

SHIRE OF CARNARVON

SCHEDULES

COUNCIL MEETING
Tuesday 27th April 2021

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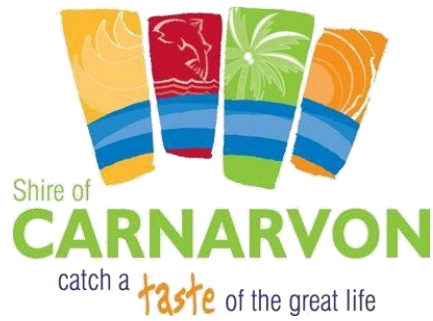


SHIRE OF CARNARVON

CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS & CANDIDATES

(Adopted by Council.....)

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



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



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



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



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



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



Civic – Strong and listening Council.

Vision

Unity, Humanity, Nature

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



Values

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

PREAMBLE

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

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

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

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

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

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (s 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 2021.

ENFORCEMENT OF THE CODE OF CONDUCT

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

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

RULES OF CONDUCT

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

DIVISION 1 — PRELIMINARY PROVISIONS

1. CITATION

This is the *Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 — GENERAL PRINCIPLES

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

DIVISION 3 — BEHAVIOUR

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and

- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or

- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

DIVISION 4 — RULES OF CONDUCT

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
 - interest** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

March 2021

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to 'council member' in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a 'committee member' includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to 'evidence' in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to 'local government' in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions unless the matter is delegated. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments, unless this function has been delegated.

The division also provides a principles-based process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

It is recommended that local governments develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 3 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare an online complaint form
- engage an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy.

The local government may determine that the person who is authorised to receive complaints takes responsibility for the administrative process. This may include preparing the necessary report to the council or committee tasked with making a decision on the complaint.

The report should contain a summary of the alleged breach, including evidence provided by the complainant. It should also contain information from the person to whom the complaint relates.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Possible options could include:

Council considered

Under this option, all complaints received are considered by the council. This would require a report to be provided to the council – either with or without a recommendation (this is a matter for the Council to determine).

The council may choose to appoint an independent/external consultant to review complaints and provide a report to the council. If an independent consultant is tasked with reviewing complaints, it may be preferable that they also make a recommendation as to whether a breach has occurred.

If the person authorised to receive complaints prepares the report, it may be more appropriate that no recommendation is made, and council make a finding on the basis of the information they are provided.

Committee considered

Under this option, a committee is established to consider complaints. The makeup of the committee will depend on whether the power to make a finding can be delegated to the committee, or whether they are tasked with making a recommendation for council consideration.

In establishing a committee, local governments may like to consider forming a behaviour review committee that contains a member from some surrounding local governments and an independent person, to review all complaints for those local governments. The committee would prepare a recommendation which is submitted to the relevant council for consideration.

If the committee is tasked with making a recommendation for council consideration, and the council do not accept the recommendation, the reasons why it is not accepted should be noted in the minutes.

CEO considered

As with a number of functions in the Act, this function can be delegated to the CEO. Councils may choose to make it the responsibility of the CEO so as to remove council members from the decision-making process. However, consideration also needs to be given as to whether it is appropriate for the CEO to be responsible for making findings on council members' behaviour.

Triaging complaints

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received. This should be outlined in the complaint policy.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Mediation

Local governments may choose to introduce mediation following the receipt of a complaint. This could be in the form of informal or formal mediation, conducted either internally or with an external mediator. Mediation may prove to be a valuable tool to resolve matters quickly, before they escalate. If mediation is successful, there is the ability for a complaint to be withdrawn.

Making a finding

Clause 12(1) requires the local government (which could be the council or a committee) to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The same approach should be used as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

At a minimum, the information used to make a finding will include the information provided by the complainant and the person to whom the complaint relates. While not mandatory, there is nothing that prohibits local governments seeking further evidence to assist in making a decision, such as statements from witnesses.

Conflicts of interest

Members will be required to disclose an impartiality interest. This will include the complainant (if applicable) and person to who the alleged breach applies.

An impartiality interest does not require a member to leave the room for the debate or decision. By having both the complainant and accused in the room, it may also allow further input and clarification around the circumstances of the complaint.

The Presiding Member must keep control of the meeting and ensure everyone is provided with an opportunity to speak. Members should remain respectful and open-minded and make a decision on whether a breach has occurred or not using the information available.

Action Plans

Clause 12(4) provides that if a finding that a breach of the Code of Conduct did occur, the local government may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on a finding, whether the complaint can be dismissed under clause 13, or an appropriate course of action following a finding of breach.

While the presiding member has the casting vote, in a divided situation, the local government may decide to engage an independent person/consultant to review the evidence and make a recommendation. If this occurs, the council (or committee) should give due consideration to the advice and recommendation, and if they don't accept the recommendation they should state the reasons why in the minutes.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au



Western Australia

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

As at 03 Feb 2021

Version 00-a0-01
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Local Government (Model Code of Conduct) Regulations 2021

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Local Government (Model Code of Conduct) Regulations 2021

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

Part 2 — Model code of conduct

3. Model code of conduct (Act s. 5.103(1))

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

Part 3 — Repeal and consequential amendments

Division 1 — Repeal

**4. *Local Government (Rules of Conduct) Regulations 2007*
 repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

Division 2 — Other regulations amended

**5. *Local Government (Administration) Regulations 1996*
 amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

Part 9A — Minor breaches by council members

**34D. Contravention of local law as to conduct
 (Act s. 5.105(1)(b))**

- (1) In this regulation —
local law as to conduct means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Local Government (Model Code of Conduct) Regulations 2021

Part 3 Repeal and consequential amendments

Division 2 Other regulations amended

r. 6

6. Local Government (Audit) Regulations 1996 amended

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
 - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

Local Government (Rules of Conduct) Regulations 2007		
r. 11		

7. Local Government (Constitution) Regulations 1998 amended

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007*.” and insert:

code of conduct adopted by the ³ under section 5.104 of the *Local Government Act 1995*.

Schedule 1 — Model code of conduct

[r. 3]

Division 1 — Preliminary provisions

1. Citation

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest;
and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local

government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is

withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This

extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
- document** includes a part of a document;
- non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
interest —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021*. For provisions that have come into operation see the compilation table.

Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)

Defined terms

[This is a list of terms defined and the provisions where they are defined.

The list is not part of the law.]

Defined term	Provision(s)
Act.....	Sch. 1 cl. 2(1)
candidate	Sch. 1 cl. 2(1)
closed meeting	Sch. 1 cl. 21(1)
complaint	Sch. 1 cl. 2(1)
confidential document.....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee	Sch. 1 cl. 20(1)
non-confidential document	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)

Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —
(a) in writing in the form approved by the local government
(b) to an authorised person
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
<div style="height: 100px; border-bottom: 1px solid black; margin-top: 10px;">Name:</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><u>Given Name(s)</u><u>Family Name</u></div>

Contact details of person making the complaint:
<div style="height: 100px; border-bottom: 1px solid black; margin-top: 10px;">Address: _____</div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Email: _____</div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Contact number: _____</div>

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:
_____ / _____ / 20_____

SIGNED: Complainant's signature: Date of signing: _____ / _____ / 20_____
--

Received by Authorised Officer Authorised Officer's Name: Authorised Officer's Signature: Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to: (insert email/postal address)

Schedule 8.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 27th April 2021 for information in respect to accounts already paid in March 2021. (Local Government Financial Management Regulations 1996)

SHIRE OF CARNARVON						
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	TRUST BANK	BANK DIRECT
EFT32559	03/03/2021	INTEGRITY COACH LINES (AUST) PTY LTD	INTERGRITY COACHLINE OPERATOR RETURN 15/01/2021	7,268.14		
EFT32560	03/03/2021	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COACHLINE COMMISSION	1,312.61		
EFT32561	09/03/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	77.70		
EFT32562	09/03/2021	AUSTRALIA POST	POSTAGE	101.13		
EFT32563	09/03/2021	BENNALONG WA PTY LTD	FREIGHT - BROOM INSERTS FROM SUNNY INDUSTRIAL BRUSHWARE MALAGA TO SHIRE DEPOT (CON NOTE 048405 REFERS) - ESTIMATED UP TO \$200	224.40		
EFT32564	09/03/2021	LAFTOM PTY LTD T/A BLACKTOP CONSULTING ENGINEERS	ESTIMATE OF 25 HOURS TO CONDUCT STAGED TECHNICAL SPECIFICATION WITH PRICING SCHEDULES SUITABLE FOR TENDER FOR THE OTC DISH REMEDIATION AT \$200 PER HOUR (EXCL GST) AS PER EMAIL DATED 27.01.2021	5,500.00		
EFT32565	09/03/2021	KF & PD BURKETT	UP TO 10 HOURS FOR VEGETATION CONTROL ON SOUTH RIVER ROAD @ \$150 PER HOUR (EXCL GST)	1,650.00		
EFT32566	09/03/2021	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SUPPLIES- DIESEL	1,303.05		
EFT32567	09/03/2021	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR BUILDING SURVEYOR - CONTRACT BUILDING SURVEYOR - ARRIVAL AND DEPARTURE DATES TO BE CONFIRMED WITH SUPPLIER MONTHLY) 15-19 FEBRUARY 2021 - 4 NIGHTS @ \$140 = \$560 ACCOMODATION FOR YOUTH CONSULTANT FOR 4 NIGHTS @ \$140	1,120.00		
EFT32568	09/03/2021	KEMPTON FAMILY TRUST T/A NOVUS GLASS CARNARVON	SUPPLY AND INSTALL PERFORATED ALUMINIUM SECURITY SCREENS ON SOUTH SIDE OF TENNIS CLUB ROOMS	5,884.89		
EFT32569	09/03/2021	KEMPTON FAMILY TRUST T/A CARNARVON SIGN WORKS	SUPPLY OF HI VIS GUIDE POST MARKERS	445.34		
EFT32570	09/03/2021	CITY OF GREATER GERALDTON	PROVISION OF BUILDING SURVEYING SERVICES- SITE VISIT BUILDING SURVEYING FOR PERIOD 1ST OCTOBER 2020-31ST DECEMBER 2020 - 69HRS P/M @ \$90.85 PH INCL. GST	7,603.66		
EFT32571	09/03/2021	CONTROLLED IRRIGATION SUPPLIES	Hunter I-40-06-SS-R - POP UP RECLAIMED SPRINKLERS - AS PER QUOTE 17896	3,998.00		
EFT32572	09/03/2021	CORAL COAST HELICOPTER SERVICES PTY LTD	TRAINING OF 2 X SHIRE EMPLOYEES FOR AERIAL SLING RIGGING AND GROUND CREW INVOLVEMENT (THEORY AND PRACTICAL COMPONENTS) - 2 X \$545.45 = \$1090.91 R44 HELICOPTER HOURLY RATE FOR AERIAL MOSQUITO SURVEY AND LARVICIDE APPLICATION - 1 X \$1090.91 R22 HELICOPTER HOURLY RATE FOR AERIAL MOSQUITO SURVEY - 1 X \$545.45	1,080.00		
EFT32573	09/03/2021	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	VARIATION TO PO 41117 - UP TO \$990.00 (INCL GST) FOR CONFIRMED STARTER AND STOPPER SOLENOID REQUIRED	1,502.60		
EFT32574	09/03/2021	CARNARVON BOWLING CLUB	REGISTRATION OF SHIRE REPRESENTATIVE TEAM (DEPOT 1) FOR EASTER BOWLS CHALLENGE- 4 participants	160.00		
EFT32575	09/03/2021	CARNARVON GROWERS ASSOCIATION INC	I40 SS 100MM POPUP RW-P/N I40-04SS-R-B AS PER QUOTE QU-02419	10,127.24		
EFT32576	09/03/2021	CARNARVON FRESH IGA	PROVISION OF CATERING SUPPLIES FOR THE SHIRE OF CARNARVON YOUTH HUB ACTIVITIES UP TO \$220 PER WEEK FROM 1 JAN UNTIL 30 JUNE 2021 (13 WEEKS)- WITH NO GST	265.98		
EFT32577	09/03/2021	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	6581171 - 6567923 - 30676 -30356 FENCING SUPPLY QUOTE: 12005326 3 X PURLING 100X 1.9 40 X FENCE INFILL SHEETS 35MM C/BOND PER M TEK 12G-14X20MM HEX & SEAL CB - DEEP OCEAN	2,000.24		
EFT32578	09/03/2021	ATO - CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	908.98		
EFT32579	09/03/2021	DUN DIRECT PTY LTD	STOCK- DIESEL FUEL	11,764.48		
EFT32580	09/03/2021	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARE - ACTING CEO CARNARVON TO PERTH - THURSDAY 11 MARCH 2021 PERTH TO CARNARVON - TUESDAY 16 MARCH 2021	669.26		
EFT32581	09/03/2021	FRESHWATER FILTRATION SYSTEMS	SUPPLY 6 X REPLACEMENT FILTERS FOR DRINK FOUNTAINS AROUND SITE: AS PER ATTACHED QUOTE 7817.	453.75		
EFT32582	09/03/2021	GABRIELLE MILLS	AWARD SUBMISSION FOR CARNARVON & CORAL BAY FOR THE GWN7 TOP TOURISM TOWN AWARDS 2021 AS PER ATTACHED EMAIL.	800.00		
EFT32583	09/03/2021	GASCOYNE OFFICE EQUIPMENT	2 X PACKS AVERY CRYSTAL CLEAR SHIPPING LABELS FOR LASER PRINTERS 199.6MM X 289.1MM (25 LABELS PER PACK)	167.90		
EFT32584	09/03/2021	GASCOYNE TRANSPORT SERVICES PTY LTD	FLOAT SHIRE EXCAVATOR FROM RIVER CROSSING TO BROWNS RANGE WASTE FACILITY - FRIDAY 12TH FEB 2021 - UP TO \$200	240.00		
EFT32585	09/03/2021	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	MOWER BLADES (TOP110-0624-03) AS PER QUOTE 2182#4	1,497.66		
EFT32586	09/03/2021	GREENFIELD TECHNICAL SERVICES	PROJECT MANAGMENT CORAL BAY AIRSTRIP PROJECT 2020/21- DESIGN & ENGAGEMENT OF TENDER CONTRACTOR	2,497.00		
EFT32587	09/03/2021	HAYS RECRUITING	As per PO40833 - CONTINUATION OF THE PROVISION OF A TEMPORARY FULL TIME FINANCE OFFICER - FOR A FURTHER 3 MONTHS - COMMENCEMENT 13 FEBRUARY 2021 UNTIL 12 MAY 2021) 38HRS P/WEEK @ \$71.72 INCL GST FOR 12 WEEKS- WEEK ENDING 21ST FEBRUARY 2021	2,398.87		
EFT32588	09/03/2021	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD ENDING 02/02/2021- 01/03/2021	12,953.31		
EFT32589	09/03/2021	INDEPENDENT FUEL SOLUTIONS PTY LTD	DEISEL FUEL	1,219.52		
EFT32590	09/03/2021	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	STANDING ORDER FOR PUNCTURES, REPAIRS, WHEEL ALIGNMENTS, WHEEL BALANCE AND OTHER MINOR TYRE REPAIRS FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021	40.00		

EFT32591	09/03/2021	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING- AS PER CONTRACT 06/2017 FOR THE PERIOD OF 1 JULY 2020 UNTIL 30TH JUNE 2021 (ESTIMATE OF \$ 12,895.24 P/MONTH INCL GST- FORTNIGHT ENDING 21ST FEBRUARY 2021	19,065.55		
EFT32592	09/03/2021	MAD DOG PROMOTIONS	300 PENS @ \$2.45 = \$735 EX GST 200 CAPS @ 9.60 = \$1920 EX GST 200 DRINK BOTTLES @ \$4.90 = \$980 EX GST	3,998.50		
EFT32593	09/03/2021	MAINTENANCE EXPERTS PTY LTD	ANNUAL DATA HOSTING RENEWAL FROM 27/02/2021 TO 27/03/2022 AS PER INVOICE 48558	3,300.00		
EFT32594	09/03/2021	MIDWEST CHEMICAL AND PAPER DISTRIBUTORS	BOXES (50) 3 PLY FACE MASKS @ \$31.50 PER BOX	382.80		
EFT32595	09/03/2021	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY OF 9M3 SKIP BIN LID AT BLOWHOLES CAMPING AREA, INCLUDING A WEEKLY EMPTY FOR PERIOD 1ST FEB 2021 TO 30TH JUNE 2021 (22 WEEKS) AS PER QUOTE 1377.- WEEKLY EMPTY FOR THE WEEK ENDING 17/02/2021	1,210.00		
EFT32596	09/03/2021	M.P. ROGERS & ASSOCIATES PTY LTD	STRUCTURAL ANALYSIS REPORT LINE ITEM 3.1 AND 3.2	8,205.17		
EFT32597	09/03/2021	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 03.03.2021	42,822.00		
EFT32598	09/03/2021	JHK HOLDINGS (WA) PTY LTD T/A PEOPLE OF THE SUN	ORDER OF PRODUCTS FOR RETAIL PRODUCTS FOR THE CARNARVON VISITORS CENTRE - AS PER EMAILED QUOTE - 3 OF EACH COLOUR - 500ML GROM WATER BOTTLE \$22.95 EACH 2 OF EACH COLOUR - 950ML ADULT WATER BOTTLE \$41.95 EACH 3 OF EACH COLOUR - GROMMY BEACH TOWEL BOTTLE \$22.95 EACH 3 OF EACH COLOUR - 12OZ KEEP KUP \$19.95 EACH 3 OF EACH COLOUR 500ML INSULATED TUMBLER CUP \$9.00 EACH 2 OF EACH COLOUR - 1.9L ADULT WATER BOTTLE \$59.95	1,657.05		
EFT32599	09/03/2021	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	RECOVERY FLOOD 2021 - WET HIRE OF 6 WHEEL TIP TRUCK FOR CLEARING OF GASCOYNE RIVER CROSSING @ \$150 (EX GST) PER HOUR - UP TO 3 DAYS	2,598.75		
EFT32600	09/03/2021	PRIME MEDIA GROUP LTD	TV AD - SHIRE OF CARNARVON - HUB OF ADVENTURE/SUMMER TV CAMPAIGN 16 NOV 2020 TO 30 JAN 2021	3,850.00		
EFT32601	09/03/2021	REPCO PTY LTD	CHANGING FILTERS	1,043.63		
EFT32602	09/03/2021	RICHER888 PTY LTD	CATERING - 10 PEOPLE (ZONE MEETING) FRIDAY 19TH FEBRUARY 2021 @ 12 NOON TO COUNCIL CHAMBERS	235.00		
EFT32603	09/03/2021	R & L COURIERS	STANDING ORDER FOR INFRASTRUCTURE LOCAL FREIGHT (GERALDTON-CARNARVON-CORALBAY) FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021	109.73		
EFT32604	09/03/2021	RSM AUSTRALIA PTY LTD	LODGING THE BAS STATEMENT FROM THE MONTH OF JULY 2020 UNTIL JUNE 2021	361.90		
EFT32605	09/03/2021	SAFETYHUB AUSTRALIA PTY LTD	SAFETYHUB ONLINE VIDEO'S SUBSCRIPTION FOR 100 EMPLOYEES UNTIL 18 MARCH 2022	1,045.00		
EFT32606	09/03/2021	SEA CONTRACTING PTY LTD	SUPPLY AND FIT SK4 SWITCH WIRED DOOR LOCK ON THE DEPARTURE AUTOMATIC DOOR AT THE AIRPORT. THE OLD SECURITY IS FAULTY; AS PER QUOTE Q001211	928.25		
EFT32607	09/03/2021	SUNNY INDUSTRIAL BRUSHWARE PTY LTD	BRUSHES FOR P347 SWEEPER - SCARAB MAJOR/MERLIN/MISTRAL MAIN BROOM - 1035MM LONG, 12 OD. PUCHED POLY"	1,247.40		
EFT32608	09/03/2021	THE WARD FAMILY TRUST T/A SUNCITY PRINT	5000 DL WINDOW FACE ENVELOPES WITH LOGO	916.30		
EFT32609	09/03/2021	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	RECOVERY FLOOD 2021 - WET HIRE OF 6 WHEEL TIP TRUCK FOR CLEARING OF GASCOYNE RIVER CROSSING @ \$120 (EX GST) PER HOUR - 19.5 HOURS	8,602.00		
EFT32610	09/03/2021	TELSTRA AUSTRALIA	SAMSUNG GALAXY NOTE20 ULTRA - HIGH END SMART PHONE REQUIRED FOR BUSH FIRE RISK MANAGEMENT PURPOSES - MAPPING, GIS, PRESENTATIONS ETC - \$1999 INC GST	5,021.85		
EFT32611	09/03/2021	TOLL EXPRESS	FREIGHT-AQUATIC CENTRE	32.33		
EFT32612	09/03/2021	TROPICS HARDWARE	PACKS (50 PER PACK) OF SANDBAGS	2,388.90		
EFT32613	09/03/2021	AERODROME MANAGEMENT SERVICES PTY LTD	FLIGHT CHECK AND REPORT OF NEWLY INSTALLED PAALC/AFRU AT CARNARVON AIRPORT. REPORT TO BE PROVIDED WITHIN 3 WORKINGS DAYS PF COMPLETION OF FLIGHT. UP TO THE VALUE OF \$4,603.50	4,603.50		
EFT32614	09/03/2021	U2 BOBCAT HIRE	WET HIRE OF 3 X 6 WHEEL TIP TRUCKS FOR CLEARING OF GASCOYNE RIVER CROSSING 22ND AND 23RD FEB 2021 (2ND RIVER) @ \$120 (EX GST) PER HOUR - 2 DAYS PER TRUCK	24,299.00		
EFT32615	09/03/2021	ULVERSCROFT LARGE PRINT BOOKS (AUST) PTY LTD	MISCELLANEOUS ADULT FICTION BOOKS (40 TITLES IN TOTAL)	1,196.52		
EFT32616	09/03/2021	WESTERLY CONTRACTORS	AS PER CONTRACT 04/2019 - TRIM GROWTH ON GUM TREES AND WHIPPERSNIP GRASS BETWEEN FOOTPATH AND KERBING - FRANCIS ST AS PER QUOTE 11318	973.50		
EFT32659	15/03/2021	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD FEBRUARY 2021		791.75	
EFT32660	15/03/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/02/2021- 28/02/2021		712.30	
EFT32661	15/03/2021	CARNARVON GROWERS ASSOCIATION INC	RETURN OF BOND MONEY (\$1,000) AND KEY DEPOSIT (\$50) FOR HIRE OF PREMIER PAVILION THURSDAY 24- 26TH FEBUARY 2021		1,000.00	
EFT32662	15/03/2021	GREENERTEK PTY LTD T/A MIDWEST SOLAR POWER	REFUND BUILDING SERVICES LEVY FOR FOLLOWING BUILDING APPLICATIONS THAT WERE REFUSED/ WITHDRAWN: B19/132,B19/133, B20/064, B20/066, B20/098		456.25	
EFT32663	15/03/2021	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01/02/2021- 28/02/2021		28.25	
EFT32664	15/03/2021	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY COACHINE OPERATOR RETURN 11/03/2021	2,059.04		
EFT32665	15/03/2021	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY OPERATOR RETURN COMMISSION FOR THE PERIOD ENDING 11/02/2021	731.62		

EFT32666	16/03/2021	THE TRUSTEE FOR DILLON NO 1 DISCRETIONARY TRUST & THE TRUSTEE FOR THE TEO DISCRETIONARY TRUST T/A PHARMACY 777 CARNARVON	AQUALYTE FLUID SUPPLEMENT - 6 BOXES OF 24 MIXED FLAVOURS AT ESTIMATED COST OF \$40 PER BOX FOR INFRASTRUCTURE OUTDOOR STAFF	239.04		
EFT32667	16/03/2021	ALLOY & STAINLESS PRODUCTS PTY LTD	6 X SLASHER BLADES AND BOLT KIT HOWARD 8.8KG. LEADING EDGE BLADE ALTERNATIVE. OEM REFERENCE 78787K AS PER QUOTE 00142758	591.76		
EFT32668	16/03/2021	ASSURANCE ADVISORY GROUP PTY LTD	LINE 1 - CONDUCTING REGULATION 17 REVIEW FOR THE SHIRE OF CARNARVON - \$15840.00 LINE 2 - CONDUCTING THE COMPLIANCE AUDIT REVIEW (CAR) 2020 FOR THE SHIRE OF CARNARVON - \$4950.00 LINE 3 - REIMBURSEMENT TRAVEL AND ACCOMMODATION FOR ON-SITE VISITS - UP TO \$4400.00	12,870.00		
EFT32669	16/03/2021	ART ON THE MOVE	ANNUAL MEMBERSHIP RENEWAL 2021 - TIER ONE GALLERY	250.00		
EFT32670	16/03/2021	OFFICE OF THE AUDITOR GENERAL	AUDIT OF ROADS TO RECOVERY ANNUAL REPORT 19/20	1,760.00		
EFT32671	16/03/2021	ALS LIBRARY SERVICES PTY LTD	MISCELLANEOUS SELECTION OF ADULT FICTION BOOKS (16 TITLES IN TOTAL)	383.61		
EFT32672	16/03/2021	BOC LIMITED (AUST)	PURCHASE OF 5 X D SIZED FOOD FRESH CO2 TANKS @ \$40.77 EA EX GST) = \$203.85 HIRE OF 5 X TANKS UNTIL THE END OF THE FINANCIAL YEAR (@ \$0.2813/TANK/DAY EX GST= \$178.63	188.36		
EFT32673	16/03/2021	BOOEASY TOURISM SOLUTIONS	PURCHASE ORDER FOR 2% COMMISSION/ OR MONTHLY FEE OF \$220 INCL GST PAYABLE TO BOOEASY. ESTIMATE \$7500- BASED ON SALES 19/20 WITH PROVISION FOR INCREASE OF BOOKING SALES	220.00		
EFT32674	16/03/2021	CARNARVON COMMUNITY COLLEGE CLEAVER ST CAMPUS CANTEEN	CATERING COUNCIL MEETING - TUESDAY 23RD FEBRUARY 2021 10 PEOPLE - COUNCIL CHAMBERS 12 NOON	250.00		
EFT32675	16/03/2021	CORAL COAST PLUMBING	AS PER CONTRACT 06/2016 - QUOTE QE012975 FITTINGS REQUIRED FOR CONNECTIONS OF PUMP TO TANK AT GASCOYNE RIVER BFB STATION. SUPERCLAMP 85-91MM - \$9.89 ADAPTOR MALE X BSP FEMALE 75MM - \$12.15 COUPLER FEMALE X HOSETAIL 75MM - \$23.03 HIP90428700 - \$21.72 SOCKET 80MM - \$46.80 L/GREY SUCTION HOSE 80MM - \$206.64 EX GST	359.09		
EFT32676	16/03/2021	CORAL COAST VETERINARY HOSPITAL	STANDING ORDER - VETERINARY CARE OF ANIMALS UNDER RANGER SERVICES	736.44		
EFT32677	16/03/2021	CONWAY HIGHBURY PTY LTD	TRAVEL AND SITE VISIT - ESTIMATED	660.00		
EFT32678	16/03/2021	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	ALTENATOR HXA068	885.50		
EFT32679	16/03/2021	CARNARVON GROWERS ASSOCIATION INC	RETURN OF KEY DEPOSIT FOR HIRE OF PREMIER PAVILION THURSDAY 24- 26TH FEBRUARY 2021	50.00		
EFT32680	16/03/2021	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	CREATION OF SHIRE OF CARNARVON LPS13 SCHEME MAPPING - 30 @ \$81 PER HOUR INC GST	2,430.00		
EFT32681	16/03/2021	EDDIE PIPER	RECOUP OF 50% RETURN AIRFARE PERTH/ CARNARVON/ PERTH AS AGREED IN LIEU OF CONTRACT AT 100% FOR ASSISTANT CEO	398.00		
EFT32682	16/03/2021	JM AND VL FARNE	CONTRACT RFT 04/2011 MAINTENANCE OF LANDFILL SITE 2020/21: \$10,727.12 INCL GST P/MONTH @ 12 MONTHS	17,177.59		
EFT32683	16/03/2021	GASCOYNE OFFICE EQUIPMENT	STANDING PURCHASE ORDER FROM 3 FEBRUARY 2021 THROUGH TO 30 JUNE 2021 - PURCHASE OF STATIONARY SUPPLIES FOR THE CARNARVON VISITORS CENTRE	369.55		
EFT32684	16/03/2021	MOORE AUSTRALIA AUDIT (WA)	SUBSCRIPTION FOR THE 2020 ANNUAL FINANCIAL REPORT MODEL TEMPLATE	198.00		
EFT32685	16/03/2021	HERITAGE RESORT SHARK BAY	ONE NIGHT ACCOMMODATION TUESDAY 16TH FEBRUARY - STANDARD KING ROOM \$180 - SHARK BAY/DENHAM FOR COMMUNITY EMERGENCY SERVICES MANAGER	360.00		
EFT32686	16/03/2021	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS	40,769.71		
EFT32687	16/03/2021	BEST WESTERN HOSPITALITY INN CARNARVON	2 NIGHTS ACCOMMODATION FOR OPERATION MANAGER INFRASTRUCTURE SERVICES - UNABLE TO RETURN HOME DURING FLOODING - 6 & 7 FEBRUARY 2021	278.00		
EFT32688	16/03/2021	IMPART MEDIA	DIGITAL WORK TO BE UNDERTAKEN ON CARNARVON VISITOR CENTRE WEBSITE - AS PER QUOTE 06.10.20	374.00		
EFT32689	16/03/2021	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL	2,000.15		
EFT32690	16/03/2021	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	STANDING ORDER FOR PUNCTURES, REPAIRS, WHEEL ALIGNMENTS, WHEEL BALANCE AND OTHER MINOR TYRE REPAIRS FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021- DISPOSAL OF TYRES	120.00		
EFT32691	16/03/2021	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING- AS PER CONTRACT 06/2017 FOR THE PERIOD OF 1 JULY 2020 UNTIL 30TH JUNE 2021 (ESTIMATE OF \$ 12,895.24 P/MONTH INCL GST- FORTNIGHT ENDING 7TH MARCH 2021	6,023.86		
EFT32692	16/03/2021	LOCALISE PTY LTD	OPEN SPACE STRATEGY CONTRACTED CONSULT AND SUPPLYING SUPPORT, ASSISTANCE AND ANALYSIS	1,100.00		
EFT32693	16/03/2021	MESSAGES ON HOLD AUSTRALIA PTY LTD	ANNUAL RENEWAL OF THE 'MESSAGES ON HOLD SERVICE' FOR THE SHIRE OF CARNARVON PHONE SERVICE PERIOD: 28 NOVEMBER 2020 TO 27 NOVEMBER 2021	324.99		
EFT32694	16/03/2021	NORTHERN ASPECT CONSTRUCTIONS	CONTRACT RFT 03/2020- DESIGN WORKS \$28,677	179,483.02		
EFT32695	16/03/2021	NORWEST REFRIGERATION SERVICES	AS PER CONTRACT 04/2017 - SUPPLY AND INSTALL NEW AIRCON TO CEOS OFFICE, CURRENT AIRCON FAILED DUE TO STORM DAMAGE AS PER QUOTE DATED 11 FEBRUARY 2021	2,455.00		
EFT32696	16/03/2021	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 03.03.2021	696.00		
EFT32697	16/03/2021	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	FUEL SENSOR FOR IVECO TRUCK - P294 AS PER QUOTE 21442	560.78		
EFT32698	16/03/2021	RAC TOURISM ASSETS PTY LTD T/A NINGALOO REEF RESORT	ACCOMMODATION AND MEALS FOR ACTING CEO & PRINCIPLE PLANNING OFFICER (CORAL BAY COMMUNITY FORUM) CHECK IN THURSDAY 4TH MARCH - CHECK OUT FRIDAY 5TH MARCH	834.00		

EFT32699	16/03/2021	SANDHURST SECURITY SERVICES	DAILY PATROLS SHIRE DEPOT BUILDING @ \$105 P/WEEK FOR PERIOD 1ST JULY 2020- 30TH JUNE 2021	2,849.00		
EFT32700	16/03/2021	TJ & SL SWEETMAN	RECOVERY FLOOD 2021 - WET HIRE OF SKID STEER FOR REMOVAL OF BOUNDARY RD LEVEE @ \$130 (EX GST) PER HOUR - ESTIMATE 1.5 DAYS	12,220.00		
EFT32701	16/03/2021	TANK STREAM DESIGN PTY LTD	REORDER OF PRODUCTS FOR RETAIL AT THE VISITORS CENTRE - ORDER #2000012621	776.74		
EFT32702	16/03/2021	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS	197.40		
EFT32703	16/03/2021	TOLL EXPRESS	FREIGHT- WINC STATIONERY ORDER	124.20		
EFT32704	16/03/2021	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	REPLACE 4 X RUSTED SUPPORT COLUMNS TO THE BAGGAGE CLAIM AREA WITH 316 STAINLESS STEEL;AS PER EMAIL 27.11.2020	4,730.00		
EFT32705	16/03/2021	TROPICS HARDWARE	1 X TRIPOD ADAPTER 5/8 -1/4 PROFESSIONAL AS PER EMAIL QUOTE DATED 08/10/2020"	69.00		
EFT32706	16/03/2021	VANGUARD PRESS	PRINTING OF 50,000 COPIES OF THE CARNARVON AND CORAL BAY 2021 DESTINATION GUIDE - AS PER ATTACHED SPECS ON QUOTE DATED 31ST AUGUST 2020	31,496.30		
EFT32707	16/03/2021	WILSONS SIGN SOLUTIONS	ENGRAVING OF BRAONZE PLAQUE FOR PATRICK HYNES AS PER QUOTATION DATED 16TH SEPTMEBER 2020	423.50		
EFT32708	22/03/2021	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD T/A ONEMUSIC AUSTRALIA	2020/21 ANNUAL LICENSE TO USE RECORDED MUSIC FOR- CIVIC CENTRE/ AQUATIC CENTRE/ COUNCIL EVENTS / AUSTRALIA DAY/ CHRISTMAS STREET @ ALL COUNCIL OWNED AND OPERATED FACILITIES	411.70		
EFT32709	22/03/2021	BEEES KNEES AROMATHERAPY	RE-ORDER OF ASSORTED LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITORS CENTRE	315.50		
EFT32710	22/03/2021	BLACKBOX CONTROL PTY LTD	GPS 4G RECORDER FOR TOYOTA HIACE BUS - C28428 - P340	1,023.00		
EFT32711	22/03/2021	BOC LIMITED (AUST)	12 X MONTHLY HIRE OF GAS CYLINDERS FOR WORKSHOP AT APPROX \$70 PER MONTH FOR PERIOD 1.7.20 TO 30.6.21	78.63		
EFT32712	22/03/2021	CARROLL & RICHARDSON FLAGS	2 X AUSTRALIAN FLAGS	505.05		
EFT32713	22/03/2021	COUNTRY COMFORT INTER CITY HOTEL	ACCOMODATION FOR THE BUSH FIRE RISK MANAGMENT INDUCTION PROGRAM FOR COMMUNITY EMERGENCY SERVICES MANAGER FOR 5 NIGHTS IN 1 X DELUX KING ROOM @ \$144 PER NIGHT. CHECK IN MONDAY 7TH DECEMBER 2020. CHECK OUT 12TH DECEMBER 2020. 5 X BREAKFAST (COST UNKNOWN) 5 X DINNER (COST UNKNOWN)	938.00		
EFT32714	22/03/2021	CORAL COAST PLUMBING	AS PER CONTRACT RFT06/2016 - INSTALL NEW WALL HUNG URINALS X 2 TO SHIRE OFFICE, FRANCIS ST, CARNARVON CORE HOLES DRILLED - QUOTE NUMBER QE012336	7,672.16		
EFT32715	22/03/2021	WINC AUSTRALIA PTY LTD T/A CORPORATE EXPRESS STAPLES	STATIONARY ORDER FOR FEBRUARY 2021	1,632.40		
EFT32716	22/03/2021	CORAL COAST HELICOPTER SERVICES PTY LTD	TRAINING OF 2 X SHIRE EMPLOYEES FOR AERIAL SLING RIGGING AND GROUND CREW INVOLVEMENT (THEORY AND PRACTICAL COMPANENTS) - 2 X \$545.45 = \$1090.91 R44 HELICOPTER HOURLY RATE FOR AERIAL MOSQUITO SURVEY AND LARVICIDE APPLICATION - 1 X \$1090.91 R22 HELICOPTER HOURLY RATE FOR AERIAL MOSQUITO SURVEY - 1 X \$545.45	770.00		
EFT32717	22/03/2021	CORSIGN WA PTY LTD	RECOVERY FLOOD 2021 - REPLACEMENT SIGNS AND TRAFFIC MANAGEMENT GUIDES AS PER QUOTE 54410	15,680.50		
EFT32718	22/03/2021	CARNARVON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL FOR: DEPOT STAFF, VC STAFF AND CUSTOMER SERVICE OFFICER	605.00		
EFT32719	22/03/2021	CARNARVON FRESH IGA	STANDING ORDER FOR MINOR CLEANING CONSUMABLES AND TEA ROOM SUPPLIES FOR DEPOT AND WASTE FACILITY FOR PERIOD 1ST JULY TO 30TH JUNE 2021- ITEMS INCLUSIVE OF GST	85.95		
EFT32720	22/03/2021	DEHAAS, DYLAN PAUL	TOP TOURISM TOWN SUBMISSION FOR CORAL BAY - PROMOTIONAL VIDEO AS PER THE SUBMISSION REQUEST.	900.00		
EFT32721	22/03/2021	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN FLIGHT FOR TOURISM MANAGER FOR THE PERTH CARAVAN AND CAMPING SHOW 2021	819.00		
EFT32722	22/03/2021	HAVE A GO NEWS	HAVE A GO NEWS- FULL PAGE FEATURE ON CARNARVON - MARCH 2021	2,194.50		
EFT32723	22/03/2021	JOHN GILLESPIE	PROVISION OF CARNARVON YOUTH STRATEGY DEVELOPMENT	5,896.22		
EFT32724	22/03/2021	MARKETFORCE PTY LTD	ADVERTISING IN THE WEST AUSTRALIAN NEWSPAPER - SATURDAY 30TH JANUARY 2021 FOR RFT 01/2021 CARNARVON AERODROME NORTHERN APRON RECONSTRUCTION AND TAXIWAY BRAVO REPAIRS (PROFORMA INVOICE 137966)	1,776.66		
EFT32725	22/03/2021	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	WEEKLY EMTYP OF 12M3 BINS AT BLOWHOLES CAMPING AREA FOR 2 PICK UPS IN DECEMBER 20 AND 5 IN JANUARY 21 - AT WEEKLY RATE AS PER CURRENT PO 39973- WEEKLY EMPTY AS AT 03/12/2020	907.50		
EFT32726	22/03/2021	SAFEROADS PTY LTD	RECOVERY FLOOD 2021 - 1000LT OF EMULSION @ \$1.00 PER LITRE PLUS GST FREIGHT VIA BENNALONG TRANSPORT	1,100.00		
EFT32727	22/03/2021	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING CAMPAIGN- PROMOTING CARNARVON & CORAL BAY- WITH INDUSTRY GIVEAWAY	12,364.00		
EFT32728	22/03/2021	THE WARD FAMILY TRUST T/A SUNCITY PRINT	15 X 50 SHEET TRIPLICATE BROWNS RANGEWASTE FACILITY DOCKET BOOKS (1 BOX) INC GST AND POSTAGE	342.00		
EFT32729	22/03/2021	SUNDOWNER SOUVENIRS AND PROMOTIONS PTY LTD	REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE: BANANA MAGNET X 48 @ \$2.75 = \$132.00 TURTLE KAYRING X 36 @ \$2.53 = \$91.08 BANANA KEYRING X 48 @ \$ 2.82 = \$137.28 BANANA HAT PIN X 72 @ \$3.36 = \$170.28 SHIP HAT PIN X 53 @ \$ 2.31 = \$122.43 BRANDING NAMES X 204 @ \$0.24 = \$49.37	742.04		
EFT32730	22/03/2021	TJ & SL SWEETMAN	WET HIRE OF 6 WHEEL TIPPER FOR FLOOD RECOVERY REPAIRS TO SHERIDANS GULLY LEVEE @ \$120 PER HOUR (EX GST) FOR ESTIMATE UP TO 8.5 HRS	1,056.00		
EFT32731	22/03/2021	TOLL EXPRESS	FREIGHT- WINC STATIONERY ORDER	159.28		

EFT32732	22/03/2021	THE UNIVERSITY OF WESTERN AUSTRALIA	CONSULTANCY SERVICES FOR PUBLIC OPEN SPACE STRATEGY PROJECT	1,351.02		
EFT32733	22/03/2021	WESTERLY CONTRACTORS	AS PER CONTRACT 04/2019 - POWERLINE PRUNE - ROBINSON ST AS PER QUOTE 11317	2,787.96		
EFT32734	24/03/2021	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY OPERATOR RETURN 16/03/2021	1,014.73		
EFT32735	24/03/2021	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY OPERATOR RETURN COMMISSION FOR THE PERIOD ENDING 18/03/2021	179.07		
EFT32736	25/03/2021	DEVON LEGAL PTY LTD T/A DEVON CONVEYANCING AND LEGAL	Cost & Disbursements (see attached Tax invoice)	2,242.27		
EFT32737	26/03/2021	REPCO PTY LTD	205L DRUM OIL CONVOY DFX 15W-40 AS PER QUOTE TAG3759	2,742.97		
EFT32738	30/03/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	103.60		
EFT32739	30/03/2021	BACK, RONALD JAMES	AS PER PO 4083 - CONTINUATION OF FINANCIAL ACCOUNTING SUPPORT FOR MONTHLY FINANCIAL REPORTING FROM JAN UNTIL JUNE 2021 FOR THE PURPOSE OF COUNCIL REPORTING (6 MONTHS @ \$1056 P/MONTH INCL GST (AS PER QUOTED DATED 5 NOV 2020))- JANUARY 2021	7,788.00		
EFT32740	30/03/2021	CARNARVON MOTOR GROUP PTY LTD	FRONT RIGHT HAND DOOR STOPPER FOR TOYOTA HILUX - P330 AS PER QUOTE OR12035375	172.69		
EFT32741	30/03/2021	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR DAVID GIBSON BUILDING SURVEYOR - CONTRACT BUILDING SURVEYOR - ARRIVAL AND DEPARTURE DATES TO BE CONFIRMED WITH SUPPLIER MONTHLY: 15-19 MARCH 2021 - 4 NIGHTS @ \$140 = \$560	560.00		
EFT32742	30/03/2021	CARNARVON CLEANERS PTY LTD	PROVISION OF CIVIC CENTRE CLEANING AS PER CONTRACT RFT 01/2016 & CONTRACT VARIATION 001- GERNERAL CLEANING 16TH JULY 2020- 30TH JUNE 2021- 50 WEEKS (BASED ON GENERAL HOURLY RATE JULY 2020)	1,686.30		
EFT32743	30/03/2021	BARRY EVANS FURNITURE & FLOOR COVERINGS	RECOVERY FLOOD 2021 - SUPPLY AND INSTALL COMMERCIAL CARPET TILES TO THE FRONT OFFICE AND RECEPTION AREA AFTER MAJOR WATER LEAKS FROM HEAVY RAIN AS PER QUOTE 08936,	3,099.00		
EFT32744	30/03/2021	KEMPTON FAMILY TRUST T/A CARNARVON SIGN WORKS	BIN STICKERS AS PER QUOTE DATED 16.2.21	512.00		
EFT32745	30/03/2021	CARNARVON ELECTRICS	FLOOD RECOVERY 2021 - UP TO \$1000 TO REPLACE NETWORK CABLE LINK TO COMMUNICATIONS TOWER AT THE SHIRE DEPOT - RAIN DAMAGED-TRADESPERSON	5,323.45		
EFT32746	30/03/2021	CORAL COAST PLUMBING	UNBLOCK TOILET IN WOMENS TOILETS, DEVELOPMENT SERVICES END OF ADMIN	220.00		
EFT32747	30/03/2021	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	PARTS TO REPAIR AIR CONDITIONER ON ISUZU TRUCK - PTRU2 AS PER QUOTE DATED 16.02.2021	1,800.81		
EFT32748	30/03/2021	CARNARVON CHAMBER OF COMMERCE	SPONSORSHIP CARNAR-FIN 2021.	3,300.00		
EFT32749	30/03/2021	CARNARVON MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL FOR VISITOR CENTRE STAFF - ADMIN MEDICAL & AOD	897.01		
EFT32750	30/03/2021	CARNARVON FRESH IGA	PROVISION OF CATERING SUPPLIES FOR THE SHIRE OF CARNARVON YOUTH HUB ACTIVITIES UP TO \$220 PER WEEK FROM 1 JAN UNTIL 30 JUNE 2021 (13 WEEKS)	305.91		
EFT32751	30/03/2021	ATO - CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	751.57		
EFT32752	30/03/2021	DATA#3 LTD	ADOBE APPLICATIONS TEAM SUBSCRIPTION RENEWAL: ACROBAT PRO DC - 15 @ \$226.36 EA = \$3395.40 EX GST CREATIVE CLOUD - 2 @ \$1175.87 = \$2351.71 EX GST PHOTOSHOP - 1 @ \$496.67 = \$496.67 EX GST INDESIGN - 1 @ \$496.67 = \$496.67 EX GST	7,414.53		
EFT32753	30/03/2021	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	SAME DAY RETURN FLIGHT PERTH TO CARNARVON FOR OHS OFFICER TRAVEL DATE: 29 MARCH 2021	1,205.18		
EFT32754	30/03/2021	GABRIELLE MILLS	STANDING ORDER FOR COPYWRITING FOR THE CARNARVON VISITORS CENTRE - INCLUDING PRESS RELEASES AND WEBSITE BLOGS - STANDING ORDER FOR 2000	770.00		
EFT32755	30/03/2021	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	GARDEN MAINTENANCE AT BROWNS RANGE CEMETERY IN ACCORDANCE WITH RFT 02/2018 - @ \$65 INCL GSR PER HOUR @ 156 HOURS PER YEAR FOR THE PERIOD JULY 2020- JUNE 2021	1,792.00		
EFT32756	30/03/2021	GASCOYNE OFFICE EQUIPMENT	MONTHLY SERVICE CHARGE FOR THE SHIRE'S PRINTERS' FOR THE MONTH OF NOVEMBER 2020	16,404.10		
EFT32757	30/03/2021	HAYS RECRUITING	AS PER PO40833 - CONTINUATION OF THE PROVISION OF A TEMPORARY FULL TIME FINANCE OFFICE - FOR A FURTHER 3 MONTHS - COMMENCEMENT 13 FEBRUARY 2021 UNTIL 12 MAY 2021) 38HRS P/WEEK @ \$71.72 INCL GST FOR 12 WEEKS.- WEEK ENDING 14TH MARCH 2021	3,237.50		
EFT32758	30/03/2021	INCITE SECURITY PTY LTD	CATEGORY 6 NETWORK CABLE COUPLER & SURGE ARRESTOR REQUIRED TO REPLACE THE WATER DAMAGED UNIT INSIDE THE DEPOT COMMUNICATIONS TOWER AFTER FLOOD EVENT.	40.48		
EFT32759	30/03/2021	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL	1,083.42		
EFT32760	30/03/2021	INCLUSION SOLUTIONS LIMITED	DELIVERY OF ONE X 2 HOUR WORKSHOP BUILDING STRONGER BETTER CONNECTED CLUBS WORKSHOP ON 3RD MARCH 2021 AND ONE X 1 HOUR PRESENTATION AGE FRIENDLY STRATEGY ON 4TH MARCH 2021 INCLUDING DISBURSEMENTS @ \$3694.95 EX GST	4,064.45		
EFT32761	30/03/2021	JENNIFER LITTLE	PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE- AS PER CONTRACT RFT 02/2016 FOR PERIOD 1 JULY 2020 UNTIL 30 JUNE 2021 (\$18,230.17 INCL GST P/MONTH)- MARCH 2021	18,230.17		
EFT32762	30/03/2021	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	FITTING OF 8 TYRES TO IVECO RUBBISH TRUCK - P293 - AS PER QUOTE 101821	520.00		
EFT32763	30/03/2021	KLEENIT PTY LTD	141 OLIVA TERRACE - COMPLETE GENERAL CLEAN	1,133.00		

EFT32764	30/03/2021	KOMATSU AUSTRALIA PTY LTD	GAS CYLINDERS FOR KOMATSU WA380 LOADER (P304) AS PER QUOTE Q002005030	639.32		
EFT32765	30/03/2021	LAUREN MARGARET SCOTT	STAFF REIMBURSEMENT FOR AUSTRALIAN RENEWAL LICENSE	364.00		
EFT32766	30/03/2021	MIDWEST CHEMICAL AND PAPER DISTRIBUTORS	TORK ROLL TOWEL (16 X 90 MTR ROLLS)	173.79		
EFT32767	30/03/2021	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY OF 9M3 SKIP BIN LID AT BLOWHOLES CAMPING AREA, INCLUDING A WEEKLY EMPTY FOR PERIOD 1ST FEB 2021 TO 30TH JUNE 2021 (22 WEEKS) AS PER QUOTE 1377.	429.00		
EFT32768	30/03/2021	NORWEST REFRIGERATION SERVICES	REPAIR AIRCONS X 2 IN 10 FOSS CRESENT	82.50		
EFT32769	30/03/2021	PATHWEST LABORATORY MEDICINE WA	TO ACCOMMODATE UP TO 10 ORDINARY DRUG & ALCOHOL TESTS TO BE CARRIED OUT BY PATHWEST. IN THE EVENT THAT A TEST SAMPLE REQUIRES FURTHER INVESTIGATION THIS PO WILL BE USED TO PERMIT FURTHER TESTING & INVESTIGATION.	35.00		
EFT32770	30/03/2021	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 17.03.2021	47,922.00		
EFT32771	30/03/2021	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	CAB TILT CYLINDER FOR IVECO RUBBISH TRUCK - AS PER QUOTE 21492	742.57		
EFT32772	30/03/2021	REPCO PTY LTD	TWO WAY UHF PTRU3 AS PER QUOTE TAG 3760	438.36		
EFT32773	30/03/2021	R & L COURIERS	STANDING ORDER FOR INFRASTRUCTURE LOCAL FREIGHT (GERALDTON-CARNARVON-CORALBAY) FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021	23.10		
EFT32774	30/03/2021	SCOTT MEDHURST	STAFF REIMBURSEMENT FOR TRAINING COURSE PAYMENT (METEROLOGY FOR DISASTER MANAGERS MASTERCLASS)- ONLY PAYMENT MENTHOD AVAILABLE WAS CREDIT CARD AND PROMPT PAYMENT WAS REQUIRED DUE TO LIMITED SPOTS	300.00		
EFT32775	30/03/2021	SEA CONTRACTING PTY LTD	TELEVISION WONT PICK UP SOME CHANNELS, CHECK ANTENNA AND CABLE- LABOUR	1,467.50		
EFT32776	30/03/2021	SOUTH WEST ECOMMERCE PTY LTD	RAM LAP TOP MOUNT FOR BPRC VEHICLE - RAM -V8-196-1-SW1	454.90		
EFT32777	30/03/2021	CARNARVON SPORTS	AS PER QUOTE 3233 - PROVISION OF A VARIETY OF BOXING GEAR FOR THE SHIRE YOUTH TEAM BOXING ACTIVITIES	3,000.00		
EFT32778	30/03/2021	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS	6,306.51		
EFT32779	30/03/2021	TOYWORLD - CARNARVON	NEW SPORT EQUIPMENT AND NEW GAMES FOR THE MAYU-MIA YOUTH HUB	429.82		
EFT32780	30/03/2021	TREMOR EARTHMOVING	WAHROONGA PIMBEE RD CONDUCT OPENING GRADE ONLY (REFER NOTE BELOW) OF IDENTIFIED FLOOD DAMAGED SECTIONS COMMENCING AT THE NWCH THROUGH TO SLK 86.46 JOB NUMBER 8030086, REFERENCE - AGRN 951 (HOURS (25) ARE AN ESTIMATE ONLY) DAILY RESOURCE RECORD SHEETS MUST BE COMPLETED	7,177.50		
EFT32781	30/03/2021	U2 BOBCAT HIRE	MIABOOLYA ROAD ADDITIONAL TO PO 41341 - WET HIRE OF 6 WHEEL TIPPER TO CART MATERIAL FROM SHIRE PIT FOR OPENING GRADE JOB NUMBER 8030063 - REFERENCE - ARGN-951 DAILY RESOURCE RECORD SHEETS MUST BE COMPLETED (HOURS (25.5) ARE AN ESTIMATE ONLY)	3,234.00		
EFT32782	30/03/2021	CURTIN UNIVERSITY	END TO END RECRUITMENT SERVICE FOR GRADUATE EHO	325.00		
EFT32783	30/03/2021	VANGUARD PRESS	ESTIMATED COST 12 X MONTHS PREMIUM BROCHURE RACKING 12 X MONTHS OF BROCHURE DISTRIBUTION/ TRANSPORT 12 X MONTHS OF WAREHOUSING	1,784.61		
EFT32784	30/03/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTRODUCTION TO LOCAL GOVERNMENT (ELEARNING)	215.00		
EFT32785	31/03/2021	CDI ELECTRICS	REFUND BUILDING SERVICES LEVY FOR BUILDING APPLICATION B20/134 THAT WAS REFUND 04/12/2020		61.65	
EFT32786	31/03/2021	WINKLE SHOPFITTERS PTY LTD T/A WINKLE GROUP	INCORRECTLY CHARGED BUILDING SERVICES LEVY FOR OCCUPANCY PERMIT APPLICATION B19/032- LEVY TO BE REFUNDED TO THE BUILDER		61.65	
EFT32787	31/03/2021	CAPRICORN PEST CONTROL	FULL PEST TREATMENT INCLUDING MICE AT PREMIER OVAL PAVILLION AS PER QUOTE DATED 2 MARCH 2021	1,430.00		
EFT32788	31/03/2021	CARNARVON CLEANERS PTY LTD	PROVISION OF AIRPORT CLEANING- AS PER CONTRACT RFT 06/2018 SPARABLE PORTION B- FOR THE PERIOD JULY 2020 UNTIL JUNE 2021: DAILY CLEANING TASKS (5 DAYS PER WEEK) @ \$247.50 PER WEEK INCL GST	2,186.25		
EFT32789	31/03/2021	BARRY EVANS FURNITURE & FLOOR COVERINGS	SUPPLY AND INSTALL BLINDS TO THE GREEN ROOM AT THE DEPOT, AS PER QUOTE - 08934	479.00		
EFT32790	31/03/2021	KEMPTON FAMILY TRUST T/A NOVUS GLASS CARNARVON	WINDSCREEN CHIP REPAIR - TOYOTA HILUX - C28519 - P331	110.00		
EFT32791	31/03/2021	CARNARVON COMMUNITY COLLEGE CLEAVER ST CAMPUS CANTEEN	CATERING - COUNCIL MEETING - TUESDAY 23RD MARCH 2021 10 PEOPLE COUNCIL CHAMBERS 12 NOON	125.00		
EFT32792	31/03/2021	CORAL COAST WATER PTY LTD	ANNUAL SERVICE CHARGE- FESTIVAL GROUND	350.52		
EFT32793	31/03/2021	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	UP TO \$500 FOR INVESTIGATION AND REPAIR OF AIR CONDITIONER ON CAT BACKHOE - PBHOE1 - BOOKED IN WED 3RD MARCH 2021	1,871.10		
EFT32794	31/03/2021	CARNARVON GROWERS ASSOCIATION INC	STANDING ORDER FOR SMALL SUPPLY ITEMS FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021 - POLY BUCKLES 15MM	67.93		
EFT32795	31/03/2021	DEPARTMENT OF TRANSPORT	LICENSE RENEWAL FOR 1TVC705 FOR 12 MONTHS	24.00		
EFT32796	31/03/2021	EDDIE PIPER	STAFF REIMBURSEMENT FOR TRAVEL EXPENSES AS PER CONTRACT	1,800.00		
EFT32797	31/03/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	FITTINGS TO REPAIR PIPE WORKS - ROBINSON ST RETIC AS PER QUOTE DATED 25.2.21	145.85		
EFT32798	31/03/2021	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	MOWING HEAD AUTOCUT 46-2 AS PER QUOTE 2230#5	599.40		
EFT32799	31/03/2021	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS 4 YARD QUAYS BROCKMAN WA FROM 29/01/2021- 26/03/2021	298.12		
EFT32800	31/03/2021	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUEL	1,168.38		

EFT32801	31/03/2021	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING- AS PER CONTRACT 06/2017 FOR THE PERIOD OF 1 JULY 2020 UNTIL 30TH JUNE 2021 (ESTIMATE OF \$ 12,895.24 P/MONTH INCL GST- FORTNIGHTLY CLEANING FOR THE PERIOD ENDING 21ST MARCH 2021	5,889.75		
EFT32802	31/03/2021	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	1 X CHEF FREE STANDING GAS COOKER FOR 5 AIRPORT CRESENT AS PER QUOTE 35712000911	1,376.00		
EFT32803	31/03/2021	CEI PTY LIMITED T/A RAECO	BOOK PROCESSING STATIONARY MATERIALS AS PER QUOTE 750107	1,373.08		
EFT32804	31/03/2021	SEA CONTRACTING PTY LTD	PROVISION OF ALARM MONITORING: DEPOT FOR THE PERIOD OF JULY 2020 UNTIL JUNE 2021 \$50.33 INCL GST PER MONTH	858.58		
EFT32805	31/03/2021	STEPHANIE LECA	ACCOMODATION- QUEST EAST PERTH FOR 7 NIGHTS	1,925.91		
EFT32806	31/03/2021	TJ & SL SWEETMAN	MIABOOLYA ROAD WET HIRE OF 6 WHEEL TIPPER TO CART MATERIAL FROM SHIRE PIT FOR OPENING GRADE JOB NUMBER 8030063 - REFERENCE - ARGN-951 DAILY RESOURCE RECORD SHEETS MUST BE COMPLETED (HOURS (25.5) ARE AN ESTIMATE ONLY)	2,244.00		
EFT32807	31/03/2021	TOLL EXPRESS	FREIGHT	40.71		
EFT32808	31/03/2021	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	SUPPLY ALL LABOUR AND MATERIALS TO ERECT 98LM OF BARRIER FENCING AS PER QUOTATION 1301- RFQ 16/2020 FASCINE BARRIER FENCE.	15,708.00		
EFT32809	31/03/2021	AERODROME MANAGEMENT SERVICES PTY LTD	AERODROM ELECTRICAL INSPECTION AS PER PROPOSAL ENG1769/QU-02160	9,538.38		
EFT32810	31/03/2021	U2 BOBCAT HIRE	HARBOUR ROAD - OPENING GRADE MATERIAL WET HIRE OF 6 WHEEL TIPPER TO CART MATERIAL FROM SHIRE YARD FOR OPENING GRADE	1,122.00		
EFT32811	31/03/2021	THE TRUSTEE FOR THE ABBOTT TRUST T/A VANESSA AUSTRALIA	ASSORTED SOUVINERS FOR RETAIL AT THE VISITORS CENTRE - ORDER #1072555	1,121.89		
EFT32812	31/03/2021	WATER CORPORATION	WATER ACCOUNTS- CENTRE AT 21 ROBINSON ST CARNARVON LOT 182 3 RES 21853, 184 FOR THE PERIOD ENDING 13/01/2021- 17/03/2021	19,735.91		
EFT32813	31/03/2021	WESTRAC PTY LTD	AIR CLEANER AND AIR CONDITIONER PARTS FOR CAT GRADER - PGRA1 AS PER QUOTE 03Q029791	2,114.41		
DD38487.1	04/03/2021	BEAM CLEARING HOUSE	SUPERANNUATION COST FOR PAY WEEK ENDING 04/03/2021			23,901.06
DD38496.1	05/03/2021	BEAM CLEARING HOUSE	SUPERANNUATION COST FOR PAY WEEK ENDING 04/03/2021			234.69
DD38501.1	10/03/2021	SHIRE OF CARNARVON VISITOR CENTRE	BOOEASY OPERATOR RETURN FOR PERIOD ENDING 10/03/2021			1,524.24
DD38501.2	11/03/2021	SHIRE OF CARNARVON VISITOR CENTRE	BOOEASY OPERATOR RETURN FOR THE PERIOD ENDING 11/03/2021			2,859.50
DD38528.1	18/03/2021	BEAM CLEARING HOUSE	SUPERANNUATION COST FOR PAY WEEK ENDING 18/03/2021			27,795.36
TOTAL				\$ 858,360.52	\$ 3,111.85	\$ 56,314.85
TOTAL MUNI EFT				\$ 858,360.52		
TOTAL MUNI CHEQUES				\$ -		
TOTAL BANK DIRECTS				\$ 56,314.85		
TOTAL TRUST EFT				\$ 3,111.85		
TOTAL TRUST CHEQUES				\$ -		
TOTAL				\$ 917,787.22		

Shire of Carnarvon

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MARCH 2021

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

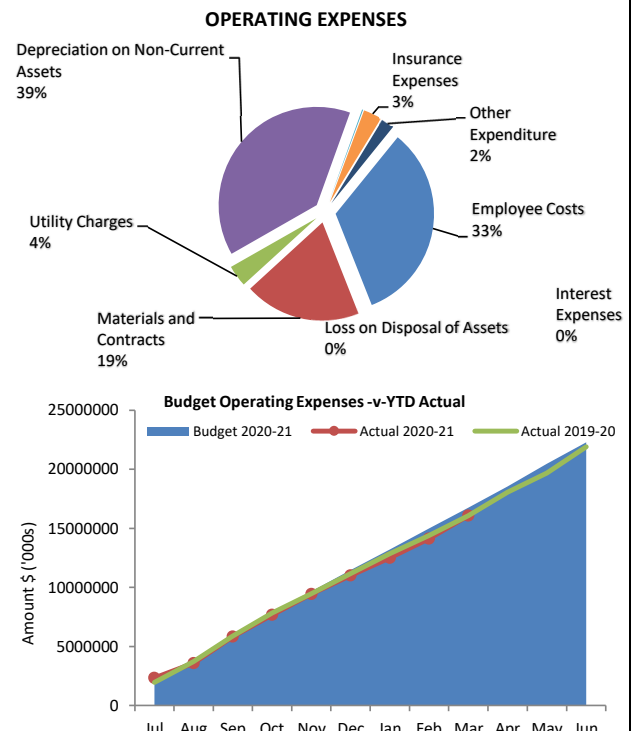
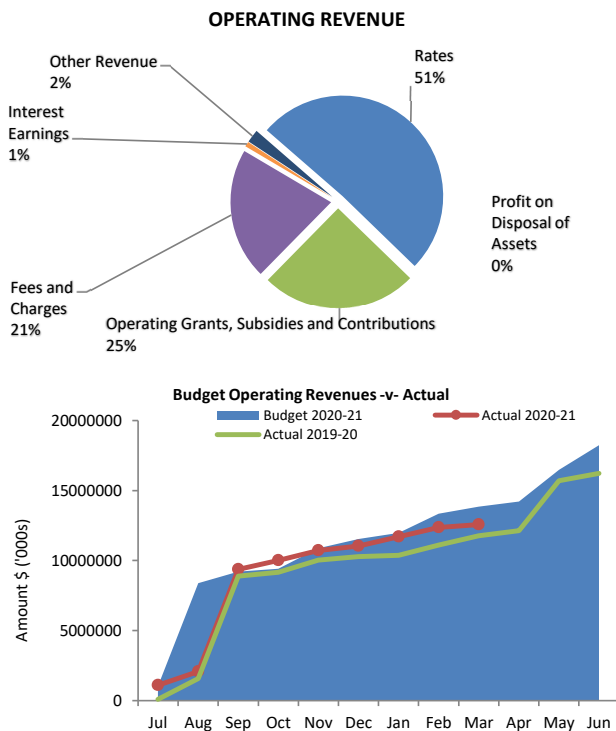
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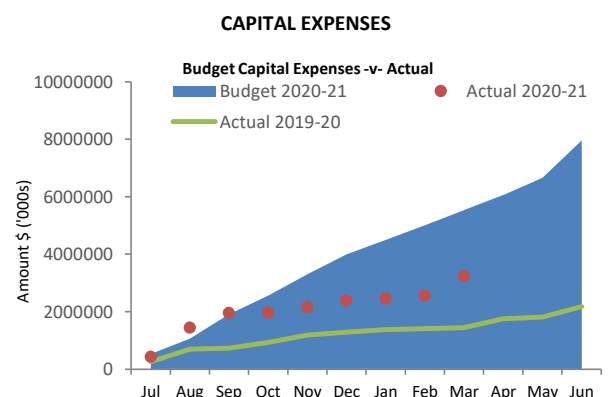
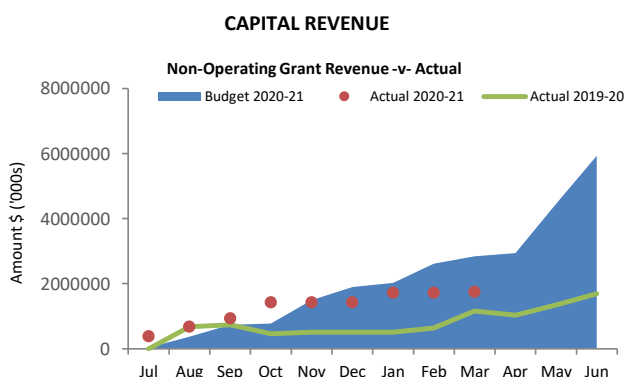
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary with the completion of Year end processes.

Note: These statements include proposed variations as provided in the Budget Review report which is presented as another item to this Council meeting.

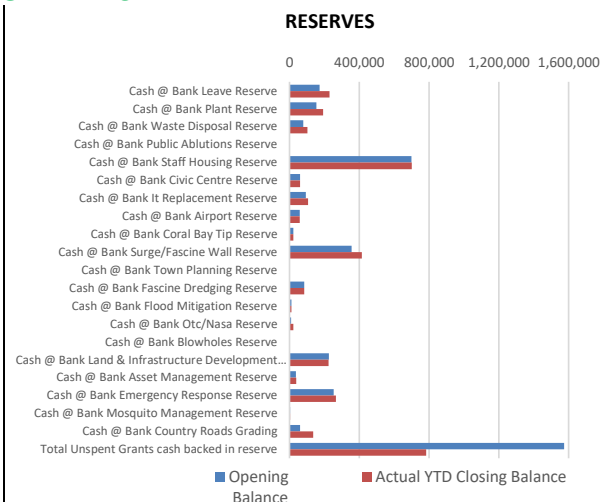
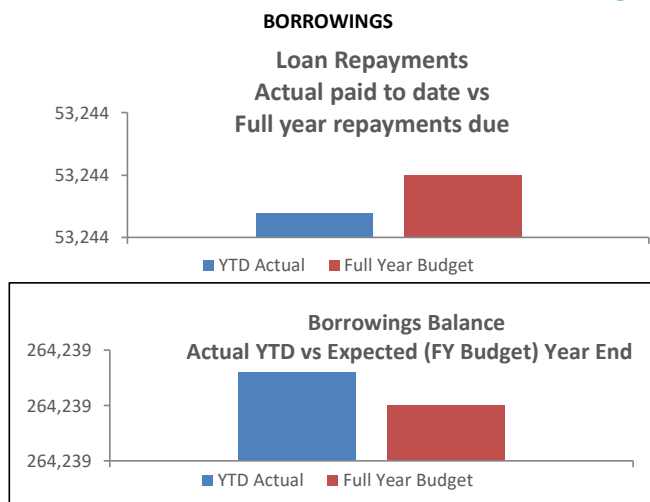
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



STATUTORY STATEMENT Local Government (Financial Management) Regulations 34
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021
BY PROGRAM

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	0	REG 34(1)(d)	REG 34(1)(d)	
	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)		Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$		%	
Opening funding surplus / (deficit)	1	5,152,400	4,590,571	4,590,571	4,590,571	0		0.00%	
Revenue from operating activities									
Governance		148,705	128,705	64,131	9,593	(54,538)		(85.04%)	▼
General purpose funding - general rates	9	5,281,935	5,281,935	5,528,036	5,506,748	(21,288)		(0.39%)	
General purpose funding - other		2,473,900	2,508,900	1,648,594	1,651,639	3,045		0.18%	
Law, order and public safety		225,169	400,437	324,844	342,701	17,857		5.50%	
Health		43,442	43,442	19,856	26,007	6,151		30.98%	
Education and welfare		208,034	185,034	183,020	191,022	8,002		4.37%	
Housing		23,900	13,900	10,422	6,254	(4,168)		(40.00%)	
Community amenities		1,943,895	2,083,303	1,972,134	1,990,863	18,729		0.95%	
Recreation and culture		264,258	284,258	147,633	83,606	(64,027)		(43.37%)	▼
Transport		773,652	863,652	737,877	782,633	44,756		6.07%	
Economic services		408,663	348,663	253,075	188,120	(64,955)		(25.67%)	▼
Other property and services		127,937	172,937	131,421	45,229	(86,192)		(65.58%)	▼
		11,923,490	12,315,166	11,021,043	10,824,413	(196,630)			
Expenditure from operating activities									
Governance		(1,396,629)	(1,357,153)	(1,011,896)	(998,294)	13,602		1.34%	
General purpose funding		(204,795)	(199,795)	(143,353)	(209,884)	(66,531)		(46.41%)	▼
Law, order and public safety		(977,206)	(1,202,474)	(886,481)	(805,135)	81,346		9.18%	
Health		(672,783)	(677,783)	(520,660)	(502,496)	18,164		3.49%	
Education and welfare		(1,161,570)	(1,104,546)	(769,031)	(691,219)	77,812		10.12%	▲
Housing		(115,871)	(135,871)	(105,494)	(79,543)	25,951		24.60%	▲
Community amenities		(2,426,510)	(2,265,810)	(1,712,378)	(1,559,152)	153,226		8.95%	
Recreation and culture		(4,796,049)	(4,801,152)	(3,698,970)	(3,090,302)	608,668		16.46%	▲
Transport		(9,235,056)	(9,255,056)	(6,943,827)	(7,033,891)	(90,064)		(1.30%)	
Economic services		(1,188,272)	(1,146,272)	(831,875)	(814,333)	17,542		2.11%	
Other property and services		(130,610)	(130,610)	(132,689)	(309,525)	(176,836)		(133.27%)	▼
		(22,305,351)	(22,276,522)	(16,756,654)	(16,093,774)	662,880			
Non-cash amounts excluded from operating activities									
Less: Profit on asset disposals	6	0	0	0	0	0		0.00%	
Add: Loss on disposal of assets	6	0	0	0	0	0		0.00%	
Add: Depreciation on assets		8,286,606	8,286,606	6,214,941	6,237,328	22,387		0.36%	
Less: Movement in Contract Liabilities		399,695	(1,575,109)	0	(746,091)	(746,091)		0.00%	
Amount attributable to operating activities		(1,695,560)	(3,249,859)	479,330	221,877	488,638			
Investing Activities									
Non-operating grants, subsidies and contributions	7	4,258,072	5,935,874	2,836,663	1,748,485	(1,088,179)		(38.36%)	▼
Net Non-Operating Grants		4,258,072	5,935,874	2,836,663	1,748,485	(1,088,179)		(38.36%)	
Proceeds from disposal of assets	6	0	0	0	0	0		0.00%	
Payments for property, plant and equipment and infrastructure	5	(7,154,675)	(8,182,477)	(5,528,971)	(3,227,388)	2,301,583		41.63%	▲
Amount attributable to investing activities		(2,896,603)	(2,246,603)	(2,692,308)	(1,478,903)	1,213,405			
Financing Activities									
Transfer from reserves	4	1,512,110	1,512,110	849,090	849,090	0		0.00%	
Payments for principal portion of lease liabilities		(365,390)	(365,390)	(251,006)	(251,006)	0		0.00%	
Repayment of debentures	12	(53,244)	(53,244)	(53,244)	(53,244)	0		0.00%	
Transfer to reserves	4	(1,400,181)	(187,584)	(350,826)	(350,826)	0		0.00%	
Amount attributable to financing activities		(306,705)	905,892	194,014	194,014	0			
Closing funding surplus / (deficit)	1	253,531	0	2,571,607	3,527,558	955,951			

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 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 31 MARCH 2021**
BY NATURE OR TYPE

Ref	REG 34(1)(a)		REG 34(1)(b)		REG 34(1)(c)	REG 34(1)(d)		Var.
	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)		Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Note								
Opening funding surplus / (deficit)	1	\$ 5,152,400	\$ 4,590,571	\$ 4,590,571	\$ 4,590,571	\$ 0	0.00%	
Revenue from operating activities								
Rates	9	5,523,129	5,523,129	5,528,036	5,506,748	(21,288)	(0.39%)	
Operating grants, subsidies and contributions	8	3,287,310	3,509,986	2,742,215	2,715,048	(27,167)	(0.99%)	
Fees and charges		2,737,910	2,842,910	2,455,324	2,289,454	(165,870)	(6.76%)	
Interest earnings		68,584	108,584	92,185	89,192	(2,993)	(3.25%)	
Other revenue		306,557	330,557	203,283	223,970	20,687	10.18%	▲
		11,923,490	12,315,166	11,021,043	10,824,413	(196,630)		
Expenditure from operating activities								
Employee costs		(7,171,944)	(7,265,744)	(5,429,547)	(5,339,747)	89,800	1.65%	
Materials and contracts		(5,003,286)	(4,878,658)	(3,580,363)	(3,092,771)	487,592	13.62%	▲
Utility charges		(809,328)	(805,328)	(609,519)	(566,890)	42,629	6.99%	
Depreciation on non-current assets		(8,286,606)	(8,286,606)	(6,214,941)	(6,237,328)	(22,387)	(0.36%)	
Interest expenses		(35,164)	(35,164)	(24,219)	(30,904)	(6,685)	(27.60%)	
Insurance expenses		(496,958)	(504,958)	(496,958)	(487,600)	9,358	1.88%	
Other expenditure		(502,066)	(500,066)	(401,107)	(338,533)	62,574	15.60%	▲
		(22,305,352)	(22,276,523)	(16,756,654)	(16,093,774)	662,880		
Non-cash amounts excluded from operating activities								
Less: Profit on asset disposals	6	0	0	0	0	0	0.00%	
Add: Loss on disposal of assets	6	0	0	0	0	0	0.00%	
Add: Depreciation on assets		8,286,606	8,286,606	6,214,941	6,237,328	22,387	0.36%	
Less: Movement in Contract Liabilities		399,695	(1,575,109)	0	(746,091)	(746,091)	0.00%	
Amount attributable to operating activities		(1,695,561)	(3,249,860)	479,330	221,877	488,638		
Investing activities								
Non-operating grants, subsidies and contributions	7	4,258,072	5,935,874	2,836,663	1,748,485	(1,088,179)	(38.36%)	▼
Net Non-Operating Grants		4,258,072	5,935,874	2,836,663	1,748,485	(1,088,179)		
Payments for property, plant and equipment and infrastructure	5	(7,154,675)	(8,182,477)	(5,528,971)	(3,227,388)	2,301,583	41.63%	▲
Amount attributable to investing activities		(2,896,603)	(2,246,603)	(2,692,308)	(1,478,903)	1,213,405		
Financing Activities								
Transfer from reserves	4	1,512,110	1,512,110	849,090	849,090	0	0.00%	
Payments for principal portion of lease liabilities		(365,390)	(365,390)	(251,006)	(251,006)	0	0.00%	
Repayment of debentures	12	(53,244)	(53,244)	(53,244)	(53,244)	0	0.00%	
Transfer to reserves	4	(1,400,181)	(187,584)	(350,826)	(350,826)	0	0.00%	
Amount attributable to financing activities		(306,705)	905,892	194,014	194,014	0		
Closing funding surplus /(deficit) REG 34(1)(e)	1	253,531	0	2,571,607	3,527,558	955,951		

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.

Statutory document REG 34(2)(a)
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

Note 1

Explanation of the composition of net current assets

		Opening Position		Closing Position	
	Notes	Adopted Budget	Last Years Actual Closing	This time last month	YTD Actual (b)
		BFWD Surplus 20/21	BFWD Surplus 20/21	28/02/2021	31/03/2021
		\$	\$	\$	\$
Net current assets used in the Statement of Financial Activity					
Current assets					
* See note					
	3	2,337,115	3,971,355	3,698,185	2,498,925
		5,477,167	3,963,641	3,465,064	3,465,380
	3	1,617,607	0	0	0
	10	1,723,915	1,324,996	1,680,096	1,367,631
	10	0	310,671	373,545	329,417
		72,460	72,459	90,644	94,948
	Total Current assets	11,228,264	9,643,122	9,307,534	7,756,301
Less: Current liabilities					
		(598,697)	(1,088,910)	(507,122)	(735,957)
		(1,234,273)	(1,575,109)	(829,018)	(829,018)
	12	(54,534)	(53,224)	(21,891)	0
	13	527	(331,808)	(105,375)	(80,802)
		(689,059)	(1,054,393)	(1,081,485)	(1,081,485)
	Total Current liabilities	(2,576,036)	(4,103,444)	(2,544,892)	(2,727,262)
	Net Currents Assets	8,652,228	5,539,678	6,762,642	5,029,039
Less: Adjustments to net current assets					
	4	(5,477,167)	(3,963,641)	(3,465,064)	(3,465,381)
		1,234,273	1,575,109	829,018	829,018
		0	0	0	(27,405)
	12	54,534	53,224	21,891	0
	13	(527)	331,808	105,375	80,802
		689,059	1,054,393	1,081,485	1,081,485
	Total adjustments to net current assets	(3,499,828)	(949,107)	(1,427,294)	(1,501,481)
	Funding surplus/(deficit) (NET CURRENT ASSETS)	5,152,400	4,590,571	5,335,348	3,527,558

NOTE

- * The Shires Cash & Cash equivalents as reflected in this note have not been reconciled to the actual bank account as disclosed at Note 3. Staff are urgently working on getting the bank reconciliations up to date.

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 Council's operational cycle.

Restricted cash includes outstanding reserve transfers.

Statutory document REG 34(2)(b)
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

Note 2
Explanation of material variances

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 up and down arrow symbols

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	(54,538)	(85.04%)	⬇	Timing	LGIS Scheme dividends Est \$54k have not yet been received, \$7K legal costs not recovered, \$13K reimbursement income not available and offset by \$13K variance in legal expenses.
General purpose funding - rates	(21,288)	(0.39%)			Within variance threshold
General purpose funding - other	3,045	0.18%			Within variance threshold
Law, order and public safety	17,857	5.50%			Within variance threshold
Health	6,151	30.98%			Within variance threshold
Education and welfare	8,002	4.37%			Within variance threshold
Housing	(4,168)	(40.00%)			Within variance threshold
Community amenities	18,729	0.95%			Within variance threshold
Recreation and culture	(64,027)	(43.37%)	⬇	Timing	\$48k lower revenue to ytd budget in public halls and civic centres - mainly relating to cinema revenue and kiosk sales. Live show revenue is also \$16k lower than ytd budget.
Transport	44,756	6.07%			Within variance threshold
Economic services	(64,955)	(25.67%)	⬇	Timing	Tourism revenue is \$65k lower than ytd budget. This may be a issue with budget timing. Staff will review these with the formal budget review.
Other property and services	(86,192)	(65.58%)	⬇	Timing	Private Works revenue is \$60k and Insurance reimbursements are \$12k lower than ytd budget, Fuel tax credits are \$14k lower than ytd budget. These will be re-assessed with the budget review.
Expenditure from operating activities					
Governance	13,602	1.34%			Within variance threshold
General purpose funding	(66,531)	(46.41%)	⬇		Rates write offs and legal fees are \$78K higher than ytd budget. Bank charges are \$12K lower than ytd budget.
Law, order and public safety	81,346	9.18%			Within variance threshold
Health	18,164	3.49%			Within variance threshold
Education and welfare	77,812	10.12%	➡	Timing	Community Connect - Maya Mia lower than ytd budget by \$50k, Youth programs \$28K lower than ytd budget. It is expected that these are timing issues.
Housing	25,951	24.60%	➡	Timing	\$14K lower staff housing maintenance and \$12k depreciation- this may even out over the year.
Community amenities	153,226	8.95%			Within variance threshold
Recreation and culture	608,668	16.46%	➡	Timing	Other recreation expense are \$432k lower than ytd budget, (\$411k) in the parks and gardens maintenance and (\$20k) in Recreation building maintenance budgets. Public halls \$75K lower than ytd budget, Other Culture \$72K (mainly live shows \$37k and community newsletter \$20k)and Library \$31K lower than ytd budget. In the main these relate to lower YTD expenditure in operations and maintenance of facilities .
Transport	(90,064)	(1.30%)			Within variance threshold
Economic services	17,542	2.11%			Within variance threshold
Other property and services	(176,836)	(133.27%)	⬇	Timing	Public Works and Plant Overheads are under recovered by \$177k to ytd budget. This may a timing issue as budgets are spread evenly over 12months. Staff will review these allocations.
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	22,387	0.36%			Within variance threshold
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(1,088,179)	(38.36%)	⬇	Timing	R2R, DFES, RADS and LRCI funding has not yet been received/brought to account.
Proceeds from disposal of assets	0	0.00%			Within variance threshold
Payments for property, plant and equipment and infrastructure	2,301,583	41.63%	➡	Timing	Refer to Capital expenditure Note 5 for project 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 31 MARCH 2021

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 31 MARCH 2021**

**Note 3
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal Bank Account - 4334-09426	Cash and cash equivalents	1,801,735	99,331	1,901,066	0	ANZ Bank	0.00%	On Call
Municipal Online Account - 4510-69349	Cash and cash equivalents	1,355,509	0	1,355,509	0	ANZ Bank	0.05%	On Call
Municipal Bank Account - 3781-67777 - Visitor Centre	Cash and cash equivalents	79,458	0	79,458	0	ANZ Bank	0.00%	On Call
Trust Bank Account - 4334-09434	Cash and cash equivalents	(85,020)	0	(85,020)	430,368	ANZ Bank	0.00%	On Call
Reserve Bank Account-433475677	Cash and cash equivalents	0	271	271	0	ANZ Bank	0.00%	On Call
Reserve Online Account - 451672666	Cash and cash equivalents	0	2,804,128	2,804,128	0	ANZ Bank	0.05%	On Call
Term Deposit - No.2 Blowholes	Cash and cash equivalents		533,628	533,628	0	WATC	0.05%	OCDF*
Total		3,151,682	3,437,358	6,589,040	430,368			
Comprising								
Cash and cash equivalents		3,151,682	3,437,358	6,589,040	430,368			
		3,151,682	3,437,358	6,589,040	430,368			

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.

Restricted cash includes outstanding reserve transfers.

* OCDF - Overnight Cash Deposit Facility

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

FINANCING ACTIVITIES

Note 4

CASH RESERVES

Reserves

Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Cash @ Bank Leave Reserve	172,529	230,000	50,000	57,562	0	0	0	402,529	222,529	230,091
Cash @ Bank Plant Reserve	154,881	150,000	67,584	37,548	0	0	0	304,881	222,465	192,429
Cash @ Bank Waste Disposal Reserve	78,279	100,000	25,000	25,030	0	0	0	178,279	103,279	103,309
Cash @ Bank Public Ablutions Reserve	1,764	0	0	0	0	0	0	1,764	1,764	1,764
Cash @ Bank Staff Housing Reserve	700,219	0	0	218	0	0	0	700,219	700,219	700,437
Cash @ Bank Civic Centre Reserve	60,487	0	0	19	0	0	0	60,487	60,487	60,506
Cash @ Bank It Replacement Reserve	94,522	50,000	25,000	12,527	0	0	0	144,522	119,522	107,049
Cash @ Bank Airport Reserve	59,275	0	0	18	0	0	0	59,275	59,275	59,293
Cash @ Bank Coral Bay Tip Reserve	21,850	0	0	6	0	0	0	21,850	21,850	21,856
Cash @ Bank Surge/Fascine Wall Reserve	356,382	231,500	0	57,999	0	0	0	587,882	356,382	414,381
Cash @ Bank Town Planning Reserve	1,451	0	0	0	0	0	0	1,451	1,451	1,451
Cash @ Bank Fascine Dredging Reserve	84,654	0	0	27	0	0	0	84,654	84,654	84,681
Cash @ Bank Flood Mitigation Reserve	11,880	0	0	4	0	0	0	11,880	11,880	11,884
Cash @ Bank Otc/Nasa Reserve	8,850	50,000	20,000	12,514	0	0	0	58,850	28,850	21,364
Cash @ Bank Blowholes Reserve	2,748	0	0	1	0	0	0	2,748	2,748	2,749
Cash @ Bank Land & Infrastructure Development Reserve	225,248	230,000	0	57,583	(58,000)	(58,000)	(58,000)	397,248	167,248	224,831
Cash @ Bank Asset Management Reserve	36,879	8,000	0	2,011	0	0	0	44,879	36,879	38,890
Cash @ Bank Emergency Response Reserve	252,787	50,000	0	12,576	0	0	0	302,787	252,787	265,363
Cash @ Bank Mosquito Management Reserve	3,845	681	0	171	0	0	0	4,526	3,845	4,016
Cash @ Bank Country Roads Grading	60,000	300,000	0	75,012	0		0	360,000	60,000	135,012
Reserve Funds	2,388,530	1,400,181	187,584	350,826	(58,000)	(58,000)	(58,000)	3,730,711	2,518,114	2,681,358
Unspent Grants										
Cash @ Bank Unspent Grants & Contributions Reserve	7,690,297	0	0	0	0	0	(291,089)	7,690,297	7,690,297	7,399,208
Investments Unspent Grants & Contributions Reserve	(6,115,185)	0	0	0	(1,454,110)	(1,454,110)	(500,000)	(7,569,295)	(7,569,295)	(6,615,185)
Total Unspent Grants cash backed in reserve	1,575,112	0	0	0	(1,454,110)	(1,454,110)	(791,090)	121,002	121,002	784,023
TOTAL CASH BACKED RESERVES	3,963,642	1,400,181	187,584	350,826	(1,512,110)	(1,512,110)	(849,090)	3,851,713	2,639,116	3,465,381

KEY INFORMATION

Reserves transfers to and from the Muni bank are in progress

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

INVESTING ACTIVITIES

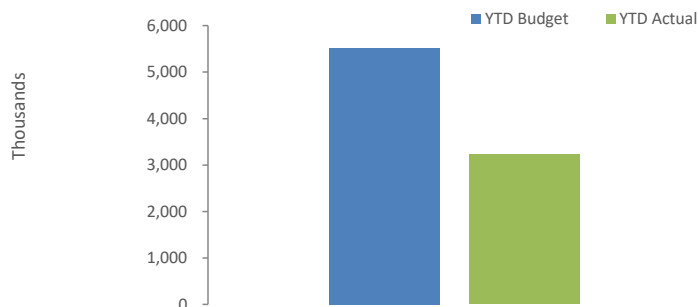
Note 5

CAPITAL ACQUISITIONS SUMMARY

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance
	\$		\$	\$	\$
Land & Buildings	321,360	802,550	425,209	234,735	481,190
Furniture & Equipment	50,000	25,000	18,747	13,440	(25,000)
Plant & Equipment	205,000	205,000	167,500	11,580	0
Roads	3,137,125	3,397,125	2,555,750	1,672,269	(883,481)
Footpaths	232,040	72,040	54,027	20,667	(160,000)
Drainage	37,000	37,000	27,747	0	0
Parks & Ovals	1,142,046	910,796	694,350	600,772	(231,250)
Airport	756,731	756,731	567,549	24,799	0
Other Infrastructure	1,099,461	1,802,323	1,018,092	649,126	702,862
Landfill	173,912	173,912	0	0	0
Payments for Capital Acquisitions	7,154,675	8,182,477	5,528,971	3,227,388	(115,679)
Right of use assets	0	0	0	0	0
Total Capital Acquisitions	7,154,675	8,182,477	5,528,971	3,227,388	(115,679)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,258,072	5,935,874	2,836,663	1,748,485	(1,088,179)
Cash backed reserves					
CASH @ BANK UNSPENT GRANTS & CONTRIBUTIONS RESERVE	1,454,110	1,454,110	500,000	500,000	0
CASH @ BANK LAND & INFRASTRUCTURE DEVELOPMENT RESERV	58,000	58,000	58,000	58,000	0
Contribution - operations	1,384,494	734,494	2,134,308	920,903	(1,213,405)
Capital funding total	7,154,675	8,182,477	5,528,971	3,227,388	(2,301,583)

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.



5. CAPITAL ACQUISITIONS DETAILED

Adopted							
Account	Job	Account Description	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land & Buildings							
0964		Land & Buildings	10,000	10,000	7,497	0	0
1224		Land & Buildings - Dfes	134,100	268,990	134,100	31,848	134,890
2614		Other Infrastructure - Brown'S Range Tip Site	0	50,000	0	0	50,000
2974	0410	7 Airport Cres. - Capital	20,000	5,000	3,753	0	(15,000)
3064	LRC016	Public Toilets Baxter Park	0	100,000	0	0	100,000
3104		Toilet Block-Blowholes	0	146,250	146,250	146,250	146,250
3154	3157	Civic Centre Toilets - Refurbishment	0	0	0	28,066	0
3154	LRC002	Growers Market Upgrades	0	15,000	9,375	0	15,000
3680	1501	Depot Improvements	22,310	22,310	16,731	0	0
3764	1172	Ticket Box - Festival Grounds	0	0	0	242	0
3764	G034	Fascine Completion (Grant Sourced)	99,950	0	0	14,280	(99,950)
3764	LRC011	Tennis Clubhouse - Upgrade Project	0	10,000	6,250	9,749	10,000
3764	LRC015	Baston Oval Ablutions Upgrade	0	20,000	0	0	20,000
4154	0415	Main Airport Terminal	35,000	35,000	26,253	0	0
4154	LRC008	Airport Amenity Improvements	0	120,000	75,000	4,300	120,000
			321,360	802,550	425,209	234,735	481,190
Furniture & Equipment							
0594		Furn & Equip (Admin)	50,000	25,000	18,747	13,440	(25,000)
			50,000	25,000	18,747	13,440	(25,000)
Plant & Equipment							
3274			0		0	0	0
3274	1564	Other Plant And Equipment - Aquatic Centre	15,000	15,000	15,000	11,580	0
3344		Plant And Equipment	20,000	20,000	15,003	0	0
4114		Plant & Equip. - Airport	40,000	40,000	40,000	0	0
4284		Plant & Equipment	130,000	130,000	97,497	0	0
			205,000	205,000	167,500	11,580	0
Roads							
3740	R2R174	MINILYA LYNDON ROAD - ROADS TO RECOVERY	0	0	0	624,140	0
3740	R2R209	HARBOUR ROAD - ROADS TO RECOVERY	807,725	807,725	605,790	0	0
3760	C174	MINILYA/LYNDON ROAD	406,068	406,068	406,068	414,382	0
3760	C209	HARBOUR ROAD (GREYS PLAIN)	1,192,775	1,192,775	894,582	0	0
3760	C702	Grid Construction & Approches	150,000	50,000	37,503	17,858	(100,000)
3760	C710	Blowholes Road - Construction	580,557	580,557	580,557	580,557	0
3760	LRC001	Dog Fence Project Support	0	50,000	31,250	35,333	50,000
3760	LRC018	Culverts And Flood Wall Rock Minilya Lyndon & Wahrenoonga Pim	0	310,000	0	0	310,000
			3,137,125	3,397,125	2,555,750	1,672,269	260,000
Footpaths							
3850	9004	Temporary Budget Job No - Footpaths Asset Renewals (Coa 385)	232,040	72,040	54,027	0	(160,000)
3850	F248	Footpath - Sailfish Drive Coral Bay	0	0	0	20,667	0
			232,040	72,040	54,027	20,667	(160,000)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

Note 5

5. CAPITAL ACQUISITIONS DETAILED

SHIRE OF CARNARVON | 12

		Budget				YTD Actual			
Asset Ref.	Asset description	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 31 MARCH 2021

INVESTING ACTIVITIES
Note 7
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue					
Type	Adopted Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual	Comment
	\$	\$	\$	\$	
Non-operating grants and subsidies					
Governance					
Law, order, public safety					
Emergency Svces Grant	Tied	134,100	0	0	28,598
Capital Grant - Dfes	Tied	0	268,990	66,438	0
Health					
Community amenities					
Grant Blowholes	Tied	0	146,250	146,250	146,250
LRCI Grant	Tied	0	50,000	0	0
L.R.C.I GRANT	Tied	0	150,000	0	0
Recreation and culture					
L.R.C.I. Grant	Tied	0	15,000	9,375	0
Grants - Blowholes Dev.	Tied	1,111,996	965,746	353,750	353,750
L.R.C.I. Grant	Tied	0	429,000	268,125	0
Grant - Pool	Tied	22,500	22,500	0	0
Grants - Other	Tied	311,250	311,250	311,250	291,091
Lrci Grant	Tied	0	168,912	0	0
Grant - Locke	Tied	81,000	81,000	0	0
Transport					
Local Roads & Community Infrastructure Grant	Tied	0	70,000	31,250	0
Regional Road Group	Tied	1,009,630	1,009,630	645,696	604,630
Roads To Recovery	Tied	1,101,390	1,101,390	749,953	324,166
R.A.D.S Grant	Tied	243,103	243,103	110,826	0
R.A.U.P. Grant	Tied	243,103	243,103	0	0
L.R.C.I. Infr. Grant	Tied	0	120,000	0	0
Grants (Other)	Tied	0	310,000	0	0
Economic services					
Lrci Grant - Infr.	Tied	0	230,000	143,750	0
		4,258,072	5,935,874	2,836,663	1,748,485

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES

Note 8

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Type	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	Comment
		\$	\$	\$	
Operating grants and subsidies					
Governance					
Grant Income	Untied	33,460	33,460	0	
General purpose funding					
F.A.G. - General Purpose	Untied	1,749,015	1,311,762	1,494,469	
F.A.G. - Roads	Untied	619,719	464,790	282,132	
Law, order, public safety					
Bushfire Grant		31,155	17,304	10,475	
Emergency Svces Grant	Untied	35,608	23,736	25,592	
Grant-Emergency Risk Management (Aware)	Untied	0	0	25,082	
Grants And Contributions	Untied	125,816	109,000	108,599	
Dfes Grant Risk Officer	Untied	0	150,186	150,186	
Health					
Grants (Mosquito Funding)	Untied	8,000	0	5,312	
Education and welfare					
Grants Others	Untied	0	10,000	10,000	
Grants- Service Agreement	Untied	167,000	166,999	169,190	
Aged Care Contributions	Untied	15,000	0	0	
Other Grants	Untied	15,000	0	0	
Seniors Grant (Income)	Untied	2,000	0	0	
Community amenities					
Grant - Rfbs Fascine Dredge	Untied	0	49,408	49,408	
Recreation and culture					
Grants (Civic Centre)		66,289	0	0	
Transport					
Mrd Direct Grant	Untied	319,570	319,570	319,570	
Mrd Street Lighting	Untied	16,000	16,000	20,034	
Mrd Sweeping	Untied	10,000	10,000	10,000	
Mrd Median/Verges	Untied	15,000	15,000	15,000	
Economic services					
Grant	Untied	25,000	25,000	0	
Other Grants - Economic Dev.	Untied	23,678	0	0	
Grant Income	Untied	10,000	20,000	20,000	
		3,287,310	2,742,215	2,715,048	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

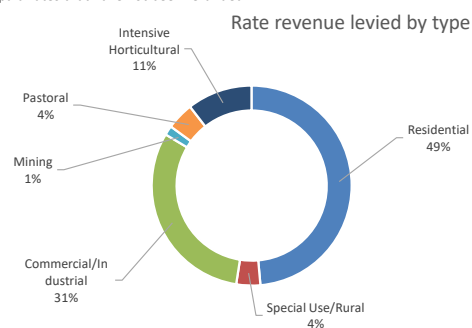
OPERATING ACTIVITIES
Note 9
RATE REVENUE

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	(7,893)	(21,101)	2,286,590
Special Use/Rural	0.104740	56	1,772,882	185,692	0	0	185,692	184,105	0	0	184,105
Commercial/Industrial	0.094266	259	15,560,477	1,466,824	5,000	0	1,471,824	1,460,762	0	0	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	0	0	497,792
Sub-Total		1,824	78,806,403	4,746,528	15,330	(38,063)	4,723,795	4,735,444	(7,893)	(21,101)	4,706,450
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	0	0	51,371
Commercial/Industrial	1,093	63	497,096	68,859	0	0	68,859	68,859	0	0	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	0	0	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	(7,893)	(21,101)	5,265,440
Ex-gratia rates							6,231	6,232	0	0	6,232
Total general rates							5,288,166	5,300,666	(7,893)	(21,101)	5,271,672
Specified area rates	Rate in \$ (cents)										
GRV Coral Bay	0.069530		3,379,403	234,970	(7)	0	234,963	235,077	0	0	235,077
Total specified area rates			3,379,403	234,970	(7)	0	234,963	235,077	0	0	235,077
Total							5,523,129	5,535,742	(7,893)	(21,101)	5,506,748

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 31 MARCH 2021**

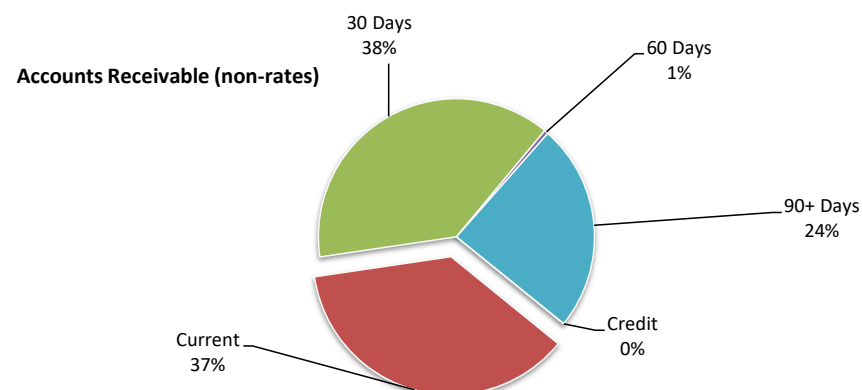
**Note 10
RECEIVABLES**

Rates receivable	30 June 2020	31 Mar 2021
	\$	\$
Opening arrears previous years		1,324,996
Levied this year		5,506,748
Less - collections to date		(5,464,113)
Equals current outstanding	1,324,996	1,367,631
Net rates collectable	1,324,996	1,367,631
% Collected		80%

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.

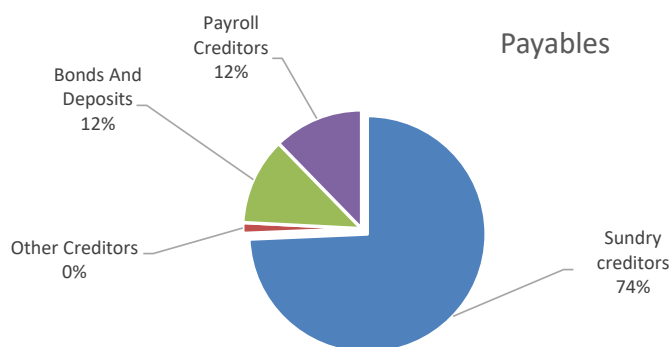
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(23)	43,299	45,157	546	28,606	117,586
Percentage	0.0%	36.8%	38.4%	0.5%	24.3%	
Balance per trial balance						
Sundry receivable	(23)	43,299	45,157	546	28,606	117,586
GST receivable	0	175,306	0	0	0	175,306
Provision for Doubtful Debts	0	0	0	0	(36,800)	(36,800)
FESA Control	0	0	0	0	0	71,850
Accrued Income	0	0	0	0	0	1,475
Total receivables general outstanding	(23)	218,605	45,157	546	(8,194)	329,417
Amounts shown above include GST (where applicable)						



Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	510,244	(687)	7,156	12,213	528,926
Percentage	0%	96.5%	-0.1%	1.4%	2.3%	
Balance per trial balance						
Sundry creditors	0	510,244	(687)	7,156	12,213	528,926
Other Creditors	(10,203)	0	0	0	0	(10,203)
Bonds And Deposits	0	85,020	0	0	0	85,020
Payroll Creditors	0	87,319	0	0	0	87,319
Creditor and Provisions	0	71,706	0	0	0	71,706
Accrued Expenses	0	(26,811)	0	0	0	(26,811)
Total payables general outstanding						735,957
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 31 MARCH 2021**

**FINANCING ACTIVITIES
Note 12
BORROWINGS**

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Staff Housing	213	9,751	0	0	9,750	9,750	1	1	334	296
Transport										
Airport Corrective works	216	307,732	0	0	43,494	43,494	264,238	264,238	10,139	9,057
Total		317,483	0	0	53,244	53,244	264,239	264,239	10,473	9,353
Current borrowings		21,891					0			
Non-current borrowings		264,260					264,240			
		286,151					264,240			

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 31 MARCH 2021**

**FINANCING ACTIVITIES
NOTE 13
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2020	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Various Plant & Equipment		1,055,065	0	0	251,006	365,390	804,059	689,675	18,719	25,811
Total		1,055,065	0	0	251,006	365,390	804,059	689,675	18,719	25,811
Current lease liabilities		331,808					80,802			
Non-current lease liabilities		723,257					723,257			
		1,055,065					804,059			

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 31 MARCH 2021

FINANCING ACTIVITIES
NOTE 14
BUDGET AMENDMENTS

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

Account No.	Job No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
							\$	\$	\$
		Budget adoption		Budgeted Closing surplus/(deficit)					253,531
		Current un-audited surplus variance			0	0	0	(561,829)	(308,298)
		Error in Original Budget						(1,974,804)	(2,283,102)
6702	6700	Youth Grant (Exp)	FC10/10/20	Operating Expenses	0	(10,000)	0	(10,000)	(2,293,102)
7041		To Leave Reserve	FC25/10/20	Reserves	(230,000)	(190,000)	40,000	0	(2,253,102)
3154	LRC002	Growers Market Upgrades	FC28/8/20	Capital Expenses	0	(15,000)	0	(15,000)	(2,268,102)
3604	3615	I.W.S. - Infrastructure (Gdc)	FC28/8/20	Capital Expenses	(733,461)	(137,004)	596,457	0	(1,671,645)
3604	3620	Iws - Infrastructure (Bbrf)	FC28/8/20	Capital Expenses	0	(596,457)	0	(596,457)	(2,268,102)
3604	LRC005	Fascine Shelter & Bbq Project	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,318,102)
3604	LRC006	Tramway Bridge Upgrade Proje	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,368,102)
3604	LRC007	Town Amenity Improvements	FC28/8/20	Capital Expenses	0	(319,000)	0	(319,000)	(2,687,102)
3760	LRC001	Dog Fence Project Support	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,737,102)
3764	LRC011	Tennis Clubhouse - Upgrade Pr	FC28/8/20	Capital Expenses	0	(10,000)	0	(10,000)	(2,747,102)
4154	LRC008	Airport Amenity Improvements	FC28/8/20	Capital Expenses	0	(120,000)	0	(120,000)	(2,867,102)
4214	LRC003	Coral Bay Visitor Signage Projec	FC28/8/20	Capital Expenses	0	(25,000)	0	(25,000)	(2,892,102)
4214	LRC009	Blowholes Camping Area Imprc	FC28/8/20	Capital Expenses	0	(160,000)	0	(160,000)	(3,052,102)
4214	LRC010	Artificial Reef Project	FC28/8/20	Capital Expenses	0	(25,000)	0	(25,000)	(3,077,102)
4314	LCR004	Town Beach Kiosk Upgrade Pro	FC28/8/20	Capital Expenses	0	(20,000)	0	(20,000)	(3,097,102)
3156		L.R.C.I. Grant	FC28/8/20	Operating Revenue	0	15,000	15,000	0	(3,082,102)
3324		L.R.C.I. Grant	FC28/8/20	Operating Revenue	0	429,000	429,000	0	(2,653,102)
3824		Local Roads & Community Infr	FC28/8/20	Operating Revenue	0	70,000	70,000	0	(2,583,102)
4613		L.R.C.I. Infr. Grant	FC28/8/20	Operating Revenue	0	120,000	120,000	0	(2,463,102)
4A34		Lrci Grant - Infr.	FC28/8/20	Operating Revenue	0	230,000	230,000	0	(2,233,102)
1224		Land & Buildings - Dfes	Proposed	Capital Expenses	(134,100)	(268,990)	0	(134,890)	(2,367,992)
2614		Other Infrastructure - Brown'S	Proposed	Capital Expenses	0	(50,000)	0	(50,000)	(2,417,992)
2974	0410	Staff Housing - (L.&B.)	Proposed	Capital Expenses	(20,000)	(5,000)	15,000	0	(2,402,992)
3064	0410	Land & Buildings	Proposed	Capital Expenses	0	(100,000)	0	(100,000)	(2,502,992)
3124	LRC014	Cemetery Dev.	Proposed	Capital Expenses	(10,000)	(60,000)	0	(50,000)	(2,552,992)
3474	0615	Playground Equipment	Proposed	Capital Expenses	(35,000)	0	35,000	0	(2,517,992)
3604	3621	Fascine Wall (Grant Funded)	Proposed	Capital Expenses	0	(99,950)	0	(99,950)	(2,617,942)
3604	3616	Fascine Wall (Own Sources Cap	Proposed	Capital Expenses	(275,000)	(10,000)	265,000	0	(2,352,942)
3604	LRC017	Brockman Park Retic And Land	Proposed	Capital Expenses	0	(148,912)	0	(148,912)	(2,501,854)
3760	LRC018	Culverts And Flood Wall Rock	Proposed	Capital Expenses	0	(310,000)	0	(310,000)	(2,811,854)
3764	G034	Fascine Completion (Grant Sou	Proposed	Capital Expenses	(99,950)	0	99,950	0	(2,711,904)
3764	LRC015	Baston Oval Ablutions Upgrade	Proposed	Capital Expenses	0	(20,000)	0	(20,000)	(2,731,904)
3800	LRC012	Upgrade Power Supply Main St	Proposed	Capital Expenses	0	(20,000)	0	(20,000)	(2,751,904)
3850	9004	Temporary Budget Job No - For	Proposed	Capital Expenses	(232,040)	(72,040)	160,000	0	(2,591,904)
0594		Furn & Equip (Admin)	Proposed	Capital Expenses	(50,000)	(25,000)	25,000	0	(2,566,904)
3104		Toilet Block-Blowholes	Proposed	Capital Expenses	0	(146,250)	0	(146,250)	(2,713,154)
3690	1154	Blowholes Development Projec	Proposed	Capital Expenses	(1,012,046)	(865,796)	146,250	0	(2,566,904)
3294	1565	Shade Sails	Proposed	Capital Expenses	(50,000)	0	50,000	0	(2,516,904)
3,760	C702	Grid Construction & Approches	Proposed	Capital Expenses	(150,000)	(50,000)	100,000	0	(2,416,904)
3,494	3,494	Record Not Found		Capital Expenses	0	0	0	0	(2,416,904)
32		Legal Expenses - Rates	Proposed	Operating Expenses	(15,000)	(10,000)	5,000	0	(2,411,904)
132	0002	Civic Receptions	Proposed	Operating Expenses	(10,000)	(8,000)	2,000	0	(2,409,904)
332		Print/Stationery/Copying	Proposed	Operating Expenses	(16,500)	(10,500)	6,000	0	(2,403,904)
382		Postage And Freight	Proposed	Operating Expenses	(21,800)	(19,800)	2,000	0	(2,401,904)
392		Office Expenses Other	Proposed	Operating Expenses	(21,460)	(11,460)	10,000	0	(2,391,904)
442		Audit Fees	Proposed	Operating Expenses	(65,000)	(100,000)	0	(35,000)	(2,426,904)
482		Synergy Software	Proposed	Operating Expenses	(128,870)	(118,870)	10,000	0	(2,416,904)
532	0567	Computer Operations	Proposed	Operating Expenses	(23,000)	(18,000)	5,000	0	(2,411,904)
562		Depreciation Exp (Admin)	Proposed	Operating Expenses	(147,444)	(147,968)	0	(524)	(2,412,428)
622		Debt Collection	Proposed	Operating Expenses	(10,000)	(5,000)	5,000	0	(2,407,428)
732	0069	Fire Prevention/Fighting	Proposed	Operating Expenses	0	(5,000)	0	(5,000)	(2,412,428)
732	0076	Fire Prevention/Fighting	Proposed	Operating Expenses	(17,300)	(12,300)	5,000	0	(2,407,428)
862	0086	Employee Costs	Proposed	Operating Expenses	(223,845)	(268,845)	0	(45,000)	(2,452,428)
862	0087	Employee Costs	Proposed	Operating Expenses	(66,463)	(71,463)	0	(5,000)	(2,457,428)
912	0918	Control Expenses - Other	Proposed	Operating Expenses	(5,000)	(2,000)	3,000	0	(2,454,428)
1192		Staff Trng.	Proposed	Operating Expenses	(45,000)	(40,000)	5,000	0	(2,449,428)
1722	1722	Asset Management	Proposed	Operating Expenses	(189,556)	(179,556)	10,000	0	(2,439,428)
1822	0229	Mosquito/Vermin Control	Proposed	Operating Expenses	(8,000)	(13,000)	0	(5,000)	(2,444,428)
1955	1980	Aged Care Concept Plans	Proposed	Operating Expenses	(20,000)	0	20,000	0	(2,424,428)
1955	1981	Aged Care Concept Plans	Proposed	Operating Expenses	(10,000)	0	10,000	0	(2,414,428)
2052	2054	Town Planning Schemes	Proposed	Operating Expenses	(16,062)	(6,062)	10,000	0	(2,404,428)
2202		Seniors Week Function	Proposed	Operating Expenses	(4,500)	0	4,500	0	(2,399,928)
2292		Minor Equipment	Proposed	Operating Expenses	(5,500)	(8,500)	0	(3,000)	(2,402,928)
2362	0349	Refuse Collection - Cvn.	Proposed	Operating Expenses	(253,500)	(215,500)	38,000	0	(2,364,928)
2372	0352	Browns Rd - Tip Site Mtce.	Proposed	Operating Expenses	(672,956)	(627,956)	45,000	0	(2,319,928)
2372	0353	Browns Rd - Tip Site Mtce.	Proposed	Operating Expenses	(7,507)	(1,807)	5,700	0	(2,314,228)
2782	2780	Fascine Maintenance	Proposed	Operating Expenses	(50,000)	0	50,000	0	(2,264,228)
2802		Employee Costs	Proposed	Operating Expenses	(286,213)	(274,213)	12,000	0	(2,252,228)
2892		Office Expenses	Proposed	Operating Expenses	0	(3,000)	0	(3,000)	(2,255,228)
2952		Land Development Costs	Proposed	Operating Expenses	(6,350)	(3,350)	3,000	0	(2,252,228)
3112	0501	Civic Centre Operations	Proposed	Operating Expenses	(140,170)	(135,170)	5,000	0	(2,247,228)
3182	0526	Aquatic Centre	Proposed	Operating Expenses	(87,770)	(103,770)	0	(16,000)	(2,263,228)
3242	9000	Carnarvon Parks & Gardens	Proposed	Operating Expenses	(497,316)	(461,419)	35,897	0	(2,227,331)
3282	0901	Recreation Public Buildings	Proposed	Operating Expenses	(9,420)	(8,420)	1,000	0	(2,226,331)
3282	0907	Recreation Public Buildings	Proposed	Operating Expenses	(561)	(1,561)	0	(1,000)	(2,227,331)
3572	3570	Festival And Events	Proposed	Operating Expenses	(46,034)	(66,034)	0	(20,000)	(2,247,331)
3672	0606	Tramway Bridge Mtce	Proposed	Operating Expenses	(37,388)	(47,388)	0	(10,000)	(2,257,331)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

FINANCING ACTIVITIES
NOTE 14
BUDGET AMENDMENTS

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

Account No.	Job No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
							\$	\$	\$
3920	0800	Sign & Street Furn Mtce.	Proposed	Operating Expenses	(20,000)	(40,000)	0	(20,000)	(2,277,331)
3950	M090	Country Roads Mtce.	Proposed	Operating Expenses	0	(2,250)	0	(2,250)	(2,279,581)
3950	M095	Country Roads Mtce.	Proposed	Operating Expenses	0	(3,000)	0	(3,000)	(2,282,581)
3950	M174	Country Roads Mtce.	Proposed	Operating Expenses	0	(6,000)	0	(6,000)	(2,288,581)
3980	1809	Drainage Mtce. Town	Proposed	Operating Expenses	(23,800)	(20,800)	3,000	0	(2,285,581)
3990	1805	Footpaths	Proposed	Operating Expenses	(47,775)	(45,525)	2,250	0	(2,283,331)
4030	1878	Operation & Maintenance - Shi	Proposed	Operating Expenses	(63,354)	(57,354)	6,000	0	(2,277,331)
4202	4203	Merchandise - Vc	Proposed	Operating Expenses	(40,000)	(48,000)	0	(8,000)	(2,285,331)
4202	4204	Merchandise - Vc	Proposed	Operating Expenses	(70,000)	0	70,000	0	(2,215,331)
4302	1955	Tourist Reserves Mtce	Proposed	Operating Expenses	(19,880)	(34,880)	0	(15,000)	(2,230,331)
4572	4574	Economic Dev. - Other	Proposed	Operating Expenses	(18,398)	(23,398)	0	(5,000)	(2,235,331)
5382	0116	Staff Housing	Proposed	Operating Expenses	(15,864)	(14,864)	1,000	0	(2,234,331)
5382	0119	Staff Housing	Proposed	Operating Expenses	(9,442)	(10,442)	0	(1,000)	(2,235,331)
5382	0122	Staff Housing	Proposed	Operating Expenses	0	(20,000)	0	(20,000)	(2,255,331)
5422		Insurance (Incident) Claim Expe	Proposed	Operating Expenses	(20,000)	0	20,000	0	(2,235,331)
5452		Staff Recruitment	Proposed	Operating Expenses	(15,000)	(55,000)	0	(40,000)	(2,275,331)
6002		Employee Costs	Proposed	Operating Expenses	(289,152)	(284,152)	5,000	0	(2,270,331)
6102		Depreciation	Proposed	Operating Expenses	(524)	0	524	0	(2,269,807)
6112	1201	Youth Services	Proposed	Operating Expenses	(30,000)	(3,000)	27,000	0	(2,242,807)
0102		Review Of Local Laws	Proposed	Operating Expenses	(35,000)	(20,000)	15,000	0	(2,227,807)
0602	0011	Consultancies	Proposed	Operating Expenses	(195,415)	(170,415)	25,000	0	(2,202,807)
11E2		Ses Risk Management (Aware)	Proposed	Operating Expenses	0	(25,082)	0	(25,082)	(2,227,889)
1H32		Bushfire Risk Mgmt. Officer	Proposed	Operating Expenses	0	(150,186)	0	(150,186)	(2,378,075)
41		Instalment Interest Charges	Proposed	Operating Revenue	5,000	25,000	20,000	0	(2,358,075)
61		Penalty Interest Overdue Rates	Proposed	Operating Revenue	43,584	73,584	30,000	0	(2,328,075)
553		Reimbursement-Insurance	Proposed	Operating Revenue	20,000	0	0	(20,000)	(2,348,075)
1141		Legal Charges Recovered	Proposed	Operating Revenue	15,000	10,000	0	(5,000)	(2,353,075)
1203		Emergency Svcs Grant	Proposed	Operating Revenue	169,708	35,608	0	(134,100)	(2,487,175)
1225		Capital Grant - Dfes	Proposed	Operating Revenue	0	268,990	268,990	0	(2,218,185)
1343		Grants Others	Proposed	Operating Revenue	0	10,000	10,000	0	(2,208,185)
1963		Aged Care Contributions	Proposed	Operating Revenue	15,000	0	0	(15,000)	(2,223,185)
2313		Other Grants	Proposed	Operating Revenue	15,000	0	0	(15,000)	(2,238,185)
2323		Reimbursement	Proposed	Operating Revenue	1,000	0	0	(1,000)	(2,239,185)
2363		Browns Range Tip Fees	Proposed	Operating Revenue	232,000	312,000	80,000	0	(2,159,185)
2616		Lrci Grant	Proposed	Operating Revenue	0	50,000	50,000	0	(2,109,185)
2773		Grant - Rfbs Fascine Dredge	Proposed	Operating Revenue	0	49,408	49,408	0	(2,059,777)
2953		Development Applications	Proposed	Operating Revenue	15,000	25,000	10,000	0	(2,049,777)
3033		Grant Blowholes	Proposed	Operating Revenue	0	146,250	146,250	0	(1,903,527)
3125		L.R.C.I Grant	Proposed	Operating Revenue	0	150,000	150,000	0	(1,753,527)
3323		Grants - Blowholes Dev.	Proposed	Operating Revenue	1,111,996	965,746	0	(146,250)	(1,899,777)
3606		Lrci Grant	Proposed	Operating Revenue	0	168,912	168,912	0	(1,730,865)
3673		Seniors Grant (Income)	Proposed	Operating Revenue	2,000	0	0	(2,000)	(1,732,865)
4123		Airport Lease Payments	Proposed	Operating Revenue	365,000	455,000	90,000	0	(1,642,865)
4983		Staff Rent	Proposed	Operating Revenue	21,400	11,400	0	(10,000)	(1,652,865)
5123		Diesel Fuel Rebate (Ato)	Proposed	Operating Revenue	25,000	70,000	45,000	0	(1,607,865)
5483		Interest On Investments	Proposed	Operating Revenue	20,000	10,000	0	(10,000)	(1,617,865)
5503		Grants (Other)	Proposed	Operating Revenue	0	310,000	310,000	0	(1,307,865)
6063		Grant Income	Proposed	Operating Revenue	10,000	30,000	20,000	0	(1,287,865)
7003		Merchandise Sales - Vc	Proposed	Operating Revenue	78,330	88,330	10,000	0	(1,277,865)
7043		Vc Tourism Booking Sales	Proposed	Operating Revenue	70,000	0	0	(70,000)	(1,347,865)
11E3		Grant-Emergency Risk Manage	Proposed	Operating Revenue	0	25,082	25,082	0	(1,322,783)
1H33		Dfes Grant Risk Officer	Proposed	Operating Revenue	0	150,186	150,186	0	(1,172,597)
7041		To Leave Reserve	Proposed	Reserves	(190,000)	(50,000)	140,000	0	(1,032,597)
7081		To Plant Replacement Reserve	Proposed	Reserves	(150,000)	(67,584)	82,416	0	(950,181)
7201		To Waste Disposal Reserve	Proposed	Reserves	(100,000)	(25,000)	75,000	0	(875,181)
7261		To It Replacement Reserves	Proposed	Reserves	(50,000)	(25,000)	25,000	0	(850,181)
6811		To Surge/Fascine Wall Reserve	Proposed	Reserves	(231,500)	0	231,500	0	(618,681)
7251		To Otc/Nasa Reserves	Proposed	Reserves	(50,000)	(20,000)	30,000	0	(588,681)
7620		To Land & Infrastructure Devel	Proposed	Reserves	(230,000)	0	230,000	0	(358,681)
7530		To Asset Management Reserve	Proposed	Reserves	(8,000)	0	8,000	0	(350,681)
7701		To Emergency Response Reser	Proposed	Reserves	(50,000)	0	50,000	0	(300,681)
7801		To Mosquito Management Res	Proposed	Reserves	(681)	0	681	0	(300,000)
7623		To Country Roads Grading	Proposed	Reserves	(300,000)	0	300,000	0	(0)
							5,685,953	(5,939,485)	

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2021

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.

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 processed transactions up to 05.04.21

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 31 MARCH 2021**

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 31 MARCH 2021

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

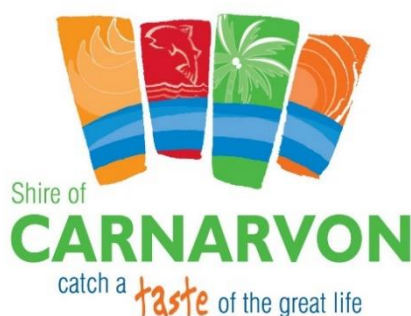
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

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

This table contains a summary of the proposed rates in the dollar and minimum rates:

Category	Rate in the \$		Minimum Rate		Actual	Actual	Estimated
	20/21	21/22	20/21	21/22	Rateable Valuations	Rate Revenue	Rate Revenue
					21/22	(Inc. Mins)	(Inc. Mins)
						20/21	21/22
UV Mining	11.9933	24.512	229	400	511,623	74,488	129063
UV Pastoral	3.9737	6.000	461	1158.58	524,565	211,213	323,079
UV Intensive Horticulture	1.4728	1.5759	902	1158.58	33,730,000	498,876	533080
TOTALS					39,483,188	784,577	985,222



SHIRE OF CARNARVON

NOTICE OF INTENTION TO IMPOSE DIFFERENTIAL RATES

In accordance with Section 6.33 and 6.35 of the Local Government Act 1995, the Shire of Carnarvon hereby gives notice of its intention to impose differential rates and differential minimum rates on all rateable unimproved-valued (UV) properties and gross rental valued (GRV) commercial/industrial properties within its boundaries during the 2021/22 financial year. The differential rates are imposed based on predominant land use as detailed below (all categories are included for comparison): -

LAND USE CATEGORY	PROPOSED RATE IN \$	PROPOSED MINIMUM
GRV Residential	11.1100 cents	\$1,158.58
GRV Special Use/Rural	11.1100 cents	\$1,158.58
GRV Commercial/Industrial	10.0000 cents	\$1,158.58
UV Mining	24.5120 cents	\$400.00
UV Pastoral	6.0000 cents	\$1,158.58
UV Intensive Horticulture	1.5759 cents	\$1,158.58

The figures stated above are to be sent for Ministerial Approval and are subject to consideration as part of Council's 2021/22 Budget deliberation.

A document describing the objects and reasons for each proposed general and minimum rate may be inspected at, or obtained from, the Shire of Carnarvon Administration Office, 3 Francis Street Carnarvon between the hours of 8.30am and 4.30pm. Further queries can be directed to the Executive Manager, Corporate and Community Services, Jenny Mackellin, 08 9941 0000 or by email to mackellin.j@carnarvon.wa.gov.au.

Submissions regarding the proposed differential rates and minimums must be received by Tuesday 25th May 2021.

Andrea Selvey
CHIEF EXECUTIVE OFFICER

**SHIRE OF CARNARVON
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 MARCH 2021**

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

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SHIRE OF CARNARVON
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 31 MARCH 2021

	Adopted Budget (a)	Predicted Budget (a)+(c)	Proposed Budget Change (c)	YTD Actual (b)
	\$	\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year	5,152,400	4,590,571	(561,829)	4,590,571
Revenue from operating activities				
Rates	5,523,129	5,523,129	0	5,506,748
Operating grants, subsidies and contributions	3,287,310	3,509,986	222,676	2,715,048
Fees and charges	2,737,910	2,842,910	105,000	2,289,454
Interest earnings	68,584	108,584	40,000	89,192
Other revenue	306,557	330,557	24,000	223,970
	11,923,490	12,315,166	391,676	10,824,413
Expenditure from operating activities				
Employee costs	(7,171,944)	(7,265,744)	(93,800)	(5,339,747)
Materials and contracts	(5,003,286)	(4,878,658)	124,628	(3,092,771)
Utility charges	(809,328)	(805,328)	4,000	(566,890)
Depreciation on non-current assets	(8,286,606)	(8,286,606)	0	(6,237,328)
Interest expenses	(35,164)	(35,164)	0	(30,904)
Insurance expenses	(496,958)	(504,958)	(8,000)	(487,600)
Other expenditure	(502,066)	(500,066)	2,001	(338,533)
	(22,305,352)	(22,276,523)	28,829	(16,093,774)
Non-cash amounts excluded from operating activities				
Add: Depreciation on assets	8,286,606	8,286,606	0	6,237,328
Less: Movement in Contract Liabilities (Grant revenue recognised but received in prior years)	399,695	(1,575,109)	(1,974,804)	(746,091)
Amount attributable to operating activities	(1,695,561)	(3,249,860)	(1,554,299)	221,877
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	4,258,072	5,935,874	1,677,802	1,748,485
Net Non-operating Grants	4,258,072	5,935,874	1,677,802	1,748,485
Payments for property, plant and equipment and infrastructure	(7,154,675)	(8,182,477)	(1,027,802)	(3,227,388)
Amount attributable to investing activities	(2,896,603)	(2,246,603)	650,000	(1,478,903)
FINANCING ACTIVITIES				
Repayment of debentures	(53,244)	(53,244)	0	(53,244)
Principal elements of finance lease payments	(365,390)	(365,390)	0	(251,006.00)
Transfers to cash backed reserves (restricted assets)	(1,400,181)	(187,584)	1,212,597	(350,826)
Transfers from cash backed reserves (restricted assets)	1,512,110	1,512,110	0	849,090
Amount attributable to financing activities	(306,705)	905,892	1,212,597	194,014
Closing funding surplus(deficit)	253,531	0	(253,531)	3,527,558

SHIRE OF CARNARVON
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 31 MARCH 2021

	Adopted Annual Budget (a)	Predicted Budget (a)+(c)	Proposed Budget Change (c)	YTD Actual (b)
Note				
OPERATING ACTIVITIES	\$	\$	\$	\$
Net current assets at start of financial year surplus/(deficit)	5,152,400	4,590,571	(561,829)	4,590,571
Revenue from operating activities (excluding rates)				
Governance	148,705	128,705	(20,000)	9,593
General purpose funding - general rates	5,281,935	5,281,935	0	5,506,748
General purpose funding - other	2,473,900	2,508,900	35,000	1,651,639
Law, order, public safety	225,169	400,437	175,268	342,701
Health	43,442	43,442	0	26,007
Education and welfare	208,034	185,034	(23,000)	191,022
Housing	23,900	13,900	(10,000)	6,254
Community amenities	1,943,895	2,083,303	139,408	1,990,863
Recreation and culture	264,258	284,258	20,000	83,606
Transport	773,652	863,652	90,000	782,633
Economic services	408,663	348,663	(60,000)	188,120
Other property and services	127,937	172,937	45,000	45,229
	11,923,490	12,315,166	391,676	10,824,413
Expenditure from operating activities				
Governance	(1,396,629)	(1,357,153)	39,476	(998,294)
General purpose funding	(204,795)	(199,795)	5,000	(209,884)
Law, order, public safety	(977,206)	(1,202,474)	(225,268)	(805,135)
Health	(672,783)	(677,783)	(5,000)	(502,496)
Education and welfare	(1,161,570)	(1,104,546)	57,024	(691,219)
Housing	(115,871)	(135,871)	(20,000)	(79,543)
Community amenities	(2,426,510)	(2,265,810)	160,700	(1,559,152)
Recreation and culture	(4,796,049)	(4,801,152)	(5,103)	(3,090,302)
Transport	(9,235,056)	(9,255,056)	(20,000)	(7,033,891)
Economic services	(1,188,272)	(1,146,272)	42,000	(814,333)
Other property and services	(130,610)	(130,610)	0	(309,525)
	(22,305,351)	(22,276,522)	28,829	(16,093,774)
Non-cash amounts excluded from operating activities				
Add: Depreciation on assets	8,286,606	8,286,606	0	6,237,328
Less: Movement in Contract Liabilities	399,695	(1,575,109)	(1,974,804)	(746,091)
Amount attributable to operating activities	(1,695,560)	(3,249,859)	(1,554,299)	221,877
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	4,258,072	5,935,874	1,677,802	1,748,485
Net Non-operating Grants	4,258,072	5,935,874	1,677,802	1,748,485
Payments for property, plant and equipment and infrastructure	(7,154,675)	(8,182,477)	(1,027,802)	(3,227,388)
Amount attributable to investing activities	(2,896,603)	(2,246,603)	650,000	(1,478,903)
FINANCING ACTIVITIES				
Repayment of borrowings	(53,244)	(53,244)	0	(53,244)
Principal elements of finance lease payments	(365,390)	(365,390)	0	(251,006)
Transfers to cash backed reserves (restricted assets)	(1,400,181)	(187,584)	1,212,597	(350,826)
Transfers from cash backed reserves (restricted assets)	1,512,110	1,512,110	0	849,090
Amount attributable to financing activities	(306,705)	905,892	1,212,597	194,014
Closing Funding Surplus(Deficit)	253,531	0	(253,531)	3,527,558

SHIRE OF CARNARVON
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 MARCH 2021

1. BASIS OF PREPARATION

The budget 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 budget. 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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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.

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.

2020-21 ACTUAL BALANCES

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF CARNARVON
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 MARCH 2021

2. BUDGET AMENDMENTS

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

Account No.	Job No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
							\$	\$	\$
		Budget adoption		Budgeted Closing surplus/(deficit)					253,531
		Current un-audited surplus variance			0	0	0	(561,829)	(308,298)
		Error in Original Budget						(1,974,804)	(2,283,102)
6702	6700	Youth Grant (Exp)	FC10/10/20	Operating Expenses	0	(10,000)	0	(10,000)	(2,293,102)
7041		To Leave Reserve	FC25/10/20	Reserves	(230,000)	(190,000)	40,000	0	(2,253,102)
3154	LRC002	Growers Market Upgrades	FC28/8/20	Capital Expenses	0	(15,000)	0	(15,000)	(2,268,102)
3604	3615	I.W.S. - Infrastructure (Gdc)	FC28/8/20	Capital Expenses	(733,461)	(137,004)	596,457	0	(1,671,645)
3604	3620	Iws - Infrastructure (Bbrf)	FC28/8/20	Capital Expenses	0	(596,457)	0	(596,457)	(2,268,102)
3604	LRC005	Fascine Shelter & Bbq Project	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,318,102)
3604	LRC006	Tramway Bridge Upgrade Project	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,368,102)
3604	LRC007	Town Amenity Improvements	FC28/8/20	Capital Expenses	0	(319,000)	0	(319,000)	(2,687,102)
3760	LRC001	Dog Fence Project Support	FC28/8/20	Capital Expenses	0	(50,000)	0	(50,000)	(2,737,102)
3764	LRC011	Tennis Clubhouse - Upgrade Project	FC28/8/20	Capital Expenses	0	(10,000)	0	(10,000)	(2,747,102)
4154	LRC008	Airport Amenity Improvements	FC28/8/20	Capital Expenses	0	(120,000)	0	(120,000)	(2,867,102)
4214	LRC003	Coral Bay Visitor Signage Project	FC28/8/20	Capital Expenses	0	(25,000)	0	(25,000)	(2,892,102)
4214	LRC009	Blowholes Camping Area Improvements	FC28/8/20	Capital Expenses	0	(160,000)	0	(160,000)	(3,052,102)
4214	LRC010	Artificial Reef Project	FC28/8/20	Capital Expenses	0	(25,000)	0	(25,000)	(3,077,102)
4314	LCR004	Town Beach Kiosk Upgrade Project	FC28/8/20	Capital Expenses	0	(20,000)	0	(20,000)	(3,097,102)
3156		L.R.C.I. Grant	FC28/8/20	Operating Revenue	0	15,000	15,000	0	(3,082,102)
3324		L.R.C.I. Grant	FC28/8/20	Operating Revenue	0	429,000	429,000	0	(2,653,102)
3824		Local Roads & Community Infrastructure Gr	FC28/8/20	Operating Revenue	0	70,000	70,000	0	(2,583,102)
4613		L.R.C.I. Infr. Grant	FC28/8/20	Operating Revenue	0	120,000	120,000	0	(2,463,102)
4A34		Lrci Grant - Infr.	FC28/8/20	Operating Revenue	0	230,000	230,000	0	(2,233,102)
1224		Land & Buildings - Dfes	Proposed	Capital Expenses	(134,100)	(268,990)	0	(134,890)	(2,367,992)
2614		Other Infrastructure - Brown'S Range Tip Si	Proposed	Capital Expenses	0	(50,000)	0	(50,000)	(2,417,992)
2974	0410	Staff Housing - (L.&B.)	Proposed	Capital Expenses	(20,000)	(5,000)	15,000	0	(2,402,992)
3064	0410	Land & Buildings	Proposed	Capital Expenses	0	(100,000)	0	(100,000)	(2,502,992)
3124	LRC014	Cemetery Dev.	Proposed	Capital Expenses	(10,000)	(60,000)	0	(50,000)	(2,552,992)
3474	0615	Playground Equipment	Proposed	Capital Expenses	(35,000)	0	35,000	0	(2,517,992)
3604	3621	Fascine Wall (Grant Funded)	Proposed	Capital Expenses	0	(99,950)	0	(99,950)	(2,617,942)
3604	3616	Fascine Wall (Own Sources Capital Works)	Proposed	Capital Expenses	(275,000)	(10,000)	265,000	0	(2,352,942)
3604	LRC017	Brockman Park Retic And Landscape	Proposed	Capital Expenses	0	(148,912)	0	(148,912)	(2,501,854)
3760	LRC018	Culverts And Flood Wall Rock Minilya Lyndc	Proposed	Capital Expenses	0	(310,000)	0	(310,000)	(2,811,854)
3764	G034	Fascine Completion (Grant Sourced)	Proposed	Capital Expenses	(99,950)	0	99,950	0	(2,711,904)
3764	LRC015	Baston Oval Ablutions Upgrade	Proposed	Capital Expenses	0	(20,000)	0	(20,000)	(2,731,904)
3800	LRC012	Upgrade Power Supply Main Street	Proposed	Capital Expenses	0	(20,000)	0	(20,000)	(2,751,904)
3850	9004	Temporary Budget Job No - Footpaths Asse	Proposed	Capital Expenses	(232,040)	(72,040)	160,000	0	(2,591,904)
0594		Furn & Equip (Admin)	Proposed	Capital Expenses	(50,000)	(25,000)	25,000	0	(2,566,904)
3104		Toilet Block-Blowholes	Proposed	Capital Expenses	0	(146,250)	0	(146,250)	(2,713,154)
3690	1154	Blowholes Development Project (Capital W	Proposed	Capital Expenses	(1,012,046)	(865,796)	146,250	0	(2,566,904)
3294	1565	Shade Sails	Proposed	Capital Expenses	(50,000)	0	50,000	0	(2,516,904)
3,760	C702	Grid Construction & Approches	Proposed	Capital Expenses	(150,000)	(50,000)	100,000	0	(2,416,904)
3,494	3,494	Record Not Found		Capital Expenses	0	0	0	0	(2,416,904)
32		Legal Expenses - Rates	Proposed	Operating Expenses	(15,000)	(10,000)	5,000	0	(2,411,904)
132	0002	Civic Receptions	Proposed	Operating Expenses	(10,000)	(8,000)	2,000	0	(2,409,904)
332		Print/Stationery/Copying	Proposed	Operating Expenses	(16,500)	(10,500)	6,000	0	(2,403,904)
382		Postage And Freight	Proposed	Operating Expenses	(21,800)	(19,800)	2,000	0	(2,401,904)
392		Office Expenses Other	Proposed	Operating Expenses	(21,460)	(11,460)	10,000	0	(2,391,904)
442		Audit Fees	Proposed	Operating Expenses	(65,000)	(100,000)	0	(35,000)	(2,426,904)
482		Synergy Software	Proposed	Operating Expenses	(128,870)	(118,870)	10,000	0	(2,416,904)
532	0567	Computer Operations	Proposed	Operating Expenses	(23,000)	(18,000)	5,000	0	(2,411,904)
562		Depreciation Exp (Admin)	Proposed	Operating Expenses	(147,444)	(147,968)	0	(524)	(2,412,428)
622		Debt Collection	Proposed	Operating Expenses	(10,000)	(5,000)	5,000	0	(2,407,428)
732	0069	Fire Prevention/Fighting	Proposed	Operating Expenses	0	(5,000)	0	(5,000)	(2,412,428)
732	0076	Fire Prevention/Fighting	Proposed	Operating Expenses	(17,300)	(12,300)	5,000	0	(2,407,428)
862	0086	Employee Costs	Proposed	Operating Expenses	(223,845)	(268,845)	0	(45,000)	(2,452,428)
862	0087	Employee Costs	Proposed	Operating Expenses	(66,463)	(71,463)	0	(5,000)	(2,457,428)
912	0918	Control Expenses - Other	Proposed	Operating Expenses	(5,000)	(2,000)	3,000	0	(2,454,428)
1192		Staff Trng.	Proposed	Operating Expenses	(45,000)	(40,000)	5,000	0	(2,449,428)
1722	1722	Asset Management	Proposed	Operating Expenses	(189,556)	(179,556)	10,000	0	(2,439,428)
1822	0229	Mosquito/Vermin Control	Proposed	Operating Expenses	(8,000)	(13,000)	0	(5,000)	(2,444,428)
1955	1980	Aged Care Concept Plans	Proposed	Operating Expenses	(20,000)	0	20,000	0	(2,424,428)
1955	1981	Aged Care Concept Plans	Proposed	Operating Expenses	(10,000)	0	10,000	0	(2,414,428)
2052	2054	Town Planning Schemes	Proposed	Operating Expenses	(16,062)	(6,062)	10,000	0	(2,404,428)
2202		Seniors Week Function	Proposed	Operating Expenses	(4,500)	0	4,500	0	(2,399,928)
2292		Minor Equipment	Proposed	Operating Expenses	(5,500)	(8,500)	0	(3,000)	(2,402,928)
2362	0349	Refuse Collection - Cvn.	Proposed	Operating Expenses	(253,500)	(215,500)	38,000	0	(2,364,928)
2372	0352	Browns Rd - Tip Site Mtce.	Proposed	Operating Expenses	(672,956)	(627,956)	45,000	0	(2,319,928)
2372	0353	Browns Rd - Tip Site Mtce.	Proposed	Operating Expenses	(7,507)	(1,807)	5,700	0	(2,314,228)
2782	2780	Fascine Maintenance	Proposed	Operating Expenses	(50,000)	0	50,000	0	(2,264,228)
2802		Employee Costs	Proposed	Operating Expenses	(286,213)	(274,213)	12,000	0	(2,252,228)
2892		Office Expenses	Proposed	Operating Expenses	0	(3,000)	0	(3,000)	(2,255,228)
2952		Land Development Costs	Proposed	Operating Expenses	(6,350)	(3,350)	3,000	0	(2,252,228)
3112	0501	Civic Centre Operations	Proposed	Operating Expenses	(140,170)	(135,170)	5,000	0	(2,247,228)
3182	0526	Aquatic Centre	Proposed	Operating Expenses	(87,770)	(103,770)	0	(16,000)	(2,263,228)
3242	9000	Carnarvon Parks & Gardens	Proposed	Operating Expenses	(497,316)	(461,419)	35,897	0	(2,227,331)
3282	0901	Recreation Public Buildings	Proposed	Operating Expenses	(9,420)	(8,420)	1,000	0	(2,226,331)
3282	0907	Recreation Public Buildings	Proposed	Operating Expenses	(561)	(1,561)	0	(1,000)	(2,227,331)
3572	3570	Festival And Events	Proposed	Operating Expenses	(46,034)	(66,034)	0	(20,000)	(2,247,331)

SHIRE OF CARNARVON
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 MARCH 2021

2. BUDGET AMENDMENTS

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

Account No.	Job No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
							\$	\$	\$
3672	0606	Tramway Bridge Mtce	Proposed	Operating Expenses	(37,388)	(47,388)	0	(10,000)	(2,257,331)
3920	0800	Sign & Street Furn Mtce.	Proposed	Operating Expenses	(20,000)	(40,000)	0	(20,000)	(2,277,331)
3950	M090	Country Roads Mtce.	Proposed	Operating Expenses	0	(2,250)	0	(2,250)	(2,279,581)
3950	M095	Country Roads Mtce.	Proposed	Operating Expenses	0	(3,000)	0	(3,000)	(2,282,581)
3950	M174	Country Roads Mtce.	Proposed	Operating Expenses	0	(6,000)	0	(6,000)	(2,288,581)
3980	1809	Drainage Mtce. Town	Proposed	Operating Expenses	(23,800)	(20,800)	3,000	0	(2,285,581)
3990	1805	Footpaths	Proposed	Operating Expenses	(47,775)	(45,525)	2,250	0	(2,283,331)
4030	1878	Operation & Maintenance - Shire Depot	Proposed	Operating Expenses	(63,354)	(57,354)	6,000	0	(2,277,331)
4202	4203	Merchandise - Vc	Proposed	Operating Expenses	(40,000)	(48,000)	0	(8,000)	(2,285,331)
4202	4204	Merchandise - Vc	Proposed	Operating Expenses	(70,000)	0	70,000	0	(2,215,331)
4302	1955	Tourist Reserves Mtce	Proposed	Operating Expenses	(19,880)	(34,880)	0	(15,000)	(2,230,331)
4572	4574	Economic Dev. - Other	Proposed	Operating Expenses	(18,398)	(23,398)	0	(5,000)	(2,235,331)
5382	0116	Staff Housing	Proposed	Operating Expenses	(15,864)	(14,864)	1,000	0	(2,234,331)
5382	0119	Staff Housing	Proposed	Operating Expenses	(9,442)	(10,442)	0	(1,000)	(2,235,331)
5382	0122	Staff Housing	Proposed	Operating Expenses	0	(20,000)	0	(20,000)	(2,255,331)
5422		Insurance (Incident) Claim Expenses	Proposed	Operating Expenses	(20,000)	0	20,000	0	(2,235,331)
5452		Staff Recruitment	Proposed	Operating Expenses	(15,000)	(55,000)	0	(40,000)	(2,275,331)
6002		Employee Costs	Proposed	Operating Expenses	(289,152)	(284,152)	5,000	0	(2,270,331)
6102		Depreciation	Proposed	Operating Expenses	(524)	0	524	0	(2,269,807)
6112	1201	Youth Services	Proposed	Operating Expenses	(30,000)	(3,000)	27,000	0	(2,242,807)
01D2		Review Of Local Laws	Proposed	Operating Expenses	(35,000)	(20,000)	15,000	0	(2,227,807)
06D2	0011	Consultancies	Proposed	Operating Expenses	(195,415)	(170,415)	25,000	0	(2,202,807)
11E2		Ses Risk Management (Aware)	Proposed	Operating Expenses	0	(25,082)	0	(25,082)	(2,227,889)
1H32		Bushfire Risk Mgmt. Officer	Proposed	Operating Expenses	0	(150,186)	0	(150,186)	(2,378,075)
41		Instalment Interest Charges	Proposed	Operating Revenue	5,000	25,000	20,000	0	(2,358,075)
61		Penalty Interest Overdue Rates	Proposed	Operating Revenue	43,584	73,584	30,000	0	(2,328,075)
553		Reimbursement-Insurance	Proposed	Operating Revenue	20,000	0	0	(20,000)	(2,348,075)
1141		Legal Charges Recovered	Proposed	Operating Revenue	15,000	10,000	0	(5,000)	(2,353,075)
1203		Emergency Svces Grant	Proposed	Operating Revenue	169,708	35,608	0	(134,100)	(2,487,175)
1225		Capital Grant - Dfes	Proposed	Operating Revenue	0	268,990	268,990	0	(2,218,185)
1343		Grants Others	Proposed	Operating Revenue	0	10,000	10,000	0	(2,208,185)
1963		Aged Care Contributions	Proposed	Operating Revenue	15,000	0	0	(15,000)	(2,223,185)
2313		Other Grants	Proposed	Operating Revenue	15,000	0	0	(15,000)	(2,238,185)
2323		Reimbursement	Proposed	Operating Revenue	1,000	0	0	(1,000)	(2,239,185)
2363		Browns Range Tip Fees	Proposed	Operating Revenue	232,000	312,000	80,000	0	(2,159,185)
2616		Lrci Grant	Proposed	Operating Revenue	0	50,000	50,000	0	(2,109,185)
2773		Grant - Rfbs Fascine Dredge	Proposed	Operating Revenue	0	49,408	49,408	0	(2,059,777)
2953		Development Applications	Proposed	Operating Revenue	15,000	25,000	10,000	0	(2,049,777)
3033		Grant Blowholes	Proposed	Operating Revenue	0	146,250	146,250	0	(1,903,527)
3125		L.R.C.I Grant	Proposed	Operating Revenue	0	150,000	150,000	0	(1,753,527)
3323		Grants - Blowholes Dev.	Proposed	Operating Revenue	1,111,996	965,746	0	(146,250)	(1,899,777)
3606		Lrci Grant	Proposed	Operating Revenue	0	168,912	168,912	0	(1,730,865)
3673		Seniors Grant (Income)	Proposed	Operating Revenue	2,000	0	0	(2,000)	(1,732,865)
4123		Airport Lease Payments	Proposed	Operating Revenue	365,000	455,000	90,000	0	(1,642,865)
4983		Staff Rent	Proposed	Operating Revenue	21,400	11,400	0	(10,000)	(1,652,865)
5123		Diesel Fuel Rebate (Ato)	Proposed	Operating Revenue	25,000	70,000	45,000	0	(1,607,865)
5483		Interest On Investments	Proposed	Operating Revenue	20,000	10,000	0	(10,000)	(1,617,865)
5503		Grants (Other)	Proposed	Operating Revenue	0	310,000	310,000	0	(1,307,865)
6063		Grant Income	Proposed	Operating Revenue	10,000	30,000	20,000	0	(1,287,865)
7003		Merchandise Sales - Vc	Proposed	Operating Revenue	78,330	88,330	10,000	0	(1,277,865)
7043		Vc Tourism Booking Sales	Proposed	Operating Revenue	70,000	0	0	(70,000)	(1,347,865)
11E3		Grant-Emergency Risk Management (Aware)	Proposed	Operating Revenue	0	25,082	25,082	0	(1,322,783)
1H33		Dfes Grant Risk Officer	Proposed	Operating Revenue	0	150,186	150,186	0	(1,172,597)
7041		To Leave Reserve	Proposed	Reserves	(190,000)	(50,000)	140,000	0	(1,032,597)
7081		To Plant Replacement Reserve	Proposed	Reserves	(150,000)	(67,584)	82,416	0	(950,181)
7201		To Waste Disposal Reserve	Proposed	Reserves	(100,000)	(25,000)	75,000	0	(875,181)
7261		To It Replacement Reserves	Proposed	Reserves	(50,000)	(25,000)	25,000	0	(850,181)
6811		To Surge/Fascine Wall Reserve	Proposed	Reserves	(231,500)	0	231,500	0	(618,681)
7251		To Otc/Nasa Reserves	Proposed	Reserves	(50,000)	(20,000)	30,000	0	(588,681)
7620		To Land & Infrastructure Development	Proposed	Reserves	(230,000)	0	230,000	0	(358,681)
7530		To Asset Management Reserve	Proposed	Reserves	(8,000)	0	8,000	0	(350,681)
7701		To Emergency Response Reserve	Proposed	Reserves	(50,000)	0	50,000	0	(300,681)
7801		To Mosquito Management Reserve	Proposed	Reserves	(681)	0	681	0	(300,000)
7623		To Country Roads Grading	Proposed	Reserves	(300,000)	0	300,000	0	(0)
					(6,235,850)	(3,952,748)	5,685,953	(5,939,485)	

SHIRE OF CARNARVON

NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

3. CASH RESERVES

Reserve name	Opening Balance	Original Budget Transfers In (+)	Revised Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Revised Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Cash @ Bank Leave Reserve	172,529	230,000	50,000	57,562	0	0	0	402,529	222,529	230,091
Cash @ Bank Plant Reserve	154,881	150,000	67,584	37,548	0	0	0	304,881	222,465	192,429
Cash @ Bank Waste Disposal Reserve	78,279	100,000	25,000	25,030	0	0	0	178,279	103,279	103,309
Cash @ Bank Public Ablutions Reserve	1,764	0	0	0	0	0	0	1,764	1,764	1,764
Cash @ Bank Staff Housing Reserve	700,219	0	0	218	0	0	0	700,219	700,219	700,437
Cash @ Bank Civic Centre Reserve	60,487	0	0	19	0	0	0	60,487	60,487	60,506
Cash @ Bank It Replacement Reserve	94,522	50,000	25,000	12,527	0	0	0	144,522	119,522	107,049
Cash @ Bank Airport Reserve	59,275	0	0	18	0	0	0	59,275	59,275	59,293
Cash @ Bank Coral Bay Tip Reserve	21,850	0	0	6	0	0	0	21,850	21,850	21,856
Cash @ Bank Surge/Fascine Wall Reserve	356,382	231,500	0	57,999	0	0	0	587,882	356,382	414,381
Cash @ Bank Town Planning Reserve	1,451	0	0	0	0	0	0	1,451	1,451	1,451
Cash @ Bank Fascine Dredging Reserve	84,654	0	0	27	0	0	0	84,654	84,654	84,681
Cash @ Bank Flood Mitigation Reserve	11,880	0	0	4	0	0	0	11,880	11,880	11,884
Cash @ Bank Otc/Nasa Reserve	8,850	50,000	20,000	12,514	0	0	0	58,850	28,850	21,364
Cash @ Bank Blowholes Reserve	2,748	0	0	1	0	0	0	2,748	2,748	2,749
Cash @ Bank Land & Infrastructure Development Reserve	225,248	230,000	0	57,583	(58,000)	(58,000)	(58,000)	397,248	167,248	224,831
Cash @ Bank Asset Management Reserve	36,879	8,000	0	2,011	0	0	0	44,879	36,879	38,890
Cash @ Bank Emergency Response Reserve	252,787	50,000	0	12,576	0	0	0	302,787	252,787	265,363
Cash @ Bank Mosquito Management Reserve	3,845	681	0	171	0	0	0	4,526	3,845	4,016
Cash @ Bank Country Roads Grading	60,000	300,000	0	75,012	0		0	360,000	60,000	135,012
Reserve Funds	2,388,530	1,400,181	187,584	350,826	(58,000)	(58,000)	(58,000)	3,730,711	2,518,114	2,681,358
Unspent Grants										
Cash @ Bank Unspent Grants & Contributions Reserve	7,690,297	0	0	0	0	0	(291,089)	7,690,297	7,690,297	7,399,208
Investments Unspent Grants & Contributions Reserve	(6,115,185)	0	0	0	(1,454,110)	(1,454,110)	(500,000)	(7,569,295)	(7,569,295)	(6,615,185)
Total Unspent Grants cash backed in reserve	1,575,112	0	0	0	(1,454,110)	(1,454,110)	(791,090)	121,002	121,002	784,023
TOTAL CASH BACKED RESERVES	3,963,642	1,400,181	187,584	350,826	(1,512,110)	(1,512,110)	(849,090)	3,851,713	2,639,116	3,465,381

KEY INFORMATION

Reserves transfers to and from the Muni bank are in progress

SHIRE OF CARNARVON
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 MARCH 2021

4. CAPITAL ACQUISITIONS DETAILED

			Adopted			
Account	Job	Account Description	Original Budget	Revised Budget	YTD Actual	Variance (Under)/Over
Land & Buildings						
0964		Land & Buildings	10,000	10,000	0	0
1224		Land & Buildings - Dfes	134,100	268,990	31,848	134,890
	2614	Other Infrastructure - Brown'S Range Tip Site	0	50,000	0	50,000
2974		7 Airport Cres. - Capital	20,000	5,000	0	(15,000)
	3064 LRC016	Public Toilets Baxter Park	0	100,000	0	100,000
3104		Toilet Block-Blowholes	0	146,250	146,250	146,250
3154	3157	Civic Centre Toilets - Refurbishment	0	0	28,066	0
3154	LRC002	Growers Market Upgrades	0	15,000	0	15,000
3680	1501	Depot Improvements	22,310	22,310	0	0
3764	1172	Ticket Box - Festival Grounds	0	0	242	0
3764	G034	Fascine Completion (Grant Sourced)	99,950	0	14,280	(99,950)
3764	LRC011	Tennis Clubhouse - Upgrade Project	0	10,000	9,749	10,000
3764	LRC015	Baston Oval Ablutions Upgrade	0	20,000	0	20,000
4154	0415	Main Airport Terminal	35,000	35,000	0	0
4154	LRC008	Airport Amenity Improvements	0	120,000	4,300	120,000
			321,360	802,550	234,735	481,190
Furniture & Equipment						
0594		Furn & Equip (Admin)	50,000	25,000	13,440	(25,000)
			50,000	25,000	13,440	(25,000)
Plant & Equipment						
3274			0		0	0
3274	1564	Other Plant And Equipment - Aquatic Centre	15,000	15,000	11,580	0
3344		Plant And Equipment	20,000	20,000	0	0
4114		Plant & Equip. - Airport	40,000	40,000	0	0
4284		Plant & Equipment	130,000	130,000	0	0
			205,000	205,000	11,580	0
Roads						
3740	R2R174	MINILYA LYNDON ROAD - ROADS TO RECOVERY	0	0	624,140	0
3740	R2R209	HARBOUR ROAD - ROADS TO RECOVERY	807,725	807,725	0	0
3760	C174	MINILYA/LYNDON ROAD	406,068	406,068	414,382	0
3760	C209	HARBOUR ROAD (GREYS PLAIN)	1,192,775	1,192,775	0	0
3760	C702	Grid Construction & Approches	150,000	50,000	17,858	(100,000)
3760	C710	Blowholes Road - Construction	580,557	580,557	580,557	0
3760	LRC001	Dog Fence Project Support	0	50,000	35,333	50,000
3760	LRC018	Culverts And Flood Wall Rock Minilya Lyndon & Wahroonga Pimbee Rds	0	310,000	0	310,000
			3,137,125	3,397,125	1,672,269	260,000
Footpaths						
3850	9004	Temporary Budget Job No - Footpaths Asset Renewals (Coa 3850)	232,040	72,040	0	(160,000)
3850	F248	Footpath - Sailfish Drive Coral Bay	0	0	20,667	0
			232,040	72,040	20,667	(160,000)
Drainage						
3770						
3770	D002	Storm Water Pumps	37,000	37,000	0	0
			37,000	37,000	0	0
Parks & Ovals						
3474	0615	Playground Equipment	35,000	0	0	(35,000)
3690	1154	Blowholes Development Project (Capital Works)	1,012,046	865,796	598,122	(146,250)
3294	1562	Upgrades To Swimming Pool Bowl	45,000	45,000	2,651	0
3294	1565	Shade Sails	50,000	0	0	(50,000)
			1,142,046	910,796	600,772	(231,250)
Airport						
4124	A001	Runway Lighting - Capital Upgrades (Renewal)	60,000	60,000	9,290	0
4124	A009	Carnarvon Airport Fencing	0	0	0	0
4124	A011	Upgrades To Airport Apron	267,421	267,421	2,071	0
4124	A012	Coral Bay Airstrip Upgrade	429,310	429,310	13,438	0
			756,731	756,731	24,799	0
Other Infrastructure						
3124	0495	Brown'S Range Cemetery - Niche Wall (Columbarium)	0	0	0	0
3124	LRC014	Pioneer Cemetery Remediation	10,000	10,000	0	0
3974	1176	Lock Hospital Healing Space	81,000	81,000	0	50,000
3604	3615	I.W.S. - Infrastructure (Gdc)	733,461	137,004	168,623	(596,457)
3604	3616	Fascine Wall (Own Sources Capital Works)	275,000	10,000	4,923	(265,000)
3604	3620	Iws - Infrastructure (Bbrf)	0	596,457	418,360	596,457
3604	3621	Fascine Wall (Grant Funded)	0	99,950	20,261	99,950
4314	LCR004	Town Beach Kiosk Upgrade Project	0	20,000	0	20,000
4214	LRC003	Coral Bay Visitor Signage Project	0	25,000	0	25,000
3604	LRC005	Fascine Shelter & Bbq Project	0	50,000	0	50,000
3604	LRC006	Tramway Bridge Upgrade Project	0	50,000	11,871	50,000
3604	LRC007	Town Amenity Improvements	0	319,000	0	319,000
3604	LRC017	Brockman Park Retic And Landscape	0	148,912	0	148,912
3800	LRC012	Upgrade Power Supply Main Street	0	20,000	0	20,000
4214	LRC009	Blowholes Camping Area Improvements	0	160,000	0	160,000
4214	LRC010	Artificial Reef Project	0	25,000	25,088	25,000
			1,099,461	1,802,323	649,126	702,862
Landfill						
2414						
2414	0385	New Refuse Site Development At Coral Bay	173,912	173,912	0	0
			0		0	0
			173,912	173,912	0	0
TOTAL			7,154,675	8,182,477	3,227,388	1,027,802

CARNARVON RANGELANDS BIOSECURITY ASSOCIATION INC.

CASE STUDY: Carnarvon Townsite Mesquite Project



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1. INTRODUCTION

Mesquite is a common name for several plants in the genus *Prosopis*, which contains over 40 species of small leguminous trees. Native to North and South America, mesquite plants were introduced to Australia as fodder for stock, ornamentals in station homestead or town gardens, and used in mine dumps and other soil stabilisation programs. Mesquite is a Weed of National Significance (WONS).

Appearance

Mesquite is an evergreen or deciduous shrub or low tree with one to several trunks and arched branches. It has different growth forms depending on its location and water supply.

- Drier soils – short, many stemmed shrubs one to three metres high
- Near permanent water – large single trunk 6-15 metres high
- Floodplains – branching from the base, forming dense thickets five to eight metres high, particularly along the banks of intermittently flowing creeks

Negative Impacts

- Invades rangelands. Mesquite thickets can out-compete other vegetation, interfere with mustering and block access to watering places.
- Economic modelling indicates that mesquite would cost Western Australia \$12.0 million each year if it is not managed and \$3.0 million if it is managed (Cook, D., 2014 Agricultural Resource Risk Management. Strategic Report. Impact Assessments for Declared Plants in Western Australia. Department of Agriculture and Food WA)

Mesquite is a C1/C2 Declared pest under BAM act 2007 for whole of State and remains an eradication target in the Gascoyne Catchment.

Mesquite has been present in the Gascoyne River catchment for many decades and has spread along most of the river and flood plain around the Carnarvon townsite. There has been sporadic control programs run over the past 50 years, while State and Federal funding has been allocated to conduct large scale knockdown projects, seed set has not been managed in between external funding opportunities.

2. PROJECT PLAN

Focus

The Department of Primary Industries and Regional Development (DPIRD, formally Agriculture and Food WA) have granted the Carnarvon Rangelands Biosecurity Association Inc (CRBA) \$100,000 to conduct control activities in the Carnarvon town site and surrounding commons to reduce the impact and contain the spread of Mesquite. A case study is required to compliment the control project to measure the success of inter – organisational collaboration.

The case study will consist of Stakeholder consultation and commitment, followed by treatment and monitoring in accordance with best practice weed management practices. A survey of results upon completion will be undertaken capturing Stakeholder opinions and ongoing commitment.

Measurements

Photo Monitoring Sites

10 monitoring sites will be created; consisting of 6 galvanised steel fence droppers, marking out a square approximately 20 meters by 20 meters. Two droppers placed in the centre front for lining up photo point.

Photos will be taken before and after basal bark treatment of target Mesquite tree. Site marker will be left in situ to allow seed set monitoring into the future.

Survey of Stakeholders

10 questions will be asked of the Stakeholders that manage lands infested with mesquite in the Carnarvon town site and surrounding commons. 6 questions before and 4 after project completion, with questions pertaining to project commitment being asked. The CRBA is seeking Stakeholder contribution to ensure project viability.

Before questions:

1. Are you aware of Mesquite being present on land managed by your organisation?
2. Does your organisation know that Mesquite is a C1/C2 declared pest under the BAM Act 2007 and the legal obligations of the declaration?
(Have relevant BAM Act reference points on hand and available to send to Stakeholder if required)
3. Does your organisation have a current management plan to manage mesquite on its tenure?
4. Would your organisation collaborate with other stakeholders to conduct a coordinated control project for Mesquite across the Carnarvon town site and commons?
5. DPIRD is contributing \$100k towards a coordinated case study and control project to knockdown mature seed bearing trees, what can your organisation offer towards the project?
(Have suggestions on what they can contribute - \$, chemicals, diesel)
6. Is your organisation prepared to manage seed set in subsequent years after the canopy is opened up to sunlight from removal of mature trees? How do you foresee this being managed?

After Questions:

1. Does your organisation consider the project a success?
2. Would your organisation participate in further coordinated pest management projects?
3. Has your organisation budgeted for seed set follow up treatments?
4. Would your organisation be interested in taking the lead on future pest management projects?

3. PROJECT OUTCOMES

Stakeholder Survey – Prior to commencement

Carnarvon Rangelands Biosecurity Association (CRBA) Executive Officer Krystie Bremer made contact with the key stakeholders of the project prior to the commencement of the project. These stakeholders were determined in consultation with the Department of Primary Industry and Regional Development Biosecurity Officer, Jim Miller. They were:

- Shire of Carnarvon
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Water
- Main Roads
- Department of Primary Industry and Regional Development (DPIRD)– Research Station

Each of the stakeholders responded to the six questions outlined in the project proposal, a summary of responses are as follows:

- A detailed and valuable discussion was held with the majority of stakeholders within the Carnarvon townsite.
- DBCA provided insight into the best locations to focus the spraying, along with providing all of the chemicals required to undertake the project. They also said diesel would be available if required.
- Department of Water took a few calls to speak to the best contact, who happened to be based in Geraldton. They have very limited local capacity in Carnarvon but agreed to provide us with access to undertake control works.
- Main Roads were very keen in learning more about the weed and getting information to their contractors to allow them to best monitor roads sides and rest areas. They suggested an information session to be held in Carnarvon to better involve stakeholders in identification and best management. They also suggested they would be keen to provide additional funding to the project.
- DPIRD Research Station Manager was previously not aware of the two trees on site but was happy to provide us with access to treat them as part of this project.
- Shire of Carnarvon where by far the most difficult to deal with and get answers relating to weed management and contribution to this project. After a push from some councillors they agreed to provide up to 8,000 litres of diesel to be used for spraying across the entire project.

Stakeholder Information Session

After a suggestion from received from one of the stakeholders an Information Session was held for all stakeholders in Carnarvon. The session was held Thursday 17th September 2020 at the Gwoonwardu Mia Centre in Carnarvon, a site with known Mesquite Trees. Attendance was better than expected with the following from each stakeholder in attendance:

- Westerly Contractors – 2
- CRBA – 1
- DBCA – 1
- Shire of Carnarvon – 6
- Department of Water – 1
- DPIRD Research Station – 2
- Main Roads (including Lend Lease) – 10

Krystie Bremer opened the information session before Ted Godden from Westerly Contractors started sharing information on identification, seed set and control. There were some great questions from the group, with those in attendance all taking something away. After morning tea, we moved outside to view the Mesquite on site, Ted Godden went into details on how to differentiate between the weed and the native plant, along with displaying how control is undertaken.



Main Roads expressed further their desire to contribute, stating they would provide additional funds for contractor time. They also asked that we send additional information and documentation to themselves and Lend Lease on control, with a hope that moving forward Lend Lease will continue to monitor work undertaken on their land tenure.



Each stakeholder in attendance was provided with a link to the information documents available at the session. Documents available included:

- Weed Management Guide – Mesquite
- Weed Management Guide – Parkinsonia
- Basal Bark Spraying
- Woody Weed Control
- Mesquite Presentation (put together by Westerly Contractors and included in this report)

Papertree Pty. Ltd. as trustee for the Ted Godden Family Trust t/a



THE 100% TREE SERVICE

Project Closure Report November 2020

Project Name: Mesquite Eradication Gascoyne
Department: Carnarvon Rangelands Biosecurity Association (CRBA)
Focus Area: Carnarvon, North Coastal
Product/Process: Westerly Contractors-Weed Eradication
Registration: Environmental Health Directorate
Pest Management Business Reg: 1375

Prepared By

Document Owner(s)	Project/Organization Role
Ted Godden	Managing Director, Westerly Contractors

Project Closure Report Version Control

Version	Date	Author	Change Description
V1	10/11/2020	Tina Godden	For review by Ted Godden
V2	1/12/2020	Tina Godden	Submit to CRBA

Confidential

Westerly Mesquite Report Nov 2020
Last printed on 12/11/2020 10:21:00 AM

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1 PROJECT CLOSURE REPORT PURPOSE

Project Closure Report Purpose

This Project Closure Report is the final document issued by Westerly Contractors for the project and is produced to assist CRBA to assess the success of the project, identify best practices for future projects, and formally close the project.

2 PROJECT CLOSURE REPORT GOALS

Project Closure Report Goals

This Project Closure Report is created to accomplish the following goals:

- Review and validate the milestones and success of the project.
- Confirm issues, risks, and recommendations.
- Outline tasks and activities required to close the project.
- Identify project highlights and best practices for future projects.

3 PROJECT CLOSURE REPORT SUMMARY

3.1 Project Background Overview

Project Background Overview

Over the last 14 years Westerly Contractors has participated in and/or coordinated intermittent herbicide treatment programs for Mesquite infestations across the Gascoyne region, using Basal Bark application with the chemical CROP GRANDO 600, mixed with Diesel to the ratio of 40: 1. The objective of the 2020 treatment program was;

- To build on success of previous Mesquite treatments
- To document method of herbicide application
- To record treatment locations
- To provide photo documentation
- To apply sound environmental management
- To ensure OHS principles applied across all locations
- CRBA to carry out inspections and reporting
- To provide evidence of project success to support potential future funding opportunities of program

3.2 Project Highlights and Best Practices

Project Highlights and Best Practices

Project Highlights:

- Recorded visual evidence showing good coverage across the large, densely covered area showing first signs of herbicide treatment within 2 weeks.
- Meeting held mid project with key stakeholders; to engage, educate, demonstrate herbicide treatment benefits and share Mesquite information relevant to the Gascoyne.

Stakeholder Contributions toward the program:

- Main Roads Gascoyne allocated additional funding toward the program, this equated to 2 days for 5 worker team to treat road reserve areas with known infestation of Mesquite.
- Carnarvon Shire supplied 5700litres of Diesel
- Department of Biodiversity, Conservation and Attractions (DBCA) contributed chemical CROP GRANDO 600

Best Practice:

- Workplace safety effective; team/s always worked in basic grid format to ensure radio or visual contact maintained.

Program schedule:

- Works were undertaken in cooler weather periods than previous programs, this decreased heat exposure risk to staff.
- Treatment program planned for Mesquite growth period supporting more reliable take up of herbicide

3.3 Project Closure Synopsis

Project Closure Synopsis

- Completion of the scheduled round of treatment.
- The project objectives and deliverables were met.
- All available funding has been expended.

4 PROJECT METRICS PERFORMANCE

4.1 Goals and Objectives Performance

Goals and Objectives Performance

Treatment for 100% coverage of Mesquite infestations;

- To build on success of previous Mesquite treatments
- To document method of herbicide application
- To record treatment locations
- To provide photo documentation
- To ensure OHS principles applied across all locations
- To provide evidence of project success to support potential future funding opportunities of program

4.2 Success Criteria Performance

Success Summary

- Large numbers of Mesquite plants within township have been seen to be dead and/or dying- yellow in appearance
- 2 Large infestations discovered and treated in Zone 2 around water points and 1 Thicket in Zone 3 Below Power Station on North West Coastal Highway
- Large infestations in River (Middle) Island were also discovered and efforts made to start treating this area. Due to extremely large number of mature trees it is recommended the area to have a follow up program in place
- Ideal time of year for treatment, after the winter rainfall and before the weather is too warm for operators to safely function

4.3 Milestone and Deliverables Performance

Milestones and Deliverables Performance

- Program of spraying contract were completed within the allocated timeline period
- GSP data and photos records kept by contractor
- No work injuries recorded by contractor
- Works completed within allocated budget

4.4 Schedule Performance

4.4.1 Round 1

(D- Diesel, C-Chemical, M-Mesquite, P-Parkinsonia, T-Tamarisk)

Date	Workers per Day	Cost/ worker	Total Cost	Area	Plants	Diesel	Chemical	NOTES
31/08/2020	1	\$1,100	\$1,100	Plot 10 Monitoring Sites around town	-		-	-
1/9/2020	6	\$1,100	\$6,600	Zone 1. Airport South	658M	450	11.25	Thicket In south western corner
3/9/2020	5	\$1,100	\$5,500	Zone 1 Airport South	179M	480	12	Heavy Infestation around water point – South western corner
				Zone 2 Greys Plain North	980M			
7/9/2020	2.5	\$1,100	\$2,750	Zone 2 Greys Plain North	245M	240	6	
8/9/2020	2.5	\$1,100	\$2,750	Zone 2 Greys Plain North	93M	50	1.25	Thicket below Power Station-NWCH
				Zone 3 Greys Plain South	360M			
14/09/2020	4	\$1,100	\$4,400	Zone 2 Greys Plain North	35M 4T	300	7.5	

Project Closure Report

				Zone 3 Greys Plain South	712M			
15/09/2020	4	\$1,100	\$4,400	Zone 3 Greys Plain South	119M 6P	180	4.5	
				Zone 4 Airport	295M		0	
16/09/2020	5	\$1,100	\$5,500	Zone 4 Airport	476M	240	6	
21/09/2020	3	\$1,100	\$3,300	Zone 7 Babbage Island	491M	160	4	
22/09/2020	5	\$1,100	\$5,500	Zone 7 Babbage Island	2322M	575	14.375	Heavy Infestation. Ponds to Dwyers Leap Sand Dunes
23/09/2020	5	\$1,100	\$5,500	Airport Strip	706M	330	8.25	
24/09/2020	1	\$1,100	\$1,100	Airport Strip, TAFE Block, South Cvon	72M, 4M, 6M	40	1	
5/10/2020	6	\$1,100	\$6,600	Sewage Ponds/River Levys	389M	510	12.75	
6/10/2020	5	\$1,100	\$5,500	Race Course/Golf, Course/Pistol Block	249M, 5T	230	5.75	
7/10/2020	5	\$1,100	\$5,500	South Common/Cemetery (Main Roads)	34M	100	2.5	
	3.5	\$1,100	\$3,850	Speedway- 9 Mile Bridge (Main Roads)	204M			
8/10/2020	2	\$1,100	\$2,200	Chain sawing/ Cut Stump method trouble trees	6M	35	0.875	
13/10/2020	4	\$1,100	\$4,400	River (Middle) Island	651M	440	11	Heavy infestations
19/10/2020	0.5	\$1,100	\$550	NWCH – South 30kms (Main Roads)				Checked Spoon Drains/Verges
26/10/2020	1	\$1,100	\$1,100	North – Blowholes Road	16M		0	
28/10/2020	5	\$1,100	\$5,500	River (Middle) Island	709M	480	12	
29/10/2020	5	\$1,100	\$5,500	River (Middle) Island	375M	300	7.5	
2/11/2020	4	\$1,100	\$4,400	North Common North River Road	500M	400	10	
4/11/2020	4	\$1,100	\$4,400	Revisit to some areas	170M	160	4	
10/11/2020		\$1,100	\$0					Photos of Progress/ Reporting/Mapping
13/11/2020								
TOTAL	89	\$1,100	\$97,900		M= 11,022	5700	142.5	
	9	\$1,100	\$9,900	# Main Roads Contribution	T= 9			
	80		\$88,000		P= 6			

4.5 Budget Performance

Budget Performance

Project Budget Overview:

- Hours worked per day, 1 laborer 8hrs at cost \$1,100
- Average daily team consisted of 5 laborers at cost \$5,500.00 Inc GST
- Program included 80 1 x labor days, in total \$88,000 Inc GST
- Chemical supplied by DBCA - CROP GRAND 600, mixed with Diesel to the ratio of 40:1
- Diesel supplied by Carnarvon Shire, at cost through Westerly Contractors, at cost \$5,700.00
- CRBA Purchase Orders: Round 1-1/2014, Round 2-2/2014

Total project cost \$ 88,000

Note: Main Roads Contribution 9 x labor days in total \$9,900

5 PROJECT RECORDS

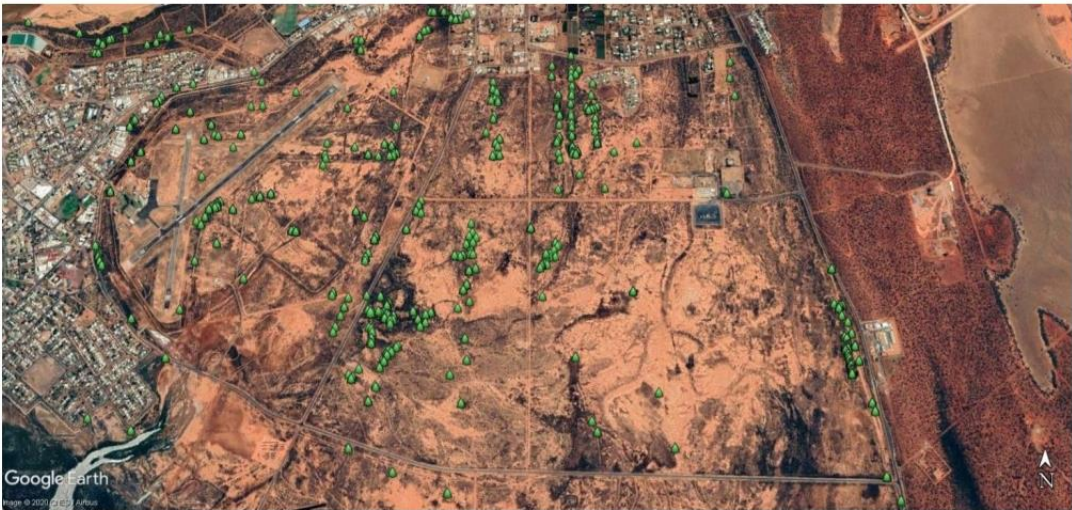
5.1 Photo Records

5.1.1 Garmin GPS track & map of contract for 1 x operator





5.1.2 Garmin GPS waypoint & map of contract for 1 x operator



5.1.3 Photo Track Ref:



Parkinsonia
discovered in
Zone 3
Greys Plain
South

5.1.4 Photo Track Ref: 003



Team of Quad
bikes & spray
tank equipment

5.1.5 Photo Track Ref: 004

Some trees
requiring
operators to cut
into for access
to trunk.



Mature
Mesquite Tree



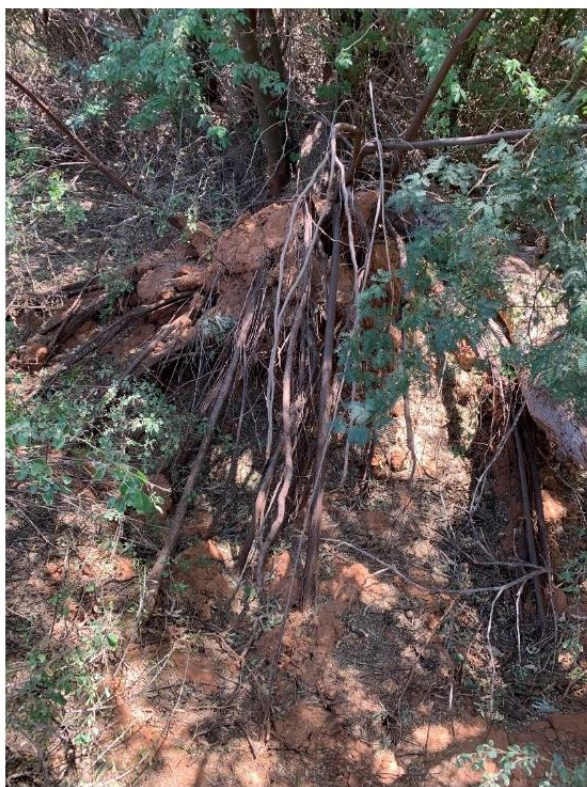
5.1.7 Photo Track Ref: 007



River (Middle)
Island
Infestation of
large mature
trees that
sprouted
thousands of
suckers.

This area is
recommended to
have a follow up
within 6-12
months.

5.1.8 Photo Track Ref: 009



Mature tree bent
over with roots
exposed

6 PROJECT CLOSURE TASKS

6.1 Resource Management

Resource Management

- Westerly Contractor supplied all labour, equipment, vehicles and diesel
- Pump Pressure Packs 8ltr used with the support of one 4X4 vehicle, 4X4 quad bikes with 70lt spray tanks

6.2 Issue Management

Issue Management

- Prestart meetings were held daily to ensure all staffs were aware of the areas to be covered and their role in the treatment plan.
- It was possible to work the areas in a grid format to accurately cover a designated area in a line of sight formation and the use of an GPS application provided satellite positioning and GPS tracking.
- Applying treatment by grid method was found to be the most time economic as the chemical refill was available for reload along the grid lines and all staffs were moving forward together in constant radio contact. The water and first aid supplies were readily available.
- Due to the large areas covered and often a considerable distance between trees an alternative transport to foot was required.
- Some mature trees were chain sawed down then sprayed due to angle of growth, size of tree or regrowth on older tree.
- Within treatment areas other noxious weeds were treated with same application method
 - Parkinsonia
 - Tamarisk

6.3 Risk Management

Risk Management

Project Risks/Mitigation:

- Contamination to surrounding plantations, a 100 meter exclusion zone was applied from boundary of neighbouring growers.
- As per MSDS recommendations full Personal Protective Equipment was utilised by Westerly Contractors employees at all times.

6.4 Quality Management

Quality Management

Initial signs of the Mesquite trees reacting to the treatment showed within one to two weeks. The Trees became noticeably golden in colour approximately one month after treatment.

Further review will be required over the next 4 weeks to confirm visual evidence. Due to individual growth rate of plant initial site inspections show some plants sprayed dying quicker than others.

Treatment round was scheduled 2 weeks after rain to ensure optimal take up of herbicide by plants.

6.5 Communication and Customer Expectation Management

Communication and Customer Expectation Management

Ongoing direct communication between CRBA coordinator Christy Brema and Ted Godden, Manager of Westerly contractors.

- Price quoted and confirmed in writing
- Agreed approach to treatment
- Written approval to proceed via purchase order
- Daily site work inspections by CRBA

6.6 Asset Management

Asset Management

- Chemical supplied by DBCA - CROP GRANDO 600
- Used chemical drums disposed of as per MSDS (drum muster)
- Spray units emptied, cleaned and stored for future works
- Vehicles cleaned

6.7 Lessons Learned

Lessons Learned

If further treatments are to be ongoing the following points may be beneficial.

- Timing of project in regards to local climate, consideration is advisable to avoid treatment in summer months. Our experience on previous eradication programs showed the extreme heat is dangerous for staff to work in, it played havoc with pressure pump spray units and equipment was extremely hot to manage during the day i.e. GPS screen and motor bikes
- Use of GPS navigation to plot treatment zones works well.
- Follow up treatment program recommended; ensuring no re-growth occurs from ground seed.
- Ongoing education and reporting program to encourage local awareness of plant.

6.8 Post project Tasks

Post project Tasks

Balance of unused chemical (CROP GRANDO 600) to be returned to Agriculture Department

6.9 Project Closure Recommendations

Project Closure Recommendations

- Ongoing follow up to Mesquite eradication works to ensure infestation management continues for at risk areas
- Applications for funding to ensure continuity in future Mesquite management

7 PROJECT CLOSURE REPORT APPROVALS

Prepared By Jessie Andreoli, Team Coordinator, Westerly Contractors Mesquite Program

Approved By Ted Godden, Manager, Westerly Contractors

Approval Date 30th November 2020

Stakeholder Survey – Conclusion of Project

Carnarvon Rangelands Biosecurity Association (CRBA) Executive Officer Krystie Bremer made contact with the key stakeholders of the project in December once the contractors report had been received.

Each of the stakeholders was asked the final four questions of the project, a summary of responses is as follows:

- The majority of the feedback was details and positive, with a hope that the work can be continued moving forward.
- DBCA was happy with the coordination and noted the great work undertaken by the local contractor. They have indicated that they are happy to participate in further projects that involve their managed lands and will provide assistance in project management on a case-by-case bases where the work is being undertaken on land mostly under their responsibility. Whilst they don't appear to have put funding aside for management of seed set, it was indicated that they would contribute resources to ensure the work completed remains effective.
- Department of Water we have been unable to get in contact with the department to undertake follow up questions.
- Main Roads consider this project a success but acknowledge this is only the first year of what is expected to be an ongoing program. They are expected to allocate similar funding next year to continue management in 2021 and are happy to participate in future combined projects if they arise. That said, they believe that they aren't the best placed stakeholder to manage a project on pest management and that future projects should be managed by those who have a broader responsibility.
- DPIRD Research Station Manager said that she was happy with how the project went, in fact the contractors found an additional small plant on site which was also controlled. The station manager would be happy to work with the town for further projects and will ensure that seed set on site is managed moving forward.
- Shire of Carnarvon provided the project with diesel to the value of approximately \$5,7000. When Krystie called to ask the follow up questions, little of value was provided. There has been no discussion within the Shire on the impact of the project or if they feel it has been beneficial. It was noted that dead plants had been observed around town, so that was a positive. The shire at this stage hasn't budgeted to manage seed set and no indication was given on the plans for this moving forward. When asked about the participation or leading of projects moving forward, I was advised that it was a decision that the CEO would need to make.

4. RECOMMENDATIONS

Carnarvon Rangelands Biosecurity Association Views

The view of the CRBA with regards to Mesquite Management in and around Carnarvon is that the key stakeholder/land manager for the region has little to no interest in the continued management of Mesquite. We feel that without an outside managed project such as this, the biggest areas of concern, that being Shire managed UCL will continue to be problematic.

Whilst other big stakeholders in the region, DBCA and to an extent Main Roads are motivated to manage the issues on their tenure without involvement of the Shire we will see the work undertaken in this project move backwards without follow up treatments.

With these views in consideration the CRBA has the following recommendations:

- Follow up treatments will be required within the next 3-6 months to ensure the effective work undertake during this program is maintained. As noted in our follow up survey, the main land manager for the townsite hasn't budgeted nor planned for this work to be undertake;
- Further education and assistance in best control/monitoring is required, this I we believe should be undertaken by DPIRD Biosecurity Officers as those responsible for the BAM Act;
- Ensuring key stakeholders are made aware of funding opportunities to assist with WONS management.

The CRBA is happy to work with DPIRD and stakeholders again moving forward should the need arise.

5. ATTACHMENTS

Information Session Document

Prosopis pallida (Mesquite)






Mesquite is overtaking the local landscape and destroying native flora.

Let us together stop the spread before it threatens our agricultural industry.

Family	Fabaceae
Genus	Prosopis
Species	P. pallida
Common Name	Mesquite

Prosopis pallida

Plant Characteristics

Description	Broad spreading shrub/ moderate size tree.	
Foliage		Leaves are double pinnately, small oblong shape and smooth to the touch.
Flower		Bloom August through to December, long brush like shape, yellow in color
Fruit/seed pod		Long woody pods, green turning yellow/light brown when mature.

Prosopis pallida

Plant Information

Mesquites (*Prosopis pallida*) is commonly known as the Mesquite Tree. Mesquites native to Colombia, Ecuador and Peru were introduced to Australia for livestock fodder with importers later discovering livestock would only eat the juvenile plants.

Mesquites are declared a noxious weed of rangelands in all mainland states and the Northern Territory. They are spiny trees that produce impenetrable thickets that injure stock, reduce carrying capacity and interfere with mustering and with water facilities.

Mesquite is an invasive species due to its ability to reproduce in two ways:

- suckering to create thick monotypic stands/spreading rapidly as able to grow from a broken off section of the trunk or root base; and
- production of seeds in large numbers which easily disperse and spread with rain run-off, flooding and wind.

Mesquites survive well in dry conditions such as sandy, dry degraded slopes, salty soils, disturbed areas, and rocky cliffs. This is due to its large tap root that can reach deep into nearby water tables.



Mesquites extract water from the soil so well it often kills nearby plants by depriving them of their water source and shading them out. They also grow quickly and can live over a millennium. The tree is covered in nasty thorns (easily spotted) that are sharp enough to pierce through boots and tires.

Control Measures

Mature Trees

Mesquites produce copious amounts of pods containing long lived seeds, dispersed by livestock, native wildlife, feral mammals and floods. Chemical and mechanical control methods are effective but are not readily applied as not economical for landholders in many situations and

Prosopis pallida

fire is too dangerous for large scale use in most country areas. Prolonged vigilance and follow-up work is also required.

Chemicals, when used correctly, offer an effective control method in the reduction of Mesquites. Application techniques, when used with an appropriate registered herbicide, are effective on mature trees, these include:

1. Basal bark treatment - chemical ring barking by spraying (to run off) around the entire stem up to 1250 mm from the ground (mature tree). Basal bark treatment should be applied during the growing season; approximately October to April, depending on species and location.
2. Cut-stump- herbicide is immediately applied to a stump that has been cut horizontally close to the ground. The cut-stump technique is effective year-round however can be a slower process and labour intensive.

Seedlings

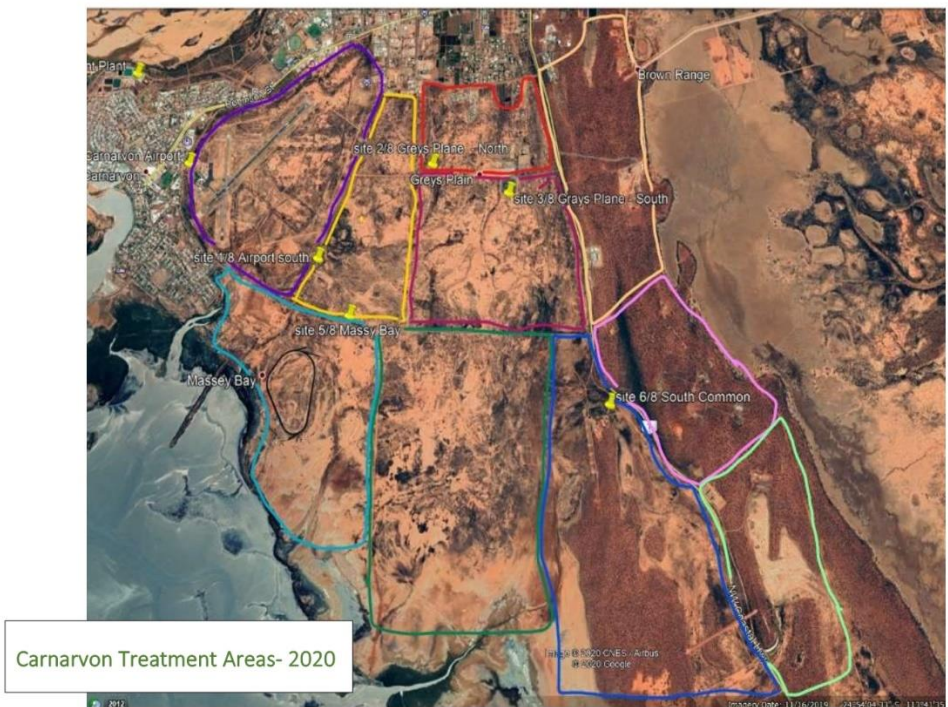
Seedlings can be controlled by spraying foliar herbicide over the entire plant. This is particularly effective for dealing with actively growing, dense stands of Mesquite up to 1.5 m tall.

Other controls may include using Bora to work in conjunction with herbicide treatments. Two seed-feeding beetles *Algarobius bottimeri* and *Algarobius prosopis*, which had been used against mesquite in South Africa were imported into quarantine within Australia for host testing as biological control agents against Mesquite.

The two beetles were released in major Mesquite infestations in Qld and WA in 1996. The Department of Agriculture, Western Australia (now Agriculture WA) was engaged to import, test and release the beetles. Follow up investigations on trial results recommended to see if the beetles effectively destroyed an extremely high proportion of mesquite seed. Biological control, if effective, could provide long term benefits.



Prosopis pallida



Prosopis pallida



Contractor Images
Before Control







After Control





