

SHIRE OF CARNARVON

SCHEDULES

COUNCIL MEETING
Tuesday 24TH NOVEMBER 2020

Council Chambers, Stuart Street
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Website – www.carnarvon.wa.gov.au

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No Schedules

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**DEVELOPMENT SERVICES MONTHLY REPORT
CALENDAR MONTH OF OCTOBER 2020**



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.

Statistics of Building Permits	Received	Approved
New Building	1	1
Outbuilding		
Solar Panels		
Structural Assembly	1	
Alterations and/or additions	1	
Relocation of building		
Demolition of an existing building		
Swimming Pool/ spa		
Fence	5	3
Multiple building type		
Patio		
Residential Shed		
Other (Refurbishment / Fit Out)	1	1
Total	9	5

Contract Building Surveyor Inspections	
Approved applications (refer to delegation report)	
Building Inspections – Carnarvon, Coral Bay, Blowholes	2
Pool Inspections	
Total	2

Planning Services - Principal Planner

- Development Applications:
 - Five Council reports.
 - Prepared and dispatched Council determinations
- Enquiries:
 - Responded to queries from the public re lands zoning, progress on draft LPS 13, development requirements and past Council decisions.
 - Researched archives and provided information on approvals for Gnaraloo Station tourism facilities.
 - Liaised with the Department of Primary Industry re McGlades Road Closure.
 - Liaised with proponent and the DPLH re proposed tourism development at Babbage Island.
 - Liaised with proponent and the DPLH re possible reactivation of the North River Road abattoir.
 - Liaised with proponent re proposed initiating of mulch production in South Plantations.
- Local Laws Review:
 - Reviewed and provided advice to consultant preparing draft revised Local Laws.
 - Compliance: Liaised with Infrastructure re response to antisocial behaviour in David Brand Drive.
 - Liaised with Infrastructure re response to complaint re unauthorised tree planting in Shallcross Street.
 - Application for Certificate of Title lodged with Landgate.
- Lotteries House subdivision application.
 - Liaised with the DPLH re retention of caveats over the titles.
- St John Ambulance subdivision application:
 - Application for Certificate of Title lodged with Landgate.
- Local Planning Scheme 13:
 - Arranged payment for the gazettal of LPS 13.
 - Liaised with the DPLH re final gazettal.
- Coral Bay storage facilities:
 - Liaised with the DPLH re options for progressing negotiations on an agreement.
- Public Open Space Strategy (ongoing)

Environmental Health Services

Two (2) Environmental Health Officers

COVID-19

- Attended Incident Liaison Meeting
- Complaint inspection of restaurant regarding standards and social distancing with direction provided regarding:
 - separation of tables;
 - completion of COVID Safety Plan and display accommodation number;
 - Hospitality/hygiene training.
- Updates passed on from WA Health Dept to ELT regarding new direction and events approval.
 - Closure and Restriction (Limit the Spread) Directions (No 7) These directions come into effect at 11:59pm on the 23 October 2020.
 - High Risk COVID Event Plan Review. COVID Event Plans will not be approved for event formats where risk mitigation strategies, including physical distancing, are not achievable for the duration of the event

Onsite wastewater

- 2x soil tests and site assessments
- 1x Septic plan search
- 2x septic applications received, 1 approved, 1 pending
- Review file pursuant to a septic tank collapse. Contact with owner and 2 plumbing contractors.

Complaints & Referrals

- Phone conference between DWER contaminated sites/air quality branches and Shire officers regarding boat harbour dredge spoil site soil analysis results. Further information available upon request.
- Complaint follow-up regarding unsightly premises in South Carnarvon. Majority of rubbish cleaned up. Dept of Housing contacted regarding further action and complainant follow-up.

Food businesses

- 1 x food registration issued for new Coral Bay business. Lengthy process as also considered a food manufacturer.
- 2 x inspection of food premises.
- Meeting with client re proposed new home-based food business
- Home-based food business policy – further updates, not yet finalised

Caravan Parks & Lodging Houses

- Complaint received re standards and unapproved works at a remote lodging house
- Complaint inspection conducted of lodging house in Carnarvon
- Complaint inspection conducted of a caravan park in Coral Bay regarding standards and social distancing. Covid-19 management plan is in place, reception area has been taped off for social distancing, plastic sneeze/breath guards are in place, and alcohol pump bottles are available upon entering reception along with covid-19 information.

Public buildings

- Inspection and assessment of RSL Club for compliance with health requirements (s.39 certificate) for their liquor licence

Monitoring Programs

- Monthly recycled water testing and sampling conducted
- 4 x Aquatic facilities tested in Coral Bay for bacterial and chemical content. Bacterial results satisfactory. Results supplied to operators.
- Inspection of chipped concrete concourse at Carnarvon Aquatic Facility and report to management

Waste management

- New online annual reporting requirement for Dept Water & Environment Regulation (DWER). New file created: District Waste Strategy and Reporting. Dane Wallace registered as reporting officer and Dave Nielsen registered as approving officer. District Waste and Recycling Report completed for 2019-20. Report covered local government waste services and details of waste outputs for reuse or recycling. Outputs included 561 tonnes of metal, 18 tonnes of cardboard, 6 tonnes of waste oil and 1 tonne of batteries. Report included commercial/residential breakdown as well as costs and charges.
- Complaint and inspection re carcass dumping in bush

Other

- Assisted with review of local laws, Public Places & Government Property Local Laws and Waste Local Laws.
- Completed a brief survey of healthy food & drinks at Council owned sports and recreation and facilities for Deakin University
- Provision of information/standards to proposed new beauty therapy Coral Bay
- Meeting re proposed home-based tattoo service
- 4x Orders & requisitions reports processed for property sales
- Review iAuditor software for tablet-based inspections
- Inspection and internal discussions re the risk of the proposed demolition of the old courthouse, particularly in regard to asbestos but also including pigeons.
- Attended meeting about the 2023 solar eclipse
- OSH Representative duties and meeting including 2 day refresher training at TAFE

Community Emergency Services Manager

- Planning and agendas for all 3 LEMC meetings
- Planning for Bushfire Safety Awareness Course for Shire staff
- Carnarvon Community Disaster Resilience Workshop 12th Nov
- Minister for Emergency Services & Fire and Emergency Services Commissioner visit 25th Oct
- Planning for Bushfire Safety Awareness & Firefighting Skills courses for local Fire Volunteers
- Review of Shire of Carnarvon draft new Public Places and Local Government Property Local Law – Thoroughfares and firebreaks
- Grant application- Local Recovery Coordinator and Emergency Management training for Shire staff
- Received new furniture for Gascoyne River BFB applied for through LGGS grant funding

Ranger Services

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

- Infringements have had an update to the information text by Department of Justice. As there are several infringement books in stock and so we do not waste resources, we have placed stickers over the outgoing text with the new text. All now infringement book orders will have new text insitu.

<i>Dogs Impounded:</i>	
Returned to owner	0
Euthanised	0
Rehomed through SAFE	0
Total impounded	0

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

<i>Warnings and Infringements</i>	<i>Infringements Issued:</i>	<i>Warnings Issued – Verbal and Written:</i>
Illegal camping	0	1

Dog	0	35
Cat	0	18
Livestock	0	0
Litter	0	7
Parking	0	7
Bush Fire	0	1
ORV	0	2
Total	0	71

Other:	
Snakes:	3
Assisted with Wildlife Reports:	1
Assisting RSPCA - Animal Welfare:	3
Abandoned Vehicles	2
Burning Permits	0
Total	9

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

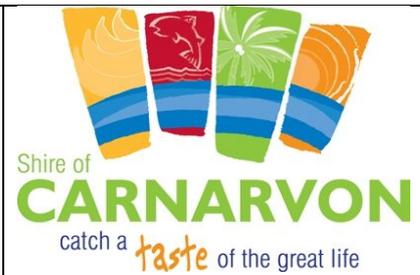
Development Services Support Officer

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 maintenance and operations
- Assist with Gascoyne River Volunteer Bush Fire Brigade administration (Ongoing)
- 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
- Local Law project, review of LL and collating of officer comments and liaising with contractor
- Ranger services admin, investigating FER, Final Demand and arranging appropriate training (ongoing)
- Assist on Front counter every day due to being short staffed in Customer Service

INFRASTRUCTURE MONTHLY REPORT
October 2020

Wayne Sanderson
Infrastructure Operations Manager



Safety:

- Whipper Snipper stolen from back of work truck while mowing fascine lawns.
- Damaged water meter while mowing lawn at festival grounds.
- Damaged sign while mowing lawn.

Parks and Gardens:

- Removal of weeds within the CBD.
- Repair Reticulation at Pioneer park, festival grounds, Lotteries house, main street.
- Cleaning, repairs to sprinklers and setup cricket pitch at Premier Oval.
- Tree pruning along South river road.
- 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.

Town Site Infrastructure:

- Remove Graffiti from building and footpath.
- Cleaning, repairs and testing all storm water pumps.

Town Roads:

- Replace stormwater pit in main street.
- Cyclone clean-up
- Cleaned boat ramp at Pelican Point.

Country Roads:

- Routine inspection of roads.
- Repairs to damage flood way and grid on Blow Holes road.

Workshop:

- Repair excavator bucket pins.
- Minor repairs to road sweeper.
- Minor repairs to genset at Waste Facility.
- General servicing and minor repairs to light and Medium vehicles.

Staff Training

- Working with heights Course
- Confined space Course
- New pay role system introduced

Reneè Lathwell
Engineering Technical Officer Report

Orders & Requisitions

- 4 Properties during October - Completed

Roads to Recovery

- Preparation of Annual Report: Completed and Sent to Auditor

Public notices:

- Closure of Blowholes carpark
- Vergeside Collection
- Closure of Francis St Road

Traffic Counts

- Olivia Terrace Installed

Public Open Space Strategy

- Provide Infrastructure advice in consultation with Planning staff

Other

- Collaboration with Department of Justice with tasks for Community Work Programme
- Preparation and completion of WALGA Road Assets Expenditure Report 19-20
- Liaison with Chamber of Commerce regarding Street Party Traffic Management

Michael Arthur
Co-ordinator — Building Maintenance

- Frames that support tourism signs on the way into town corroded - new signs are being made and frames renewed and repainted.
- Aircon servicing underway. Admin office and depot completed. Doing this in house this year.
- New LED lights fitted to the walkway through Van Dongen Park to replace faulty ones.
- Work at 4 Yardi Quays to ready for new staff tenant.

Carey Wielgasz
Airport operations Coordinator

Aviation Safety

- Completion of update on Airside Driving and induction Booklet. Started inducting all staff and tenants (on going until all completed)
- Meeting with St Johns - induction booklet and patient transfer procedures resolved.
- Incident ID number 7932 under investigation (on going)
- Updates of all Aerodromes folders (on going)

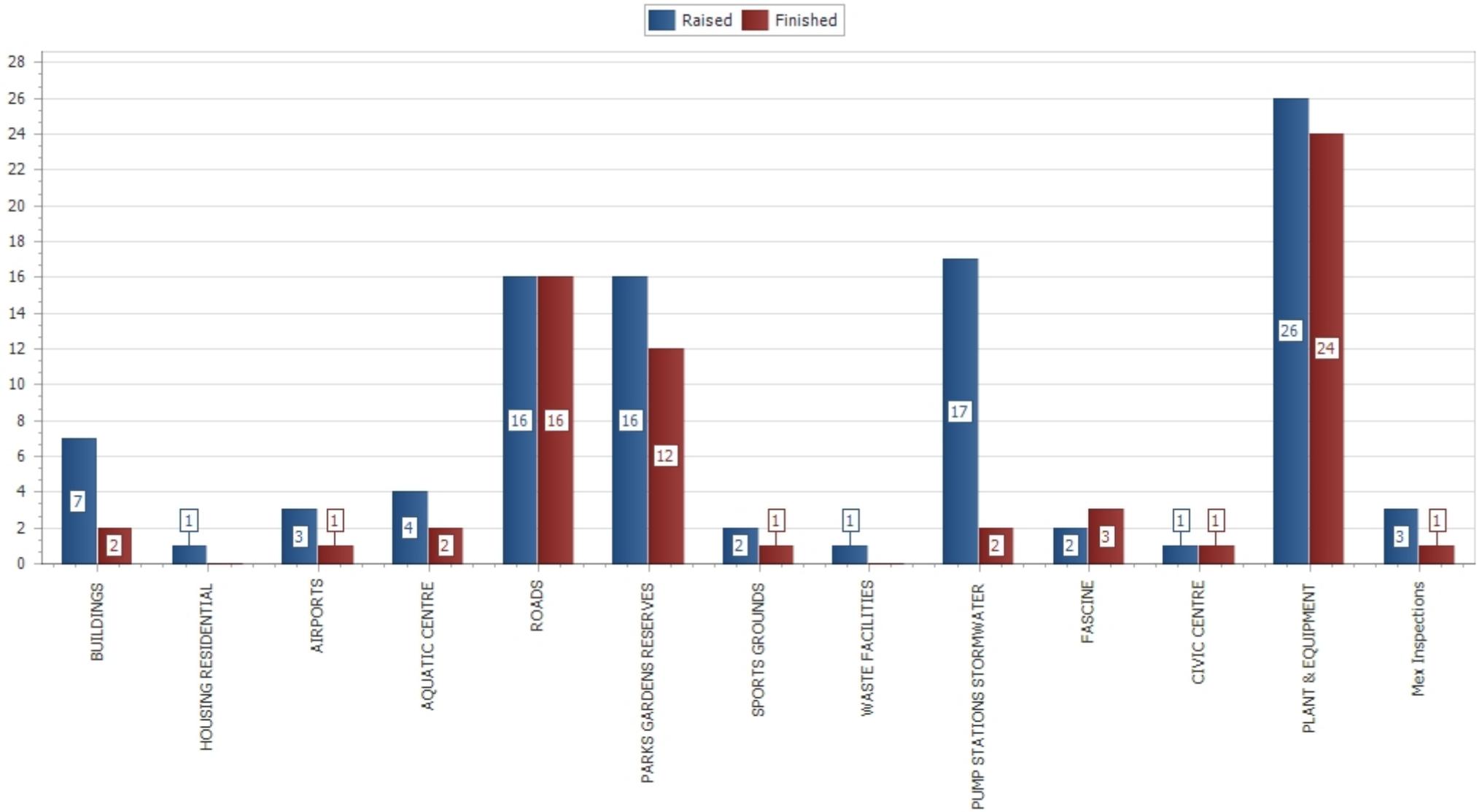
Governance

- All reporting up to date
- CASA inspection postponed due to COVID19
- Electrical ATI awaiting confirmation date from AMS

<p><i>Infrastructure Issues (Airside)</i></p> <ul style="list-style-type: none"> • Northern GA apron works -Specification of works for Tender is in progress • Severe rusting of poles holding baggage area patio and toilets. Repair works will proceed with LRCI funding. Quotes obtained. • Faded paint work on 04/22 and 18/36 to be actioned (waiting on weather) • IDWI has been installed
<p><i>Landings</i></p> <p>Total landings for the month 168. REX continue to run a restricted schedule 8 flights per week, plus extra Sunday and Wednesday flights GA movements steady RFDS movements steady</p>
<p><i>Security</i></p> <ul style="list-style-type: none"> • Nil incidents
<p><i>Wildlife Management</i></p> <ul style="list-style-type: none"> • Crows in large numbers are evident during dark hours but not an issue during the day. • Rabbit baiting programme recommenced. • Airside mowing ongoing • Excessive weeding along RWY 04/22 strip and poisoning.
<p><i>COVID 19 Response</i></p> <ul style="list-style-type: none"> • Terminal chairs limited to 30 • Arrival passengers now going through terminal to disembark
<p><i>Other works</i></p> <ul style="list-style-type: none"> • Airside mowing is on going • Ongoing works clearing and levelling of all vegetation and shrubs to minimize wildlife activity airside • Fuel tank breathing pipe has been replaced and hole filled in.

Work Order Count

Mon, 16-Nov-2020



Schedule 8.2.1 (a)

List of accounts to the ordinary Council Meeting on
24 of November 2020 for confirmation in respect to accounts
already paid.

Shire of Carnarvon

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	TRUST BANK	BANK DIRECT
EFT31668	19/10/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 233.10		
EFT31669	19/10/2020	AIRPORT LIGHTING SPECIALISTS PTY LTD	UPGRADE KIT FOR SERIES CONNECTED IWI	\$ 10,219.00		
EFT31670	19/10/2020	AL'S LIQUOR STORE	WINE (LIGHT REFRESHMENTS FOR GALLERY OPENING 24/09/2020)	\$ 200.00		
EFT31671	19/10/2020	ALLOY & STAINLESS PRODUCTS PTY LTD	SLASHER BLADES AND BOLTS FOR PSLASH	\$ 591.76		
EFT31672	19/10/2020	AMCAL CHEMIST CARNARVON	2X BOXES OF (50) FACE MASKS	\$ 279.90		
EFT31673	19/10/2020	ASM ECLIPSE PTY LTD	SOUVENIRS FOR RETAIL AT THE VISITORS CENTRE	\$ 1,895.18		
EFT31674	19/10/2020	AUSTRALIA POST	POSTAGE FOR MONTH OF SEPTEMBER	\$ 2,401.21		
EFT31675	19/10/2020	BENJAMIN BOON HIAN TEO (BEN TEO PHOTOGRAPHY)	PURCHASE OF CANVAS PRINT FOR SALE AT THE VISITORS CENTRE	\$ 685.00		
EFT31676	19/10/2020	BLACKBOX CONTROL PTY LTD	SUBSCRIPTION FEE FOR GPS TRACKING FOR THE PERIOD MONTH SEPTEMBER 2020	\$ 627.00		
EFT31677	19/10/2020	CARNARVON MENSWEAR	DEPOT STAFF UNIFORMS	\$ 5,675.64		
EFT31678	19/10/2020	BLACKTOP MATERIALS ENGINEERING	MATERIALS TESTING SERVICES ON SAMPLES FOR CORAL BAY AERODROME RUNWAY	\$ 4,708.00		
EFT31679	19/10/2020	BOOEASY TOURISM SOLUTIONS	PURCHASE ORDER FOR 2% COMMISSION FOR THE MONTH OF SEPTEMBER 2020	\$ 3,022.90		
EFT31680	19/10/2020	DAVID BURTON	REIMBURSEMENT FUEL COSTS - CEO VEHICLE	\$ 395.72		
EFT31681	19/10/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SUPPLIES WORK VEHICLE	\$ 536.31		
EFT31682	19/10/2020	CARNARVON MOTOR GROUP PTY LTD	DOOR PARTS FOR P331	\$ 301.06		
EFT31683	19/10/2020	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR TEMPORARY RATES OFFICER & SENIOR FINANCE OFFICER FOR THE PERIOD: ARRIVING SUNDAY 13/09/2020 - DEPARTURE MONDAY 21/09/2020	\$ 1,120.00		
EFT31684	19/10/2020	CARNARVON CLEANERS PTY LTD	PROVISION OF AIRPORT CLEANING & CIVIC CENTRE- AS PER CONTRACT RFT 06/2018 SPARABLE PORTION B- FOR MONTH OF SEPTEMBER 2020	\$ 4,620.06		
EFT31685	19/10/2020	CARNARVON NOVUS	REPLACE GLASS IN THE WINDOW AT JIM RICHARDS PAVILION DISBALED TOILET	\$ 222.49		
EFT31686	19/10/2020	CARNARVON SIGN WORKS	2 x VEHICLE MAGNETS 900 X 660 MM, DIGITAL PRINT, UV LAMINATE	\$ 300.00		
EFT31687	19/10/2020	THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA	2020 CHILDRENS BOOK WEEK MERCHANDISE	\$ 69.00		
EFT31688	19/10/2020	CHRISTOPHER JOHN SMITH	RATES REFUND ASSESSMENT A289 4 MCLEOD STREET SOUTH CARNARVON WA 6701	\$ 950.00		
EFT31689	19/10/2020	CITY OF GREATER GERALDTON	HOURS ON SITE PROVISION OF BUILDING SURVEYING SERVICES-FOR THE PERIOD OF JUNE, JULY AND AUGUST 2020	\$ 21,978.25		
EFT31690	19/10/2020	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	6 x 25-61-650-TA-R ANTI WAVE RETROFIT PLATFORM-650 LAUNCH	\$ 13,975.50		
EFT31691	19/10/2020	COATES HIRE OPERATIONS PTY LTD	HIRE TURF CUTTER FOR UP TO 5 DAYS FREIGHT ON STANDING ORDER WITH R & L COURIER	\$ 475.68		
EFT31692	19/10/2020	THE TRUSTEE FOR BLS UNIT TRUST T/A COBEY INDUSTRIES	AS PER CONTRACT RFT 04/2020- ONLY TO BE UTILISED UPON APPROVAL BY THE PRINCIPAL- ROAD CROSSING AND VEHICLE CROSSOVER CROSSINGS CONDUCTED BY HORIZONTAL DIRECTIONAL DRILLING EARTHWORKS AUGUST	\$ 5,928.91		
EFT31693	19/10/2020	CORAL COAST WATER PTY LTD	WATER CHARGES - SPEEDWAY - 0-2000 KILOLITRES - AUGUST 2020 FOR 31 DAYS FROM 01/08/2020 TO 31/08/2020	\$ 1.02		
EFT31694	19/10/2020	CONTROLLED IRRIGATION SUPPLIES	PARKS AND GARDENS IRRIGATION PARTS AND REPAIRS DATED 2ND SEPT 2020	\$ 10,182.00		
EFT31695	19/10/2020	CONWAY HIGHBURY PTY LTD	UNDERTAKING A REVIEW AND REPLACEMENT OF THE SHIRE OF CARNARVON LOCAL LAWS- AS PER QUOTE RECEIVED ON 24TH FEB 2020	\$ 4,290.00		
EFT31696	19/10/2020	WINC AUSTRALIA PTY LTD T/A CORPORATE EXPRESS STAPLES	STATIONARY ORDER - SEPTEMBER 2020	\$ 1,899.37		
EFT31697	19/10/2020	CARNARVON GROWERS ASSOCIATION INC	1 X DAVEY PUMP FOR THE TOILET BLOCK AT CORAL BAY	\$ 1,264.17		
EFT31698	19/10/2020	CARNARVON FRESH IGA	FOODSTUFF (CATERING FOR GALLERY OPENING 24/09/2020)	\$ 258.73		
EFT31699	19/10/2020	CARNARVON STATE EMERGENCY SERVICE	REIMBURSEMENT OF EXPENDITURE IN ACCORANCE WITH LGGS GRANT 2020/21	\$ 7,625.00		
EFT31700	19/10/2020	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	1 & 1/2 DAYS HIRE OF BRICK CUTTING SAW FOR CONCRETE WORKS IN CBD	\$ 997.15		
EFT31701	19/10/2020	ATO - CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 2,618.97		
EFT31702	19/10/2020	DAVID GRAY & CO. PTY LIMITED	MGB 240LT DARK GREEN COMPLETE BIN WITH SERIAL NUMBERS	\$ 2,320.56		
EFT31703	19/10/2020	DELL AUSTRALIA PTY LTD	DELL POWEREDGR R740 SERVER	\$ 16,713.55		
EFT31704	19/10/2020	D & J BLACK	REORDER OF LOCAL PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$ 340.00		
EFT31705	19/10/2020	DUN DIRECT PTY LTD	DIESEL FOR WORK VEHICLES	\$ 10,559.91		
EFT31706	19/10/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	YANMAR TRASH PUMP	\$ 4,950.66		
EFT31707	19/10/2020	JM AND VL FARNE	CONTRACT RFT 04/2011 MAINTENANCE OF LANDFILL SITE 2020/21: CORAL BAY FOR THE MONTH OF SEPTEMBER 2020	\$ 28,663.94		
EFT31708	19/10/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2020/21 ESL	\$ 8,137.68		

EFT31709	19/10/2020	THE TRUSTEE FOR THE SIMON O'HART FAMILY TRUST T/A FRONTLINE FIRE & RESCUE EQUIPMENT	GAAM MK 70- MECHANICAL SEAL FOR PUMP	\$	497.48		
EFT31710	19/10/2020	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	AMENITY FEE AND GARDEN MAINTENANCE AT BROWNS RANGE CEMETERY IN ACCORDNACE WITH RFT 02/2018 FOR THE PERIOD OF SEPTEMBER 2020	\$	2,089.00		
EFT31711	19/10/2020	GASCOYNE OFFICE EQUIPMENT	SERVICE & MANAGEMENT AGREEMENT FOR THE PERIOD OF AUGUST 2020- RICOH PRINTER- SHIRE ADMIN EXEC- SHIRE ADMIN DEVELOPMENT- VISITOR CENTRE- LIBRARY- DEPOT- SHIRE RECEPTION	\$	7,320.49		
EFT31712	19/10/2020	GASCOYNE TROPICAL NURSERY	9 X ROSEMARY PLANTS	\$	135.00		
EFT31713	19/10/2020	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	MOWING HEADS, NUTS AND AIR FILTER FOR BRUSHCUTTERS AND CHAINSAWS	\$	534.20		
EFT31714	19/10/2020	GREENFIELD TECHNICAL SERVICES	ENGAGE GREENFIELD TECHNICAL SERVICES TO UNDERTAKE RAMM DATA PICK UP AND DATABASE UPDATE, VISUAL ROAD CONDITION ASSESSMENT AND ASSET VALUATION. WALGA CONTRACT NO. C037-16	\$	91,935.80		
EFT31715	19/10/2020	HAMILTON CONTENT CREATORS	VIDEO PRODUCTION & PHOTOGRAPHY SERVICES IN CARNARVON 10-14 SEPTEMBER WITH MEDIA GUESTS	\$	5,280.00		
EFT31716	19/10/2020	HAYS RECRUITING	PROVISION OF TEMPORARY FULL TIME AREODROME REPORTING OFFICER (ARO)	\$	5,089.65		
EFT31717	19/10/2020	HILLE THOMPSON & DELFOS SURVEYORS & PLANNERS	67	\$	2,210.67		
EFT31718	19/10/2020	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITOR CENTRE WITH PROVISION FOR INCREASE OF BOOKING SALES	\$	551.31		
EFT31719	19/10/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 01/09/2020 to 30/09/2020	\$	53,119.79		
EFT31720	19/10/2020	BEST WESTERN HOSPITALITY INN CARNARVON	ACCOMMODATION FOR MEDIA GUESTS - CHECK IN 10/09/2020 CHECK OUT 13/09/2020	\$	924.00		
EFT31721	19/10/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL FOR WORK VEHICLES	\$	5,953.51		
EFT31722	19/10/2020	INK STATION	TONER CARTRIDGE ORDER	\$	329.26		
EFT31723	19/10/2020	JENNIFER LITTLE	MONTHLY MANAGEMENT FEE PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE FOR THE PERIOD OF SEPTEMBER 2020	\$	18,230.17		
EFT31724	19/10/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	4 X HIFLY 225/75R16C TYRES FOR TOYOTA HILUX C12942 - PUTE 30 - PUBLIC TOILET CLEANING CULTURAL CENTRE/ CIVIC CENTRE EXELOO/TOWN BEACH/BAXTER PARK 7	\$	1,503.00		
EFT31725	19/10/2020	KLEENIT PTY LTD	PELIAN POINT 1ST SEPTEMBER TO 30TH SEPTEMBER 2020	\$	22,046.55		
EFT31726	19/10/2020	KOMATSU AUSTRALIA PTY LTD	PINS AND BUSHES FOR KOMATSU EXCAVATOR P299	\$	5,517.22		
EFT31727	19/10/2020	A.S CRISP & V.V HOCKLESS & E.K LEYS & S.J WILLIAMS T/A KOTT GUNNING	REVIEWING MATERIALS PROVIDED AND PROVIDING ADVICE TO SHIRE IN RELATION TO LEASE ISSUES AND LIAISON WITH THE SHIRE	\$	3,599.20		
EFT31728	19/10/2020	KYLIE MAREE OSBORN	RATES REFUND A2794 4 CARSON PL BROCKMAN WA 6701	\$	4,771.09		
EFT31729	19/10/2020	LANDGATE - ACCOUNTS	RENEWAL OF SUBSCRIPTION FOR LANDGATE SLIP SERVICE FOR 3 YEARS, INVOICED YEARLY	\$	2,546.50		
EFT31730	19/10/2020	LIVING EXISTENCE METAL ARTWORK	PURCHASE OF LOCALLY MADE ARTWRK FOR THE RETAIL VISITORS CENTRE	\$	110.00		
EFT31731	19/10/2020	LGISWA	LGIS PROPERTY INSURANCE POLICY 2020/21 PREMIUM INSTALMENT 2	\$	295,890.42		
EFT31732	19/10/2020	LO-GO APPOINTMENTS	PROVISION OF TEMPORARY RATES OFFICER	\$	5,798.93		
EFT31733	19/10/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROVISION OF IGNITE MANAGEMENT TRAINING FOR INFRASTRUCTURE COORDINATOR AND ENGINEERING TECHNICAL OFFICER 24TH TO 26TH AUGUST 2020- INCLUDES SILVER CORPORATE MEMBERSHIP DISCOUNT 1 REGISTRATION	\$	4,811.00		
EFT31734	19/10/2020	LOTTERIES HOUSE - CARNARVON	OVERDUE ACCOUNT FEE FOR CARNARVON LOTTERIES HOUSE WATER BILL ID 0135	\$	9.39		
EFT31735	19/10/2020	MARKET CREATIONS	EXTERNAL LOCATION BACKUP FOR SEPTEMBER 2020	\$	298.46		
EFT31736	19/10/2020	MASON LEDGER PTY LTD	PREPARATION OF SCOPE FOR REQUEST FOR QUOTE FOR CEO EMPLOYMENT AND CONTRACT CONCLUSION	\$	825.00		
EFT31737	19/10/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SKIP BINS COLLECTION SEPTEMBER 2020 SUPPLY AND EMPTY (FORTNIGHTLY)	\$	330.00		
EFT31738	19/10/2020	NORTHERN ASPECT CONSTRUCTIONS	CONTRACT RFT 03/2020- SITE WORKS BLOWHOLES WALKWAY, ENTRY, PLATFORM & SIGNS	\$	76,405.29		
EFT31739	19/10/2020	NORWEST REFRIGERATION SERVICES	SERVICING OF AIRCONDITIONERS IN THE: LIBRARY AND ART/GALLERY	\$	841.50		
EFT31740	19/10/2020	OCTAGON LIFTS PTY LTD	ANNUAL SERVICING OF THE CARNARVON LIBRARY LIFT	\$	3,410.00		
EFT31741	19/10/2020	OUTBACK EATS	MEDIA INFLUENCER AND TALENT FOR PROMOTIONAL IMAGES AND VIDEOS FOR CARNARVON MEDIA TALENT SERVICE	\$	2,400.00		
EFT31742	19/10/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	PAY AS YOU GO TAX FOR PPE 30.09.2020	\$	74,493.00		
EFT31743	19/10/2020	PACIFIC PAPER INDUSTRIES AS TRUSTEE FOR DELLA MADDALENA FAMILY TRUST #3 TAS WINTHROP AUSTRALIA	PHONE SYSTEM CLOUD PBX RENEWAL LICENSE 1 YEAR 20/21	\$	11,163.17		
EFT31744	19/10/2020	REPCO PTY LTD	MONTHLY ACCOUNT FOR THE PERIOD OF SEPTEMBER 2020	\$	1,611.47		
EFT31745	19/10/2020	R & L COURIERS	CARNARVON SEPT 2020 STANDING ORDER FOR INFRASTRUCTURE LOCAL FREIGHT FOR THE PERIOD OF SEPTEMBER 2020	\$	220.00		
EFT31746	19/10/2020	SAFETY BOOKS	6 X VACUUM TRAILER PRESTART BOOKS	\$	101.80		
EFT31747	19/10/2020	SANDHURST SECURITY SERVICES	DAILY PATROLS SHIRE ADMIN BUILDING FOR THE PERIOD OF 2021 01/09/20 TO 30/09/20	\$	2,670.00		
EFT31748	19/10/2020	SEASHORE ENGINEERING PTY LTD	PREPARE APPLICATION FOR ROUND 25 RECREATIONAL BOATING FACILITIES SCHEME FUNDING TO BE SUBMITTED TO DEPARTMENT OF TRANSPORT	\$	2,376.00		
EFT31749	19/10/2020	JEANETTE SEALEY	RATES REFUND A269 11 KILLICOAT ST SOUTH CARNARVON WA 6701	\$	434.08		
EFT31750	19/10/2020	HAYDEN SHEEDY	IT SUPPORT OFFICER PART OF STAFF RELOCATION PACKAGE	\$	845.00		

EFT31751	19/10/2020	ANTON BLUME T/A SIMPLY DESIGNED	PHOTOGRAPHY SERVICES WITH MEDIA INFLUENCE IN CARNARVON- CARNARVON AND CORAL BAY DESTINATION GUIDE 2021 AND DESTINATIONAL PROMOTIONAL IMAGES	\$ 1,586.50		
EFT31752	19/10/2020	SOFIE ALICE HAYES	REORDER OF LOCALLY MADE CARDS FOR RETAIL AT THE VISITOR CENTRE	\$ 180.00		
EFT31753	19/10/2020	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	HORIZON POWER BILL FROM 02/9/20 TO 01/10/20	\$ 167.75		
EFT31754	19/10/2020	ST JOHN AMBULANCE ASSOCIATION IN WA INC	GOODS/SERVICES REQUIRED: 1 X MEDIUM RISK WORKPLACE KIT - WALL MOUNTABLE #1225 3 X MINI DISPOSABLE INSTANT COLD PACKS #6683 1 X FABRIC STRIPS (50 PACK)	\$ 231.88		
EFT31755	19/10/2020	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	SUPPLY AND DELIVER UP TO 4 M3 OF EXPOSED AGGREGATE CONCRETE FOR FOOTPATH ON OLIVIA TERRACE. COLOUR - MUSHROOM FIBRE - NO	\$ 2,546.50		
EFT31756	19/10/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS FROM 20/8/20 TO 19/9/20	\$ 5,963.95		
EFT31757	19/10/2020	TOLL EXPRESS	FREIGHT FOR HEALTH	\$ 456.03		
EFT31758	19/10/2020	TREMOR EARTHMOVING	PROGRESS CLAIM 3 FINAL CLAIM 23/9/20CONSTRUCTION OF MINILYA RIVER CROSSING AS PER CONTRACT RFT 01/2020	\$ 60,122.15		
EFT31759	19/10/2020	TROPICS HARDWARE	MONTHLY ACCOUNT FOR THE PERIOD OF SEPTEMBER 2020	\$ 926.20		
EFT31760	19/10/2020	AERODROME MANAGEMENT SERVICES PTY LTD	DESIGN AND APPLICATION OF TURN PADS LINES ON RWY 04/22 COMPLIANCE WITH MOS 139 INCL FULL AREODROME MANUAL PLAN UPDATE AS PER QUOTE QU-02284 INSPECTION PLANNED FOR 27TH AUGUST 2020	\$ 12,705.00		
EFT31761	19/10/2020	VEE JAYS (WA) PTY LTD	MAINTAINENCE GRADE EDAGEE/WAHOONGA RD (M088) FROM WAHOONGA INTERSECTION TO EDAGEE AND ON TO THE NORTH WEST COASTAL HIGHWAY WAHOONGA/PIMBEE ROAD	\$ 26,730.00		
EFT31762	19/10/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CURRENT CREDITORS OFFICER IN TRAINING FOR RATES - CLERICAL COURSE 20 & 21 OCTOBER 2020 RATES IN LOCAL GOVERNMENT - DEBT COLLECTION 12 NOVEMBER 2020	\$ 1,623.00		
EFT31763	19/10/2020	WATER CORPORATION	WATER ACCOUNTS USAGE SEPTEMBER 2020	\$ 3,769.93		
EFT31764	19/10/2020	WESTRAC PTY LTD	FAN ASSEMBLY FOR PBHOE1 AS PER QUOTE 03Q028604	\$ 486.11		
EFT31765	19/10/2020	WREN OIL	OIL WASTE DISPOSAL	\$ 132.00		
EFT31766	19/10/2020	WURTH AUSTRALIA PTY LTD	40 X DISPOSABLE MASKS AS PER QUOTE DAT	\$ 473.53		
EFT31767	19/10/2020	BAYVIEW CORAL BAY	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,372.12	
EFT31768	19/10/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD OF 01/09/2020 TO 30/09/2020		\$ 859.75	
EFT31769	19/10/2020	CARNARVON CARAVAN PARK	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 406.85	
EFT31770	19/10/2020	CARNARVON FAMILY HOLIDAY ACCOMMODATION	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 446.25	
EFT31771	19/10/2020	CARNARVON CENTRAL APARTMENTS 2	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,143.75	
EFT31772	19/10/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,331.85	
EFT31773	19/10/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 280.00	
EFT31774	19/10/2020	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 249.37	
EFT31775	19/10/2020	CARNARVON BEACH CANAL RETREAT	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 433.12	
EFT31776	19/10/2020	MANGILI, DORIANA ROSARIO	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,912.70	
EFT31777	19/10/2020	CARNARVON HOTEL	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 1,202.24	
EFT31778	19/10/2020	GASCOYNE FOOD COUNCIL	GASCOYNE FOOD COUNCIL EVENTS LESS SHIRE OF CARNARVON COMMISSION		\$ 48,957.13	
EFT31779	19/10/2020	GASCOYNE HOTEL	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 227.50	
EFT31780	19/10/2020	GATEWAY MOTEL	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 148.75	
EFT31781	19/10/2020	BEST WESTERN HOSPITALITY INN CARNARVON	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 399.87	
EFT31782	19/10/2020	NINGALOO CLUB PTY LTD	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,261.87	
EFT31783	19/10/2020	OUTBACK OASIS CARAVAN PARK	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 712.25	
EFT31784	19/10/2020	CARNARVON SEA CHANGE APARTMENTS	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 3,412.50	
EFT31785	19/10/2020	SUMMERSTAR PTY LTD ATF THE JOHN LAYMAN FAMILY TRUST	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 595.00	
EFT31786	19/10/2020	WINTERSUN CARAVAN PARK	VISITOR CENTRE SALES ON BOOKINGS LESS SHIRE OF CARNARVON COMMISSION		\$ 2,254.15	
DD38212.1	14/10/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 16,428.77
DD38212.2	14/10/2020	MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS			\$ 379.49
DD38212.3	14/10/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 3,066.20
DD38212.4	14/10/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 206.58
DD38212.5	14/10/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 197.52
DD38212.6	14/10/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 125.69
DD38212.7	14/10/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 750.92
DD38212.8	14/10/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38212.9	14/10/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38213.1	28/10/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 10,154.92
DD38213.2	28/10/2020	MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS			\$ 379.49
DD38213.3	28/10/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 3,066.20
DD38213.4	28/10/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 198.74
DD38213.5	28/10/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 197.52
DD38213.6	28/10/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 188.88
DD38213.7	28/10/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 750.92

DD38213.8	28/10/2020	THE TRUSTEE FOR THE SUPERVIN SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 45.73
DD38213.9	28/10/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38212.10	14/10/2020	HESTA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS			\$ 806.09
DD38212.11	14/10/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 422.39
DD38212.12	14/10/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 182.90
DD38212.13	14/10/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD38212.14	14/10/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 150.04
DD38212.15	14/10/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,112.25
DD38212.16	14/10/2020	LEGAL SUPER	PAYROLL DEDUCTIONS			\$ 158.04
DD38212.17	14/10/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD38212.18	14/10/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 463.69
DD38212.19	14/10/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 603.56
DD38212.20	14/10/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 207.79
DD38212.21	14/10/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 530.34
DD38212.22	14/10/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 473.94
DD38213.10	28/10/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38213.11	28/10/2020	HESTA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS			\$ 898.45
DD38213.12	28/10/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 183.84
DD38213.13	28/10/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 52.79
DD38213.14	28/10/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 422.39
DD38213.15	28/10/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD38213.16	28/10/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 25.70
DD38213.17	28/10/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,088.60
DD38213.18	28/10/2020	LEGAL SUPER	PAYROLL DEDUCTIONS			\$ 158.04
DD38213.19	28/10/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD38213.20	28/10/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 463.69
DD38213.21	28/10/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 603.56
DD38213.22	28/10/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 209.27
DD38213.23	28/10/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 530.34
DD38213.24	28/10/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 473.94
				\$ 1,019,563.31	\$ 72,607.02	\$ 48,153.53
			TOTAL MUNI EFT	\$ 1,019,563.31		
			TOTAL MUNI CHEQUES	\$ -		
			TOTAL BANK DIRECTS	\$ 48,627.47		
			TOTAL TRUST EFT	\$ 72,607.02		
			TOTAL TRUST CHEQUES	\$ -		
			TOTAL	\$ 1,140,797.80		

Shire of Carnarvon

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 SEPTEMBER 2020

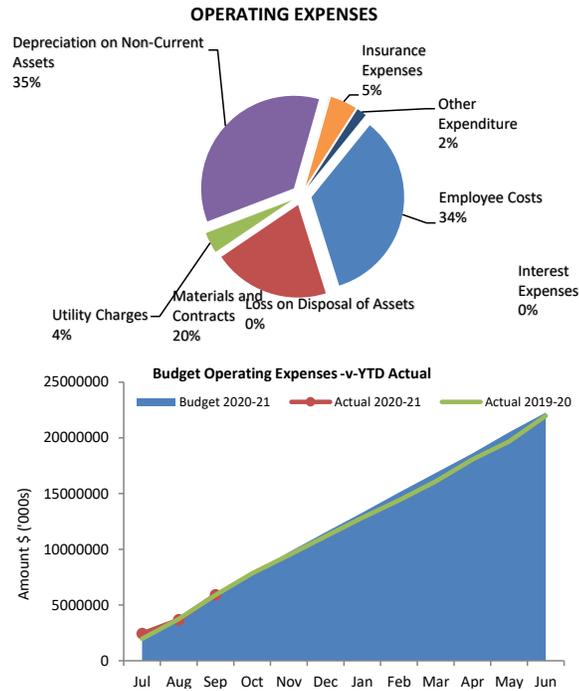
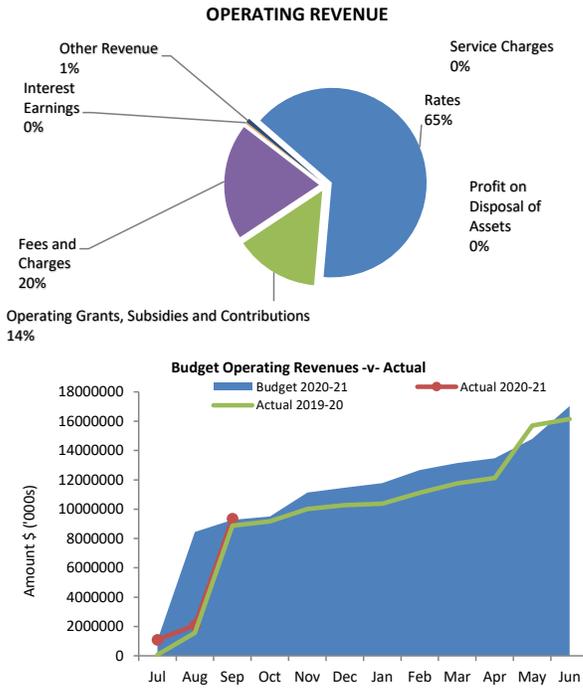
**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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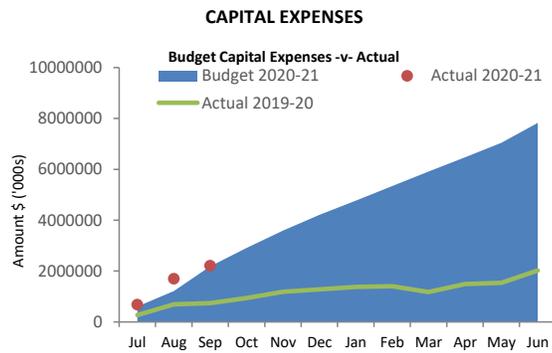
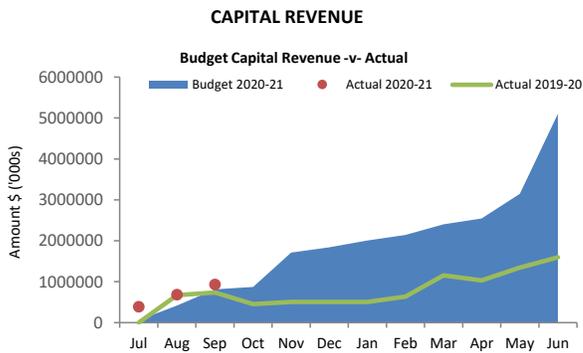
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Statement of Financial Activity by Program	3
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Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary with the completion of Year end processes.

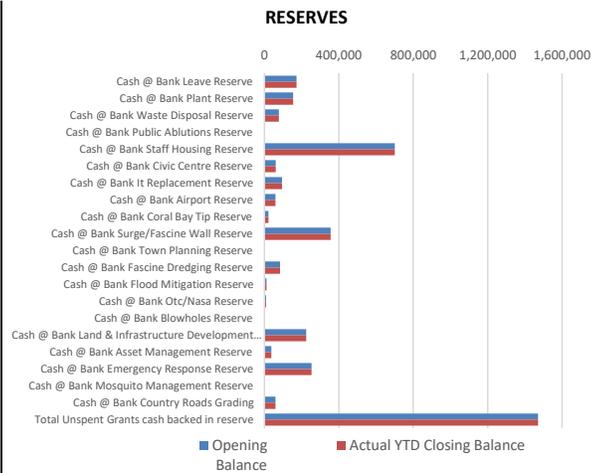
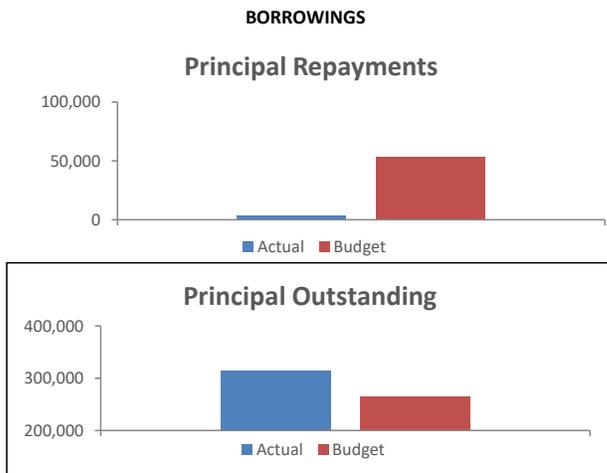
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



STATUTORY STATEMENT Local Government (Financial Management) Regulations 34

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

BY PROGRAM

		REG 34(1)(a)	REG 34(1)(b)	REG 34(1)(c)	0	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)		Var.
	Note							
Opening funding surplus / (deficit)	1	\$ 5,152,400	\$ 5,152,400	\$ 4,585,361	\$ (567,039)	% (11.01%)		▼
Revenue from operating activities								
Governance		148,705	16,060	10,502	(5,558)	(34.61%)		
General purpose funding - general rates	9	5,281,935	5,537,876	5,474,597	(63,279)	(1.14%)		
General purpose funding - other		2,473,900	374,645	386,010	11,365	3.03%		
Law, order and public safety		225,169	116,956	116,914	(42)	(0.04%)		
Health		43,442	11,100	2,365	(8,735)	(78.69%)		
Education and welfare		218,034	85,755	84,595	(1,160)	(1.35%)		
Housing		23,900	5,973	4,694	(1,279)	(21.42%)		
Community amenities		1,943,895	1,669,832	1,735,690	65,858	3.94%		
Recreation and culture		254,258	33,769	15,218	(18,551)	(54.94%)		▼
Transport		773,652	463,839	515,995	52,156	11.24%		▲
Economic services		408,663	112,285	34,324	(77,961)	(69.43%)		▼
Other property and services		127,937	30,264	42,313	12,049	39.81%		▲
		11,923,490	8,458,354	8,423,219	(35,135)			
Expenditure from operating activities								
Governance		(1,396,629)	(428,985)	(403,620)	25,365	5.91%		
General purpose funding		(204,795)	(51,201)	(46,375)	4,826	9.42%		
Law, order and public safety		(977,206)	(254,764)	(323,441)	(68,677)	(26.96%)		▼
Health		(672,783)	(177,279)	(170,806)	6,473	3.65%		
Education and welfare		(1,161,570)	(313,168)	(241,894)	71,274	22.76%		▲
Housing		(115,871)	(35,078)	(29,208)	5,870	16.73%		
Community amenities		(2,426,510)	(632,806)	(506,570)	126,236	19.95%		▲
Recreation and culture		(4,796,049)	(1,337,383)	(1,150,848)	186,535	13.95%		▲
Transport		(9,235,056)	(2,340,625)	(2,452,514)	(111,889)	(4.78%)		
Economic services		(1,188,272)	(300,501)	(274,824)	25,677	8.54%		
Other property and services		(130,611)	(133,091)	(318,133)	(185,042)	(139.03%)		▼
		(22,305,352)	(6,004,881)	(5,918,232)	86,649			
Non-cash amounts excluded from operating activities								
Less: Profit on asset disposals	6	0	0	0	0	0.00%		
Add: Loss on disposal of assets	6	0	0	0	0	0.00%		
Add: Depreciation on assets		8,286,606	2,071,647	2,082,815	11,168	0.54%		
Less: Movement in Contract Liabilities		(107,367)	0	0	0	0.00%		
Amount attributable to operating activities		(2,202,623)	4,525,120	4,587,801	62,681			
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	7	4,258,072	810,537	932,706	122,169	15.07%		▲
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	0	0.00%		
Net Non-Operating Grants	7	4,258,072	810,537	932,706	122,169	15.07%		
Proceeds from disposal of assets	6	0	0	0	0	0.00%		
Payments for property, plant and equipment and infrastructure	5	(7,154,675)	(2,185,827)	(2,209,293)	(23,466)	(1.07%)		
Amount attributable to investing activities		(2,896,603)	(1,375,290)	(1,276,587)	98,703			
Financing Activities								
Transfer from reserves	4	1,512,110	0	0	0	0.00%		
Payments for principal portion of lease liabilities		(365,390)	(6,972)	(6,972)	0	0.00%		
Repayment of debentures	12	(53,244)	(3,202)	(3,202)	0	0.00%		
Transfer to reserves	4	(1,400,181)	(0)	(0)	0	0.00%		
Amount attributable to financing activities		(306,705)	(10,174)	(10,174)	0			
Closing funding surplus / (deficit)	1	(253,531)	8,292,056	7,886,401	(405,655)			

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year for Operating is \$10,000 and for Non-Operating \$20,000 or 10.00% whichever is the greater.

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

STATUTORY STATEMENT Local Government (Financial Management) Regulations 34

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

BY NATURE OR TYPE

	Ref	REG 34(1)(a) Adopted Budget	REG 34(1)(b) YTD Budget (a)	REG 34(1)(c) YTD Actual (b)	REG 34(1)(d) Var. \$ (b)-(a)	REG 34(1)(d) Var. % (b)-(a)/(a)	Var.
	Note	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1	5,152,400	5,152,400	4,585,361	(567,039)	(11.01%)	▼
Revenue from operating activities							
Rates	9	5,523,129	5,537,876	5,474,597	(63,279)	(1.14%)	
Operating grants, subsidies and contributions	8	3,287,310	1,170,253	1,204,347	34,094	2.91%	
Fees and charges		2,737,910	1,678,159	1,665,608	(12,551)	(0.75%)	
Interest earnings		68,584	15,897	18,518	2,621	16.49%	
Other revenue		306,557	56,169	60,149	3,980	7.09%	
		11,923,490	8,458,354	8,423,219	(35,135)		
Expenditure from operating activities							
Employee costs		(7,171,944)	(1,817,595)	(2,031,475)	(213,880)	(11.77%)	▼
Materials and contracts		(5,003,286)	(1,213,576)	(1,204,810)	8,766	0.72%	
Utility charges		(809,328)	(207,990)	(216,797)	(8,807)	(4.23%)	
Depreciation on non-current assets		(8,286,606)	(2,071,647)	(2,082,815)	(11,168)	(0.54%)	
Interest expenses		(35,164)	(6,512)	(1,576)	4,936	75.80%	
Insurance expenses		(496,958)	(495,732)	(278,492)	217,240	43.82%	▲
Other expenditure		(502,066)	(191,829)	(102,268)	89,561	46.69%	▲
		(22,305,352)	(6,004,881)	(5,918,232)	86,649		
Non-cash amounts excluded from operating activities							
Less: Profit on asset disposals	6	0	0	0	0	0.00%	
Add: Loss on disposal of assets	6	0	0	0	0	0.00%	
Add: Depreciation on assets		8,286,606	2,071,647	2,082,815	11,168	0.54%	
Less: Movement in Contract Liabilities		(107,367)					
Amount attributable to operating activities		(2,202,623)	4,525,120	4,587,802	62,682		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	7	4,258,072	810,537	932,706	122,169	15.07%	▲
Net Non-Operating Grants	7	4,258,072	810,537	932,706			
Payments for property, plant and equipment and infrastructure	5	(7,154,675)	(2,185,827)	(2,209,293)	(23,466)	(1.07%)	
Amount attributable to investing activities		(2,896,603)	(1,375,290)	(1,276,587)	98,703		
Financing Activities							
Transfer from reserves	4	1,512,110	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(365,390)	(6,972)	(6,972)	0	0.00%	
Repayment of debentures	12	(53,244)	(3,202)	(3,202)	0	0.00%	
Transfer to reserves	4	(1,400,181)	(0)	(0)	0	0.00%	
Amount attributable to financing activities		(306,705)	(10,174)	(10,174)	0		
Closing funding surplus /(deficit) REG 34(1)(e)	1	(253,531)	8,292,056	7,886,401	(405,655)		

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is greater.

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

Ordinary Council Schedules

24 November 2020

Statutory document REG 34(2)(a)
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Note 1

Explanation of the composition of net current assets

	Notes	Last Years Actual Closing 30/6/2020	Adopted Budget	This time last month 31/08/2020	YTD Actual (b) 30/09/2020
		\$	\$	\$	\$
Net current assets used in the Statement of Financial Activity					
Current assets					
Cash and cash equivalents	3	3,954,720	2,337,115	2,949,170	2,217,315
Cash backed Reserves		3,859,560	5,477,167	3,859,560	3,859,560
Unspent Grants	3	0	1,617,607	0	0
Rates receivables	10	1,324,996	1,723,915	1,170,287	6,930,012
Receivables	10	200,726	0	367,778	359,645
Inventories		72,459	72,460	66,297	74,644
Total Current assets		9,412,461	11,228,264	8,413,092	13,441,176
Less: Current liabilities					
Payables		(967,540)	(598,697)	(1,841,356)	(1,150,214)
Contract liabilities	7	(1,633,968)	(1,234,273)	(1,678,968)	(2,178,968)
Borrowings	12	(53,244)	(54,534)	(50,042)	(50,042)
Lease liabilities	13	(364,862)	527	(358,683)	(357,890)
Employee Provisions		(1,036,799)	(689,059)	(1,036,800)	(1,036,799)
Total Current liabilities		(4,056,413)	(2,576,036)	(4,965,849)	(4,773,913)
Net Currents Assets		5,356,048	8,652,228	3,447,243	8,667,263
Less: Adjustments to net current assets					
Less: Reserves - restricted cash	4	(3,859,560)	(5,477,167)	(5,477,167)	(3,859,560)
Add: Contract liabilities (Grants received but not spent)	7	1,633,968	1,234,273	1,678,968	2,178,968
Add: Movement in Contract Liabilities		0	0	(45,000)	(545,000)
Add: Borrowings included in Budget	12	53,244	54,534	50,042	50,042
Add: Lease liabilities included in Budget	13	364,862	(527)	358,683	357,890
Add: Provisions - employee	11	1,036,799	689,059	1,036,800	1,036,799
Add: User defined					
Total adjustments to net current assets		(770,687)	(3,499,828)	(2,397,674)	(780,862)
Closing funding surplus / (deficit) (NET CURRENT ASSETS)		4,585,361	5,152,400	1,049,569	7,886,401

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Ordinary Council Schedules

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2020-21 year for Operating is \$10,000 and for Non-Operating \$20,000 or 10.00% whichever is the greater.

This is indicated by the symbols ▲ ▼

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(5,558)	(34.61%)		Within variance threshold
General purpose funding - rates	(63,279)	(1.14%)		Within variance threshold
General purpose funding - other	11,365	3.03%		Within variance threshold
Law, order and public safety	(42)	(0.04%)		Within variance threshold
Health	(8,735)	(78.69%)		Within variance threshold
Education and welfare	(1,160)	(1.35%)		Within variance threshold
Housing	(1,279)	(21.42%)		Within variance threshold
Community amenities	65,858	3.94%		Within variance threshold
Recreation and culture	(18,551)	(54.94%)	▼ Timing	\$15k lower revenue to ytd budget in public halls and civic centres - mainly relating to cinema revenue and kiosk sales.
Transport	52,156	11.24%	▲ Timing	Airport lease revenue is higher than ytd budget. This may be a timing issue and even out over the year.
Economic services	(77,961)	(69.43%)	▼ Timing	Tourism revenue collected via Visitor centre requires transfer to three shires accounts.
Other property and services	12,049	39.81%	▲ Permanent	Diesel Fuel rebate is \$33k higher than ytd budget due back claims paid for prior years. Private works is \$20k lower than ytd budget as budget are spread evenly over 12 months. This may even out over the year.
Expenditure from operating activities				
Governance	25,365	5.91%		Within variance threshold
General purpose funding	4,826	9.42%		Within variance threshold
Law, order and public safety	(68,677)	(26.96%)	▼ Timing	Employee Costs are \$85k higher than budget, in the main due to the termination of staff. Some of these costs will be offset by provisions. Staff will reallocate these prior to the budget review.
Health	6,473	3.65%		Within variance threshold
Education and welfare	71,274	22.76%	▲ Timing	The major variance in this area is \$36k lower expenditure to ytd budget for the Community Connect Maya Mia account. Festivals and events are also 13k lower than ytd budget. It is expected that this is a timing issue and will even out over the year.
Housing	5,870	16.73%		Within variance threshold
Community amenities	126,236	19.95%	▲ Timing	Refuse costs are \$93k, Cemetery \$19k and Public conveniences \$12k lower than ytd budget. These costs may even out over the year.
Recreation and culture	186,535	13.95%	▲ Timing	Other recreation expense are \$199k lower than ytd budget, mainly in the parks and gardens budgets. These may even out as the warmer months arrive.
Transport	(111,889)	(4.78%)		Within variance threshold
Economic services	25,677	8.54%		Within variance threshold
Other property and services	(185,042)	(139.03%)	▼ Timing	Public Works and Plant Overheads are under recovered by \$176k. This is considered a timing issue as budget are spread evenly over 12 months. Staff will monitor recoveries over the next few months.
Non-cash amounts excluded from operating activities				
Less: Profit on asset disposals	0	0.00%		Within variance threshold
Add: Loss on disposal of assets	0	0.00%		Within variance threshold
Add: Depreciation on assets	11,168	0.54%		Within variance threshold
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	122,169	15.07%	▲ Timing	R2R revenue is higher than ytd budget. Refer to Note 7.
Proceeds from disposal of assets	0	0.00%		Within variance threshold
Payments for property, plant and equipment and infrastructure	(23,466)	(1.07%)		Refer to Capital expenditure Note 5 for Details
Financing activities				
Proceeds from new debentures	0	0.00%		Within variance threshold
Transfer from reserves	0	0.00%		Within variance threshold
Payments for principal portion of lease liabilities	0	0.00%		Within variance threshold
Repayment of debentures	0	0.00%		Within variance threshold
Transfer to reserves	0	0.00%		Within variance threshold

Shire of Carnarvon

SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 30 SEPTEMBER 2020

The Local Government (Financial Management) Regulations provide at 34.(2) that:
(2) Each Statement of financial activity is to be accompanied by documents containing —
(c) such other supporting information as is considered relevant by the local government;
as such the following supporting information is provided.

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
Note 3
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	Cash \$				
Cash on hand								
Municipal Bank Account - 4334-09426	Cash and cash equivalents	1,431,278	0	1,431,278	0	ANZ Bank	0.00%	On Call
Municipal Online Account - 4510-69349	Cash and cash equivalents	1,355,172	0	1,355,172	0	ANZ Bank	0.05%	On Call
Municipal Bank Account - 2602-72504 - Civic	Cash and cash equivalents			1,485		ANZ Bank	0.00%	On Call
Municipal Bank Account - 2982-96501 - Waste	Cash and cash equivalents			97,428		ANZ Bank	0.00%	On Call
Municipal Bank Account - 3781-67777 - Visitor Centre	Cash and cash equivalents			233,510		ANZ Bank	0.00%	On Call
Trust Bank Account - 4334-09434	Cash and cash equivalents			395,898	395,898	ANZ Bank	0.00%	On Call
Reserve Bank Account	Cash and cash equivalents	0	271	271	0	ANZ Bank	0.00%	On Call
Reserve Online Account	Cash and cash equivalents	0	1,602,598	1,602,598		ANZ Bank	0.05%	On Call
Term Deposit - No.2 Blowholes	Cash and cash equivalents	0	1,033,313	1,033,313		WATC	0.20%	31.10.2020
Total		2,786,450	2,636,182	6,150,953	395,898			
Comprising								
Cash and cash equivalents		2,786,450	2,636,182	6,150,953	395,898			
		2,786,450	2,636,182	6,150,953	395,898			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
Note 4
CASH RESERVES**

Reserves

Reserve name	Opening Balance	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$
Cash @ Bank Leave Reserve	172,529	230,000	0	0	0	402,529	172,529
Cash @ Bank Plant Reserve	154,881	150,000	0	0	0	304,881	154,881
Cash @ Bank Waste Disposal Reserve	78,279	100,000	0	0	0	178,279	78,279
Cash @ Bank Public Ablutions Reserve	1,764	0	0	0	0	1,764	1,764
Cash @ Bank Staff Housing Reserve	700,219	0	0	0	0	700,219	700,219
Cash @ Bank Civic Centre Reserve	60,487	0	0	0	0	60,487	60,487
Cash @ Bank It Replacement Reserve	94,522	50,000	0	0	0	144,522	94,522
Cash @ Bank Airport Reserve	59,275	0	0	0	0	59,275	59,275
Cash @ Bank Coral Bay Tip Reserve	21,850	0	0	0	0	21,850	21,850
Cash @ Bank Surge/Fascine Wall Reserve	356,382	231,500	0	0	0	587,882	356,382
Cash @ Bank Town Planning Reserve	1,451	0	0	0	0	1,451	1,451
Cash @ Bank Fascine Dredging Reserve	84,654	0	0	0	0	84,654	84,654
Cash @ Bank Flood Mitigation Reserve	11,880	0	0	0	0	11,880	11,880
Cash @ Bank Otc/Nasa Reserve	8,850	50,000	0	0	0	58,850	8,850
Cash @ Bank Blowholes Reserve	2,748	0	0	0	0	2,748	2,748
Cash @ Bank Land & Infrastructure Development Reserve	225,248	230,000	0	(58,000)	0	397,248	225,248
Cash @ Bank Asset Management Reserve	36,879	8,000	0	0	0	44,879	36,879
Cash @ Bank Emergency Response Reserve	252,787	50,000	0	0	0	302,787	252,787
Cash @ Bank Mosquito Management Reserve	3,845	681	0	0	0	4,526	3,845
Cash @ Bank Country Roads Grading	60,000	300,000	0	0	0	360,000	60,000
Reserve Funds	2,388,530	1,400,181	0	(58,000)	0	3,730,711	2,388,530
Unspent Grants	0	0	0	0	0	0	0
Cash @ Bank Unspent Grants & Contributions Reserve	7,690,297	0	0	(1,454,110)	0	6,236,187	7,690,297
Investments Unspent Grants & Contributions Reserve	(6,219,267)	0	0	0	0	(6,219,267)	(6,219,267)
Total Unspent Grants cash backed in reserve	1,471,030	0	0	(1,454,110)	0	16,920	1,471,030
TOTAL CASH BACKED RESERVES	3,859,560	1,400,181	0	(1,512,110)	0	3,747,631	3,859,560

KEY INFORMATION

Reserves transfers to and from the Muni bank are in progress

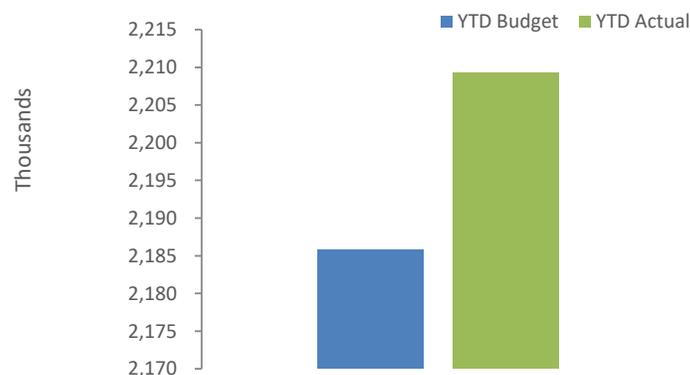
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**INVESTING ACTIVITIES
Note 5
CAPITAL ACQUISITIONS SUMMARY**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	321,360	46,815	60,682	13,867
Furniture & Equipment	50,000	24,999	13,440	(11,559)
Plant & Equipment	205,000	52,500	11,580	(40,920)
Roads	3,137,125	1,193,692	1,613,424	419,732
Footpaths	232,040	58,011	0	(58,011)
Drainage	37,000	9,249	0	(9,249)
Parks & Ovals	1,142,046	356,762	71,415	(285,347)
Airport	756,731	189,183	124,477	(64,706)
Other Infrastructure	1,099,461	254,616	314,275	59,659
Landfill	173,912	0	0	0
Payments for Capital Acquisitions	7,154,675	2,185,827	2,209,293	23,466
Right of use assets	0	0	0	0
Total Capital Acquisitions	7,154,675	2,185,827	2,209,293	23,466
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	4,258,072	810,537	932,706	122,169
Cash backed reserves				
CASH @ BANK UNSPENT GRANTS & CONTRIBUTIONS RESERVE	1,454,110	1,454,110	0	(1,454,110)
CASH @ BANK LAND & INFRASTRUCTURE DEVELOPMENT RESERVE	58,000	58,000	0	(58,000)
Contribution - operations	1,384,494	(136,820)	1,276,587	1,413,407
Capital funding total	7,154,675	2,185,827	2,209,293	23,466

SIGNIFICANT ACCOUNTING POLICIES

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.



Adopted							
Account	Job	Account Description	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land & Buildings							
0964		Land & Buildings	10,000	2,499	0	(2,499)	
1224		Land & Buildings - Dfes	134,100	0	31,848	31,848	
2974	0410	7 Airport Cres (Capital Exp)	20,000	5,001	0	(5,001)	
3154	3157	Civic Centre Toilets - Refurbishment	0	0	28,066	28,066	
3680	1501	Depot Improvements	22,310	5,577	0	(5,577)	
3764	1172	Ticket Box - Festival Grounds	0	0	359	359	
3764	G034	Fascine Completion	99,950	24,987	0	(24,987)	
4154	0415	Main Airport Terminal	35,000	8,751	409	(8,342)	
			321,360	46,815	60,682	13,867	
Furniture & Equipment							
0594		Furn & Equip (Admin)	50,000	24,999	13,440	(11,559)	
			50,000	24,999	13,440	(11,559)	
Plant & Equipment							
3274	1564	Other Plant And Equipment - Aquatic Centre	15,000	15,000	11,580	(3,420)	
3344		Plant And Equipment Muni	20,000	5,001	0	(5,001)	
4114		Plant & Equipment (Airport)	40,000	0	0	0	
4284		Plant & Equipment	130,000	32,499	0	(32,499)	
			205,000	52,500	11,580	(40,920)	
Roads							
3740	R2R174	MINILYA LYNDON ROAD - ROADS TO RECOVERY	0	0	624,140	624,140	
3740	R2R209	HARBOUR ROAD - ROADS TO RECOVERY	807,725	201,930	0	(201,930)	
3760	C174	MINILYA/LYNDON ROAD	406,068	406,068	408,727	2,659	
3760	C209	HARBOUR ROAD (GREYS PLAIN)	1,192,775	298,194	0	(298,194)	
3760	C702	Grid Construction & Approches	150,000	37,500	0	(37,500)	
3760	C710	Blowholes Road - Construction	580,557	250,000	580,557	330,557	
			3,137,125	1,193,692	1,613,424	419,732	
Footpaths							
3850	9004	Temporary Budget Job No - Footpaths Asset Renewals (Coa 38)	232,040	58,011	0	(58,011)	
			232,040	58,011	0	(58,011)	
Drainage							
3770	D002	Storm Water Pumps	37,000	9,249	0	(9,249)	
			37,000	9,249	0	(9,249)	
Parks & Ovals							
3294	1562	Upgrades To Swimming Pool Bowl	45,000	45,000	2,651	(42,349)	
3294	1565	Shade Sails	50,000	50,000	0	(50,000)	
3474	0615	Playground Equipment	35,000	8,751	0	(8,751)	
3690	1154	Blowholes Development Project (Capital Works)	1,012,046	253,011	68,765	(184,246)	
			1,142,046	356,762	71,415	(285,347)	
Airport							
4124	A001	Runway Lighting - Capital Upgrades (Renewal)	60,000	15,000	9,290	(5,710)	
4124	A009	Carnarvon Airport Fencing	0	0	106,337	106,337	
4124	A011	Upgrades To Airport Apron	267,421	66,855	0	(66,855)	
4124	A012	Coral Bay Airstrip Upgrade	429,310	107,328	8,850	(98,478)	
			756,731	189,183	124,477	(64,706)	
Other Infrastructure							
3124	0495	Brown'S Range Cemetery - Niche Wall (Columbarium)	10,000	2,499	0	(2,499)	
3604	3615	Infrastructure For Integrated Water Supply	733,461	183,366	313,081	129,715	
3604	3616	Fascine Wall (Capital Works)	275,000	68,751	1,193	(67,558)	
3974	1176	Lock Hospital Healing Space	81,000	0	0	0	
			1,099,461	254,616	314,275	59,659	
Landfill							
2414	0385	New Refuse Site Development At Coral Bay	173,912	0	0	0	
			173,912	0	0	0	
TOTAL			7,154,675	2,185,827	2,209,293	23,466	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
Note 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$

The Current budget has no proposed Asset disposals

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Note 7
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue							Unspent Grants	Comment
Type	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Actual			
	\$	\$	\$	\$	\$			
Non-operating grants and subsidies								
Law, order, public safety								
Emergency Services Grant - State Emergency Services (Ses Income)	Tied	134,100	0	28,598	0	28,598		
Health								
Grants (Mosquito Funding)	Tied	0	0	5,312	0	5,312	Operating Grant to be Journalled to correct account	
Recreation and culture								
Grants	Tied	1,111,996	0	0	0	0		
Grant - Pool	Tied	22,500	0	0	0	0		
Grants - Other	Tied	311,250	77,814	0	0	0		
Other Grants	Tied	81,000	0	0	0	0		
Transport								
Regional Road Group	Tied	1,009,630	645,696	604,630	0	604,630		
Roads To Recovery	Tied	1,101,390	50,085	294,166	624,140	0		
R.A.D.S Grant	Tied	243,103	36,942	0	0	0		
R.A.U.P. Grant	Tied	243,103	0	0	0	0		
		4,258,072	810,537	932,705	624,140	638,539		

Operating grants, subsidies and contributions revenue						
Provider	Type	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Contract Liability Actual
		\$	\$	\$	\$	\$
Operating grants and subsidies						
Governance						
Grant Income	Untied	33,460	0	0	tbc	tbc
General purpose funding						
Financial Assistance Grant - General Purpose	Untied	1,749,015	437,254	451,134	n/a	n/a
Financial Assistance Grant - Roads	Untied	619,719	154,930	141,066	n/a	n/a
Law, order, public safety						
Emergency Services Grant - Bush Fire Brigade (Bfb)		31,155	0	0	tbc	tbc
Emergency Services Grant - State Emergency Services (Ses Incc)	Untied	35,608	0	0	tbc	tbc
Grants And Contributions	Untied	125,816	109,000	108,599	tbc	tbc
Health						
Grants (Mosquito Funding)	Untied	8,000	0	0	n/a	n/a
Education and welfare						
Grants- Service Agreement	Untied	167,000	83,499	84,595	tbc	n/a
Aged Care Contributions	Untied	15,000	0	0	tbc	tbc
Other Grants	Untied	15,000	0	0	tbc	tbc
Seniors Grant (Income)	Untied	2,000	0	0	tbc	tbc
Community amenities						
Grant	Untied	0	0	54,349	tbc	tbc
Recreation and culture						
Grants (Civic Centre)		66,289	0	0	tbc	tbc
Transport						
Mrwa Direct Grant	Untied	319,570	319,570	319,570	n/a	n/a
Street Lighting	Untied	16,000	16,000	20,034	n/a	n/a
Mrd Sweeping	Untied	10,000	10,000	10,000	n/a	n/a
Mrd Median/Verges	Untied	15,000	15,000	15,000	n/a	n/a
Economic services						
Grant	Untied	25,000	25,000	0	tbc	tbc
Other Grant Income - Economic Development	Untied	23,678	0	0	tbc	tbc
Grant Income	Untied	10,000	0	0	tbc	tbc
		3,287,310	1,170,253	1,204,347	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

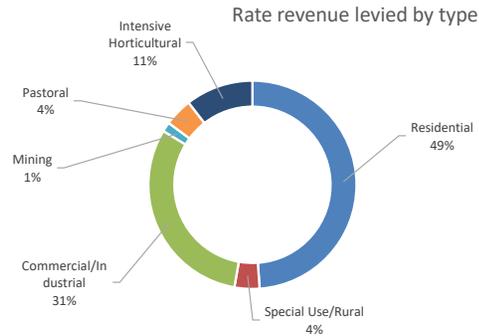
OPERATING ACTIVITIES
Note 9
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.104740	1,287	22,181,769	2,323,318	10,330	4,464	2,338,112	2,315,584	0	0	2,315,584
Special Use/Rural	0.104740	56	1,772,882	185,692	0	0	185,692	184,105			184,105
Commercial/Industrial	0.094266	259	15,560,477	1,466,824	5,000	0	1,471,824	1,460,762			1,460,762
Unimproved value											
Mining	0.119933	24	586,410	70,330	0	(4,459)	65,871	70,137	0	0	70,137
Pastoral	0.039737	31	5,210,865	207,064	0	(10,050)	197,014	207,064	0	0	207,064
Intensive Horticultural	0.014728	167	33,494,000	493,300	0	(28,018)	465,282	497,792			497,792
Sub-Total		1,824	78,806,403	4,746,528	15,330	(38,063)	4,723,795	4,735,444	0	0	4,735,444
Minimum payment	Minimum \$										
Gross rental value											
Residential	1,093	392	3,261,558	428,456	0	0	428,456	428,456	0	0	428,456
Special Use/Rural	1,093	46	367,533	50,278	0	0	50,278	51,371			51,371
Commercial/Industrial	1,093	63	497,096	68,859	0	0	68,859	68,859			68,859
Unimproved value											
Mining	229	24	29,719	5,496	0	0	5,496	4,351	0	0	4,351
Pastoral	461	9	3,070	4,149	0	0	4,149	4,149	0	0	4,149
Intensive Horticultural	902	1	50,000	902	0	0	902	1,804			1,804
Sub-total		535	4,208,976	558,140	0	0	558,140	558,990	0	0	558,990
Amount from general rates							5,281,935	5,294,434			5,294,434
Ex-gratia rates							6,231	6,231			6,231
Total general rates							5,288,166	5,300,665	0	0	5,300,665
Specified area rates	Rate in \$ (cents)										
GRV Coral Bay	0.069530		3,379,403	234,970	(7)		234,963	233,656			233,656
Total specified area rates			3,379,403	234,970	(7)	0	234,963	233,656	0	0	233,656
Total							5,523,129	5,534,321	0	0	5,534,321

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Rate Revenue by Rate Type



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
Note 10
RECEIVABLES

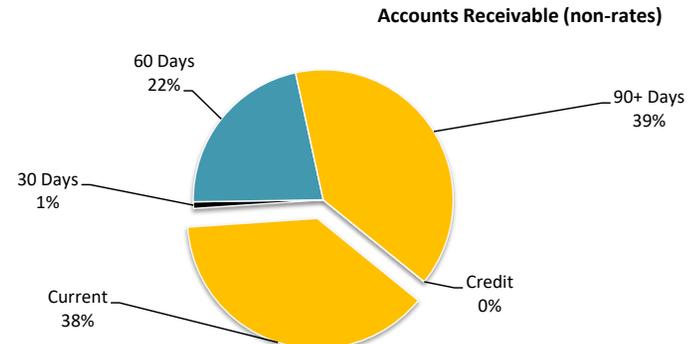
Rates receivable	30 Jun 2020	30 Sep 2020
	\$	\$
Opening arrears previous years		1,324,996
Levied this year		5,534,321
Less - collections to date		70,695
Equals current outstanding	1,324,996	6,930,012
Net rates collectable	1,324,996	6,930,012
% Collected	0%	1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(14)	29,947	649	17,163	30,868	78,612
Percentage	0.0%	38.1%	0.8%	21.8%	39.3%	
Balance per trial balance						
Sundry receivable	(14)	29,947	649	17,163	30,868	78,612
GST receivable	0	331,976	0	0	0	331,976
Provision for Doubtful Debts	0	0	0	0	(157,413)	(157,413)
FESA Control	0	0	0	0	0	100,573
Accrued Income	0	0	0	0	0	1,052
Other funds	0	4,845	0	0	0	4,845
Total receivables general outstanding	(14)	366,768	649	17,163	(126,545)	359,645

Amounts shown above include GST (where applicable)

KEY INFORMATION

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 impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

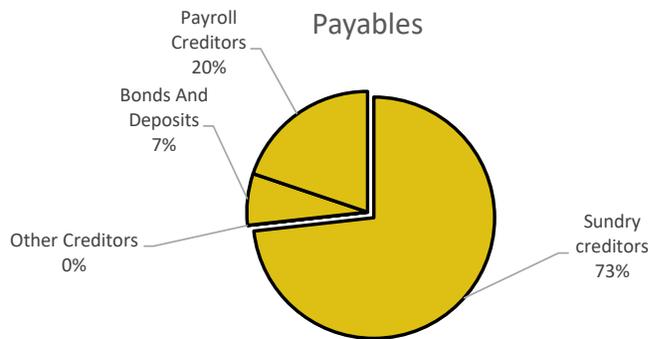
**OPERATING ACTIVITIES
Note 11
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	618,345	11,548	5,672	352	635,917
Percentage	0%	97.2%	1.8%	0.9%	0.1%	
Balance per trial balance						
Sundry creditors	(3,129)	618,345	11,548	5,672	352	632,788
Other Creditors	0	107	0	0	0	107
Bonds And Deposits	0	59,741	0	0	0	59,741
Payroll Creditors	0	171,448	0	0	0	171,448
Accrued Expenses	0	286,130	0	0	0	286,130
Total payables general outstanding						1,150,214

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
Note 12
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Staff Housing	213	9,751	0	0	3,202	9,750	6,549	1	216	296
Transport										
Airport Corrective works	216	307,732	0	0	0	43,494	307,732	264,238	1,133	9,057
Total		317,483	0	0	3,202	53,244	314,281	264,239	1,349	9,353
Current borrowings		53,244					50,042			
Non-current borrowings		264,240					264,240			
		317,484					314,282			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021.

Unspent borrowings

The Shire has no unspent debenture funds as at 30th June 2020, nor is it expected to have unspent funds as at 30th June 2021.

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 13
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Various Plant & Equipment		1,055,065			6,972	365,390	1,048,093	689,675		
Total		1,055,065	0	0	6,972	365,390	1,048,093	689,675	0	
Current lease liabilities		364,862					357,890			
Non-current lease liabilities		690,203					690,203			
		1,055,065					1,048,093			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**Note 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption		Opening surplus/(deficit)	\$	\$	\$	\$ (253,531)
	There has been no budget amendments to date						
				0	0	0	

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

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) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 17.11.2020

SIGNIFICANT ACCOUNTING POLICES

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 reported amounts of assets and liabilities, income and expenses. 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies

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.

ROUNDING OFF FIGURES

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES**ACTIVITIES****GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ROEROC health scheme and provision of various medical facilities.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities.

HOUSING

To provide housing to staff.

Provision and maintenance of staff, community and joint venture housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which help the social well being of the community.

Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overhead operating accounts.

Private works operation, plant repair and operation costs, administration and engineering operation costs.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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 these as 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.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

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.

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Schedule 8.2.3

**SHIRE OF CARNARVON
INVESTMENTS HELD AS AT 30 SEPTEMBER 2020**

Fund	Amount	Type	Interest	Term	Maturity Date	Invested with
Municipal	3,118,873.92	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Trust	395,897.91	Cash Management	Daily return	On Call	On Call	ANZ Bank
Reserves	270.99	Cash Management	Daily return	On Call	On Call	ANZ Bank
	1,602,597.61	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Short Term Investments	0.00	Term Deposit	0.20%	30 Days	30.09.2020	WA Treasury Corp
Short Term Investments	1,033,141.18	Term Deposit	0.20%	30 Days	30.09.2020	WA Treasury Corp
	6,150,781.61					

IMPORTANT NOTICE - RESPONSE REQUIRED

25 September 2020

COMMUNITY GROWTH FUNDING – ANNUAL RATES DONATION

In order to support local community based organisations the Shire of Carnarvon (Shire) introduced a 'Community Growth Fund'. With this fund the Shire supports organisations who contribute to the life, vitality, social and economic development of the Shire and are an essential and valued part of the Carnarvon community life.

The Community Growth Fund provides support in the form of:

- Grants:
 - Small grants up to \$1,000;
 - community support grants up to \$5,000; and
 - Major/Iconic Events grants up to \$10,000and/ or
- A donation towards the Annual Rates

The Community Growth Fund Policy has recently been updated. The policy provides further information regarding the available grant funding and the rates donations. A copy of the policy can be requested via: shire@carnarvon.wa.gov.au.

The donations towards the Annual Rates have been in place for over 17 years. Your community organisation has received an annual rates donation for a number of years. To improve on transparency and accountability the Shire has, with approval from Council, introduced an application and approval process for the annual rates donation. This includes the following changes:

1. The annual rates donation has been reduced to up to 50% - as per the 2021/22 financial year. *A donation is only applied on the portion of the annual rates. The Emergency Services Levy (ESL) and Rubbish Collection Service Levy are excluded from a donation and are to be paid in full.*
2. An **annual** application form has to be provided by **30th of April** of each year in order to register for a rates donation which is to be assessed by Council. In case your application has been approved the donation will be included in the rates notice for the following financial year.

Applications received after this date may be considered, but no retrospective approval of annual rates donations will be accepted.

3. The Rates donations are determined by Council in the next Council meeting.

RATES DONATION FOR 2020/21

During the Ordinary Council Meeting on 22 September Council reviewed Community Growth Policy and resolved:

FC 24/9/20

COUNCIL RESOLUTION & OFFICER'S RECOMMENDATION

Cr Vandeleur/Cr Pinner

That Council:

- 1. Adopts the revised Community Growth Fund Policy C025*
- 2. Rescinds any existing agreements for Rates discounts or donations, by way of a letter to those in receipt of such Rates discounts or donations, to commence with the Rates issued for the 2021/2022 financial year.*
- 3. Notes that the Community Growth Fund Committee holds delegated authority for the approval of grants, with Rates Donation applications requiring an Absolute Majority vote at a full Council meeting.*

CARRIED
F6/A0

To assist you in understanding the value of the Rates donation to your organisation, your current rates notice will show the full rates for this financial year. An application for a Rates donation will be required for the 2020/21 financial year.

The Shire understands that the reduction of the rates donation to - up to 50%, may have an impact on your organisation. For this reason, it has been decided to allow the existing rates donation (up to 90%) will be provided for the 2020/21 financial year, upon **approval** of your application by Council.

The application form is attached to this letter and needs to be returned to the Shire by **Tuesday 20th October 2020** – to avoid accrual of penalty interest. The forms can be provided in person at the main office or by email: shire@carnarvon.wa.gov.au.

Failure to provide an application by 20th of October will see the rates payable in full.

The Shire would like to encourage you to discuss the impact of the changes to the rates donations with our Rates team. Where possible we can provide assistance with your options of support from the Shire. This will be particularly important if you believe your organisation will no longer be eligible for a Rates Donation. Please email shire@carnarvon.wa.gov.au if you would like to meet with our team.

If you require any further information, please contact Carolien Claassens, by phone (08) 9941 0027 or by email: claassens.c@carnarvon.wa.gov.au.

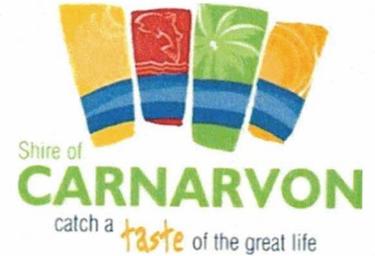
Yours sincerely,



DAVID BURTON
CHIEF EXECUTIVE OFFICER

Shire of Carnarvon

**APPLICATION FOR RATES
DONATION FORM
COMMUNITY GROUPS**



This application form is to be used by Community Organisations seeking a donation of **up to 90%** (to be reduced to up to 50% as per the 2021/22 financial year) of the Annual Local Government rates, pursuant to the provisions of Policy C025 – Community Grants Funding Policy.

The Community Growth Fund Committee (Committee of Councillors) will assess each application based on the information provided in this application form. The Council will be responsible for the approval of the application.

Part of this application is the provision of documentation as described in the form. Please attach this information to the application form, as failure to do so may result in the application being refused.

Please note that when if the Rates donations have been approved -

- The property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges.
- The Rates donation will **ONLY** be applied for **ONE (1)** financial year. A new application must be provided before the 30th of April of each year
- Retrospective donations of rates will not be considered as part of this application process.

Instructions: Please fill in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Community Group

Property Street address

Suburb

Rates Assessment

Number (if known)

A

DESCRIBE THE OBJECTIVE OF YOUR COMMUNITY GROUP including a clear and substantial benefit to the Shire of Carnarvon Community?

2. PROPERTY OWNER DETAILS:

Property Owner:
if different to above

Postal Address:

	Postcode:	
--	------------------	--

Telephone:

Mobile:

E-mail:

3. APPLICANT DETAILS

Contact Person

Position title

Postal address

	Postcode:	
--	------------------	--

Telephone:

Mobile:

E-mail:

4. COMMUNITY GROUP INFORMATION

Is/ does the Community Group:

1 An incorporated body as per the Associations Incorporations Act 1987 WA? **Yes** **No**
If yes, provide a Certificate of Corporation

2 Is the Community Group considered 'not for profit' and registered under the Australian Charities and Not for Profit Commissions (ACNC) a Public Benevolent Institution Status? **Yes** **No**
If yes, please provide the registration number and provide a copy of the registration certificate

3 Is the Community Group considered a Public Benevolent Institution Status? **Yes** **No**
If yes, please provide the registration number and provide a copy of the registration certificate

4 Have a Charity Tax Exemption from the Australian Tax Officer (ATO)? **Yes** **No**
If yes, provide a certificate of tax exemption from the ATO

5 Is the property (either the land and/ or building(s)) owned by the Shire? **Yes** **No**

Leasing the property (either the land and/ or the building(s))?
6 *If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates* **Yes** **No**

Have planning approval for the land use of the property?
7 *A site inspection may be required and if found not to be compliant with the approved use, the application will not be successful.* **Yes** **No**

5. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 5):

Organisation's Constitution

Written statement outlining the nature of the Community Group's operations

The Statement should include the following details:

- a. Use and occupancy of the property
- b. Type of services provided (e.g. sports, bar, food, accommodation etc).
- c. Frequency of service (e.g. daily, weekly, monthly etc).
- d. Detailed information as to whether payment is received for the service

A Copy of the current latest year financial statements for the Community Group

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:

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Position title

--

Signature of Applicant

	Date:	
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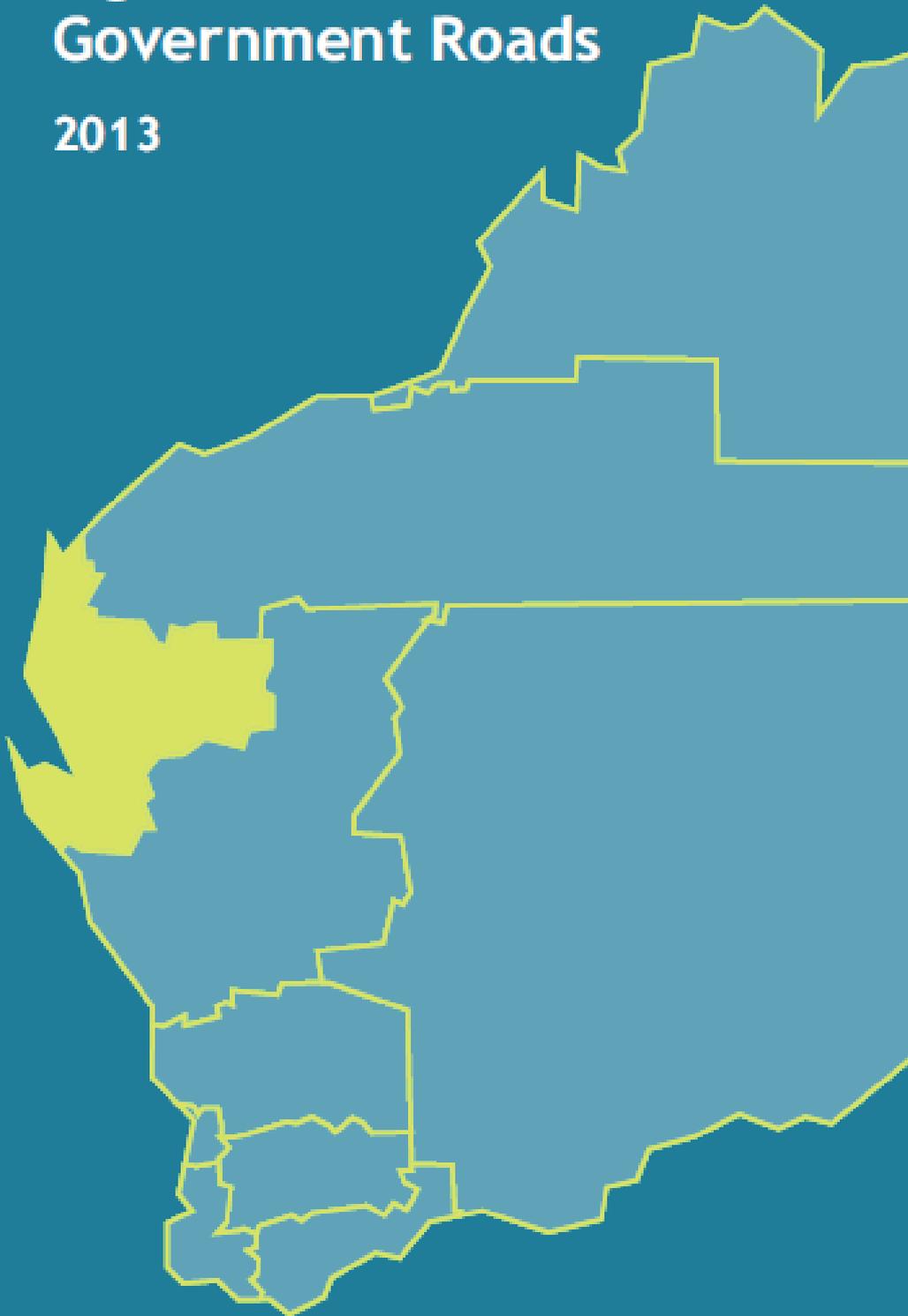
Privacy

Any information collected on this form will only be used by the Shire of Carnarvon for the sole purpose of providing requested and related services. Information will be stored securely and will not be disclosed to any third parties.

ROADS 2030

Regional Strategies for Significant Local Government Roads

2013



Gascoyne



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ROADS 2030 ROAD DEVELOPMENT STRATEGY

Roads 2030 documents a strategic review of regionally significant Local Government roads and the development strategies for them. This is the second review of regional road development strategies and is intended to respond to the changes in demand on the road network.

The first editions, Roads 2020 Regional Road Development Strategies, were released during 1997 and 1998, as an initiative of the 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association (then known as the Western Australian Municipal Association). The Memorandum of Understanding requires that the road development strategies be reviewed at five yearly intervals to incorporate the impact of changing circumstances. This document updates and supersedes Roads 2025.

Local Governments (via Regional Road Groups) have worked collaboratively to review and update Roads 2025 to produce this latest strategy, Roads 2030. This provides an agreed, strategic approach to allocation of limited funding across the extensive road network in the Gascoyne. Only projects on local roads included in Roads 2030 will be eligible for *Road Project Grant* funding under the *State Road Funds to Local Government Agreement 2011/12 – 2015/16*. The Guidelines for the development of Roads 2030 are included in the Annexure.

CHANGES AND AMENDMENTS

The five yearly reviews balance the need for a strategic approach to funding allocation with changes in demand on the road network within the region.

Should a Regional Road Group agree to seek an amendment to the endorsed road development strategy this should be documented and endorsed by the *State Road Funds to Local Government Advisory Committee*. If an affected road crosses into another Region, agreement should be reached with the adjoining Regional Road Group on the proposed change.

A separate Main Roads WA process is required to amend the Functional Road Hierarchy category to reflect proposed changes to Roads 2030.

THE GASCOYNE REGION

The Gascoyne Region is comprised of the Shires of Carnarvon, Exmouth, Shark Bay and Upper Gascoyne. The resident population is concentrated in the key centres of Carnarvon, Exmouth, Denham, Gascoyne Junction, Burringurrah and Coral Bay. While many economic opportunities exist, attracting capital investment for infrastructure and business development remains one of the main challenges facing the Region.

The Gascoyne has a diverse economy with the major industries being tourism, retail trade, mining, fishing, manufacturing, pastoralism and horticulture. In recent years, the tourism industry has grown rapidly and is now one of the largest contributors to the Region's economy. The Department of Local Government and Regional Development estimated the Gascoyne's Gross Regional Product was \$824 million in 2010-11. Carnarvon is the Region's major commercial and administrative centre and has a broad range of service industries.

The Region's average annual growth rate was 0.2% per annum between 1995 and 2005. The 2009 estimated resident population of 9 865, the Shire of Carnarvon held the largest population of 6166 people in 2008 (62.5% of the Region's total population).

Several significant land development projects are currently underway in the Region. In Carnarvon, Landcorp construction of stage Three A of the North Water residential development is underway and stage Three B is expected to commence in 2014-15.

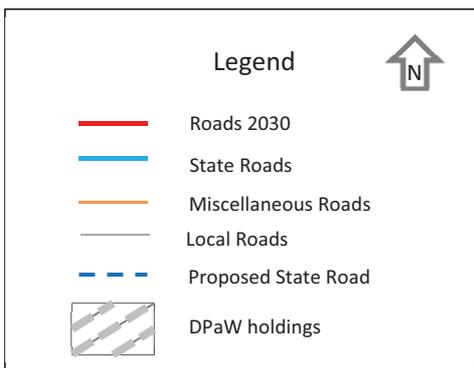
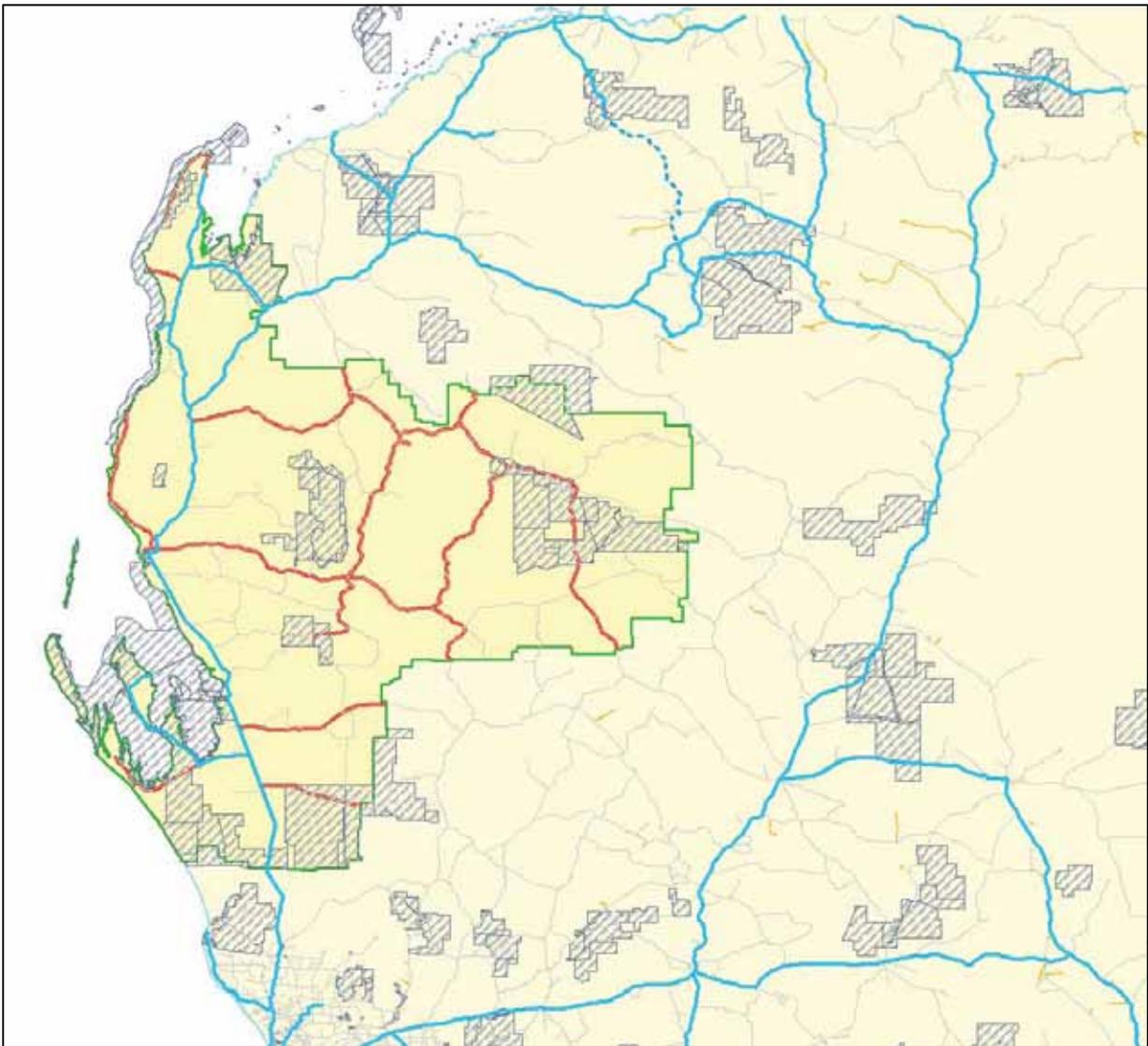
Development of the Exmouth Marina Village Site is ongoing. Landcorp has entered into contracts for the sale of the canal-front residential precinct and a number of mixed-use lots. Construction of the four star tourist resort's accommodation facilities has seen an increase in tourist interest in the Marina.

A shortage of residential land has been identified in Denham. Landcorp is working with the Shire of Shark Bay and stakeholders to alleviate the shortage by rezoning and developing a parcel of Crown land into appropriate single lots.

The Ningaloo Coast Regional Strategy, from Carnarvon to Exmouth that was released in August 2004. The strategy provides a framework for future land management, tourism and recreation development, to ensure an integrated and sustainable future for the Ningaloo coast, including important nodes such as Coral Bay and the Blowholes.

The aim of the Roads 2030 Regional Road Development Strategy is to identify and develop a significant road network to support and facilitate the development of the Gascoyne Region. Tourism, centred on the Shark Bay World Heritage Area, Monkey Mia and the Ningaloo Marine Park continues to play a major role in driving the Region's road infrastructure requirements.

The establishment of a natural gas processing plant for BHP Billiton at Onslow will have a significant impact on road infrastructure in that vicinity. Development of on-shore support facilities for the Oil and Gas industry at Exmouth will also have a significant impact on the road infrastructure of North West Cape. Other important developments in the Region include the Carnarvon Flood Mitigation project and the associated road works on North West Coastal Highway.



GASCOYNE REGION

SIGNIFICANT LOCAL GOVERNMENT ROADS

BUTCHERS TRACK

Road No. 8040038
Local Distributor

Shark Bay Shire

Last Reviewed: January 2013

FUNCTION

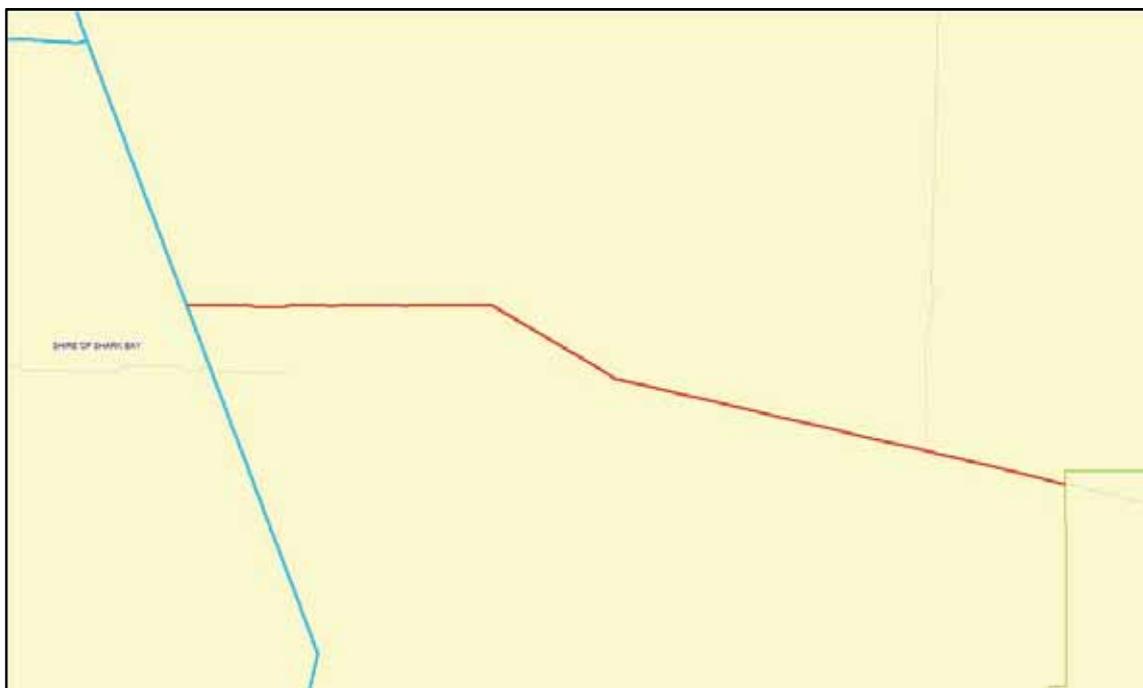
The road was upgraded some years ago to provide access from North West Coastal Highway for the construction of the Dampier to Perth natural gas pipeline project. The road connects with local pastoral roads and provides access to the Shark Bay coastal region from the Murchison. It is part of a regionally significant radial link between Mt Magnet and North West Coastal Highway via Dalgaringa and Murchison Settlement.

DEVELOPMENT NEED

The road is the most direct link to the Shark Bay region for people commuting from the Murchison and is in need of upgrading to cater for the increasing traffic.

DEVELOPMENT STRATEGY

The development strategy for the route is to construct the road to a Type 3 gravel standard.



CARNARVON – MULLEWA ROAD

Road No. 8030242 and 8050045
Regional Distributor

Carnarvon and Upper Gascoyne Shires

Last Reviewed: January 2013

ROAD FUNCTION

This road begins at North West Coastal Highway, passes through Gascoyne Junction, Murchison Settlement and south to Mullewa.

This road is an important link between Carnarvon, Gascoyne Junction and the Murchison settlement servicing the pastoral and tourism industries.

A section of the road forms part of a broader inter-regional and interstate route from the Gascoyne Region through the Mid West and Goldfields – Esperance Regions via Glenburg, Landor and Mount Gould to Meekatharra.

Some horticultural produce from Carnarvon to the Eastern States is transported via this road, in addition to livestock and general freight. Access to Mt Augustus, a significant tourist destination, is also via this road.

Carnarvon – Mullewa Road (8030242) is a RAV Network 8 road.

Carnarvon – Mullewa Road (8050045) is a RAV Network 8 road (conditional).

ROAD DEVELOPMENT NEED

A demand exists for an improved standard of road and a more direct east west link between the Gascoyne and Mid West and Goldfields – Esperance Regions to access new markets in these regions and in the Eastern States.

The development need is to continually improve the standard of this road to better facilitate the growing users of this road.

ROAD DEVELOPMENT STRATEGY

To reseal sealed sections to improve skid resistance and seal shoulders to improve safety for road users.

The ultimate strategy is to develop the route to a two lane sealed standard.



CARNARVON TOWNSITE ROADS

Carnarvon Road (8030105) – Regional Distributor
Cornish Street (8030052) – Access Road
Douglas Street (8030012) – Access Road
Harbour Road (8030209) – Access Road
Sydney 2 Memorial Drive (8030252) – Regional Distributor

Carnarvon Shire

Last Reviewed: January 2013

ROAD FUNCTION

The function of these roads is to provide access from the road train assembly area to the boat harbour, industrial area and town site.

Carnarvon Road, Sydney 2 Memorial Drive and Douglas Street are RAV Network 4 roads (conditional).

Cornish Street is a RAV Network 8 road (conditional).

Harbour road is a RAV Network 9 road (conditional).

Harbour Road / Cornish Street will be the primary heavy vehicle access route to the industrial area of Carnarvon.

Sydney 2 Memorial Drive/Carnarvon Road / Douglas Street is the primary heavy vehicle access route to the boat harbour and CBD area of Carnarvon.

ROAD DEVELOPMENT NEED

With the increased demand for freight and local traffic, the Carnarvon community has identified a need to improve access and road safety to the industrial, boat harbour and CBD areas.

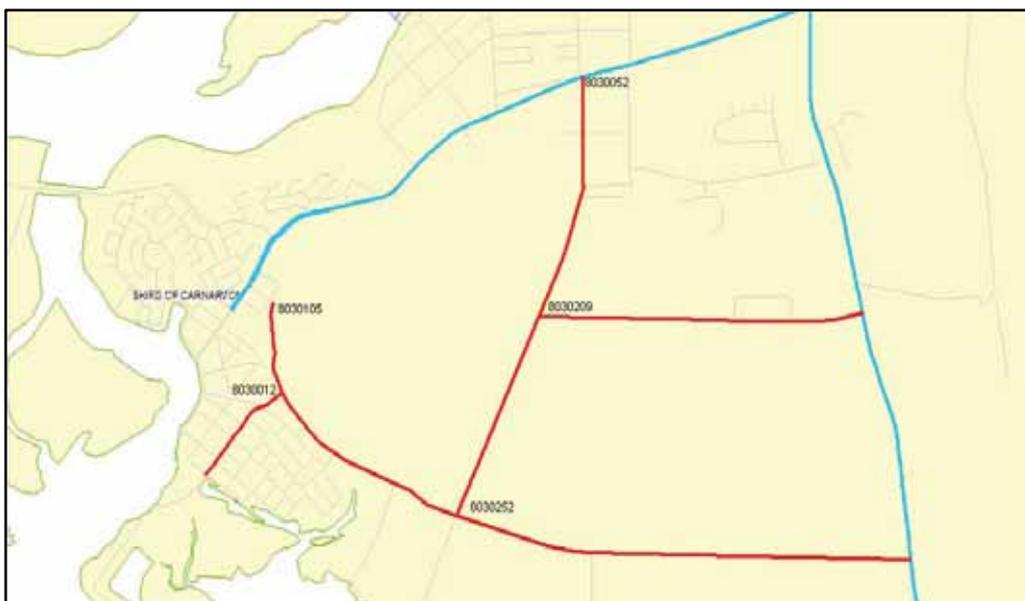
ROAD DEVELOPMENT STRATEGY

Widening of Cornish Street to facilitate the increasing demand of heavy haulage vehicles.

Construction and sealing of Harbour Road between Hudson and Cornish Streets, as a better link to the road train assembly area.

Reconstruction of Douglas Street to improve safety for tourism and the increasing freight traffic to the boat harbour.

Reconstruction and extension of Carnarvon Road to give better access for road users to the Carnarvon CBD and surrounds.



EAGLE BLUFF ROAD

Road No. 8040015
Access Road

Shark Bay Shire

Last Reviewed: January 2013

ROAD FUNCTION

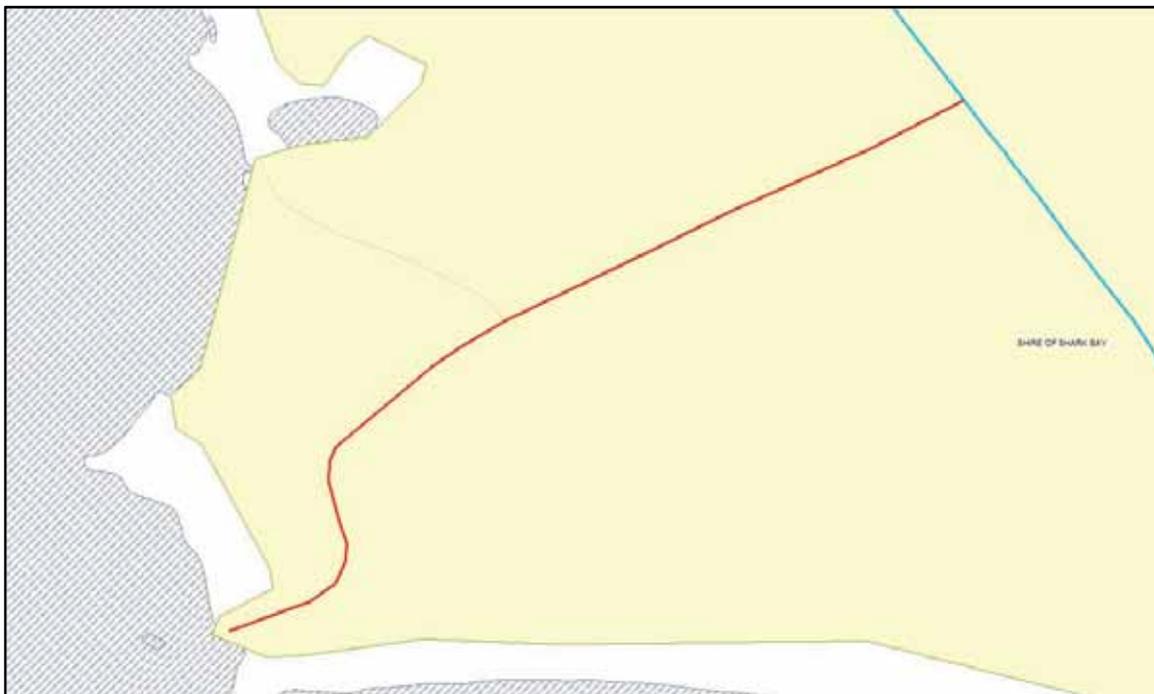
Eagle Bluff Road is mainly used by tourist traffic. The road is 4.4km long and terminates at a cul de sac and car park which overlooks the water and surrounding landscape. In 1999 CALM (now DPaW) upgraded the car park facility and constructed a wooden boardwalk and lookout area to reduce degradation.

ROAD DEVELOPMENT NEED

The road at present is a Type 3 standard with gravel and clay sheeting to cover the soft natural material. The road has an AADT count of 90. It is subject to closure due to rain during the winter months.

ROAD DEVELOPMENT STRATEGY

Development strategy is for the road to be constructed and sealed to a 7 m width.



GASCOYNE JUNCTION TO KENNEDY RANGE AND MOUNT AUGUSTUS

Cobra – Dairy Creek Road (8050001) – Regional Distributor
Cobra – Gifford Creek Road (8050007) – Regional and Local Distributor
Cobra – Mount Augustus Road (8050020) – Regional Distributor
Edmund – Gifford Creek Road (8050006) – Regional Distributor
Ullawarra Road (8050002) – Regional Distributor and Access Road

Upper Gascoyne Shire

Last Reviewed: April 2013

FUNCTION

The roads which comprise this route provide access to abutting pastoral stations and to the Kennedy Range and Mount Augustus National Parks. They link several station properties with Gascoyne Junction and form part of the road network linking the Carnarvon – Meekatharra route with North West Coastal Highway and Paraburdoo.

Cobra – Dairy Creek Road is a RAV Network 6 road (conditional).

Cobra – Gifford Creek Road is a RAV Network 6 road (conditional).

Edmund – Gifford Creek Road is a RAV Network 6 road (conditional).

Ullawarra Road is a RAV Network 6 road (conditional).

This route starts at Gascoyne Junction on Carnarvon–Mullewa Road and is a district mail run. Tourists use this route to visit the Kennedy Ranges and drive its length to Mount Augustus. At times throughout the year, cattle trucks use it to cart produce to market.

DEVELOPMENT NEED

The Kennedy Range and Mount Augustus National Parks are becoming increasingly popular as tourist destinations. In addition to intra-state visitors, the area attracts interstate as well as overseas visitors. The route is suitably positioned to best serve the tourist and pastoralist needs in this area and appropriate upgrading of the route is required to properly reflect its significance.

Ullawarra Road is of various shapes and dimensions between Types 1, 2, and 3 and requires realignments, reformation and gravel work. It needs to be progressively improved to a continuous Type 3 standard due to the type of road traffic using this road, i.e. vehicles towing caravans, stock trucks and mail truck (on a regular basis). At times, due to its surface standard, it is closed because of rain, placing local pastoralists at a disadvantage.

DEVELOPMENT STRATEGY

The development strategy for the whole route is to construct a Type 3 gravel road and provide concrete floodways at major river crossings to reduce periods of road closure.

The development strategy for Ullawarra Road is to improve the running surface and the corners to a Type 3 standard from Gascoyne Junction to Ullawarra. The present aim is to achieve an all-weather gravel standard.



HAMELIN POOL ROAD

Road No. 8040012
Access Road

Shark Bay Shire

Last Reviewed: January 2013

ROAD FUNCTION

This road is a type 5 access road. It starts at Shark Bay Road and terminates at Hamelin Pool Caravan Park and the world renowned Stromatolites. Along this road is also the access to Hamelin Station Stay.

This road is part of the World Heritage Drive scenic route and has tourist traffic as the main users.

ROAD DEVELOPMENT NEED

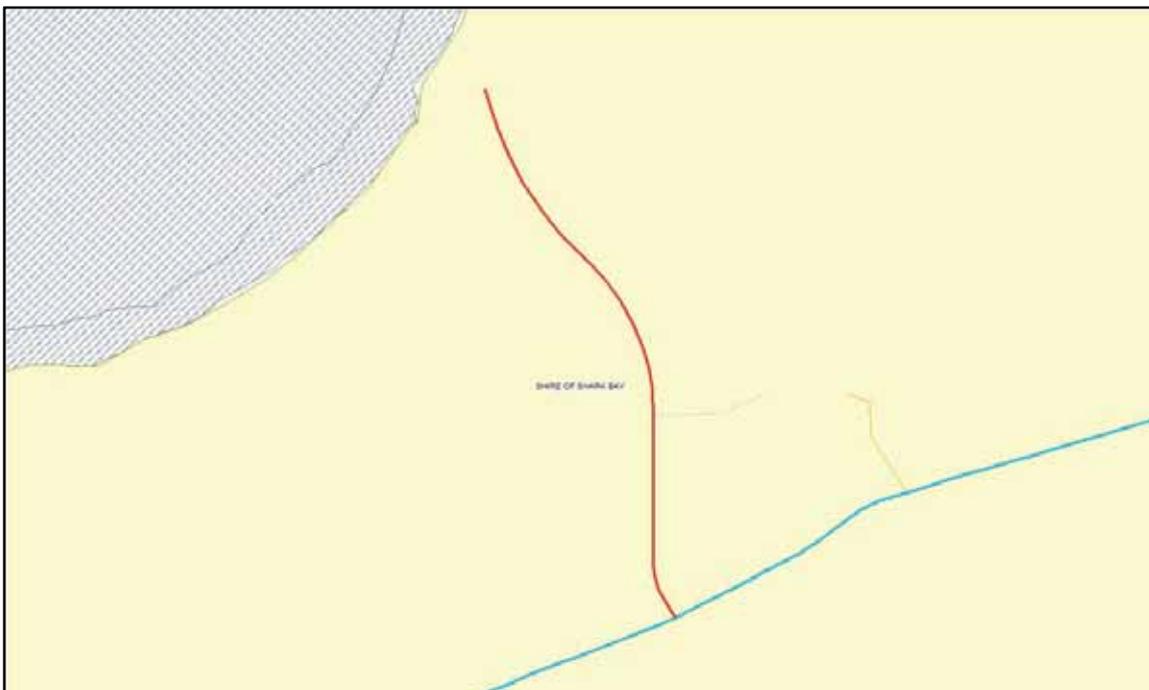
The Stromatolites are a significant tourist attraction and draw a large number of tourist traffic. This traffic will only increase as more tourists are attracted to this pristine World Heritage listed area.

Hamelin Pool Caravan Park is undergoing significant upgrades to cater for the increased influx of tourists with Hamelin Station Stay, being a new establishment, contributing to the increase in numbers.

As tourist traffic numbers increase, there will be a need to improve the safety along the Hamlin Pool Road.

ROAD DEVELOPMENT STRATEGY

The development strategy for this road is to have a surface retreatment program with the addition of line marking.



MINE AND COASTAL ACCESS

Blowholes Road (8030066)
Quobba-Gnaraloo Road (8030121)
Local Distributors

Carnarvon Shire

Last Reviewed: January 2013

ROAD FUNCTION

Sections of the Quobba - Gnaraloo Road are of an extremely low standard. It provides access to some of the region's highly prized tourist attractions. Blowholes Road services the tourist industry, as well as the Rio Tinto Mine site.

The Blowholes road is a RAV Network 7 road.

ROAD DEVELOPMENT NEED

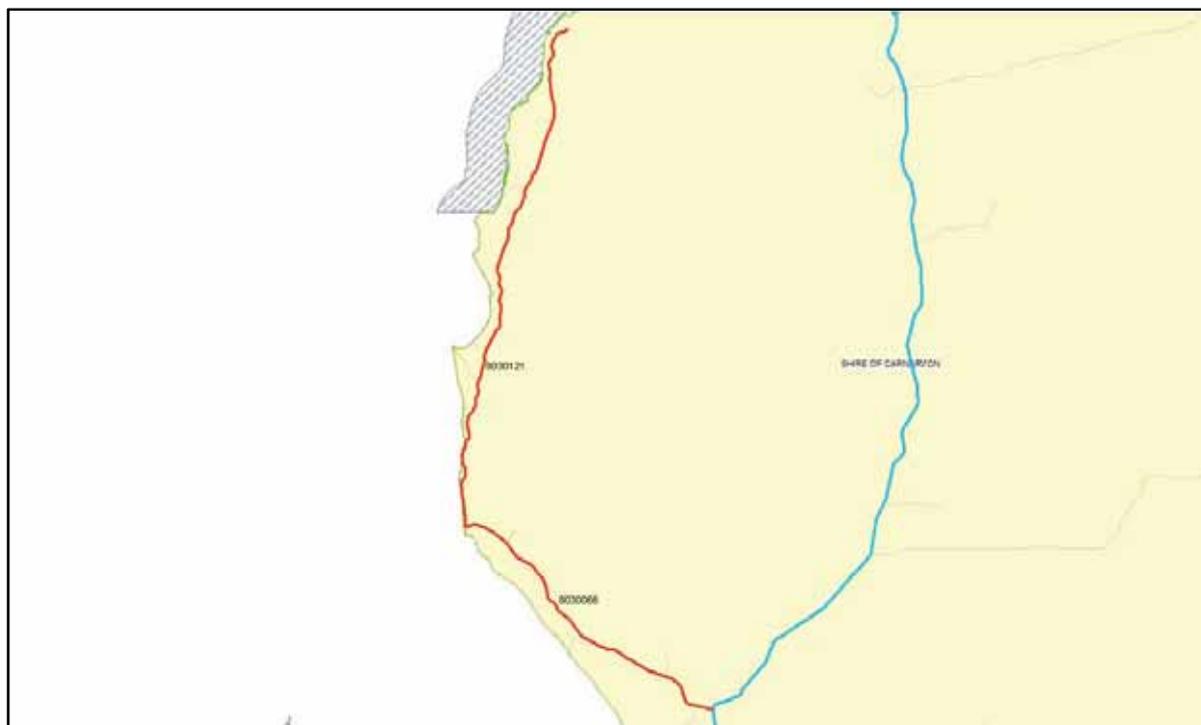
With the greater demand on Blowholes Road from the increasing numbers of tourist and mine site activities, the road is lacking the standards to cater for this demand.

Quobba – Gnaraloo Road is severely lacking in both safety and serviceability standards to meet the increasing number of tourists visiting the area.

ROAD DEVELOPMENT STRATEGY

The development strategy is to widen the seal and seal the shoulders on Blowholes Road and upgrade parts to a Type 5 standard.

The development strategy for Quobba – Gnaraloo Road is to remove blind corners and sharp crests and curves. Upgrade parts of the road to a Type 3 standard.



MOUNT AUGUSTUS – PARABURDOO ROAD

Proposed Road

Upper Gascoyne Shire

Last Reviewed: April 2013

FUNCTION

A more direct through road would provide substantial travel time savings for tourists and for the transport of livestock and supplies. The development of this road would avoid the present inconvenience of having to backtrack or follow an indirect road via a series of pastoral station roads.

DEVELOPMENT NEED

There is a need to connect the tourism and pastoral areas of the northern Gascoyne to the central Pilbara and to provide a more direct route between Paraburadoo, Mount Augustus, Meekatharra and Carnarvon. The regional road network lacks a suitable connection to Mount Augustus from a northern population centre.

DEVELOPMENT STRATEGY

Develop a route corridor by linking Paraburadoo and Mt Augustus. This route will be developed as a road ultimately to Type 3 formed gravel standard.

A route/alignment has been identified, but the alignment needs to be developed by on-ground works.



MOUNT AUGUSTUS TO GREAT NORTHERN HIGHWAY

Landor – Meekatharra Road (8050032)
Landor – Mount Augustus Road (8050004)
Regional Distributors

Upper Gascoyne Shire

Last Reviewed: April 2013

FUNCTION

The route provides access to Mount Augustus from Great Northern Highway via Mount Gould, Errabiddy and Landor. It services abutting pastoral properties in addition to increasing tourist traffic. The section from Mount Gould to Meekatharra is part of the Carnarvon – Meekatharra Route which is an inter-regional link between the Mid West and Gascoyne Regions.

Both these roads are RAV Network 6 roads (conditional).

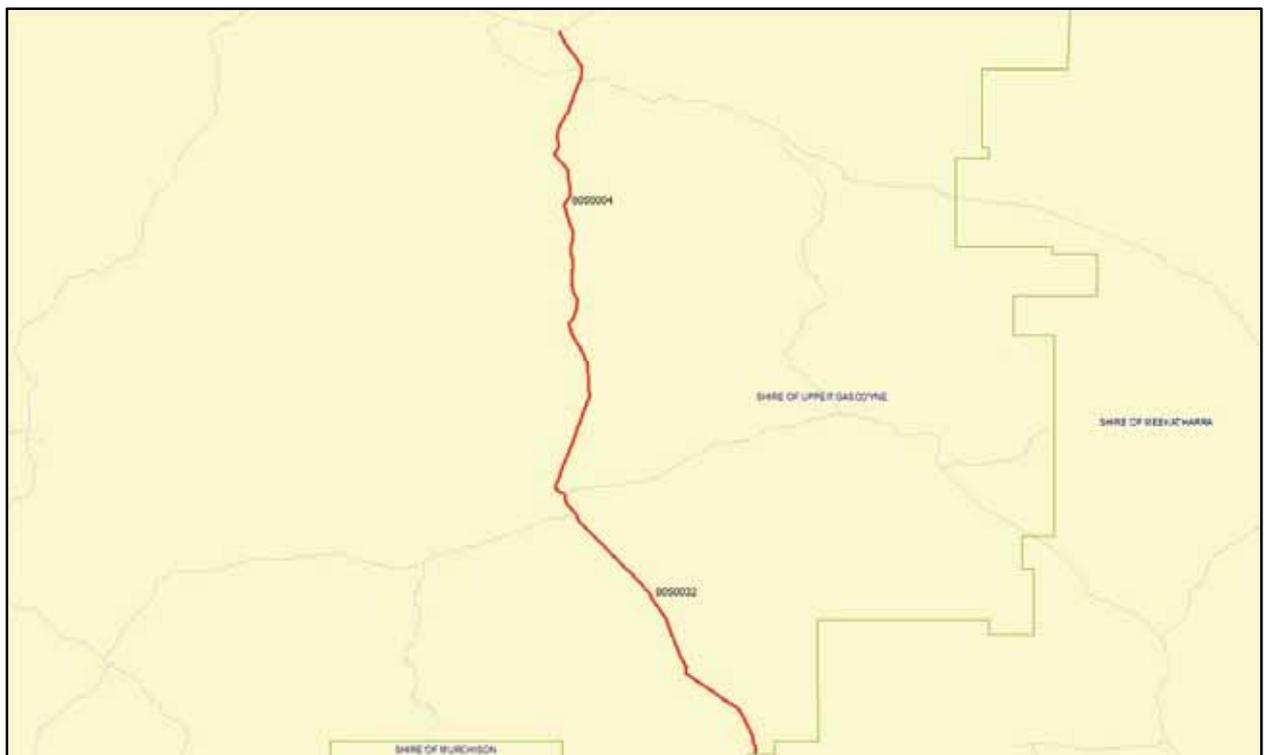
DEVELOPMENT NEED

A reliable link to Great Northern Highway is required to cater for the increasing number of tourists visiting Mount Augustus National Park each year.

There needs to be a more clearly defined “official” route from Great Northern Highway and this route best satisfies the need from a regional perspective.

DEVELOPMENT STRATEGY

The strategy is to upgrade the existing roads to a good gravel standard. Part of the route is addressed under the Carnarvon – Meekatharra Route proposal.



MURAT ROAD

Road No. 8060066
Regional Distributor and Local Distributor
Exmouth Shire

Last Reviewed: January 2013

ROAD FUNCTION

Murat Road is the only entrance road into the Exmouth town site. The road was originally designed and constructed in 1966.

Murat Road services a significant tourist destination and the Exmouth community. It links the town site with the Naval Communication Base 'Harold E Holt'. The road extends north to Yardie Creek Road in close proximity to the coastline, providing visitor access to the Ningaloo shore and reef and Cape Range National Park which is encapsulated within the Ningaloo Coast World Heritage Area.

With Exmouth being promoted as the "Northern Gateway" to the Ningaloo Reef and with development increasing in the town site and increased usage of the World Heritage coastline in between Exmouth and Carnarvon, it is critical that the entrance road into in Exmouth is appropriately designed to improve vehicle and pedestrian safety.

Murat Road is included in the RAV 4 Network system (conditional).

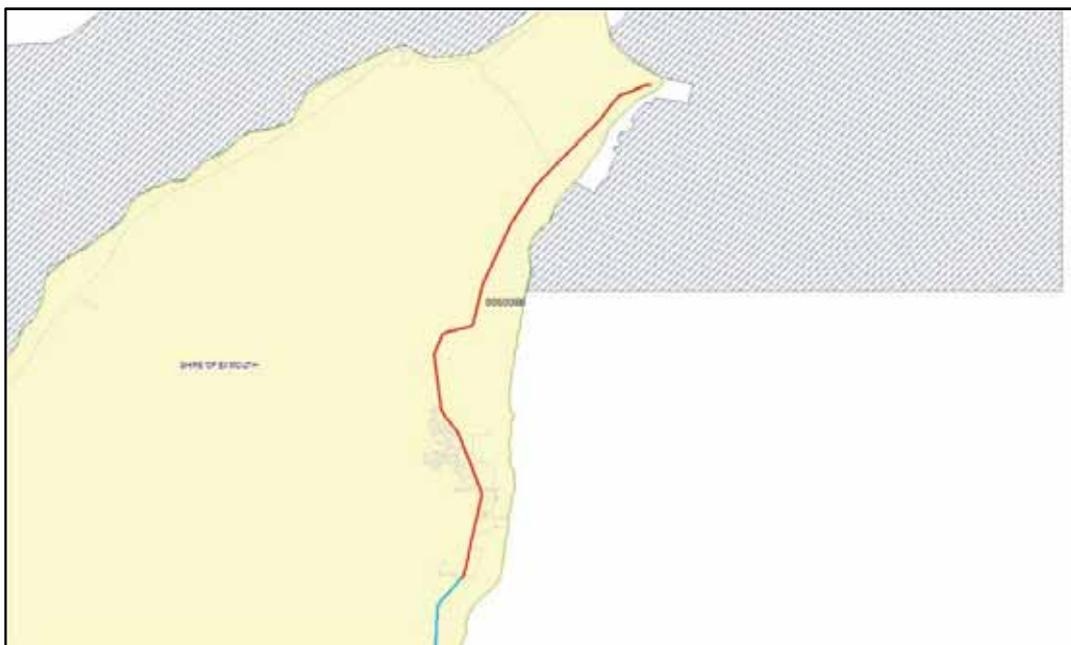
ROAD DEVELOPMENT NEED

Increasing traffic to the Exmouth region is placing high demands on the existing road which was designed in 1966. The road is under-engineered and its design does not meet current standards. It is expected that traffic volumes will increase on Murat Road as the Shire continues to develop.

One of the main benefits to be derived from the reconstruction of Murat Road relates to the significant indirect economic benefit opportunity associated with the project. It is envisaged that the Exmouth's new and improved infrastructure associated with air, sea and road transport, land development, building construction, tourism facilities, World Heritage recognition will inevitably attract increased investment from both existing and prospective owners.

ROAD DEVELOPMENT STRATEGY

The redesign/construct work will focus on upgrading the existing Type 4 Road to a Type 5 Road, building up the residual gravel pavement to full thickness, increase width, compact and sealed and street lighting and landscaping.



NANGA ROAD

Road No. 8040007
Access Road

Shark Bay Shire

Last Reviewed: January 2013

ROAD FUNCTION

This Road is a Type 5 access road. This connects Shark Bay Road with the Nanga Bay Resort/Caravan Park. This road is part of the World Heritage Drive scenic route and has tourist traffic as the main road users, predominately caravans and buses.

ROAD DEVELOPMENT NEED

Nanga Bay Resort/Caravan Park is undergoing a number of upgrades and as tourist numbers increase within the Shire, there will be a larger number of tourist movements along Nanga Road. There are some narrow shoulders along Nanga Road which require widening.

ROAD DEVELOPMENT STRATEGY

The development strategy for this road is to increase the width of the narrow shoulders where required, along with surface retreatment.



NINGALOO ROAD

Road No. 8060083
Local Distributor

Exmouth Shire

Last Reviewed: January 2013

ROAD FUNCTION

The road provides visitor access to the Ningaloo shore and reef which is encapsulated within the Ningaloo Coast World Heritage Area. It also provides access to the Ningaloo Station homestead which has become a popular destination for tourists.

With Exmouth being promoted as the “Northern Gateway” to the Ningaloo Reef and with development increasing in the town site and increased usage of the World Heritage coastline in between Exmouth, Coral Bay and Carnarvon, it is appropriate that access is maintained. World Heritage recognition will inevitably attract increased tourism and investment from both existing and prospective owners.

Ningaloo Road is not included in the RAV Network system.

ROAD DEVELOPMENT NEED

Ningaloo Road provides access to the Ningaloo Coast World Heritage Area, Ningaloo Beach's, Reef, Cape Range National Park and Coral Bay. Increasing traffic to the Exmouth region is placing high demands on the existing road which is under-engineered to meet the existing road transport requirements.

The road construction gravels in proximity to Ningaloo Road are low quality and would be described calcareous material including shelly sands, coral gravel limestone and sand. The Shire cannot afford or keep up with the level of pavement disintegration that is occurring on Ningaloo Road, nor can the Shire afford to purchase and cart processed gravels. Even if the maintenance funds and operations are maintained at the current level, asset value will degrade and then drop in severability. Ultimately it would be expected that much of the Ningaloo Road would effectively revert to a 4x4 access only road if the level of existing funding remains static.

In March 2012 a bush fire started on the southern and northern side of Ningaloo Road. The fire scar is approximately 10 kilometres long interfacing with the road. As a result of the loss of vegetation and the summer wind pattern sand is drifting in a northerly direction over the road. The road conditions sand drift assessed could be described as; very deep sand drifts and complete road coverage varying in depth to 700mm. Sand lumps forming intermittently 3 to 6 metres wide and 5 to 7 metres between formations. The sand drift road reserve volume is estimated at 30,000, 31 October 2012.

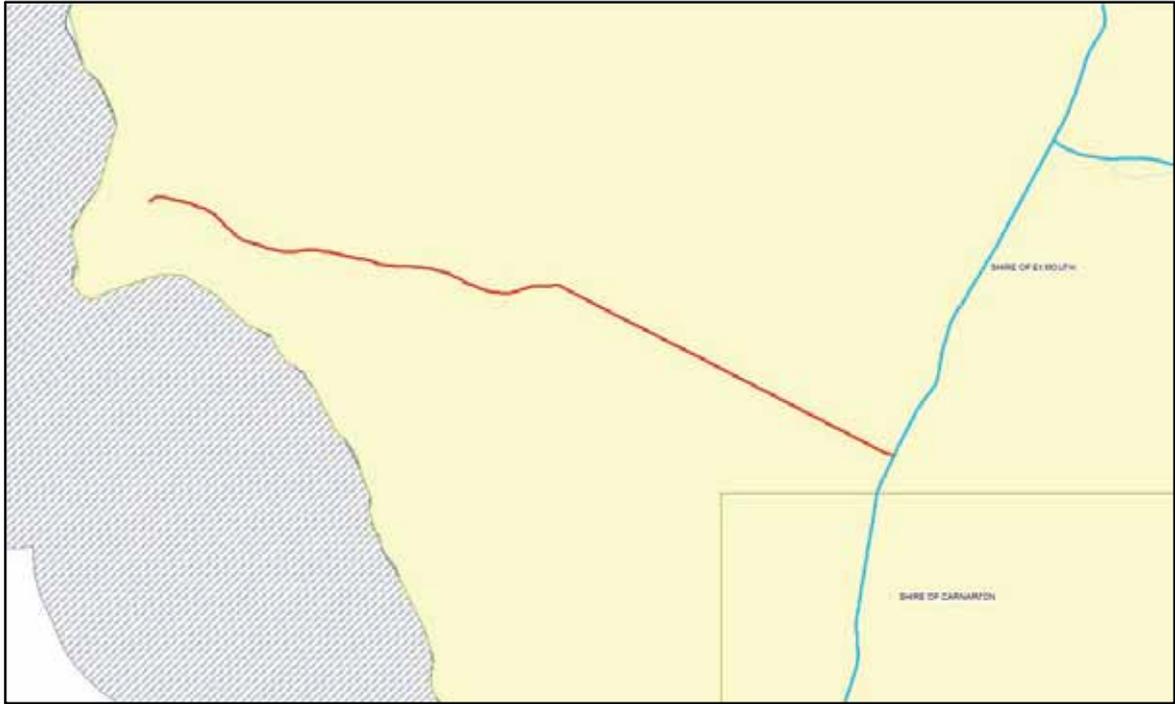
The benefits of Strategy proposed below are asset preservation, traffic safety taking into account increases in development and tourism

The Shire loader cleared sand for 12 days. The goal was to provide limited access through the sand to Ningaloo Station. This action become financially unachievable and the project carried increasing risk of failure. It is estimated that 15 days additional sand clearing works are required to provide temporary access. This is subject to wind conditions. The sand clearing project was stopped.

At this stage the road is open to 4 WD vehicles only.

ROAD DEVELOPMENT STRATEGY

The development strategy is to maintain/construct Ningaloo Road to a Type 2 formed road.



NORTH WEST COASTAL HWY TO KENNEDY RANGE AND MOUNT AUGUSTUS ROUTE

Lyndon – Mangaroon Road (8030078) - Local Distributor
Lyndon – Minnie Creek Road (8050016) - Local Distributor
Lyndon – Towera Road (8030077) - Local Distributor
Minilya – Lyndon Road (8030174) - Local Distributor

Carnarvon and Upper Gascoyne Shires

Last Reviewed: January 2013

ROAD FUNCTION

The function of these roads is to provide a direct link between the Kennedy Range/Mount Augustus and the Exmouth area. It is also a direct link between pastoral stations and services the pastoral station needs.

Lyndon – Mangaroon Road and Lyndon – Minnie Creek Road are both RAV network 6 roads (conditional).

ROAD DEVELOPMENT NEED

There is a need to provide more direct links and better standard roads between tourist destinations in the Gascoyne Region.

For people living in the northern parts of the region, this proposal links Exmouth more directly than travelling via Carnarvon and the North West Coastal Highway.

ROAD DEVELOPMENT STRATEGY

The Strategy is to provide a good gravel road between Mangaroon and North West Coastal Highway. This will link into the Gascoyne Junction to Mount Augustus Route and provide strong connectivity to the major road network.



PIMBEE ROAD

Road No. 8050003
Local Distributor

Upper Gascoyne Shire

Last Reviewed: April 2013

FUNCTION

This road serves as the main southern access route out of the Shire of Upper Gascoyne when there is no need to visit Carnarvon to the west. The actual saving is 100km in one direction. Stock transport delivering cattle, sheep and goats to the southern sale yards travel this road due to the time and fuel saved. Local and tourist traffic use this route, it is also a mail route.

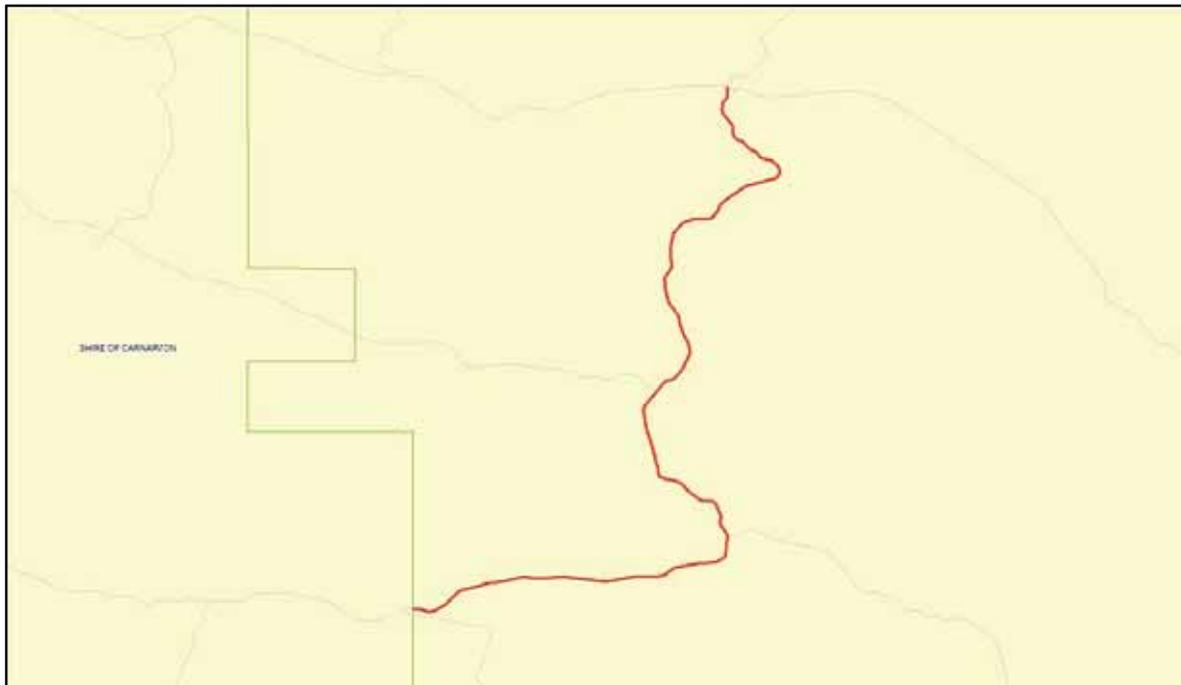
Pimbee Road is a RAV Network 6 road (conditional).

DEVELOPMENT NEED

The road at present is mostly Type 2 and requires upgrading to a Type 3 all-weather gravel standard. Some sections require realignment and minimal widening of grids to 7.6m to allow safe passage of cattle trucks and cars. Drainage and surface improvements will allow traffic to transverse these sections during normal winter conditions.

DEVELOPMENT STRATEGY

The development strategy is to progressively improve the gravel surface, widen out narrow grids, realign dangerous corners and install suitable drainage.



PLANTATION ROADS

Bibbawarra Road 8030062
North River Road 8030053
Regional Distributors

Carnarvon Shire

Last Reviewed: January 2013

ROAD FUNCTION

The function of these roads is to provide access for local traffic, tourism and freight for the horticulture district.

Bibbawarra Road and North River Road are heavy haulage routes which service plantations with both incoming and outgoing freight.

Bibbawarra Road is a RAV network 1 road.

North River Road is a RAV network 8 road.

ROAD DEVELOPMENT NEED

With the ever increasing demand of tourism and heavy vehicles utilising these roads, the standards have been found to be inadequate for safety and access.

ROAD DEVELOPMENT STRATEGY

Reconstruction of both roads in parts to satisfy drivability and safety concerns.



STELLA ROWLEY DRIVE

Road No. 8040067
Local Distributor

Shark Bay Shire

Last Reviewed: January 2013

ROAD FUNCTION

This road is a Type 5 local distributor. The road connects Monkey Mia Road with the Roundabout on Knights Terrace. Stella Rowley Drive is used by tourists and locals and is the main link between Denham and Monkey Mia. This road is also part of the World Heritage Drive scenic route that starts at the Overlander Roadhouse and terminates at Monkey Mia.

ROAD DEVELOPMENT NEED

As traffic movements along Stella Rowley Drive continue to escalate there is an increasing chance of accidents occurring as the shoulders are narrow and very soft in places and the batter slope extremely steep.

ROAD DEVELOPMENT STRATEGY

The development strategy for this road is to remove unsuitable material from the existing shoulders and replace with gravel to a suitable width. Additional material will also need to be imported to construct suitable batters in conjunction with surface retreatment.



USELESS LOOP ROAD

Road No. 8040024
Local Distributor

Shark Bay Shire

Last Reviewed: January 2013

FUNCTION

The road provides the only road access to the salt mining operation and community at Useless Loop. Access to Steep Point and False Entrance, which are popular tourist fishing locations, is also via the Useless Loop Road.

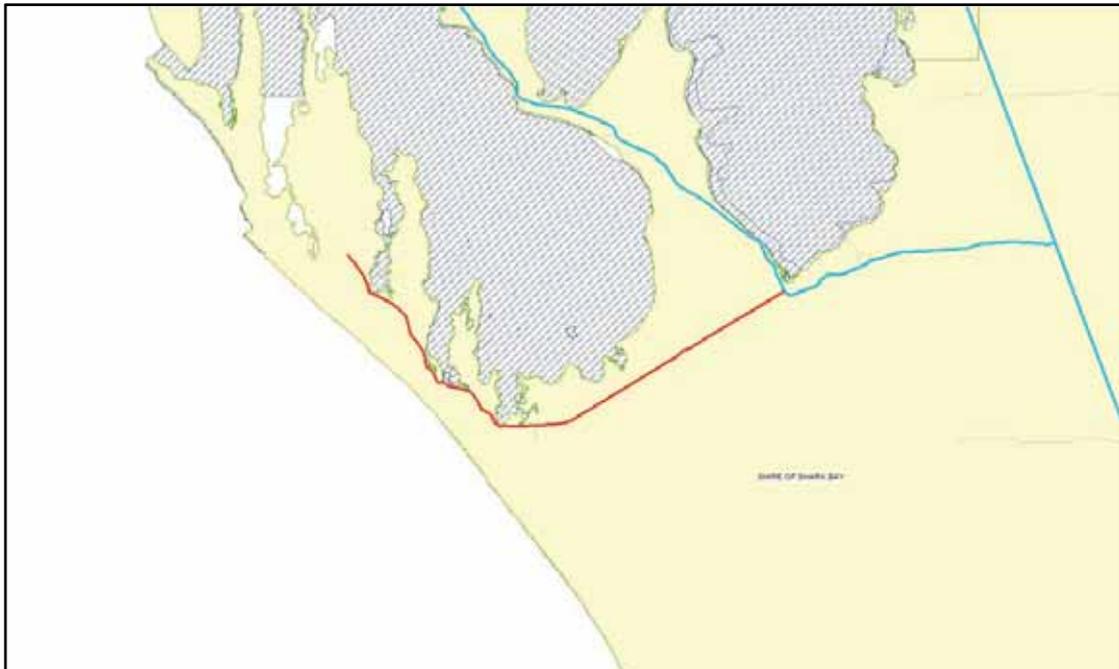
Useless Loop Road is a RAV Network 6 road.

DEVELOPMENT NEED

The people living at Useless Loop are isolated from other regional towns by a poor standard road access. The need exists to improve the standard of road access to the Useless Loop community and Steep Point to provide social and economic benefits.

DEVELOPMENT STRATEGY

Upgrading initially to a uniform formed road standard is required in the short term. This should be progressively improved to a formed gravel stage followed by sealing in the longer term.



WOODLEIGH – BYRO ROAD

Road No. 8040002
Local Distributor

Shark Bay Shire

Last Reviewed: January 2013

FUNCTION

Woodleigh – Byro Road provides access from North West Coastal Highway to local pastoral roads and provides access to the Shark Bay coastal region from the Murchison.

The road also serves as access to Compressor Station No.6 on the Dampier to Bunbury natural gas pipeline.

Woodleigh – Byro Road is a RAV Network 6 road.

DEVELOPMENT NEED

The road is an alternative link to the Shark Bay region for people commuting from the Murchison and is in need of upgrading to cater for the increasing traffic.

DEVELOPMENT STRATEGY

The Development Strategy for the route is to construct the road to a Type 3 gravel standard.



YARDIE CREEK ROAD

Road No. 8060038

Local Distributor

Exmouth Shire

Last Reviewed: January 2013

ROAD FUNCTION

Yardie Creek Road provides sealed access to the Ningaloo Coast World Heritage Area, Ningaloo Beach's, Reef and Cape Range National Park. Subject to Environmental conditions and Military training access south over Yardie Creek via YCR to Coral Bay through DPaW, Shire, Defence and Station lands is achievable by 4 WD.

With Exmouth being promoted as the "Northern Gateway" to the Ningaloo Reef and with development increasing in the town site and increased usage of the World Heritage coastline in between Exmouth, Coral Bay and Carnarvon, it is appropriate that access is maintained.

World Heritage recognition will inevitably attract increased tourism and investment from both existing and prospective owners.

Yardie Creek Road is included in the RAV 4 Network system (conditional)

ROAD DEVELOPMENT NEED

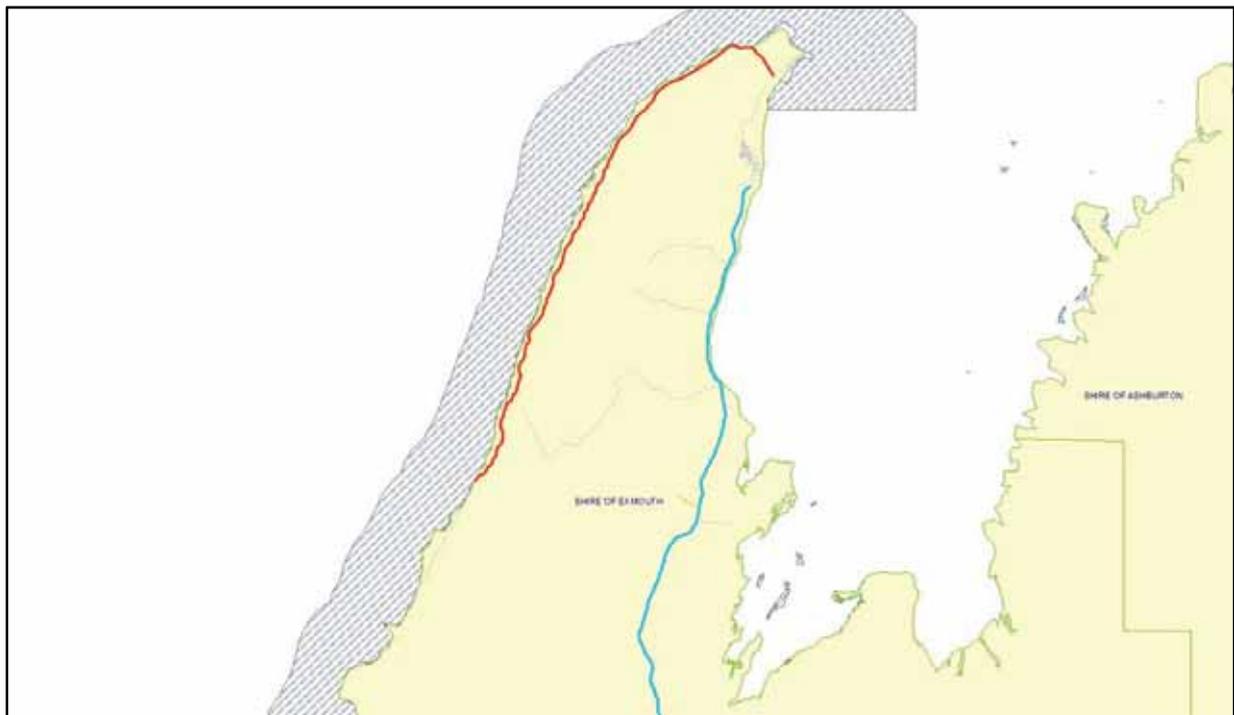
Increasing traffic to the Exmouth region is placing high demands on the existing road which is under-engineered and its design does not meet current standards. It is expected that traffic volumes will increase on Yardie Creek Road as the Shire continues to develop.

The benefits of works proposed in the Development Strategy are asset preservation, traffic safety taking into account increases in development and tourism.

ROAD DEVELOPMENT STRATEGY

An evaluation examining the maintenance cycles, quantities and cost associated with maintaining the full length of YCR (76 km) has been completed. This process included the formulation of the 20 year maintenance program for YCR.

The road's redesign will focus on upgrading the existing Type 4 Road to a Type 5 Road, widening the seal to 7 m.



SERVICE LEVELS

Type 1 – Unformed Road

(Cleared-flat bladed. Minimum construction. Formation consists of adjacent material)
This type is the first stage development of the road when the alignment is cleared of all vegetation with the running surface constructed from materials in-situ. This type of road allows for light traffic. With minimal drainage provision, the road is prone to closure during periods of heavy rainfall.

Type 2 – Formed Road

(Formed (raised) and drained road without imported material or a constructed pavement)
To avoid possible further relocation of the road and the resultant impact on the landscape environment, Type 2 earthworks are constructed using local road-making material and improved drainage control.

Type 3 – Gravel Road

(Road construction from imported material of adequate thickness, shaped and drained)
When maintenance costs increase to unacceptable levels or when economic or social benefits are evident, a Type 2 road can be improved by sheeting the surface with suitable gravel material to become a Type 3 road.

Type 4 – Sealed Road (6m Seal Width)

(Sealed with no kerbing)

Sealing is carried out to improve road-user comfort and safety when the road is experiencing higher traffic volumes or when significant numbers of heavy vehicles are required to use a Type 3 road. A Type 3 road is upgraded to Type 4 by building up the residual gravel pavement to full thickness. This is then compacted and sealed.

Type 5 – Sealed Road (7m Seal Width)

This is further development of the Type 4 road with extra seal width being provided to cater for higher traffic volumes and a high proportion of heavy vehicles.

Type 6 – Sealed Road (8 - 9m Seal Width)

This stage represents further development of a Type 4 or Type 5 road with additional seal width being provided as traffic volumes increase to improve safety; reduce maintenance costs; provide space for a stationary vehicle to stand clear of traffic lanes; and to assist cyclists.

Type 7 – Sealed Road With Overtaking Lane

An additional lane is provided on two-laned sealed roads when the traffic volume; proportion of heavy vehicles; and overtaking opportunities on adjoining sections of road cause traffic bunching to occur.

Type 8 – Dual Carriageway

An additional carriageway is provided to improve safety and increase the capacity on high volume roads.

ROAD NUMBERING SYSTEM

The road numbering system used throughout this Strategy document is explained as follows.

Local Roads, managed by Local Government Authorities (LGAs), have seven digit road numbers. The first three digits indicate the LGA that manages the Local Road, the final four digits denote the number, or label, assigned to that road by the LGA. The following table summarises the LGA codes for the Gascoyne region.

Local Government Authority	Code
Carnarvon	803
Shark Bay	804
Upper Gascoyne	805
Exmouth	806

As an example consider the Carnarvon – Mullewa Road. The portion of Carnarvon-Mullewa Road (8030242) managed by Carnarvon Shire has been numbered “0242” by this shire. Upper Gascoyne Shire has numbered its portion of Carnarvon – Mullewa Road (8050045) as “0045”.

RESTRICTED ACCESS VEHICLE (RAV) NETWORKS

Main Roads Western Australia has granted certain Restricted Access Vehicles (RAVs) conditional access to specified Western Australian roads, through the gazettal of a Class 2 and 3 Notice under the provisions of the Road Traffic (Vehicle Standards) Regulations 2002.

The following pages diagrammatically display the vehicle categories that comprise the Class 2 and 3 Notices. Further information can be found at <https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/HeavyVehiclesHome.aspx>.

Prime Mover, Trailer Combinations



Category	Vehicle Description and Configuration Chart (RAV) – Prime Mover, Trailer Combinations Examples	Age Specific Rules	Length (m)	Mass (t) (GVM) (T) (M)	Height (m) (T) (M)	Axis / Network
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PG TRAILER (B) PRIME MOVER TOWING AN OVERSIGHT SEMI TRAILER (C) SHORT 8 DOUBLE (D) TRIPLE PRIME MOVER TOWING SEMI TRAILER	A	42B	50	64.8	4 Network
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PG TRAILER (B) PRIME MOVER TOWING SEMI TRAILER (C) 8 DOUBLE (D) CAR CARRIER SEMI TRAILER	A	42B	42.5 50 47.5	64.8 64.8 64.8	4 Network
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER TOWING SEMI TRAILER (C) 8 DOUBLE (D) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	A	42B	42.5 47.5	64.8 64.8	4 Network
4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING 4 DOG TRAILER (C) 8 DOUBLE TOWING 4 DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER	A	42B	47.5	64.8	5 Network
5	(A) PRIME MOVER, SEMI TRAILER TOWING 4 DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER (C) 8 DOUBLE TOWING 4 DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER AND CONVERTER DOLLY	A	42B	47.5	64.8	5 Network
6	(A) PRIME MOVER, SEMI TRAILER TOWING 4 DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER (C) 8 DOUBLE TOWING 4 DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER AND CONVERTER DOLLY	A	42B	47.5	64.8	5 Network
7	(A) PRIME MOVER, SEMI TRAILER TOWING 4 DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER (C) 8 DOUBLE TOWING 4 DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER AND CONVERTER DOLLY	A	42B	47.5	64.8	5 Network
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING 2 DOG TRAILERS (C) 8 DOUBLE TOWING 4 DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS AND CONVERTER DOLLY	A	42B	47.5	64.8	5 Network
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING 2 DOG TRAILERS (C) 8 DOUBLE TOWING 4 DOG TRAILERS (D) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS AND CONVERTER DOLLY	A	42B	47.5	64.8	5 Network

1. This document is a copy of the full authorised RAV document and is not to be used in isolation with the OPERATIONS MANUAL. 2. These diagrams are a visual summary of the vehicle only. 3. Operations must refer to the OPERATING COVID-19/2020 for 7.5-11.5M vehicle operations. 4. The height of the vehicle can exceed 4.3m but not 4.7m. 5. When operating with an appropriate manual and height restriction as per jurisdiction. 6. When operating with an appropriate manual and height restriction as per jurisdiction. 7. When operating with an appropriate manual and height restriction as per jurisdiction. 8. When operating with an appropriate manual and height restriction as per jurisdiction. 9. When operating with an appropriate manual and height restriction as per jurisdiction. 10. When operating with an appropriate manual and height restriction as per jurisdiction. Website: www.mainroads.wa.gov.au

Guidelines to Regional Road Groups(RRGs) for development of Roads 2030

Updated June 2013

1.1 Overview

1.2 Background

The Roads 2020 Regional Road Development Strategies, released during 1997 and 1998, were an initiative of the 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association, then known as the Western Australian Municipal Association.

Local government roads in the Strategies were designated 'Significant Roads'.

The Roads 2025 Regional Road Development Strategies for each rural Region constituted the first review of the Roads 2020 Regional Road Development Strategies. They were commenced in 2004 and completed in the latter part of 2007.

The Memorandum of Understanding requires that the road development strategies be reviewed at five yearly intervals to assess the effects of changing circumstances. The next update of the Strategies is due for development in 2012.

1.3 Strategy Principles

Regional Road Development Strategies (i.e. Roads 2030) are an investment planning tool to assist with allocating available funding in a systematic fashion to achieve long term strategic planning goals for the Region and State through improvement of road infrastructure. Inclusion of a road in a Development Strategy does not influence the amount of funding provided to a Regional Road Group.

1.3.1 Roads 2030 and Maintenance

Funds to implement the Roads 2030 improvement strategy are sourced from the Road Project Grants (Category 1) of the State Road Funds to Local Government Agreement (SRFLGA). State funding to assist with general maintenance needs of the local road network are typically allocated as Direct Grants.

The Office of the Auditor General (OAG) defines maintenance¹ under two main types:

Reactive maintenance includes sealing cracks and fixing potholes, cleaning up verges, road markings and signs. It is short term and needs to be done on a day to day basis to keep roads safe and serviceable,

Planned maintenance is more costly but has long term benefits. It includes:

- Resurfacing of roads in response to aging, traffic wear and to prevent water damage, bridge repairs and replacing road markings;
- Rebuilding to restore the structure of roads and bridges. That may include strengthening the roads and bridges, correcting the shape of the road or minor changes in road width.

¹ Maintaining the State Road Network” report (page 10),

1.3.2 Routine Maintenance

Reactive maintenance is often referred to as Routine Maintenance. Routine maintenance work is not to be included in strategies for individual roads within Roads 2030 as it is assumed such activities will always be undertaken on roads and thus do not need to be referred to in improvement strategies. Furthermore, by its nature, routine maintenance does not improve the road.

1.3.3 Periodic Maintenance

Planned maintenance is more often referred to as Periodic Maintenance.

The need for major periodic maintenance works can be included in strategies for individual roads in Roads 2030. This includes works such as reseals and resheeting, rehabilitation, shoulder reconditioning and other heavy maintenance type works.

The potential need for inclusion of any periodic heavy maintenance work on a road must be documented as part of the overall strategy for the road.

1.3.4 Reconstruction

The Office of the Auditor General (OAG) uses the term “rebuilding”² to describe works more often called “reconstruction” in the road industry.

Reconstruction of roads is not maintenance as it replaces the existing asset with a new one, typically with a design life of 40 years. Where appropriate, the need to undertake reconstruction of all or part of a road is to be included in strategies for individual roads within Roads 2030.

1.3.5 Roads forming Routes

The term “road” is used throughout this document. In some instances, a number of roads may be combined to create a route which is given an appropriate name for the purposes of identification. In the context of this document, “road” includes routes which have more than one individual road and an identifying route name.

² Maintaining the State Road Network” report (page 10),

2. CONTENT

2.1 Significant Roads

2.1.1 Definition

Roads that do, or will, provide a positive contribution to the economic and/or social wellbeing of the region and Western Australia as a whole.

2.1.2 Road Types

The following are defined as Significant Roads for inclusion in Roads 2030.

- All 'highways' and 'main roads'
- Road Hierarchy roads with a category of District Distributor or Regional Distributor. (Roads with a lesser classification may be included if it can be demonstrated to the State Advisory Committee (SAC) they do, or will, have a clear role in the provision of a positive and measurable contribution to the economic and/or social wellbeing of Western Australia.)
- Roads shown at Appendix B Figure 5 of the *Local Government Grain Freight Heavy Vehicle Strategic Pathway Mapping and Access Policy* report.

2.2 Development Strategy Roads

All Significant Roads with a development need are to have a high level improvement strategy prepared. This can be as little as a two or three sentence statement. In the rare instance where it is intended to include major maintenance as part of the high level strategy, the need for it must be clearly documented.

Significant Roads which do not require improvement are to be listed by road name and number in a table.

2.3 Structure of Roads 2030 Strategy documents

Each Regional Road Development strategy is to have the same format. An electronic version of the relevant Roads 2025 document will be provided to each Regional Road Group to facilitate production of the Roads 2030 document. The 2030 documents will comprise:

Cover Sheet

Contents Page(s)

Overview of Regional Road Development Strategy document (includes history of previous development strategies and relationship to Roads 2030). (updated content from Roads 2025).

Overview of Region (updated content from Roads 2025).

Map(s) of Region showing colour coded roads in the following categories:

- State Roads ('highways' and 'main roads');
- Road Hierarchy roads (District Distributors, Regional Distributors, Local Distributors and Access Roads);
- Significant Roads requiring improvement/development to meet strategic role;
- Significant Roads not requiring improvement/development; and
- Grain Freight Routes.

State Roads

Strategy and map for each road (in alphabetical order)

Local Roads

- Table of all Significant Roads (in alphabetical order), including individual roads comprising any Routes. Roads which have development strategies are to be shown in bold text, with other Significant Roads in a following list in plain text;
- Strategy and map for each road requiring development (other than in exceptional instances, excludes roads which only require ongoing maintenance). See below for content of individual road strategies.

2.4 Content of Individual Road Strategy Pages

The format is to be the same as Roads 2025 i.e. :

- Road or Route Name
 - Road Number(s)
 - Local Government name
 - Last Review date (i.e. 2007)
 - Function (including Road Hierarchy category and a comment on how the road makes a positive contribution to the economic and/or social wellbeing of the region and Western Australia as a whole)
 - Development Need
 - Development Strategy (A brief, high level summary. Include proposed funding sources e.g. Road Project Grant, Black Spot)
 - Locality Map
- Maps will be prepared centrally as arranged by Main Roads, based on Road Number and SLK start and end for each road (or roads if a route comprises more than one road) provided by RRGs.

3. ALLOCATION OF ROAD PROJECT GRANT FUNDING

Road Project Grant funding is not to be allocated to a road which does not have a SAC approved Roads 2030 strategy.

All projects seeking funding are to contain a brief statement on how the project will contribute to delivery of the road's Roads 2030 strategy.

4. CHANGES TO ROADS IN SAC APPROVED ROADS 2030 STRATEGIES

Clause 4 of the 2011/12 – 2015/16 SRFLGA refers to Regional Roads Groups making recommendations to the State Advisory Committee “in relation to amendments to Roads 2025 Strategy or its updated equivalent document”.

It is recognised that significant changes in road use and/or the role of a road could occur unexpectedly during the life of a five year strategy. If, due to such a change, it is necessary to amend the overall strategy through inclusion or deletion of a road, the RRG is to seek approval from SAC for the change. The request is to clearly demonstrate the reason or basis for the request i.e. how the function of the road has changed, and the factors responsible for this change. A road development strategy is to accompany the submission.

5. MONITORING PROGRESS

RRGs are to report annually³ to SAC on works undertaken using Road Project Grant funds to improve Significant Roads identified in Roads 2030. The Report is to include:

- road name and number
(or roads comprising the route if multiple roads were combined to form a route)
- start and end SLKs
- brief description of works
- amount spent

This reporting will assist with calculation of the KPIs referred to in Clause 5.3 of the current SRFLGA.

³ on a financial year basis



FINAL
DRAFT

*We're working for
Western Australia.*

DRAFT GUIDELINES AND CRITERIA for the Identification of Significant Local Government Roads

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Background

The *Regional Strategies for Significant Local Government Roads* short title *Significant Local Government Roads* are a documented list of regionally significant Local Government roads for each Regional Road Group (RRG) and the development strategies for them.

The first editions, *Roads 2020 Regional Road Development Strategies*, were released during 1997 and 1998 and were an initiative of the 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association (WALGA), then known as the Western Australian Municipal Association (WAMA). This document will inform the compilation of the latest version, which will supersede *Roads 2030* published in 2013.

Local Governments (via RRGs) work collaboratively to review and update the current list of Significant Local Roads to produce the latest strategy. This provides an agreed, strategic approach to the allocation of limited funding across the extensive road network within the state of Western Australia. Only projects on local roads included in the *Regional Strategies for Significant Local Government Roads* will be eligible for *Road Project Grant* funding under the latest *State Roads Funds to Local Government Agreement*. These Guidelines will be included in the annexure of each document.

The *Regional Strategies for Significant Local Government Roads* for each RRG are available on the [WALGA website](#).

Note - A separate Main Roads process is required to amend any Road Hierarchy classification. Should you wish to discuss these or other road classification process, contact the Road Classification Manager at enquiries@mainroads.wa.gov.au

Strategy Principles

The *Regional Strategies for Significant Local Government Roads* are an investment-planning tool to assist with allocating funding in a systematic fashion to achieve long-term significant planning goals for the Region and State through improvement of road infrastructure. Inclusion of a road in the *Regional Strategies* does not influence the amount of funding provided to a Regional Road Group.

Roads Maintenance

Funds to implement the *Significant Local Government Roads* improvement strategy are sourced from the Road Project Grants (Category 1) of the State Road Funds to Local Government Agreement (SRFLGA). State funding to assist with general maintenance needs of the local road network are typically allocated as Direct Grants.

The Office of the Auditor General (OAG) defines maintenance¹ under two main types:

Reactive maintenance includes sealing cracks and fixing potholes, cleaning up verges, road markings and signs. It is short term and needs to be done on a day-to-day basis to keep roads safe and serviceable,

Planned maintenance is more costly but has long-term benefits. It includes:

- Resurfacing of roads in response to aging, traffic wear and to prevent water damage, bridge repairs and replacing road markings;

¹ Maintaining the State Road Network report (page 10),
Ordinary Council - Schedules
Document No: D20#818389
24 November 2020

- *Rebuilding to restore the structure of roads and bridges. That may include strengthening the roads and bridges, correcting the shape of the road or minor changes in road width.*

Routine Maintenance

Reactive maintenance is often referred to as Routine Maintenance. Routine maintenance work is not to be included in strategies for individual roads within *Significant Local Government Roads* as it is assumed such activities will always be undertaken on roads and thus do not need to be referred to in improvement strategies. Furthermore, by its nature, routine maintenance does not improve the road.

Periodic Maintenance

Planned maintenance is more often referred to as Periodic Maintenance.

The need for major periodic maintenance works can be included in strategies for individual roads in *Significant Local Government Roads*. This includes works such as reseals and re-sheeting, rehabilitation, shoulder reconditioning and other heavy maintenance type works.

The potential need for inclusion of any periodic heavy maintenance work on a road must be documented as part of the overall strategy for the road.

Reconstruction

Reconstruction of roads is not maintenance as it replaces the existing asset with a new one, typically with a design life of 40 years. Where appropriate, the need to undertake reconstruction of all or part of a road is to be included in strategies for individual roads within *Significant Local Government Roads*.

Roads Forming Routes

The term “road” is used throughout this document. In some instances, a number of roads may be combined to create a route that is given an appropriate name for the purposes of identification. In the context of this document, “road” includes routes which have more than one individual road and an identifying route name.

Significant Local Roads Amendments

Should a RRG agree to seek an amendment to the endorsed *Significant Local Government Roads* this must be documented on the attached *Road Justification and Development Strategy Submission Form*. After approval by the RRG, it must be sent to the Road Classification Manager² at Main Roads to confirm the road/route meets the criteria. The Road Classification Manager will then submit the application to the *State Road Funds to Local Government Advisory Committee* (SAC) for endorsement. If endorsed, the Road Classification Manager shall update the RRG Roads List.

If an affected road crosses into an adjoining Region, then agreement should be reached with the adjoining RRG on the proposed change and both RRGs must apply for the amendments submitting copies of the approved forms from the adjoining RRG with the application.

Copies of these additional roads will be kept by the Road Classification Manager at Main Roads, who will update the *Regional Strategies for Significant Local Government Roads*.

Roads forming part of a larger Route should be shown as forming part of the Route and should be listed under the Route details on the *Road Justification and Development Strategy Submission Form*.

² enquiries@mainroads.wa.gov.au Attention: Road Classification Manager
 Ordinary Council - Schedules
 Document No: D20#818389

Criteria

The Criteria below identifies separate consideration for NETWORK/SIGNIFICANT, ROAD FUNCTION/FREIGHT, TRAFFIC and TOURISM criteria.

For a road to be considered for inclusion in the *Regional Strategies for Significant Local Government Roads* it shall meet **two (2)** of these criteria (with at least one criteria being met from two of the four sections). A road connecting to what is deemed a significant tourist attraction/area only needs to meet the Tourism requirement.

CRITERIA FOR SIGNIFICANT LOCAL ROADS

1. NETWORK / SIGNIFICANT

- Roads connecting areas of significant population (>500) [Census quick stats data 2016 - Link Here](#) - use quick search to check ABS Census population of town (UCL). See also link below in Useful Links.
- A road that is a **Regional** or **Inter Regional Route** providing the main connection between this region and other regions, in the State and interstate. Note – “region” does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.
- A road that connects **major transport terminals** or connects a **major transport terminal** to a major route. (see definition below)
- A road that serves a **major resource or industrial site.** (see definition below)
- A road providing access to **regional institutions or regional community service centres.** (see definition below)
- A road that provides access to a remote indigenous community with a population of more than 250. (see definition below) OR a road that is the only land access between a remote indigenous community (population more than 50) and at least one town centre. (see definition below)
- URBAN ROADS – A road which is the main connector to a significant industrial area, port facility, airport, major shopping centre or similar.

2. ROAD FUNCTION/FREIGHT

- RURAL ROADS ONLY - A **Major Route** that performs a Regional Distributor function as shown in the Road Hierarchy.
- URBAN ROADS ONLY – A road that is a Local Distributor or higher category in the Road Hierarchy.
- RURAL ROADS ONLY - A road that forms part of the **Restricted Access Vehicle notice** network 2 or above.
- URBAN ROADS ONLY A road that forms part of the **Restricted Access Vehicle notice** network 4 or above.
- A road used for hauling grain from an off road rail bin to a railhead OR is included in a network such as the [Secondary Road Freight Network Map](#). (Follow link and see page 24).

3. TRAFFIC VOLUME

- Has a PCU adjusted traffic AADT count (see the attached table) of over 200 AADT. (PCU = Passenger Car Unit. AADT = Annual Average Daily Traffic)
- URBAN ROADS ONLY- has a PCU adjusted traffic count (see the attached table) of over 10% of the town or cities current population OR a minimum 200 PCU, whichever is the greater. If under the required PCU traffic count, the road has a minimum of 200 AADT heavy vehicle count.

4. TOURISM

- Roads that provide access to tourist attractions or recreation areas of State or regional significance as per the Tourism WA website link below, OR Roads that form part of a State tourist drive or way.
[Tourist Spot Map WA](#) (Click on “MAP” button).

Note 1 – To ensure the traffic figures represent seasonal demand, traffic counts should show the high demand during the peak tourist season. This should be taken over 6 to 8 weeks during the peak activity period.

Note 2 – In the absence of sufficient traffic count evidence, a road may be accepted as passing the criteria with scoring **only** from the TOURISM category if it is felt the road connects to a strong regional tourist attracter.

OTHER CONSIDERATIONS

The development of parallel routes to roads already providing the network function should be avoided.

DEFINITIONS

Regional Route – Shall be defined as a road that provides a connection between inter – regional routes (State Roads) or between inter – regional routes (State Roads) and areas of significant population. [ABS population data by region](#). Must show more than 5000 within the relevant UCL.

Inter Regional Route – Shall be defined as a road that provides the main connection between this region and other regions, in the State and interstate. Should be listed as a Regional Distributor in the Western Australian Road Hierarchy. Note region does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.

Major Route – A road that provides both regional and inter-regional access and is a Regional Distributor in the Western Australian Road Hierarchy.

Major Transport Terminal – Container, Rail or Air that generate at least 500 freight vehicle movements per day.

Major Resource or Industrial Site – This should be based on operating mine sites etc. and significant Industrial Areas (having at least 20 businesses or fewer businesses employing more than 200 people in total). [Dept. Mines, Industry Regulation and Safety Mineral and Petroleum deposits](#).

Regional Institution or Community Services Centre – Such as regional hospitals.

Remote Indigenous Community – Refer to DPLH website [Aboriginal Community Maps](#)

Regional Heavy Haulage Route – Over 100 RAV vehicles per day of RAV 2 NETWORK and above with anecdotal evidence supporting regional movement.

Parallel Route performing the network role – If another local government road within the local government area (or close by within the region) is seen to be performing the Significant function then the road being considered should not be listed in the list of Local Government Roads of Significant Importance.

Urban Road – A road mainly located within a built up area of a town or city.

USEFUL LINKS

Town and City populations WA <https://www.citypopulation.de/php/australia-westernaustralia.php>

[ABS population data by region](#)

[Aboriginal Community Maps](#)

[Dept. Mines, Industry Regulation and Safety Mineral and Petroleum deposits.](#)

[Tourist Spot Map WA](#)

[Census quick stats data 2016 - Link Here](#)

[Secondary Road Freight Network Map](#)

[MRWA Traffic Map](#)

PCU CONVERSION

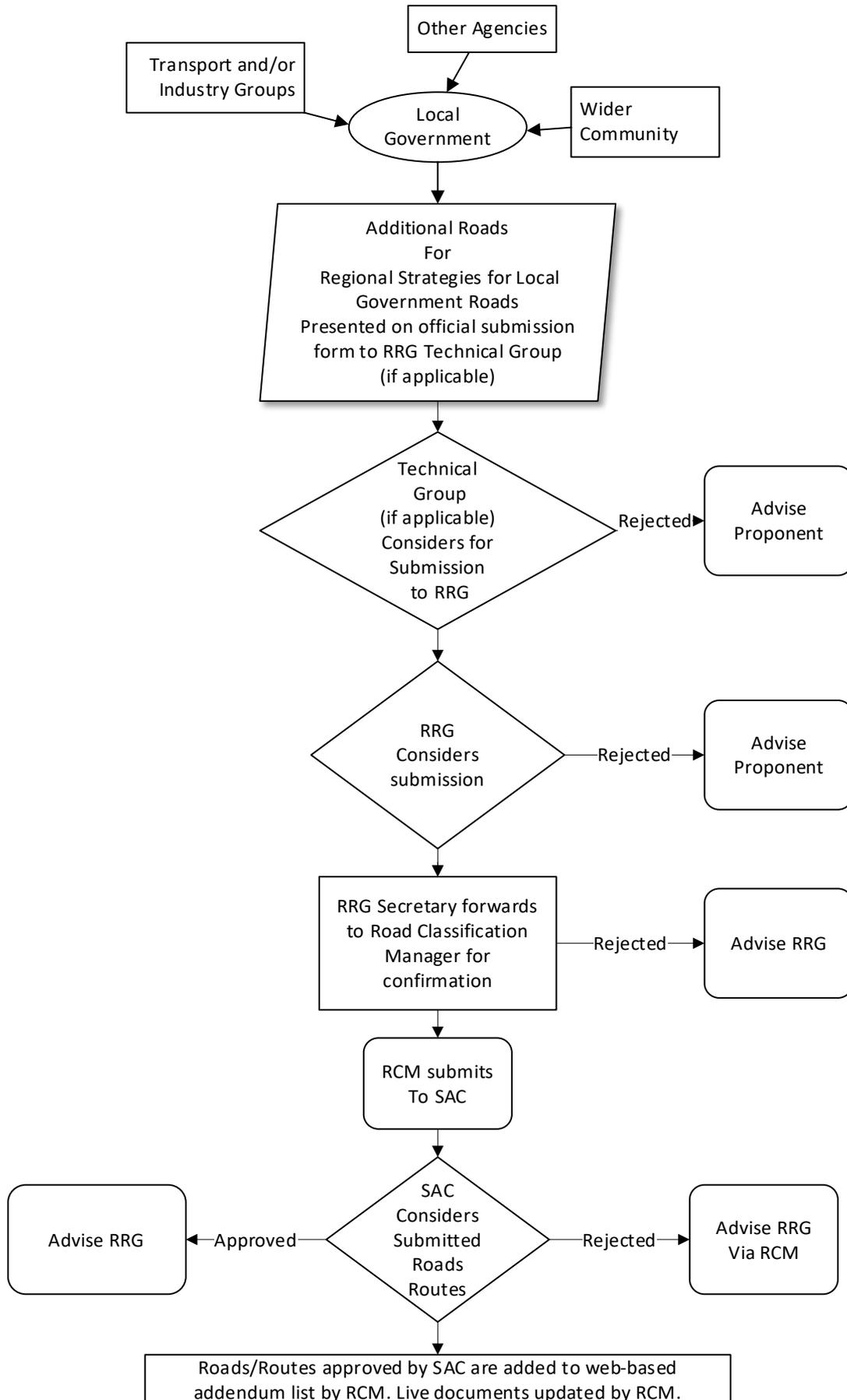
The table below adjusts the AADT count to show approximate equivalent volumes of Passenger Car Units on the roads within Western Australia.

Austroads Class	Max Length in WA.	Passenger Car Unit
1 (1:1)	12.0m	1
2 to 5	14.5m	2.0
6 to 9	20.0m	3.0
10	27.5m	4.0
11	36.5m	6.0
12	53.5m	8.0
Motor cycle	-	0.4
Pedal cycle	-	0.2

Note – this conversion table is for traffic counts of mixed class vehicle types to approximate the counts to equivalent Passenger Car Units and may not be applicable to road design applications

ONGOING REVIEW AND UPDATE PROCESS

REGIONAL STRATEGIES FOR LOCAL GOVERNMENT ROADS ONGOING REVIEW AND UPDATE PROCESS



Road Justification

Road Function

Include road hierarchy category, RAV Network No (if applicable) and a comment on how the road makes a positive contribution to the economic and/or social wellbeing of the region and WA as a whole

Road Development Need

Provide details of the road's future use

Road Development Strategy

Provide a brief high level summary for the future development of the road including proposed funding sources (i.e. Road Project Grant, Black Spot)

Criteria Met

List the Criteria items consider to be met against the *CRITERIA FOR SIGNIFICANT LOCAL ROADS*

Enquiries: Leah Pearson
Phone: 08 9947 8000
Email: leah.pearson@dbca.wa.gov.au

Cr Eddie Smith
Shire President
Shire of Carnarvon
PO Box 459
CARNARVON WA 6701

Dear Councillor Smith

GNARALOO ROAD CLOSURE

To be read in conjunction with the following documents:

1. *8.4.1 – Extension of temporary road closure – Gnaraloo Coastal Track.pdf*
2. *Schedule 8.4.1 – Closure of Gnaraloo Track Correspondence.pdf*

Background:

In May 2020, Carnarvon Shire Council passed a resolution to open the Gnaraloo Coastal Track from 1 December 2020. Nyngulu Coast Joint Management Body (NCJMB) has requested the closure period extended for 5 years to allow time to investigate and resolve potential issues prior to opening to the public. On the 17 September 2020, the Carnarvon Shire Council passed a resolution stating that the road would be opened “for the purpose of an adventure track only”. On the 27 October 2020 following a shire meeting in Coral Bay, DBCA staff and a Ningaloo Coast World Heritage Area representative were invited to discuss the matter further. It was stated, for the Shire to reconsider their position, opponents to the opening will need to provide a plan detailing how concerns presented will be addressed and supply an estimated timeframe. The Shire would the review the opening at the next council meeting late November 2020. It has been proposed that a working group be developed to compile a “road map” to the opening, allowing time for proper consultation and to properly address identified concerns before a re-opening is approved.

Issues and concerns that need to be addressed prior to opening of the Gnaraloo track:

- Develop a scope and purpose, agree on desired outcome.
- Tenure managers to agree on scope of the opening and its purpose. Short term and long-term planning.

Responsibility: NCJMB (conservation reserve). Shire of Carnarvon (road reserve).

Action items: Justification – research supporting documentation for opening. Has there been adequate community consultation? Both parties to liaise with relevant stakeholders and interest groups to ascertain type of opening and conditions. Assess economic impacts to managers and

economic benefits to community. Assess potential effects on cultural heritage, environmental values, current workloads. Road closure / Reserve closure?

Examples:

- Develop working group
- Fully open - Road fully open to public / reserve open?
- Thoroughfare only - Road fully open to public / reserve closed to vehicles?
- Commercial tour only – supervised access only. Economic benefits?

Estimated Time Frame: Initial planning phase approximately 2 months.

Aboriginal Cultural Heritage

Objective: To ensure obligations under the Aboriginal Heritage policy and legislation. Due Diligence Guidelines are adequately addressed. Historic pastoral tracks and roads may already be impacting on unrecorded heritage sites. Identify and mitigate risks to heritage sites as required. Identify suitable sites for public access to prevent disturbance to heritage values.

Responsibility: NCJMB (conservation reserve). Shire of Carnarvon (road reserve).

Action items: Both parties to undertake broadscale heritage mapping and targeted heritage surveys on their responsible tenure prior to opening the road reserve in order to identify potential risk areas and take appropriate action to preserve values and minimize disturbance. Present assessments to working group.

Examples:

- Midden sites
- Burial sites
- Aboriginal artifacts in-situ

Estimated Time Frame:

- Assessments approximately 12 months
- Implement works and address action items are to be confirmed

Visitor Risk Management

Objective: To ensure safe passage of visitors travelling on the adventure track and when venturing into terrestrial and marine conservation reserves. Identify and mitigate hazards and risks as required.

Responsibility: NCJMB (conservation reserve). Shire of Carnarvon (road reserve).

Action items: Both parties to undertake visitor risk management assessments prior to opening the road reserve to identify potential hazards areas and take appropriate action. Present assessments to working group.

Examples:

- Remote area – access to communications / water. Incident response.
- Communications - Appropriate skill and equipment to negotiate track
- Redundant infrastructure – asbestos

Estimated Time Frame:

- Assessments approximately 6 months
- Implement works and address action items are to be confirmed

Nature Conservation

Objective: Identify, research, map and establish baselines for natural values within the area before access is altered and pressures increase. Identify suitable sites for public access where disturbance to natural values is minimised.

Responsibility: NCJMB (conservation reserve).

Action items: Both parties to undertake site assessments prior to opening the road reserve to identify potential threats and take appropriate action. Present assessments to working group. Consultation with Ningaloo Coast World Heritage Area Committee.

Examples:

- Seabird roosting area Cape Farquhar
- Loggerhead rookery
- 1080 baiting, RBG strychnine and dogging.
- Areas susceptible to erosion
- Sanctuary Zone impacts and compliance monitoring

Estimated Time Frame:

- Assessments approximately 12 months
- Implement works and address action items are to be confirmed

Management and Compliance

Objective: To ensure visitor compliance and monitor impacts to values.

Responsibility: NCJMB (conservation reserve). Shire of Carnarvon (road reserve).

Action items: Both parties to provide plan and budget for an adequate level of staff resources to manage and oversee appropriate management of visitors through education and compliance.

Examples:

- Road closures due to rainfall or cyclone risk (SoC)
- Illegal camping (DBCA)
- Newly formed tracks, vehicle damage to sensitive areas.

Estimated Time Frame:

- Assessments approximately 12 months
- Implement works and address action items are to be confirmed

Develop New Infrastructure

Objective: To provide visitors with adequate information to ensure safe passage of visitors and protect values if required.

Responsibility: NCJMB (conservation reserve). Shire of Carnarvon (road reserve).

Action items: Both parties to develop signage and communication plan. Purchase and install infrastructure.

Examples:

- Develop entry sign plan incl maps, provide information on risks and hazards (SoC)
- Develop internal directional signage plan, close tracks as required. (DBCA)

Estimated Time Frame:

- Assessments approximately 12 months
- Implement works and address action items are to be confirmed

Adjoining road reserve and associated impacts

Objective: Assess flow-on effects from additional visitation and develop plan for maintenance of coastal track between Blowholes and Coral Bay townsite.

Responsibility: Shire of Carnarvon (road reserve).

Action items: Investigate continuity of road reserve and develop maintenance plan for road reserve through Gnaraloo, Warroora and Quobba Stations. Consider impacts of additional traffic on roads utilised by pastoralists, government agencies and flow-on effects to Homestead precincts. Create new road reserves around homesteads.

Examples:

- Road reserve stops either side of Gnaraloo homestead, no continuity of road reserve, requires new alignment (SoC)
- Additional vehicles through campgrounds (Warroora Lagoon) and Warroora homestead.
- Impacts to station tracks with additional visitation.
- Future planning for increased visitation, will the track be promoted as tourism attraction.

Estimated Time Frame:

- Assessments approximately 6 months
- Implement works and address action items are to be confirmed

Initial Proposal (subject to Joint Management Body agreement and DBCA Director/s consultation and approval process):

The Department of Biodiversity, Conservation and Attractions proposes the following:

1. The Shire of Carnarvon extend closure period until 1 April 2022 to allow adequate time for assessments and due diligence process.
2. A Gnaraloo Coastal Track working group is established as soon as possible, facilitated by the Shire of Carnarvon.
3. Working group to include relevant stakeholders. Including SoC, NCJMB (DBCA & NTGAC). Other Stakeholders if required may include - NCWHAC (Ningaloo Coast World Heritage Committee), DFES, adjacent Pastoralists. DPIRD (Fisheries) and local interest groups.
4. That DBCA works towards closing vehicle access to the reserve in line with Shire of Carnarvon road closure area and for the same period.
5. Following assessments, relevant authorities are to commence on actions items that may arise.
6. Extension or track closure may be requested by working group if action items and concerns have not been adequately addressed by 1 April 2022.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Allisdair MacDonald', written in a cursive style.

Allisdair MacDonald
Pilbara Regional Manager

9 November 2020

Dear Mayor

Local Roads and Community Infrastructure (LRCI) Program – Extension

We are writing to you following the 2020-21 Budget, where we have again demonstrated our commitment to partner with local governments as they play a critical role as part of the national recovery from the COVID-19 pandemic, delivering local jobs, through local projects.

As the closest tier of government to the people it serves, local governments remain an essential support for communities across Australia, helping them through this downturn and planning for the recovery.

Under the initial funding available through the LRCI Program, local government areas such as yours have identified more than 2,200 projects, providing opportunities and support for local jobs, firms and procurement in all areas of the nation.

The LRCI Program Extension will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted.

We encourage you to identify projects to maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver ready to roll-out projects that provide economic stimulus and benefits to communities.

Under the LRCI Program Extension, Shire of Carnarvon will receive an additional funding allocation of **\$698,912**. This funding

will be available from 1 January 2021, with the Program being extended until the end of 2021.

Program Guidelines and Grant Agreements are currently being drafted and will be provided in the coming weeks. In the meantime, we encourage you to consider projects you may wish to nominate for funding under the Program Extension.

If you have yet to submit Project Nominations for consideration under the initial funding available under the LRCI Program, we encourage you to submit these as soon as possible.

We look forward to continuing to work with you to deliver priority local road and community infrastructure projects.

Yours sincerely

THE HON MICHAEL MCCORMACK MP
Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development

THE HON MARK COULTON MP
Minister for Regional Health, Regional Communications and Local Government

COVID-19 Local Roads and Community Infrastructure Program Guidelines

Opening date:	1 July 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au
Date guidelines released:	24 June 2020
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications (The Department) Outcome 3. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*



The grant opportunity opens

We will provide Eligible Funding Recipients with the Grant Guidelines and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for this Program have been pre-identified. The Deputy Prime Minister allocates the grants based on a formula.



We notify Eligible Funding Recipients of the outcome

The Deputy Prime Minister sends a letter of offer and Grant Agreement to Eligible Funding Recipients



Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must sign the Grant Agreement and return it to the Department.



The Department enters into a grant agreement

The Department will execute a Grant Agreement with Eligible Funding Recipients.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a Work Schedule nominating projects to be funded through the LRCI Program



The Department assesses nominated projects to ensure eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are eligible/not eligible for funding. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in Approved Work Schedule. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the Local Roads and Community Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

These guidelines contain information for the Local Roads and Community Infrastructure (LRCI) Program.

The LRCI Program was announced on 22 May 2020. The program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how Eligible Funding Recipients will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

2. About the grant program

The LRCI Program will run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

The Australian Government has announced a total of \$500 million for the LRCI Program. Funding is available from July 2020.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates, and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

4. Eligibility criteria

Only Eligible Funding Recipients will receive a letter of offer for the LRCI Program.

4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are yet to be transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of Government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia. Further, by allowing councils to select projects to be undertaken (within a specified framework), local governments will be able to deliver projects in line with priorities at the local level.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are those that meet the requirements set out in section 5.1, 5.2 and 5.3 and deliver benefits to the community.

5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);

- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

5.3 Eligible construction time period

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:

- Where an Eligible Funding Recipient contributes at least fifty per cent towards the total cost of a project. Construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
- Where agreed by the Department due to exceptional circumstances.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2021, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

5.4 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;
- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;

- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded eligible project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

6. The grant selection process

6.1 Who will approve grants?

The Deputy Prime Minister or Secretary of the Department will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula set out at Section 3.

The decision maker's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

7. Letter of offer process

Eligible Funding Recipients will receive a letter of offer to participate in the LRCI Program. This will occur in June 2020 by mail/electronic form. This letter will:

- a) specify the Nominal Funding Allocation; and
- b) include a Grant Agreement that sets out the terms and conditions of the LRCI Program.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found at the Department's

website and on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

8. Notification of outcomes

An Eligible Funding Recipient will receive a letter of offer and Grant Agreement.

9. Successful grantees

9.1 The grant agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth. The Grant Agreement used for the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

An Eligible Funding Recipient should not make financial commitments until a grant agreement has been executed with the Commonwealth. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved.

A Grant Agreement must be executed with the Commonwealth before any payments can be made.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the Program Manager by the date stipulated in the letter of offer.

By signing and returning the Grant Agreement, Eligible Funding Recipients agree to abide by the terms and conditions contained therein. The Department will then execute the Grant Agreement on behalf of the Commonwealth and return a copy to the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. Where an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment: Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.
Second Instalment: Top up - mid program progress payment	Within four weeks of the Secretary of the Department or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none">• actual expenditure up until 31 December 2020; and• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule, less: <ul style="list-style-type: none">• the first instalment; and• 10 per cent of the Nominal Funding Allocation.
Second Instalment: Early Access	If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Department's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none">• actual expenditure up until 31 December 2020; and• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule less: <ul style="list-style-type: none">• the first instalment; and• 10 per cent of the Nominal Funding Allocation.
Third Instalment: Final payment	Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report.	The Third Instalment will equal the smaller of: <ul style="list-style-type: none">• the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or• total eligible expenditure under the program less instalments paid to date.

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their Work Schedule.

Eligible Funding Recipients are required to submit a Work Schedule in the manner and form stipulated by the Department.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- detail any Conflicts of Interest and management actions to manage these conflicts;
- the amount of Grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- provide clear project descriptions;
- detail any conflicts of interest and management actions;
- specify the amount of grant funding required (projected expenditure);
- meet mapping requirements notified by the Department; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated in Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

Eligible Funding Recipients will be provided with a Work Schedule template and further information on how to fill out a Work Schedule. The process for submitting a Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

Eligible Funding Recipients can submit their Work Schedule when they return their signed Grant Agreement or any time afterwards. However, failure to promptly return a Work Schedule will result in release of grant funds being delayed.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or detailed projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department will contact the Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Secretary of the Department or their Delegate to approve/not approve the Work Schedule and the release of the First Instalment (of three instalments) of grant funds on the basis of their assessment of the information provided by an Eligible Funding Recipient.

The Secretary of the Department or their Delegate will decide whether to approve the Work Schedule and the release of the First Instalment. Approval may be subject to conditions detailed in the Grant Agreement.

Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

Eligible Funding Recipients must keep their Work Schedule up to date in accordance with the Program Guidelines as in force from time to time; and any other requirements notified by the Commonwealth.

At a minimum, an Eligible Funding Recipient must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access (refer to Section 11 for information on reporting requirements). This is because the amount of grant money to be released is calculated with reference to projected expenditure on Eligible Projects.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Secretary of the Department or their delegate.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.

Second Instalment

The Secretary of the Department or their Delegate will decide whether to approve release of the Second Instalment on the basis of:

- The Department's assessment of, and the information contained in, an updated Work Schedule;
- the information provided in relevant Quarterly Report/s;
- If seeking Early Access to the second instalment, the information contained in an Ad hoc report detailing an Eligible Funding Recipient's actual expenditure to date and projected expenditure to 31 March 2021 in the manner and form required by the Department;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

If the Secretary of the Department or their Delegate approves the updated Work Schedule and release of the Second Instalment, payment will be made within four weeks of the Secretary of the Department or their Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release the Second Instalment.

The Second Instalment is scheduled to be paid between 1 January and 31 January, the payment value for the Second Instalment will equal:

- actual expenditure up until 31 December 2020; plus
- projected expenditure to 31 March 2021, less the amount paid as the first instalment

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

Early Access

If the Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes. The payment value will be equal:

- actual expenditure up until the Ad hoc Report date; plus projected expenditure to 31 March 2021

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

Third Instalment

The Secretary or their Delegate will decide whether to approve release of the Third and Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Third Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation and the total actual expenditure and projected expenditure under the program less instalments paid to date. Projected expenditure should be limited to expenses expected to be incurred post 30 June 2021, which are not construction costs. These contracts are things such as noise monitoring contracts and final

landscaping contracts, and exclude construction costs unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

The Third Instalment will be paid within four weeks of the Secretary of the Department or their Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect. The Department may also publish information details of grants, including individual projects funded on its website or other government websites. This information may include:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 –Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of the Second and Third Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supporting by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Nominal Funding Allocation and/or returned any grant funding additional to the Approved Work Schedule, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient the Grantee will not be required to provide and further Quarterly reports, but will be required to provide the Annual Report. This waiver of reporting requirements is an application of the proportionality principle.

Table 2 –Quarterly Reports

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–31 October 2020	1 July - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
Annual Report by 14 August 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July

		2020/Commencement of program to 30 June 2021
1–31 October 2021	1 July 2021 - 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

The Department must be informed of any Reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of 1 January 2021, they can submit an Ad hoc report to access their second instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 31 March 2021;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

11.3 Annual Report

Eligible Funding Recipients must provide the Department with an Annual Report no later than 14 August 2021, unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:

- i. the amount of grant payments which remained unspent from the financial year;
 - ii. the amount of grant payments received by the Eligible Funding Recipient in the financial year;
 - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
 - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
 - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditure by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.
- Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- b) a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
 - i. the Chief Executive Officer's financial statement is based on proper accounts and records;
 - ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
 - iii. the expenditure referred to in subparagraph (d)(iv) has been on Eligible Projects under the LRCI Program;
 - iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.
 - c) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

11.4 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule within the grant period between 1 July 2020 – 31 December 2021, they will be required to repay that amount to the Department within four weeks of 31 December 2021.

11.5 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using program payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.6 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.7 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and Local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for the LRCI program is the bank account the Eligible Funding Recipient uses for the Roads to Recovery Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2021.

12.2 Department Contact Details

Email the mailbox at: IIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of funded projects to assist with this evaluation.

12.4 Acknowledgement

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

12.5 Media releases

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under the LRCI Program, they must:

- At least two business days prior to the proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release and obtain the Department's agreement to the media release; and
- Provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

On receipt of the second and third instalment, an Eligible Funding Recipient must provide via email a summary of projects commencing, in progress, and completing in a Federal Electorate, and the funds claimed against those projects, to the relevant local Federal Member of Parliament. Eligible Funding Recipients must copy the Department into this email and must send the email within seven calendar days of the payment being made to them.

12.6 Signage

For Eligible Projects on an Approved Work Schedule over \$10,000, Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.7 Project Events

If a Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a funded project, they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held, and provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the guidelines, the revised guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at IIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager
COVID Recovery Infrastructure Investment Stimulus
GPO Box 2013
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the *Public Service Act 1999*. Commonwealth officials including the decision maker, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and explain why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
Department of Infrastructure, Regional Development and Cities
GPO Box 594
CANBERRA ACT 2601

Tel: (02) 6274 6495
Fax: (02) 6275 1347
email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program.

The Department has consulted with the Australian Local Government Association in developing these Guidelines.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money² or other <u>Consolidated Revenue Fund (CRF)</u> money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Funding Recipient can use grant money to pay for and approved by the Secretary of the Department or their Delegate
Work Schedule	a list of projects that a Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.