreational or sporting achievements</li><li>volunteers and community leaders</li></ul>	<b>Recreational</b> <ul style="list-style-type: none"><li>sport and recreation clubs</li><li>Improving the standard of assets and facilities</li></ul>

### 2. PRINCIPLES UNDERPINNING THE COMMUNITY GROWTH FUND

- a. Projects developed by individuals and community groups which contribute to the life, vitality, social and economic development of the Shire are an essential and valued part of community life.
- b. Being accountable to the community for the use of public monies is essential but acquittal requirements should be commensurate with the scale of assistance provided.

- c. Access to funding should be equitable over time.
- d. Funding of events should be structured to:
  - provide certainty over a specified period of years
  - encourage long term sustainable and independent event development.
- e. Assistance which involves in-kind support and/ or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue. As such the financial benefit to community groups and projects of this kind of in-kind support needs to be understood and factored into decisions over time.

### **3. SETTING THE COMMUNITY GROWTH FUND POOL**

The Shire of Carnarvon will allocate a percentage of the gross yield of rates income each year to form the Community Growth Fund (CGF). The fund provides the Shire of Carnarvon the opportunity to support and assist services, activities and programmes throughout the Shire.

The Council will review its overall pool allocation as part of the Integrated Planning and Reporting Major Review cycle (every four years).<sup>1</sup>

The Council may, where there is more than one application round for a fund, choose from time to time to spread available funding across the year to ensure even access to funds over the year. Any decision to do so will be publicised alongside the relevant application round.

### **4. COMMUNITY GROWTH FUND STRUCTURE**

This fund is split into two broad forms of support:

- direct financial grants (CGF General)
- donations towards payment of a proportion of rates (CGF Rates Donations)

The total cost of historic rates donations approved will determine the size of the pool available for the CGF General in any one year.

#### **Community Grants Fund: General**

This fund is structured as follows:

- a. Small Assistance Donations up to \$1,000 cash and/or in-kind

---

<sup>1</sup> The current allocation (2018-2022) is up to 4.00% of the the gross yield of rates income.

- b. Community Support Grants up to \$5,000 cash and/or in-kind
- c. Major and Iconic Events up to \$10,000 cash and/or in-kind

The Council will consider grants applications to these two categories until such time as the available funds for a year are fully subscribed.

#### *Small Assistance Donations*

- Up to \$1,000 can be granted per applicant per financial year. Applications can be for cash and/or in-kind contributions (such as venue hire) as long as the total amount is no more than \$1,000.
- This may include funding to cover fees and charges for Council facilities and services (see Section 6 for further information).
- Applicants can apply more than once each financial year up to the maximum value of \$1,000 per year.

#### *Community Support Grants*

- Up to \$5,000 can be granted per applicant financial year. Applications can be for cash and/or in-kind contributions as long as the total amount is no more than \$5,000
- This may include funding to cover fees and charges for Council facilities and services (see Section 6 for further information).
- Applicants can only apply once per year for a Community Support Grant.

#### *Major and Iconic Event Grants*

Major Event means a one-off community event which has economic and/or cultural importance to the community, and is recognisable as being specific to, and for the betterment of the Shire of Carnarvon.

Iconic Event means 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, and for the betterment of the Shire of Carnarvon.

- Up to \$10,000 can be granted per event per financial year. Applications can be for cash and/or in-kind contributions as long as the total amount is no more than \$10,000. This may also include funding to cover fees and charges for Council facilities and services (see Section 6 for further information).
- To receive funding under this category the event or activity must be chosen for either 'Iconic Events' status or be identified as a major event that the Council wishes to support on a one-off basis.

- Selection for Iconic Events status means that the applicant does not have to apply for funding on a yearly basis but can have certainty of funding for a specified period.
- Major projects and events receiving Iconic Events status will be recorded in the Shire of Carnarvon's annual budget with the specified amounts for funding awarded for that year.
- The Council will review Iconic Events status of groups every four years as part of its Strategic Community Plan and associated budgeting processes.
- Groups may apply for Iconic Events status or a major one-off project as per the timeline set out below in this Policy.
- Once a project has been assigned Iconic Events status the relevant organisation will have a specified period where they do not have to reapply provided that they discharge all detailed requirements.

#### **Community Grants Fund: Rates Donations.**

- Community organisations can apply for a rates donation of up to 50% of the rates charged on a property they own or lease (the Emergency Services Levy and the Rubbish Collection service levy are not included in the total and must be paid separately).
- The organisation must be able to show they are a registered as a charitable organisation, and that the land is used exclusively for charitable purposes (Local Government Act 1995 Section 6.26)
- Applications must be made annually to Council at the specified time. (see below) to confirm eligibility.
- Rates donations are to determined by Council in the next Council meeting.
- Retrospective waiver of rates for previous years will not be considered as part of this application process.

#### **5. CONDITIONS AND ASSESSMENT CRITERIA**

The Community Growth Funds Committee is a committee consisting of Elected Members. The Executive Manager of Corporate and Community attends to advise the Elected Members of the internal review of applications that has been provided by Shire staff. Under delegated authority, the Elected Members determine the outcome of any application (other than Rates Donations). Outcomes are provided at the next Council meeting for Noting by Council.

All applications will be assessed against the criteria outlined in this policy and a recommendation based on that assessment will be provided to the Community Growth Funds Committee. Responsibility for the allocation of funds ultimately sits with Council and

their decision, whether in agreement or not with the Officer's recommendation, will be final.

Canvassing of Council (Elected Members) or Shire staff may render the application ineligible.

Applicants are encouraged to contact the Shire Community team to discuss their project, and the application process, prior to applying. Shire staff are not permitted to complete an application on behalf of a community group or organisation.

### General Conditions

The following general conditions are applicable to all areas of assistance

- a) The applicant must reside or operate within the Shire of Carnarvon, OR be able to show a direct, clear and substantial benefit to the Shire of Carnarvon community.
- b) Assistance is not available retrospectively.
- c) Funds are to be used only for the purpose for which they were approved.
- d) Applicants cannot apply to more than one fund in any one year.
- e) All applications are to be on the approved application form and are to be sent to the Shire's administration email address [Shire@carnarvon.wa.gov.au](mailto:Shire@carnarvon.wa.gov.au) by midnight on the day the application round closes.
- f) All applications will be assessed against the following **general** criteria, (more specific criteria provided for each category):
  - the extent to which the application fits the Outcomes and Priorities listed in the Strategic Community Plan
  - the extent to which the project directly and clearly benefits the Shire of Carnarvon community
  - funding and/or contributions obtained from other sources and evidence on the part of individual applicants of efforts made to raise funds.
  - the extent to which project, program or event design takes account of the the Shire's Disability and Access Inclusion Plan (DAIP), including information provided about the desired outcomes will be addressed. A copy of DAIP is available at [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au).
  - value/ benefit for money.
- g) Successful applicants are required to complete an acquittal report and submit to the Shire within three months of the agreed completion date for use of the funds.



- h) Applicants that do not submit an acquittal will not be considered for future funding; and may be requested to return unused funds.

**Note:**

- **The Shire requires formal evidence of other funding contributions or support for the Community Support and Iconic Event Grants**
- **Donations or waivers for Shire Bonds or Permits (e.g. traders or liquor permits) will not be considered.**

**Contribution to Cost of Fees and Charges to Use Council Facilities and Services**

Council will not approve general applications for waiving of fees and charges. Applicants must quantify the amount sought and submit this as part of the overall application for funding support. For example, if support for access costs to the Swimming Pool is sought, the total number of people attending, and the total cost of fees must be included in the application for funds.

Recurrent annual or seasonal fees for sporting groups such as the sporting club levy, ground or court hire will not be considered under this policy.

Reimbursement for utility charges, such as water and electricity, will not be considered under this policy.

**In-kind Support.**

Council may consider provision of in-kind support for activities but will only consider doing so if the activity is fully costed and explicitly included in the overall application for funds. Any application which includes application for in-kind support must have been discussed with Shire staff prior to an application for funding to Council.

**Specific Criteria and Requirements**

Specific criteria and conditions for each funding category are set out in Appendix 1 of this policy.

**6. FUNDING APPLICATION ROUNDS**

**Community Growth Fund – General**

Applications for **Small Assistance Donations and Community Support Grants** can be made four times a year as follows:

<b>Application Round Closes</b>	
28 February	30 May
30 August	30 October

Applicants may apply at any time for a grant for no more than \$500, if their need for

support to that level is immediate and unanticipated and needs to be progressed urgently. This may be granted by the CEO under delegated authority. However, if the application falls within six weeks of when the due Committee meeting is to be held under the above schedule, it may be held and considered directly by the Committee.

An applicant, if they have applied under the \$500 limit, may make a further application for funding to the limits of the relevant fund (and taking into account the \$500, if granted previously).

Applications to the **Iconic Events Grants** category can be made as follow:

<b>Application Round Closes</b>
30 April

Applications for Community Growth Fund – General, will be reviewed by Shire staff within two weeks of the round closing. Further information may be requested from applicants if required, but not to the extent that it may influence the outcome of any decision by the Committee. A recommendation will be made by Shire staff based on this review against the eligibility criteria. Previous compliance with grants will be confirmed through this process.

The Community Growth Funds Committee will meet within six weeks of the round closing. Council will Note the decisions of this Committee (under delegated authority) at the next Council Meeting.

Applicants will be advised of the outcome and required to provide the Shire a tax invoice to enable the processing of payments.

**Note:**

The Major and Iconic Events process has a separate timetable due to the significant funds involved and the potential impact on Community Growth Fund budgets in following years. This reflects the desire of Council to provide certainty to organisations over a number of years.



## Community Growth Fund – Rates Donation

An annual application must be made by eligible community groups and organisations. It is the responsibility of applicants to contact the Shire Rates Officer to request an application form and submit it on time. Late applications may not be considered.

Application Round Closes	Council Decision	Donation to Take Effect:
30 April	30 June	Applied to the Rates for the following financial year

### Note:

The rates donations application round closes at this time so that Council is able to assess overall impact on the remaining Community Growth Fund available for general grants. (See Section 4)

## 7. APPLICATION AND DECISION PROCESS

### Application

Applicants are required to complete the relevant Community Growth Fund Application Form and return it via [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au). Applications not using the relevant forms will not be considered. Applications received after the funding round closes will be assessed in the next funding application round that follows.

Applications for grants received by the Shire of Carnarvon on or before the closing date will be registered and an acknowledgment of their application will be provided.

Applicants may attend and speak at the relevant Committee meeting where their application is being considered. They must inform the Shire of their wish to speak and must adhere to the relevant policy managing public speaking.

### Assessment

Reports on the applications received which assess each application against the broad criteria set out below and relevant specific criteria set out in Appendix 1 will be provided to the Committee. If multiple applications are received for any application round, eligible applications will be ranked and prioritised by examining each of the following:

- the extent to which the application fits the Outcomes and Priorities listed in the Strategic Community Plan and other relevant documents set out in Section 6
- the extent to which the project shows a direct, clear and substantial benefit to the Shire of Carnarvon community.
- funding and/or contributions from other sources, including own contributions and ability to generate income from other sources

- evidence of appropriate acquittals and adherence to funding guidelines for any previous donations/grants (if applicable)
- value for money.
- evidence of consultation with relevant stakeholders
- evidence of wider community participation and support where relevant
- economic, tourism, cultural or community benefit
- specific criteria outlined in Appendix 1.

### **Notification of Outcome**

All applicants will be notified in writing of the success or otherwise of their application, after a determination has been made and Council advised. Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

A Grant Agreement, outlining the terms and conditions of the grant, will be provided to the successful applicant. The signed Grant Agreement and an invoice must be received by the Shire prior to the release of any funds.

## **8. DISBURSEMENT AND CONDITIONS FOR RECEIPT OF GRANTS**

### **Payment Schedule**

All payments will be made in full to the applicant body within 30 days of confirmation of approval of funding, and once an invoice requesting payment has been received from the applicant. Any approved funds not requested within 90 days of approval will be forfeited unless prior approval has been obtained to delay the payment.

### **Period of Funding**

Community Growth Fund grants become available after Council has adopted the annual budget. Grants will generally be provided for expenditure within an agreed time.

### **Purpose of Grant**

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council.

### **Unspent Funds**

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first. If you anticipate a surplus of funds and have plans for



its expenditure you are required to seek Council approval, bearing in mind the expectation that any secondary project will also have broad benefits to the community.

### **ABN/GST Registration**

Incorporated applicants must have an ABN.

GST registration is not essential. However, the Shire is obliged to meet all relevant GST legislative requirements. **Please ensure your budget indicates whether GST is included.**

If your organisation is registered for GST, add GST to the grant amount on the invoice that you provide to the Shire. If your organisation is not registered for GST, only the grant amount in the letter of award can be invoiced and your organisation is responsible for funding the GST component of the project costs.

### **PROJECT EVALUATION AND ACQUITTAL**

#### *Small Assistance Donations and Community Support Grants Acquittal Requirements*

Groups, organisations or individuals receiving grants from these funds must submit to the Shire an acquittal and evaluation of the outcomes of the grant on the prescribed forms within 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

Failure to satisfactorily complete acquittals and other reporting requirements will disqualify the applicant and/or organisation from future applications

#### *Major Events/ Projects Acquittal General Requirements (see also specific requirements)*

Major projects and events grants must be acquitted within two (2) months out from the end of the financial year the event was held. A failure to comply with this requirement and/or any misappropriation of the funding will immediately result in the event being precluded from receiving further allocation of funds through this policy.

#### *Major and iconic Events Acquittal General Requirements (see also specific requirements)*

Whether or not an Iconic Event status holder must provide an acquittal report within two (2) months out from the end of the financial year for each year the event was held. A failure to comply with this requirement and/or any misappropriation of the funding will immediately result in the event being precluded from receiving further allocation of funds through this policy.

### **Acquittal Information to be Provided (see also specific requirements)**

### **Financial Report**

- A statement of actual and budgeted expenditure in relation to the grant. Grants up to \$5,000 (combined cash and in-kind contributions) must show evidence of expenditure. In addition, grants between \$5,000 and \$10,000 may also be required to show evidence an independent financial review.
- Copies of supporting documentation such as of receipts, invoices, accounts and financial statements will be required.

### **Project Evaluation at Completion**

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Demonstrated achievement of outcomes identified
- Number of events/activities
- Attendance numbers
- Amount/type of media coverage generated
- Involvement of volunteers
- Acknowledgment of the contribution of the Shire of Carnarvon
- Attraction of visitors to Carnarvon (estimate if not known)
- Any feedback received from attendees

Tangible evidence to support performance indicators may be submitted such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

### **9. PUBLICITY**

The Shire of Carnarvon may use your event, project or activity for its own publicity purposes and if so will ask for promotional material to be used.

All successful applicants must acknowledge the support of the Shire of Carnarvon in promotion of their event, project or activity. The use of the Shire logo is required for all Major and Iconic Events, subject to Council policy.

The Shire of Carnarvon will include all Community Growth Fund grants and Rates donations in its Annual Report.

### **10. FREEDOM OF INFORMATION**

The provisions of the *Freedom of information Act, 1982*, apply to all documents held by the Shire of Carnarvon.



**Appendix One**

**Specific Conditions and Requirements**

**Note: Please read the general sections of this policy to understand all requirements for applications.**

**Community Growth Fund – General – Small Assistance Donations Up To \$1000**

What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>• Community based activities, programs or events</li> <li>• Local sporting events or championships</li> <li>• Club or individual participation in regional/state/international championships</li> <li>• Individual representation at an event or activity that showcases the Carnarvon region</li> <li>• Club equipment</li> <li>• Minor facility upgrades</li> <li>• Clinics, courses and seminars</li> <li>• Educational awards (eg End of Year achievement prizes)</li> </ul>	<p>Donations for administrative and day-to-day running of groups and organisations such as:</p> <ul style="list-style-type: none"> <li>• Wages</li> <li>• Salaries</li> <li>• Rent</li> <li>• Utilities</li> <li>• Insurance</li> <li>• Other day-to-day administration costs</li> </ul> <p>Funds cannot be used for</p> <ul style="list-style-type: none"> <li>• Political organisations or events</li> <li>• Projects or facilities which have no or limited public access</li> <li>• Establishment or running costs associated with a business or business activity</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals (may be auspiced by an organisation)</li> <li>• Groups/clubs/organisations</li> <li>• Local schools and other educational institutions</li> <li>• Emergency Services groups (eg ambulance, police, fire brigade)</li> </ul>	<p>Businesses and for-profit organisations are not eligible except where the event or activity is free to the public, consistent with the Strategic Community Plan 2018 – 2028, and demonstrates a direct and clear benefit to the community.</p>	<ul style="list-style-type: none"> <li>• Quotations or evidence of the cost of the purpose of application</li> <li>• Acquittal upon agreed completion date for expenditure of funding</li> <li>• Acknowledgement of Shire funding as appropriate and agreed (eg logo on uniforms, posters, photos)</li> <li>• Evidence of other funding sources must be demonstrated including own or other contributions or leveraging being applied to the total cost of the project/activity/purpose.</li> </ul>



<b>Community Growth Fund – General – Community Support Grants Up To \$5000</b>				
<b>What Can be Applied For</b>	<b>What Cannot Be Applied For</b>	<b>Who Can Apply</b>	<b>Who Cannot Apply</b>	<b>Other Requirements</b>
The planning and delivery of activities and projects which: contribute to advancing the objectives of the Strategic Community Plan.	<ul style="list-style-type: none"> <li>• Assistance for administrative and day-to-day running of groups and organisations</li> <li>• The production of goods or services for sale or profit</li> <li>• Events and activities held outside the Shire of Carnarvon</li> <li>• Events and activities that could reasonably be funded through other avenues (eg charging of entry fees or memberships, other grants etc)</li> </ul>	Not for profit or charitable groups and organisations.	Business and for-profit organisations are not eligible except where the event or activity is free to the public, consistent with the Strategic Community Plan 2018 – 2028, and demonstrates a direct and clear benefit to the community.	<p>If an incorporated organisation has chosen to auspice a non-incorporated group a letter of permission from the incorporated body must be submitted with the application.</p> <p>Applications are to be completed in full and signed by an Officer Bearer.</p> <p>Successful applicants must submit an acquittal report, using the template provided by the Shire, within 30 days of the completion of the event/activity, containing:</p> <ul style="list-style-type: none"> <li>○ A detailed budget, signed by the Treasurer and President of the organisation, of an independent evaluation of the event/activity expenditure.</li> <li>○ Proof that the grant was expended according to the approved application</li> </ul>

<b>Community Growth Fund – General – Community Support Grants Up To \$5000</b>				
<b>What Can be Applied For</b>	<b>What Cannot Be Applied For</b>	<b>Who Can Apply</b>	<b>Who Cannot Apply</b>	<b>Other Requirements</b>
				(including receipts and photographic evidence). <ul style="list-style-type: none"> <li>○ Provide evidence to show acknowledgement of Shire funding as appropriate (eg logo on promotional posters, photos)</li> </ul>

DRAFT



**Community Growth Fund – General – Major and Iconic Events Grants Up To \$10,000**

What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>Funding for on-going (Iconic Status) or one-off major events (including marketing, infrastructure and project management costs) which contribute significantly to the regional profile and/ or economic benefit of the Shire.</li> </ul> <p>Note: Receipt of Council financial support through this process will preclude the same event organiser from making application and receiving additional-funding through the Community Growth Fund in any year that funding is provided by the Council through this Policy.</p>	<ul style="list-style-type: none"> <li>Assistance for administrative and day-to-day running of the group or organisation.</li> <li>Events and activities held outside the Shire of Carnarvon</li> <li>Events and activities that could reasonably be funded through other avenues (eg charging of entry fees or memberships, other grants etc)</li> </ul>	<ul style="list-style-type: none"> <li>Not-for-profit organisations</li> </ul>	<ul style="list-style-type: none"> <li>For profit organisations</li> </ul>	<ul style="list-style-type: none"> <li>Each identified event has an annual allocated budget. This amount is to be determined in conjunction with Council each year (prior to the budget being developed and adopted). If, for any reason, this consultation does not occur the amount will be determined using the previous year’s allocation.</li> <li>Applicants can only apply once per financial year for Iconic or major event funding</li> <li>A statement of actual and budgeted expenditure in relation to the grant. For grants more than \$5,000 (combined cash and in-kind contributions) this must be independently reviewed and signed off.</li> <li>Provide copies of supporting documentation such as of receipts, invoices and financial statements</li> </ul>

Community Growth Fund – Rates Donations				
What Can be Applied For	What Cannot Be Applied For	Who Can Apply	Who Cannot Apply	Other Requirements
<ul style="list-style-type: none"> <li>• Donation to cost of rates <b>up to 50% of rated</b> amount annually.</li> <li>• Minimum rates payment as per the adopted rates schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Waiver of rates/interest arrears</li> <li>• Waiver of Emergency Services Levy</li> <li>• Waiver of Rubbish Collection Levy</li> </ul>	<ul style="list-style-type: none"> <li>• Not-for-profit community groups or organisations owning <b>or leasing</b> property on which their community activity takes place.</li> <li>• Registered charities where land is used exclusively for charitable purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Other property owners.</li> <li>• <b>Those occupying property owned or managed by the Shire of Carnarvon.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Proof of community organisation function, charitable status, and /or incorporation.</li> <li>• Mission statement or legally recorded organisation purpose</li> <li>• Information on governance structure</li> <li>• Statement of financial accounts and any associated financial issues underpinning the applicaton.</li> </ul>