

SHIRE OF CARNARVON

SCHEDULES

COUNCIL MEETING
Tuesday 25th August 2020

Council Chambers, Stuart Street
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COMMUNITY

Schedule 8.2.1 (a)
SHIRE OF CARNARVON

List of accounts submitted to the Full Council Meeting 25 August 2020 for confirmation in respect to accounts already paid.
confirmation in respect to accounts already paid.

LOCAL GOVERNMENT ACT 1995

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	TRUST BANK	BANK DIRECT
7517	10/07/2020	SHIRE OF CARNARVON MUNICIPAL FUND	SHIRE OF CARNARVON COMMISSION FROM VISITORS CENTRE		\$ 1,005.02	
EFT30931	06/07/2020	KAHASSY PTY LTD T/A MINILYA BRIDGE ROADHOUSE	ACCOMMODATION FOR 2 STAFF FOR ONE NIGHT 23RD JUNE 2020 INCLUDING MEALS	\$ 320.00		
EFT30932	06/07/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 51.80		
EFT30933	06/07/2020	CAMERA ELECTRONIC SERVICE CO PTY LTD T/A CAMERA ELECTRIC	1X SONY A6000 CAMERA WITH LENS KIT 1X SANDISK MEMORY CARD FOR THE LIBRARY	\$ 1,463.00		
EFT30934	06/07/2020	CARNARVON MOTOR GROUP PTY LTD	INSPECTION FOR LICENCE RENEWAL OF 2 X BUSES FOR REREGISTRATION	\$ 276.20		
EFT30935	06/07/2020	CARNARVON CLEANERS PTY LTD	SHIRE AIRPORT MONTHLY CLEANING FOR THE PERIOD OF MAY 2020	\$ 2,741.75		
EFT30936	06/07/2020	CARNARVON NOVUS	REGLAZE VANDALISED WINDOW IN JUDO CLUB HALL	\$ 322.01		
EFT30937	06/07/2020	CARNARVON SIGN WORKS	PURCHASE OF FLEXIBAL SIGN (18M X 3.9M) COMPLETE WITH REINFORCING AT HOLD DOWN POINTS	\$ 2,865.00		
EFT30938	06/07/2020	CARNARVON ELECTRICS	REPLACE 10 X BROKEN LIGHTS IN BROCKMAN PARK	\$ 6,644.00		
EFT30939	06/07/2020	CITY OF GREATER GERALDTON	PROVISION OF BUILDING SURVEYING SERVICES FROM CITY OF GREATER GERALDTON APPLICATIONS, COMPLIANCE AND CUSTOMER SERVICES FOR THE PERIOD OF MARCH 2020	\$ 8,183.66		
EFT30940	06/07/2020	CORSIGN WA PTY LTD	SIGNS NAMELY, TEMPORARY ROAD SIGNS, PERSONAL TAG OUTS AND SAFETY SIGNAGE	\$ 4,194.30		
EFT30941	06/07/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY 2 X BATTERIES FOR LOADER P303	\$ 1,131.90		
EFT30942	06/07/2020	CARNARVON MEDICAL CENTRE	1 X TWINRIX VACCINATION FOR STAFF 2ND SHOT	\$ 184.80		
EFT30943	06/07/2020	CARNARVON SPEEDWAY CLUB	SPONSORSHIP PRODUCTION 20/20 JUNE 20TH 2020	\$ 5,000.00		
EFT30944	06/07/2020	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 1,207.24		
EFT30945	06/07/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	200X 3M BLUE GEL CONNECTOR RETICULATION	\$ 1,596.10		
EFT30946	06/07/2020	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN FLIGHT FOR GRADUATE PLANNER AS PER EMPLOYMENT AGREEMENT	\$ 440.00		
EFT30947	06/07/2020	GASCOYNE TROPICAL NURSERY	REPLACEMENT PLANTS FOR FASCINE	\$ 300.00		
EFT30948	06/07/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 24/04/2020 TO 24/06/2020	\$ 3,701.18		
EFT30949	06/07/2020	HTD SURVEYS	PROVISION OF A FIELD SURVEY AND CLEARANCES FOR THE SUBDIVISION OF LOT 928, ROBINSON STREET CARNARVON: ST JOHNS AMBULANCE SITE: SURVEY COMPONENT	\$ 5,610.00		
EFT30950	06/07/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	FITTING AND DISPOSAL OF 4 TRUCK TYRES RUBBISH TRUCK P293	\$ 55.00		
EFT30951	06/07/2020	KOH LIVING	SOUVINERS FOR RETAIL AT THE VISITORS CENTRE	\$ 1,365.32		
EFT30952	06/07/2020	KOMATSU AUSTRALIA PTY LTD	500HR SERVICE KIT FOR P303	\$ 604.88		
EFT30953	06/07/2020	OFFICEWORKS LTD	3X SNEEZE PROTECTION SCREENS FOR THE FRONT COUNTER	\$ 502.95		
EFT30954	06/07/2020	PARKWOOD UPHOLSTERY	MANUFACTURE TONNEAU COVER FOR BACK TRAY OF P331	\$ 490.00		
EFT30955	06/07/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 24/06/2020	\$ 58,131.00		
EFT30956	06/07/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	AIR BRAKE VALVE FOR P293 AS PER QUOTE 00019744	\$ 177.43		
EFT30957	06/07/2020	THE TRUSTEE FOR SCULLEY FAMILY TRUST	ORDER SOUVINERS FOR RETAIL AT VISITOR CENTRE	\$ 269.20		

EFT30958	06/07/2020	SEA CONTRACTING PTY LTD	SUPPLY AND INSTAL SECURITY ALARM TO 10 FOSS CRESCENT, ALARM,KEYPAD,WIRELESS DOOR AND WINDOW CONTACT,HIGH GAIN ANTENNA, DUAL SIM 4G SECURITY CABLE 4 CORE, SECURITY CABLE 6 CORE,WIRELESS PIR DETECTOR, CONSUMABLES	\$ 2,188.07		
EFT30959	06/07/2020	ST JOHN AMBULANCE AUS (C'VON)	FIRST AID TRAINING COURSE OHS RISK MANAGEMENT FOR COMMUNITY DEVELOPMENT COORDINATOR REQUIREMENT	\$ 49.00		
EFT30960	06/07/2020	THE WARD FAMILY TRUST T/A SUNCITY PRINT	PRINTING 2000 OF CAMPING ENVELOPES FOR BLOWHOLES, BUSH BAY AND NEW BEACH INCL GST AND FEIGHT	\$ 1,710.00		
EFT30961	06/07/2020	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T\$SHIRTS AND CLOTHING	REORDER OF T-SHIRSTS FOR RETAIL AT VISIOTR CENTRE	\$ 1,450.03		
EFT30962	06/07/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS FOR THE PERIOD OF 12/06/2020 TO 11/07/2020	\$ 1,509.00		
EFT30963	06/07/2020	VANGUARD PRESS	DISTRIBUTION & STORAGE OF CARNARVON & CORAL BAY HOLIDAY PLANNER FOR THE PERIOD OF JUNE 2020	\$ 270.70		
EFT30964	06/07/2020	WESTERLY CONTRACTORS	TREE WORKS REMOVE 2 X DEAD PALMS AND CLEAN 5 X COCUS	\$ 863.67		
EFT30965	14/07/2020	HARVEY INDUSTRIES GROUP PTY LTD	TRADITIONAL JERKY FOR RETAIAL AT THE VISITORS CENTRE	\$ 192.00		
EFT30966	14/07/2020	THE TRUSTEE FOR DILLON NO 1 DISCRETIONARY TRUST & THE TRUSTEE FOR THE TEO DISCRETIONARY TRUST T/A PHARMACY 777 CARNARVON	10 X ELASTOPLAST SPRAY PLAST 40ML (OR EQUIV)	\$ 149.80		
EFT30967	14/07/2020	ALEX WILLIAM KYDD	PURCHASE OF PROMOTIONAL FOOTAGE FOR CORAL BAY APPROXIMATELY 3 MINUTES FOR THE NEW TOURISM CAMPAIGN FOR CARNARVON AND CORAL BAY.	\$ 500.00		
EFT30968	14/07/2020	ALEXANDRA MILLS	RATES REFUND FOR ASSESSMENT A3639 13 JAAGA COVE BROCKMAN WA 6701	\$ 803.60		
EFT30969	14/07/2020	ALLOY & STAINLESS PRODUCTS PTY LTD	8 X SLASHER BLADE KIT	\$ 899.54		
EFT30970	14/07/2020	AUSTRALIAN INSTITUTE OF MANAGEMENT	CEO PROFESSIONAL MEMBERSHIP	\$ 248.00		
EFT30971	14/07/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF JULY 2020	\$ 548.22		
EFT30972	14/07/2020	BARE CREATIVE	HALF PAGE AD DESIGN FOR MIDWEST TIMES AND 3 X WAYFINDING SIGNAGE DESIGNS.	\$ 630.70		
EFT30973	14/07/2020	BEES KNEES AROMATHERAPY	6X BUG OFF BODY BUTTER FOR THE VISITORS CENTRE	\$ 303.00		
EFT30974	14/07/2020	BENJAMIN BOON HIAN TEO (BEN TEO PHOTOGRAPHY)	PHOTOGRAPHY SERVICE HIGH RES PHOTOGRAPHY FOR THE CARNARVON VISITOR CENTRE AND DESTINATION MARKETING	\$ 840.00		
EFT30975	14/07/2020	BLACKBOX CONTROL PTY LTD	SUBSCRIPTION FEE FOR GPS TRACKING FOR THE PERIOD JUNE 2020	\$ 627.00		
EFT30976	14/07/2020	BOLINDA PUBLISHING PTY LTD	MISCELLANEOUS MP3 AUDIO BOOK TITLES (27 TITLES)	\$ 2,176.81		
EFT30977	14/07/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	DIESEL AND FUEL FOR WORK VEHICLES	\$ 1,070.63		
EFT30978	14/07/2020	CAPRICORN PEST CONTROL	TREAT TERMITES AT THE AQUATIC CENTRE	\$ 792.00		
EFT30979	14/07/2020	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION CONTRACT BUILDING SURVEYOR FROM GERALDTON 4 NIGHTS\$ 22ND\$26TH JUNE 2020	\$ 560.00		
EFT30980	14/07/2020	CARNARVON SIGN WORKS	REPLACEMENT OF 3 X DIRECTIONAL SIGNAGE\$ MANAGED BY SHIRE OF CARNARVON	\$ 4,301.63		
EFT30981	14/07/2020	CARNARVON YACHT CLUB	INSTALLATION OF FLAGPOLE FOR AUSTRALIA DAY AT THE YATCH CLUB	\$ 665.78		
EFT30982	14/07/2020	CARNARVON COMMUNITY COLLEGE CLEAVER ST CAMPUS CANTEEN	CATERING FOR COUNCIL MEETING TUESDAY 23RD JUNE 2020 12 PEOPLE COUNCIL CHAMBERS 12PM	\$ 150.00		
EFT30983	14/07/2020	CARNARVON ELECTRICS	INSTALL 60KVA PERKINS GENSET WITH LEROY SOMER ALTERNATOR CONCRETE SLAB LABOUR, MATERIALS	\$ 26,291.23		

EFT30984	14/07/2020	CORAL COAST PLUMBING	UP TO 17.5 HOURS HIRE OF LIQUID WASTE TRUCK TO PUMP OUT 2X PUBLIC TOILETS AND 2X WASTE DUMP POINTS AT BLOWHOLES CAMPING AREA (NO GST ON THIS SERVICE) FROM 1ST JULY 2020 TO 30TH JUNE 2021 AT THE AGREED DATES	\$ 4,554.32		
EFT30985	14/07/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	1 x BATTERY FOR RANGER VEHICLE P300	\$ 504.00		
EFT30986	14/07/2020	CARNARVON GROWERS ASSOCIATION INC	PARTS FOR RETIC, COBRA CLIP, BALL VALVE, REDUCING NIPPLES, SCREWED BUSH, NIPPLES, TAIL TAKE OFF, RISER TUBES, TRUE DRIP, END PLUGS THREADED CAPS DIRECTOR TAILS, SOLVENT CEMENT, PRIMING FLUID, PLUMBERS TAPE, WIRE JOINER 3 WAY, PVC FLANGE, METRIC WASHERS, RUBBER FLANGE GASKET, PVC UNION COUPLING, ELBOWS PVC PIPE BLUE LINER POLY	\$ 6,429.08		
EFT30987	14/07/2020	CARNARVON FRESH IGA	COFFEE, SUGAR, MILK FOR THE DEPOT	\$ 91.50		
EFT30988	14/07/2020	CARNARVON STATE EMERGENCY SERVICE	FINAL INVOICE FOR 2019/20 REIMBURSEMENT OF LGGS FUNDING FOR CARNARVON SES PERATIONAL GRANT	\$ 2,007.97		
EFT30989	14/07/2020	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	MONTHLY ACCOUNT JUNE 2020	\$ 1,696.28		
EFT30990	14/07/2020	DELL AUSTRALIA PTY LTD	2 X DELL LATITUDE 2 IN 1 7210 LAPTOPS	\$ 9,110.20		
EFT30991	14/07/2020	DOWLING GIUDICI AND ASSOCIATES	PURCHASE OF LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$ 517.00		
EFT30992	14/07/2020	DUN DIRECT PTY LTD	DIESEL AND FUEL FOR WORK VEHICLES	\$ 7,673.06		
EFT30993	14/07/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	CONFIDOR GUARD 5LT	\$ 66.00		
EFT30994	14/07/2020	JM AND VL FARNE	CONTRACT 4.2011 MAINTENANCE OF LANDFILL SITE FOR THE PERIOD OF JUNE 2020	\$ 23,506.73		
EFT30995	14/07/2020	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	GARDEN MAINTENANCE AT BROWNS RANGE CEMETERY FOR THE MONTH OF JUNE	\$ 3,871.00		
EFT30996	14/07/2020	GASCOYNE OFFICE EQUIPMENT	INFRASTRUCTURE COORDINATOR MOBILE PHONE REPAIR	\$ 135.00		
EFT30997	14/07/2020	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	2X DIAMOND EDGE LINE 2.7MM 312 BULK	\$ 232.20		
EFT30998	14/07/2020	GNC QUALITY PRECAST GERALDTON	5 X 1200MM DIAMETER 600MM HIGH STORM WATER LINERS	\$ 2,365.00		
EFT30999	14/07/2020	NICHOLAS HALL	PART REFUND OF 3 YEAR DOR REGISTRATION AS THE DOG IS NOW DECEASED	\$ 40.00		
EFT31000	14/07/2020	BEST WESTERN HOSPITALITY INN CARNARVON	ACCOMODATION FOR COUNCILOR ARRIVING ON 23RD JUNE TILL 24TH JUNE 2020	\$ 163.00		
EFT31001	14/07/2020	IMPART MEDIA	CARNARVON.ORG.AU WEBSITE HOSTING FEE FROM 15 JULY 2020 14 JULY 2021	\$ 187.00		
EFT31002	14/07/2020	INCITE SECURITY PTY LTD	SECURITY ALARM INTERGRITI SOFTWARE CONNECTION AND ACTIVATION 1	\$ 426.80		
EFT31003	14/07/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL AND FUEL FOR WORK VEHICLES	\$ 1,560.51		
EFT31004	14/07/2020	INTEGRITY COACH LINES (AUST) PTY LTD	STANDING ORDER FOR BOOKING SALES REIMBURSED TO INTEGRITY (MINUS 15% COMMISSION PAYABLE TO VISITORS CENTRE) FOR THE PERIOD OF JUNE 2020	\$ 3,262.64		
EFT31005	14/07/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	3 BKT 14.00R24 TL 1 STAR EARTHMAX SR25	\$ 8,446.00		
EFT31006	14/07/2020	KELLY, IAN	REPROCESSING OF LOTTERIES HOUSE WAPC 158611 DEPOSITED PLAN AS SET OUT IN QUOTATION DATED 26TH JANUARY 2020 AND EMAIL DATED 26TH MAY 2020	\$ 1,428.20		
EFT31007	14/07/2020	KELLEWAY WHELAN HOLDINGS PTY LTD	PACKAGE A ADVERTISING CAMPAIGN ON PERTH SOCIAL MEDIA & WEBSITE	\$ 2,200.00		
EFT31008	14/07/2020	KLEENIT PTY LTD	PUBLIC SPACE & FOOTPATH CLEANING FOR THE PERIOD OF JUNE 2020, CLEANING OF TOILETS AND VARIOUS OTHER CLEANING CONTRACTS	\$ 15,252.95		

EFT31009	14/07/2020	KOORI KIDS PTY LTD	9 X NAIDOC SHIRTS FOR STAFF PARTICIPATING IN THE CARNARVON NAIDOC WEEK CELEBRATIONS	\$ 216.30		
EFT31010	14/07/2020	LANDGATE \$ ACCOUNTS	COPY OF VALUATION ROLL MINING TENEMENTS	\$ 956.65		
EFT31011	14/07/2020	MARKET CREATIONS	VEEAM CLOUD CONNECT REPLICATION LICENCE BULK STORAGE	\$ 282.13		
EFT31012	14/07/2020	MANAGED SYSTEM SERVICES PTY LTD	CONFIGURATION OF VLANS FOR DATA AND PHONE 1	\$ 1,485.00		
EFT31013	14/07/2020	MCLEODS BARRISTERS AND SOLICITORS	LEGAL SERVICES FOR MATTERS PURSUANT TO DOG ACT 1976 IN RELATION TO AND DOGS PREPARING DOCUMENTS.CORRESPONDENCE, EMAIL AND TELEPHONE	\$ 3,866.14		
EFT31014	14/07/2020	MODERN TEACHING AIDS	MISCELLANEOUS ART AND CRAFT ITEMS	\$ 9.35		
EFT31015	14/07/2020	NO DIG EQUIPMENT PTY LTD	NEW 2020 NO DIG VM400 VACUUM EXCAVATOR DIESEL NEW PLANT	\$ 48,455.00		
EFT31016	14/07/2020	OFFSHOOT CREATIVE PTY LTD	CONTENT WRITING FOR CARNARVON AND REGION\$ MAGAZINE AND WEBSITE FEATURES	\$ 2,062.50		
EFT31017	14/07/2020	PARKWOOD UPHOLSTERY	REPAIRS TO GAS GUN COVER	\$ 95.00		
EFT31018	14/07/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	PARTS FOR CAB LIFT FOR P294	\$ 1,177.90		
EFT31019	14/07/2020	REPCO PTY LTD	1 X 205 LITRE COOLANT	\$ 5,137.58		
EFT31020	14/07/2020	SANDHURST SECURITY SERVICES	DAILY PATROLS SHIRE ADMIN BUILDING FOR THE MONTH OF JUNE 2020	\$ 3,000.00		
EFT31021	14/07/2020	SEA CONTRACTING PTY LTD	SECURITY WORKS AT SHIRE ADMINISTRATION BUILDING	\$ 950.51		
EFT31022	14/07/2020	SGS AUSTRALIA PTY LTD	2 SOIL SAMPLES FROM DREDGING SPOILS HARBOUR ROAD SOUTH CARNARVON	\$ 2,528.24		
EFT31023	14/07/2020	TECHNOLOGY ONE	INTRAMAPS UPGRADE EXTRA WORK REQUIRED	\$ 11,427.90		
EFT31024	14/07/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS SAT PHONES FOR THE PERIOD OF 22/06/2020 TO 21/07/2020	\$ 185.90		
EFT31025	14/07/2020	T-QUIP	1 X CHUTE BLOWER FOR TORO GM360 P333	\$ 478.10		
EFT31026	14/07/2020	TROPICS HARDWARE	MONTHLY ACCOUNT JUNE 2020	\$ 2,233.55		
EFT31027	14/07/2020	THE TRUSTEE FOR COMMUNITY ENTERPRISE FOUNDATION	SHIRE CONTRIBUTION TO THE BUSHFIRE DISASTER APPEAL BY THE COMMUNITY ENTERPRISE FOUNDATION. COUNCIL RESOLUTION DATED 28/01/2020	\$ 5,000.00		
EFT31028	14/07/2020	VEOLIA ENVIRONMENTAL SERVICES	BLOWHOLES EMPTY FEE FOR THE PERIOD OF JUNE 2020	\$ 1,873.19		
EFT31029	14/07/2020	WESTERLY CONTRACTORS	STAGE 1 PRUNE OVER 8 LARGE GUM TREE'S	\$ 6,173.75		
EFT31030	14/07/2020	WESTBOOKS	ASSORTED TITLES ADULT AND CHILDRENS FICTION AND NON FICTION BOOKS (INCLUDING SHELF READY PROCESSING OF ITEMS)	\$ 102.90		
EFT31031	14/07/2020	BAYVIEW CORAL BAY	OPERATOR RETURNS BOOKEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 5,444.23	
EFT31032	14/07/2020	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF 01/06/2020 TO 30/06/2020		\$ 960.35	
EFT31033	14/07/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD OF 01/06/2020 TO 30/06/2020		\$ 1,012.78	
EFT31034	14/07/2020	CAPRICORN HOLIDAY PARK	OPERATOR RETURNS BOOKEASY LESS SHIRE COMMISSION		\$ 183.75	
EFT31035	14/07/2020	CARNARVON CENTRAL APARTMENTS 2	VISITORS CENTRE BOOKINGS BOOKEASY LESS SHIRE COMMISSION		\$ 122.50	
EFT31036	14/07/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	VISITORS CENTRE BOOKINGS BOOKEASY LESS SHIRE COMMISSION		\$ 122.50	
EFT31037	14/07/2020	GATEWAY MOTEL	VISITORS CENTRE BOOKINGS LESS SHIRE COMMISSION		\$ 245.00	
EFT31038	16/07/2020	INCITE SECURITY PTY LTD	SUPPLY AND INSTALL REPLACEMENT BOOM GATE AT BROWNS RANGE WASTE FACILITY.	\$ 7,472.63		
EFT31039	28/07/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 51.80		
EFT31040	28/07/2020	ARID LANDSCAPE WA	PURCHASE OF LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE CARNARVON	\$ 82.50		
EFT31041	28/07/2020	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	CORAL BAY BROADCASTING RETRANSMISSION YEARLY RENEWAL	\$ 90.00		

EFT31042	28/07/2020	BENARA NURSERIES	PLANTS FOR SHIRE ADMIN\$ CUSTOMER 6537	\$ 2,678.06		
EFT31043	28/07/2020	CARNARVON MENSWEAR	4 X MONACO LONG SLEEVED (S770ML) SHIRT ELECTRIC BLUE ALL SIZE XL	\$ 386.02		
EFT31044	28/07/2020	B & L BUILDING	SUPPLY LABOUR TO CONSTRUCT PEDESTRIAN/CYCLE FOOTPATH ALONG GASCOYNE ROAD	\$ 15,895.00		
EFT31045	28/07/2020	BLACKTOP CONSULTING ENGINEERING	INSPECT OTC DISH AND COMPLETE REPORT	\$ 4,708.00		
EFT31046	28/07/2020	BOC LIMITED (AUST)	ACETYLENE E FOR THE PERIOD OF 29/05/2020 TO 27/06/2020	\$ 79.07		
EFT31047	28/07/2020	BOOEASY TOURISM SOLUTIONS	BOOKINGS MINIMUM MONTHLY BOOKING FEE JUNE 2020	\$ 220.00		
EFT31048	28/07/2020	BTX CONTRACTING	SUPPLY AND INSTALLATION OF 1300 METRES OF FENCING AT THE CARNARVON AIRPORT AS PER SCOPE OF WORKS IN RFQ MATERIALS	\$ 116,970.21		
EFT31049	28/07/2020	CARNARVON CLEANERS PTY LTD	CLEANING AT THE AIRPORT FOR THE PERIOD OF JUNE 2020	\$ 3,541.75		
EFT31050	28/07/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	\$100 GIFT VOUCHER AS PART OF THE PRIZES FOR THE SHIRES DECORATE YOUR BIN COMPETITION	\$ 100.00		
EFT31051	28/07/2020	CITY OF GREATER GERALDTON	ANNUAL MID-WEST CONSORTIUM FEES (01/04/2020 TO 31/03/2021)	\$ 8,353.98		
EFT31052	28/07/2020	THE TRUSTEE FOR BLS UNIT TRUST T/A COBEY INDUSTRIES	AS PER CONTRACT RFT 04/2020 CONSTRUCT RECYCLED WATER PIPELINE	\$ 166,482.80		
EFT31053	28/07/2020	CONTROLLED IRRIGATION SUPPLIES	IRIGATION SUPPLYS FOR PARKS, GARDENS 3 X INVOICES	\$ 12,157.00		
EFT31054	28/07/2020	WINC AUSTRALIA PTY LTD T/A CORPORATE EXPRESS STAPLES	STATIONERY/OFFICE ESSENTIALS A4 PAPER	\$ 652.44		
EFT31055	28/07/2020	ATO- CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 1,211.30		
EFT31056	28/07/2020	DAVID GRAY & CO. PTY LIMITED	6 X 120L DARK GREEN BINS WITH SERIAL NUMBERS	\$ 680.90		
EFT31057	28/07/2020	ENVISIONWARE PTY LTD	ANNUAL MAINTENANCE, LICENSES AND MOBILE PRINT SUBSCRIPTION 01/09/2020 TO 30/08/2021	\$ 1,411.73		
EFT31058	28/07/2020	GASCOYNE OFFICE EQUIPMENT	10 X 64GB USB	\$ 557.00		
EFT31059	28/07/2020	GASCOYNE TRANSPORT SERVICES PTY LTD	MOB SHIRE GRADER FROM SHIRE DEPOT TO MINILYA LYNDON INTERSECTION OF THE HIGHWAY	\$ 660.00		
EFT31060	28/07/2020	GREENFIELD TECHNICAL SERVICES	1ST AD HOC SITE INSPECTION	\$ 1,089.00		
EFT31061	28/07/2020	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITOR CENTRE FROM WA HOLIDAY GUIDES WEBSITE. MONTHLY INVOICES FOR PERIOD OF MAY AND JUNE 2020	\$ 583.20		
EFT31062	28/07/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 01/06/2020 TO 30/06/2020	\$ 30,787.34		
EFT31063	28/07/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL AND FUEL SUPPLIES FOR THE WORK VEHICLES	\$ 1,558.44		
EFT31064	28/07/2020	THE TRUSTEE FOR I T VISION UNIT TRUST	SYNERGYSOFT YEARLY LICENSE RENEWAL, ANNUAL LICENCE FEE, ADDITIONAL USERS, CORE FINANCIALS,AUTOMATION TOOLSET, AIRPORT MODULE, ASSET MANAGEMENT, BUILDING, CAT CONTROL, CEMETERIES, CUSTOMER SERVICE, DOG CONTROL, EASY BUDGET TOOL, EMAIL DEBTOR INVOICES/STATEMENTS, ELECTOROL ROLL, EXCEL INTERRATION, HEALTH, HUMAN RESOURCES,INFRINGMENTS, LOANS, PAYROLL, PLANNING, PURCHASE ORDERING, PURCHASE , RATES AND PROPERTY, RECEIPTING,RECORDS, RECORDS OFFICE, REPORT MANAGER,STORES, WORK ORDERS, DATABASE SERVER VERSION 25 PLUS USERS, ON DEMAND RECORDING ACCESS, FULLY ELECTRONIC RECORDS MANAGEMENT	\$ 62,831.82		
EFT31065	28/07/2020	IVAN BILCICH	FORM, POUR AND FINISH FOOTPATH AT YARDI KEYS AFTER WATER CORP PIPE REPAIR	\$ 400.00		
EFT31066	28/07/2020	THE TRUSTEE FOR JASON SIGNMAKERS UNIT TRUST T/A JASON SIGNMAKERS	PROVISION OF WARNING SIGNAGE FOR CLOSED SHIRE ROADS	\$ 5,604.61		
EFT31067	28/07/2020	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		
EFT31068	28/07/2020	KOMATSU AUSTRALIA PTY LTD	LOCK FOR ACCESS DOOR AND BOLTS FOR EXHAUST FOR P303	\$ 133.42		

EFT31069	28/07/2020	LANDGATE ACCOUNTS	GROSS RENTAL VALUATION CHARGABLE	\$ 129.20		
EFT31070	28/07/2020	LANDMARK PRODUCTS LTD	ELECTRICAL CONTROL PANEL	\$ 401.50		
EFT31071	28/07/2020	LGISWA	LGIS LIABILITY INSURANCE PREMIUM FOR 30TH JUNE 2020 UNTIL 30TH JUNE 2021	\$ 237,765.18		
EFT31072	28/07/2020	MARKET CREATIONS	FULLY MANAGED EXTERNAL BACKUP 5 VMS 2 MONTHS 17/04/2020 TILL 17/06/2020	\$ 981.75		
EFT31073	28/07/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY WEEKLY EMPTY OF 9M³ SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA 09/07/2020	\$ 396.00		
EFT31074	28/07/2020	M.P. ROGERS & ASSOCIATES PTY LTD	SHEET PILE THICKNESS TESTING	\$ 15,097.52		
EFT31075	28/07/2020	LGIS INSURANCE BROKING	SALARY CONTINUANCE INSURANCE PREMIUMS FROM 30TH JUNE 2020 UNTIL 30TH JUNE 2021	\$ 8,839.48		
EFT31076	28/07/2020	NORWEST SURFBOARDS	\$50 GIFT VOUCHER AS PART OF THE PRIZES FOR THE SHIRES DECORATE YOUR BIN COMPETITION	\$ 50.00		
EFT31077	28/07/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 08/07/2020	\$ 73,490.00		
EFT31078	28/07/2020	CORAL BAY INVESTMENTS PTY LTD	REFUND ON AS THE INVOICES WERE ISSUED TWICE (45147)(45111) AND PAID TWICE	\$ 973.00		
EFT31079	28/07/2020	FULTON HOGAN INDUSTRIES PTY LTD	6 X ONE TONNE BAGS OF EZSTREET	\$ 5,918.00		
EFT31080	28/07/2020	RAMM SOFTWARE LTD	RAMM YEARLY LICENSE RENEWAL 1ST JULY 20 30TH JUNE 21	\$ 11,255.69		
EFT31081	28/07/2020	SEASHORE ENGINEERING PTY LTD	RFQ 02/2019 FACINE ENTRANCE CHANNEL PLANNING STUDY\$ FINAL TECHNICAL REPORT	\$ 2,376.00		
EFT31082	28/07/2020	SEA CONTRACTING PTY LTD	REPLACE DOUBLE POWER POINT WITH A 4 X POWERPOINT TO ELIMINATE POWER BOARD ISSUES IN DEVELOPMENT TEA ROOM	\$ 341.75		
EFT31083	28/07/2020	SEAMLESSCMS PTY LTD (OPEN CITIES)	OPENCITIES SAAS ANNUAL SUBSCRIPTION FROM 03/08/2020 TO 02/08/2021	\$ 24,750.00		
EFT31084	28/07/2020	SHERIDANS FOR BADGES	8 X NAME BADGES FOR COUNCILLORS INCLUDING POSTAGE	\$ 234.96		
EFT31085	28/07/2020	SONY PICTURES RELEASING PTY LTD	MOVIE PRIVATE SCREENING JUNMAJI NEXT LEVEL SUNDAY 28TH JUNE 2020	\$ 115.20		
EFT31086	28/07/2020	STRATEGIC HUMAN RESCOURCES PTY LTD	PROVISION OF HR CONSULTANCY SERVICES JUNE 2020	\$ 11,458.34		
EFT31087	28/07/2020	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	SUPPLY AND DELIVER CONCRETE FOR CONSTRUCTION OF FOOTPATH ALONG GASCOYNE ROAD TYPE 3 N25 PLUS FIBRE AND HALF RETARDER DOSE IF REQUIRED UP TO 60M³\$ AS PER CONTRACT RFT 01/2017	\$ 21,404.46		
EFT31088	28/07/2020	THOMSON GEER LAWYERS	LEGAL ADVICE RELATING TO MOBILE TRADING LICENCE LENGTH OF TERM EVESON	\$ 1,609.85		
EFT31089	28/07/2020	TOLL EXPRESS	FREIGHT FOR PLANTS	\$ 1,768.68		
EFT31090	28/07/2020	TRAC BUILDING SERVICES	CIVIC CENTRE THEATRE REFURBISHMENT, SEAL PREP AND REPLACE WITH NEW SCREED AS REQUIRED, MATERIALS, PLUMBING AS PER ATTACHED INVOICE, ELECTRICAL SUPPLY AND INSTALL 3 X EXHAUST FANS.	\$ 29,012.94		
EFT31091	28/07/2020	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISEMENT FOR ONLINE AUCTION OF SURPLUS VEHICLES" (AS PER ATTACHED COPY OF AD) TO BE ADVERTISED IN THE MIDWEST TIMES NEWSPAPER ON WEDNESDAY 18TH MARCH 2020"	\$ 1,363.09		
EFT31092	28/07/2020	WESTERLY CONTRACTORS	TREE PRUNING AT MORRELL COURT EAST	\$ 4,568.58		
EFT31093	28/07/2020	WESTRAC PTY LTD	SEAL KITS FOR PGRA1	\$ 563.27		
EFT31094	28/07/2020	WESLEY MICHAEL MONGOO	VEHICLE CROSSOVER SUBSIDY PAYMENT IN ACCORDANCE WITH 2020\$2021 FEES AND CHARGES FOR CROSSOVER AT 23 NORTON WAY CARNARVON	\$ 850.00		
EFT31095	28/07/2020	WURTH AUSTRALIA PTY LTD	WORKSHOP CONSUMABLES FOR THE DEPOT	\$ 1,809.41		
EFT31096	29/07/2020	W.A. TREASURY CORPORATION	LOAN 216 GUARANTEE FEE FOR THE PERIOD ENDING 30 JUNE 2020	\$ 1,202.19		
47179	01/07/2020	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATIONS TOYOTA LAND CRUISER 2011 1DRV538	\$ 17,662.65		
47180	10/07/2020	CASH (MUNI)	24 X 1UHT MILK WOOLWORTHS	\$ 388.70		

47181	28/07/2020	VAN GIAY NGUYEN	OVERPAYMENT OF TIP DOCKET 13512 ON 13/2/2018 TOTAL DUE 44.60 PAID 56.00 VIA BANK CARD	\$ 11.40		
47182	28/07/2020	WATER CORPORATION	WATER ACCOUNTS FOR THE PERIOD OF 11/05/2020 TO 13/07/2020	\$ 1,701.93		
DD37986.1	08/07/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 16,416.10
DD37986.2	08/07/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 472.11
DD37986.3	08/07/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,376.81
DD37986.4	08/07/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 206.58
DD37986.5	08/07/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 199.19
DD37986.6	08/07/2020	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 452.00
DD37986.7	08/07/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 140.05
DD37986.8	08/07/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 684.15
DD37986.9	08/07/2020	COMMONWEALTH ESSENTIAL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 219.64
DD37988.1	06/07/2020	ANZ BANK LIMITED	CORORATE CREDIT CARD PAYMENT - REFER TO SCHEDULE 8.2.1 (B) FOR DETAILS			\$ 3,119.20
DD37990.1	02/07/2020	TOYOTA FLEET MANAGEMENT	LEASE PAYMENT FOR THE PERIOD 13/06/2020 12/07/2020 P330			\$ 5,237.64
DD38010.1	22/07/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 15,052.96
DD38010.2	22/07/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$ 447.61
DD38010.3	22/07/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,342.08
DD38010.4	22/07/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 206.58
DD38010.5	22/07/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 197.51
DD38010.6	22/07/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 290.85
DD38010.7	22/07/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 684.15
DD38010.8	22/07/2020	COMMONWEALTH ESSENTIAL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 308.04

DD38010.9	22/07/2020	LEGAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 300.28
DD38011.1	08/07/2020	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 968.07
DD38012.1	29/07/2020	COMMONWEALTH ESSENTIAL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 279.76
DD38012.2	29/07/2020	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS			\$ 251.23
DD37986.10	08/07/2020	LEGAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 300.28
DD37986.11	08/07/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD37986.12	08/07/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 181.69
DD37986.13	08/07/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD37986.14	08/07/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 111.60
DD37986.15	08/07/2020	HESTA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS			\$ 464.11
DD37986.16	08/07/2020	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 258.18
DD37986.17	08/07/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 116.15
DD37986.18	08/07/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 419.64
DD37986.19	08/07/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD37986.20	08/07/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 349.46
DD37986.21	08/07/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,495.38
DD37986.22	08/07/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 242.03
DD37986.23	08/07/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD37986.24	08/07/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 463.69
DD37986.25	08/07/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 545.37
DD37986.26	08/07/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 206.40
DD37986.27	08/07/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 530.34
DD38010.10	22/07/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38010.11	22/07/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38010.12	22/07/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 183.84
DD38010.13	22/07/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 163.48
DD38010.14	22/07/2020	HESTA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS			\$ 464.11
DD38010.15	22/07/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 120.67
DD38010.16	22/07/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 417.81
DD38010.17	22/07/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 272.86
DD38010.18	22/07/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 349.46
DD38010.19	22/07/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 1,446.89
DD38010.20	22/07/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 242.03
DD38010.21	22/07/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 253.42
DD38010.22	22/07/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 463.69
DD38010.23	22/07/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 545.37
DD38010.24	22/07/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$ 204.24
DD38010.25	22/07/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 530.34
TOTAL				\$ 1,295,194.07	\$ 9,096.13	\$ 63,937.10
TOTAL BANK DIRECTS				\$ 63,937.10		
TOTAL TRUST CHEQUES				\$ 1,005.02		
TOTAL MUNI CHEQUES				\$ 19,764.68		
TOTAL MUNI EFT				\$ 1,275,429.39		
TOTAL TRUST EFT				\$ 8,091.11		
TOTAL				\$ 1,368,227.30		

SHIRE OF CARNARVON
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 2020

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

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Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 July 2020 of \$2,983,822.

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

Preparation

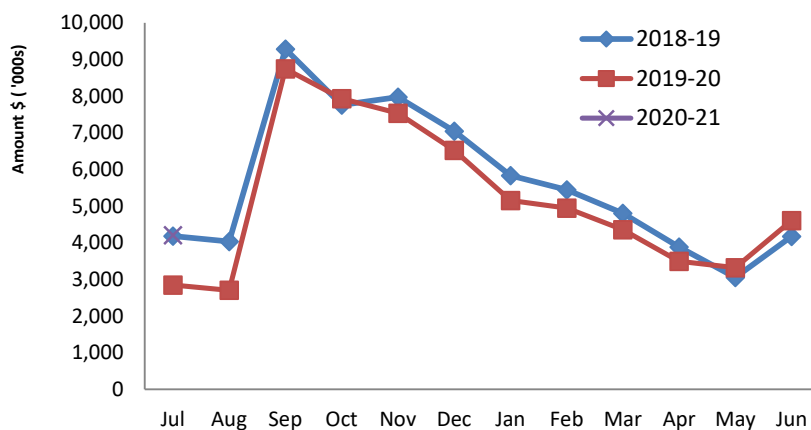
Prepared by: Kim Chua
Reviewed by: Jenny Mackellin
Date prepared: 20/08/2020

Shire of Carnarvon

Monthly Summary Information

For the Period Ended 31 July 2020

Liquidity Over the Year (Refer Note 3)



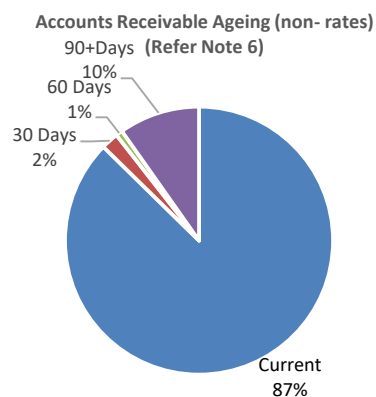
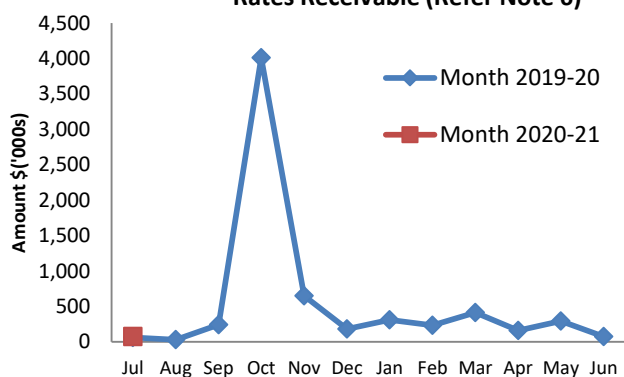
Cash and Cash Equivalents as at period end

Unrestricted	\$	2,801,821
Restricted	\$	3,859,560
	\$	<u>6,661,381</u>

Receivables

Rates	\$	695,008
Other	\$	944,445
	\$	<u>1,639,453</u>

Rates Receivable (Refer Note 6)



Comments

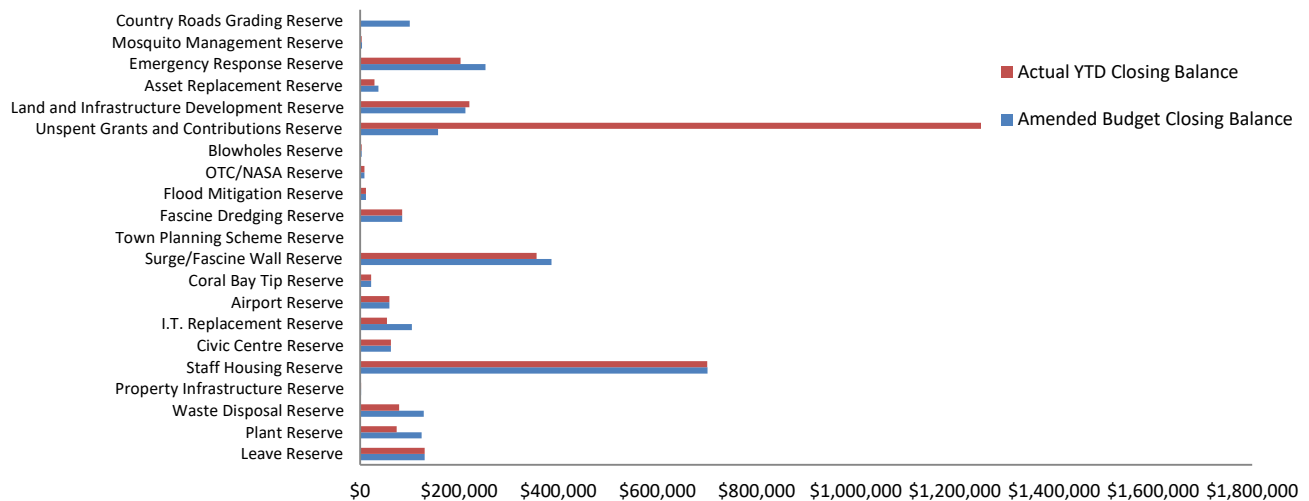
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Carnarvon

Monthly Summary Information

For the Period Ended 31 July 2020

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



Comments

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

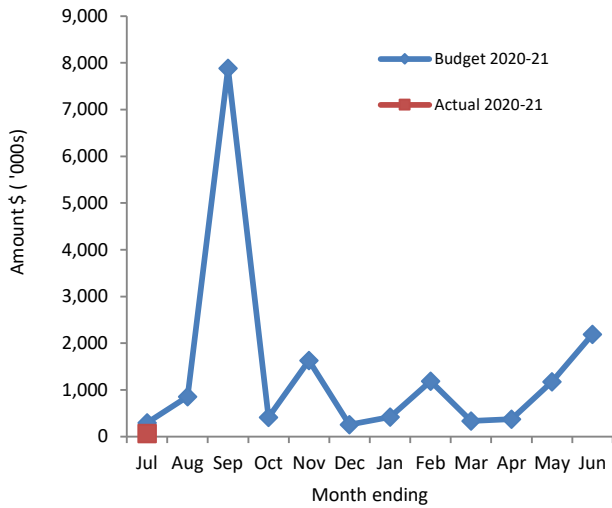
Shire of Carnarvon

Monthly Summary Information

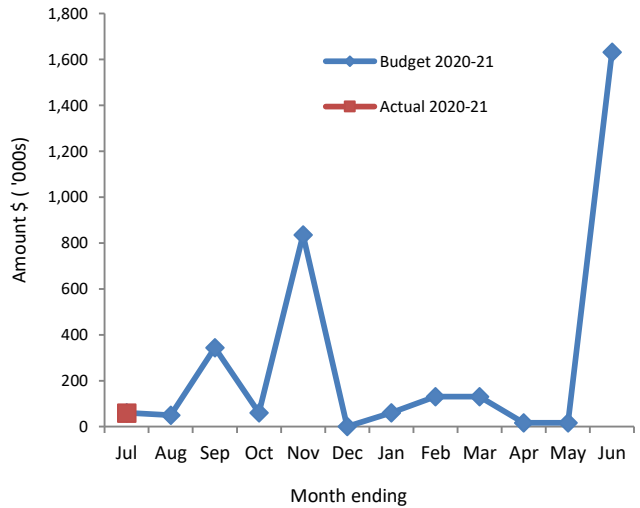
For the Period Ended 31 July 2020

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

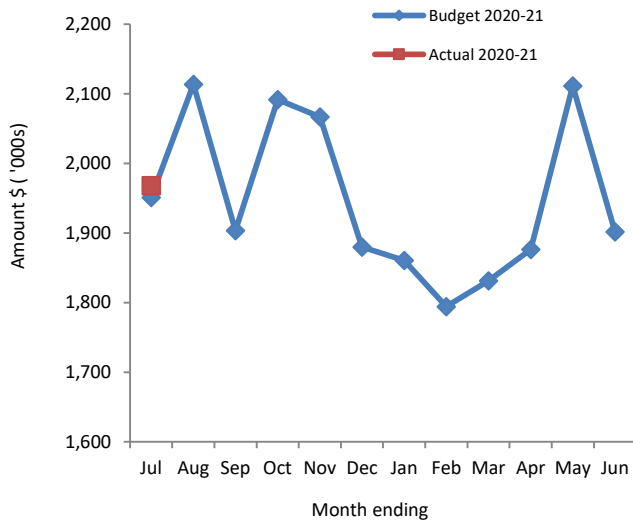


Budget Capital Revenue -v- Actual (Refer Note 2)

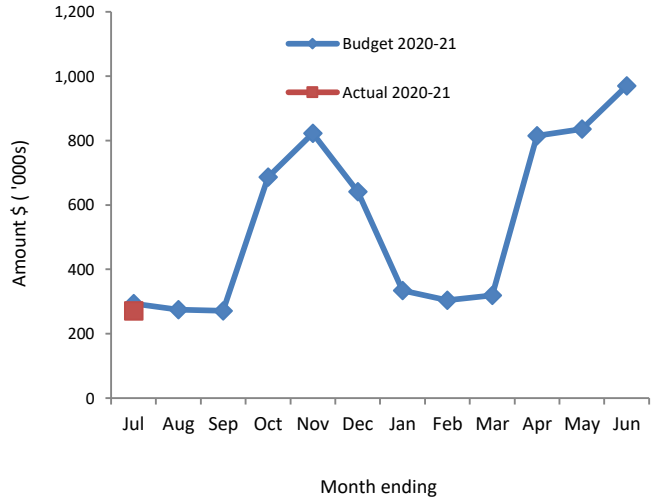


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Governance		\$ 148,705	\$ 10,792	\$ 10,479	\$ (313)	% (2.90%)	
General Purpose Funding - Rates	9	5,487,420	5,476,006	5,476,006	0	0.00%	
General Purpose Funding - Other		2,310,941	(5,469,826)	(5,474,947)	(5,121)	0.09%	
Law, Order and Public Safety		225,169	2,652	113,713	111,061	4187.83%	▲
Health		43,442	8,260	1,633	(6,627)	(80.23%)	
Education and Welfare		218,034	42,158	41,603	(555)	(1.32%)	
Housing		23,900	1,991	2,614	623	31.27%	
Community Amenities		1,943,896	60,599	123,706	63,107	104.14%	▲
Recreation and Culture		254,258	11,404	2,362	(9,042)	(79.29%)	
Transport		773,652	34,423	377,190	342,767	995.75%	▲
Economic Services		408,663	56,355	16,312	(40,043)	(71.05%)	▼
Other Property and Services		127,937	10,088	984	(9,104)	(90.25%)	
Total Operating Revenue		11,966,017	244,902	691,655	446,753		
Operating Expense							
Governance		(1,396,629)	(214,703)	(452,938)	(238,235)	(110.96%)	▼
General Purpose Funding		(204,795)	(17,067)	0	17,067	100.00%	▲
Law, Order and Public Safety		(977,206)	(90,944)	(60,052)	30,892	33.97%	▲
Health		(672,783)	(90,204)	(33,729)	56,475	62.61%	▲
Education and Welfare		(1,161,570)	(115,217)	(67,772)	47,445	41.18%	▲
Housing		(115,871)	(13,959)	(3,745)	10,214	73.17%	▲
Community Amenities		(2,426,510)	(220,439)	(111,333)	109,106	49.49%	▲
Recreation and Culture		(4,796,049)	(477,687)	(219,452)	258,235	54.06%	▲
Transport		(9,235,057)	(791,667)	(180,742)	610,925	77.17%	▲
Economic Services		(1,188,273)	(102,674)	(58,642)	44,032	42.88%	▲
Other Property and Services		(130,610)	(94,991)	(264,657)	(169,666)	(178.61%)	▼
Total Operating Expenditure		(22,305,352)	(2,229,552)	(1,453,063)	776,489		
Funding Balance Adjustments							
Add back Depreciation		8,286,606	690,549	0	(690,549)	(100.00%)	▼
Non Cash Grants and Contributions		(1,597,263)	0	0	0		
Non Cash Change in Accounting Policies		29,217	0	29,217	29,217		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	36,344	36,344		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(3,620,775)	(1,294,101)	(695,847)	598,254		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,258,072	62,880	28,598	(34,283)	(54.52%)	▼
Proceeds from Disposal of Assets	8	0	0	81,954	81,954		
Total Capital Revenues		4,258,072	62,880	110,551	47,671		
Capital Expenses							
Land and Buildings	13	(321,360)	(15,605)	(55,249)	(39,644)	(254.05%)	▼
Office Furniture & Equipment	13	(50,000)	(8,333)	0	8,333	100.00%	
Office Furniture & Equipment (Leased)		(21,273)	(21,273)	(20,798)	475	2.23%	
Plant and Equipment	13	(205,000)	(12,500)	0	12,500	100.00%	
Plant and Equipment (Leased)	13	0	0	0	0		
Infrastructure Assets - Roads	13	(3,137,125)	(314,564)	(346,718)	(32,154)	(10.22%)	
Infrastructure Assets - Footpaths	13	(232,040)	(19,337)	0	19,337	100.00%	
Infrastructure Assets - Bridges	13	0	0	0	0		
Infrastructure Assets - Drainage	13	(37,000)	(3,083)	0	3,083	100.00%	▲
Infrastructure Assets - Parks & Ovals	13	(1,107,046)	(84,337)	0	84,337	100.00%	▲
Infrastructure Assets - Levee Systems	13	0	0	0	0		
Infrastructure Assets - Airport	13	(756,731)	(63,061)	(106,337)	(43,276)	(68.62%)	▼
Infrastructure Assets - Carparks	13	0	0	0	0		
Infrastructure Assets - Other Infrastructure	13	(1,124,461)	(86,956)	(168,454)	(81,498)	(93.72%)	▼
Infrastructure Assets - Landfill	13	(173,912)	0	0	0		
Total Capital Expenditure		(7,165,948)	(629,049)	(697,556)	(68,507)		
Net Cash from Capital Activities		(2,907,876)	(566,169)	(587,004)	(20,835)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	1,512,110	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Current Lease Liability		332,337	332,337	(5,389)	(337,726)	(101.62%)	
Repayment of Debentures	10	(53,244)	0	0	0		
Transfer to Reserves	7	(398,681)	(833)	0	833	(100.00%)	
Net Cash from Financing Activities		1,392,522	331,504	(5,389)	(336,893)		
Net Operations, Capital and Financing		(5,136,130)	(1,528,766)	(1,288,241)	240,525		
Opening Funding Surplus(Deficit)	3	4,272,063	4,272,063	4,272,063	0	0.00%	
Closing Funding Surplus(Deficit)	3	(864,067)	2,743,297	2,983,822	240,525		

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

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9 21	5,565,656	372	0	(372)	(100.00%)	
Operating Grants, Subsidies and Contributions	11 26	3,287,310	68,073	524,120	456,047	669.94%	▲
Fees and Charges	24	2,737,910	147,640	154,015	6,375	4.32%	
Service Charges	25	0	0	0	0		
Interest Earnings	69	68,584	5,299	0	(5,299)	(100.00%)	
Other Revenue	28	306,557	23,518	13,519	(9,999)	(42.51%)	
Profit on Disposal of Assets	8 20	0	0	0	0		
Total Operating Revenue		11,966,017	244,902	691,655	446,753		
Operating Expense							
Employee Costs	01	(7,171,945)	(629,307)	(824,868)	(195,561)	(31.08%)	▼
Materials and Contracts	04	(5,003,286)	(490,708)	(491,071)	(363)	(0.07%)	
Utility Charges	03	(809,328)	(73,148)	(52,818)	20,330	27.79%	▲
Depreciation on Non-Current Assets	08	(8,286,606)	(690,549)	(685,005)	5,544	0.80%	
Interest Expenses	04 06	(35,164)	(2,131)	(1,387)	744	34.93%	▲
Insurance Expenses	70	(496,958)	(300,330)	(52,612)	247,718	82.48%	▲
Other Expenditure	09	(502,066)	(43,379)	(30,232)	13,147	30.31%	▲
Loss on Disposal of Assets	8 19	0	0	0	0		
Total Operating Expenditure		(22,305,352)	(2,229,552)	(2,137,993)	91,559		
Funding Balance Adjustments							
Add back Depreciation	08	8,286,606	690,549	0	(690,549)	(100.00%)	▼
Non Cash Grants and Contributions		(1,597,263)	0	0	0		
Non Cash Change in Accounting Policies		29,217	0	29,217	29,217		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	36,344	36,344		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(3,620,775)	(1,294,101)	(1,380,777)	(86,676)		
Capital Revenues							
Grants, Subsidies and Contributions	11 27	4,258,072	62,880	28,598	(34,283)	(54.52%)	▼
Proceeds from Disposal of Assets	8 68	0	0	81,954	81,954		
Total Capital Revenues		4,258,072	62,880	110,551	47,671		
Capital Expenses							
Land and Buildings	13	(321,360)	(15,605)	(55,249)	(39,644)	(254.05%)	▼
Office Furniture & Equipment	13	(50,000)	(8,333)	0	8,333	100.00%	
Office Furniture & Equipment (Leased)		(21,273)	(21,273)	(20,798)	475	2.23%	
Plant and Equipment	13	(205,000)	(12,500)	0	12,500	100.00%	
Plant and Equipment (Leased)		0	0	0	0		
Infrastructure Assets - Roads	13	(3,137,125)	(314,564)	(346,718)	(32,154)	(10.22%)	
Infrastructure Assets - Footpaths	13	(232,040)	(19,337)	0	19,337	100.00%	
Infrastructure Assets - Drainage	13	(37,000)	(3,083)	0	3,083	100.00%	▲
Infrastructure Assets - Parks & Ovals	13	(1,107,046)	(84,337)	0	84,337	100.00%	▲
Infrastructure Assets - Airport	13	(756,731)	(63,061)	(106,337)	(43,276)	(68.62%)	▼
Infrastructure Assets - Other Infrastructure	13	(1,124,461)	(86,956)	(168,454)	(81,498)	(93.72%)	▼
Infrastructure Assets - Landfill	13	(173,912)	0	0	0		
Total Capital Expenditure		(7,165,948)	(629,049)	(697,556)	(68,507)		
Net Cash from Capital Activities		(2,907,876)	(566,169)	(587,004)	(20,835)		
Financing							
Transfer From Reserves	7 73	1,570,980	0	0	0		
Proceeds from New Debentures		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Repayment of Current Lease Liability		332,337	332,337	(5,389)	(337,726)	101.62%	
Repayment of Debentures	10	(53,244)	0	0	0		
Transfer to Reserves	7 72	(398,681)	(833)	0	833	100.00%	▲
Net Cash from Financing Activities		1,451,392	331,504	(5,389)	(336,893)		
Net Operations, Capital and Financing		(5,077,260)	(1,528,766)	(1,973,171)	(444,405)	29.07%	
Opening Funding Surplus(Deficit)	3	4,272,063	4,272,063	4,272,063	0	0.00%	
Closing Funding Surplus(Deficit)	3	(805,197)	2,743,297	2,298,892	(444,405)		

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

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

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

		2020/2021 Original Budget	2020/2021 Amended Budget	2020/2021 Amended YTD Budget	2020/2021 YTD Actual
NOTE		\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	2	5,152,400	4,315,855	4,315,855	4,315,855
		5,152,400	4,315,855	4,315,855	4,315,855
Revenue from operating activities (excluding rates)					
Governance		148,705	148,705	10,792	10,479
General Purpose Funding - exc Rates		2,467,669	2,467,669	5,808	1,059
Law, order, public safety		225,169	225,169	2,652	113,713
Health		43,442	43,442	8,260	1,633
Education and welfare		218,034	218,034	42,158	41,603
Housing		23,900	23,900	1,991	2,614
Community amenities		1,943,896	1,943,896	60,599	123,706
Recreation and culture		254,258	254,258	11,404	2,362
Transport		773,652	773,652	34,423	377,190
Economic services		408,663	408,663	56,355	16,312
Other property and services		127,937	127,937	10,088	984
		6,635,325	6,635,325	244,530	691,655
Expenditure from operating activities					
Governance		(1,396,629)	(1,396,629)	(214,703)	(452,938)
General purpose funding		(204,795)	(204,795)	(17,067)	-
Law, order, public safety		(977,206)	(977,206)	(90,944)	(60,052)
Health		(672,783)	(672,783)	(90,204)	(33,729)
Education and welfare		(1,161,570)	(1,161,570)	(115,217)	(67,772)
Housing		(115,871)	(115,871)	(13,959)	(3,745)
Community amenities		(2,426,510)	(2,426,510)	(220,439)	(111,333)
Recreation and culture		(4,796,049)	(4,796,049)	(477,687)	(219,452)
Transport		(9,235,057)	(9,235,057)	(791,667)	(180,742)
Economic services		(1,188,273)	(1,188,273)	(102,674)	(58,642)
Other property and services		(130,610)	(130,610)	(94,991)	(264,657)
		(22,305,353)	(22,305,352)	(2,229,552)	(1,453,063)
Operating activities excluded from budget					
(Profit) on asset disposals	4(b)	0	0	0	0
Loss on disposal of assets	4(b)	0	0	0	0
Depreciation on assets	5	8,286,606	8,286,606	690,549	0
Non-Cash Grants and Contributions for Assets per AASB 1058 and AASB15)	(as	0	(1,597,263)	0	(1,597,263)
Add in Change to Accounting Policies (non-cash)		0	29,217	0	29,217
Movement in employee benefit provisions (non-current)		0	0	0	0
Amount attributable to operating activities		(2,231,022)	(4,635,612)	3,021,382	1,986,401
INVESTING ACTIVITIES					
Grants Capital - Law, Order, Public Safety		134,100	134,100	0	28,598
Grants Capital - Education and welfare		0	0	0	0
Grants Capital - Community Amenities		0	0	0	0
Grants Capital - Recreation and culture		1,526,746	1,526,746	25,938	0
Grants Capital - Transport		3,017,171	2,597,226	36,942	0
Non-operating grants, subsidies and contributions	9	4,678,017	4,258,072	62,880	28,598
Proceeds from disposal of assets	4(a)	0	0	0	0
Total Capital Revenue		9,356,034	4,258,072	62,880	28,598
Land and Buildings		(321,360)	(321,360)	(15,605)	(55,249)
Office Furniture & Equipment		(50,000)	(50,000)	(8,333)	0
Plant and Equipment		(205,000)	(205,000)	(12,500)	0
Purchase property, plant and equipment	4(a)	(576,360)	(576,360)	(36,438)	(55,249)
Infrastructure Assets - Roads		(3,137,125)	(3,137,125)	(314,564)	(346,718)
Infrastructure Assets - Footpaths		(232,040)	(232,040)	(19,337)	0
Infrastructure Assets - Bridges		0	0	0	0
Infrastructure Assets - Drainage		(37,000)	(37,000)	(3,083)	0
Infrastructure Assets - Parks & Ovals		(1,107,046)	(1,107,046)	(84,337)	0
Infrastructure Assets - Levee Systems		0	0	0	0
Infrastructure Assets - Airport		(756,731)	(756,731)	(63,061)	(106,337)
Infrastructure Assets - Carparks		0	0	0	0
Infrastructure Assets - Other Infrastructure		(1,134,461)	(1,134,461)	(87,789)	(168,454)
Infrastructure Assets - Landfill		(173,912)	(173,912)	0	0
Purchase and construction of infrastructure	4(a)	(6,578,315)	(6,578,315)	(572,171)	(621,508)
Total Capital Expenditure		(7,154,675)	(7,154,675)	(608,609)	(676,758)
Amount attributable to investing activities		2,201,359	(2,896,603)	(545,729)	(648,160)
FINANCING ACTIVITIES					
Repayment of borrowings	6(a)	(53,244)	(53,244)	0	0
Principal Lease Payments		(365,390)	(342,139)	0	0
Transfers to cash backed reserves (restricted assets)	7(a)	(388,681)	(398,681)	(833)	0
Transfers from cash backed reserves (restricted assets)	7(a)	1,512,110	1,570,980	0	0
Amount attributable to financing activities		704,795	776,916	(833)	0
Budgeted deficiency before general rates		(4,023,135)	(6,755,300)	2,474,820	1,338,241
Estimated amount to be raised from general rates	1	5,288,166	5,330,692	372	0
Net current assets at end of financial year - surplus/(deficit)	2	1,265,031	(1,424,608)	2,475,192	1,338,241

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

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

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	YTD 31 07 2020 Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	55,249	55,249	15,605	321,360	39,644
Office Furniture & Equipment (Leased)	13	0	20,798	20,798	21,273	21,273	(475)
Office Furniture & Equipment	13	0	0	0	8,333	50,000	(8,333)
Plant and Equipment	13	0	0	0	12,500	205,000	(12,500)
Plant and Equipment (Leased)	13	0	0	0	0	0	0
Infrastructure Assets - Roads	13	0	346,718	346,718	314,564	3,137,125	32,154
Infrastructure Assets - Footpaths	13	0	0	0	19,337	232,040	(19,337)
Infrastructure Assets - Bridges	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	3,083	37,000	(3,083)
Infrastructure Assets - Parks & Ovals	13	0	0	0	84,337	1,107,046	(84,337)
Infrastructure Assets - Levee Systems	13	0	0	0	0	0	0
Infrastructure Assets - Airport	13	0	106,337	106,337	63,061	756,731	43,276
Infrastructure Assets - Carparks	13	0	0	0	0	0	0
Infrastructure Assets - Other Infrastructure	13	0	168,454	168,454	86,956	1,124,461	81,498
Infrastructure Assets - Landfill	13	0	0	0	0	173,912	0
Capital Expenditure Totals		0	697,556	697,556	629,049	7,165,948	68,507

Comments and graphs

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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	148,705	0	148,705	10,792
General Purpose Funding	7,798,361	0	7,798,361	6,180
Law, Order and Public Safety	359,269	0	359,269	2,652
Health	43,442	0	43,442	8,260
Education and Welfare	218,034	0	218,034	42,158
Housing	23,900	0	23,900	1,991
Community Amenities	1,943,896	0	1,943,896	60,599
Recreation and Culture	1,781,004	0	1,781,004	37,342
Transport	773,652	0	773,652	71,365
Economic Services	2,069,509	0	408,663	56,355
Other Property and Services	127,937	0	127,937	10,088
Total Operating Revenue	15,287,709	0	13,626,863	307,782
Operating Expense				
Governance	(1,396,629)	0	(1,396,629)	(214,703)
General Purpose Funding	(204,795)	0	(204,795)	(17,067)
Law, Order and Public Safety	(977,206)	0	(977,206)	(90,944)
Health	(672,783)	0	(672,783)	(90,204)
Education and Welfare	(1,161,570)	0	(1,161,570)	(115,217)
Housing	(115,871)	0	(115,871)	(13,959)
Community Amenities	(2,426,510)	0	(2,426,510)	(220,439)
Recreation and Culture	(4,796,049)	0	(4,796,049)	(477,687)
Transport	(9,235,057)	0	(9,235,057)	(791,667)
Economic Services	(1,188,273)	0	(1,188,273)	(102,674)
Other Property and Services	(130,610)	0	(130,610)	(94,991)
Total Operating Expenditure	(22,305,352)	0	(22,305,352)	(2,229,552)
Funding Balance Adjustments				
Add back Depreciation	8,636,116	0	8,636,116	0
Non Cash Grants and Contributions	(1,597,263)	0	(1,597,263)	0
Non Cash Change in Accounting Policies	29,217	0	29,217	0
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	50,427	0	(1,610,419)	(1,921,770)
Capital Revenues				
Grants, Subsidies and Contributions	4,258,072	0	4,258,072	62,880
Proceeds from Disposal of Assets	0	0	0	0
Proceeds from Sale of Investments	0	0	0	0
Total Capital Revenues	4,258,072	0	4,258,072	62,880
Capital Expenses				
Land Held for Resale	0	0	0	0
Land and Buildings	(321,360)	0	(321,360)	(15,605)
Office Furniture & Equipment	(50,000)	0	(50,000)	(8,333)
Office Furniture & Equipment - Leased	0	(21,273)	(21,273)	0
Plant and Equipment	(205,000)	0	(205,000)	(12,500)
Plant and Equipment - Leased	0	(944,443)	(944,443)	0
Infrastructure Assets - Roads	(3,137,125)	0	(3,137,125)	(314,564)
Infrastructure Assets - Footpaths	(232,040)	0	(232,040)	(19,337)
Infrastructure Assets - Bridges	0	0	0	0
Infrastructure Assets - Drainage	(37,000)	0	(37,000)	(3,083)
Infrastructure Assets - Parks & Ovals	(1,107,046)	0	(1,107,046)	(84,337)
Infrastructure Assets - Levee Systems	0	0	0	0
Infrastructure Assets - Airport	(756,731)	0	(756,731)	(63,061)
Infrastructure Assets - Carparks	0	0	0	0
Infrastructure Assets - Other Infrastructure	(1,124,461)	0	(1,124,461)	(86,956)
Infrastructure Assets - Landfill	(173,912)	0	(173,912)	0
Total Capital Expenditure	(7,144,675)	(965,716)	(8,110,391)	(607,776)
Net Cash from Capital Activities	(2,886,603)	(965,716)	(3,852,319)	(544,896)
Financing				
Proceeds from New Debentures	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	1,570,980	0	1,570,980	0
Purchase of Investments	0	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(53,244)	0	(53,244)	(79,955)
Transfer to Reserves	(398,681)	0	(398,681)	(75,420)
Net Cash from Financing Activities	1,119,055	0	1,119,055	(155,375)
Net Operations, Capital and Financing	(1,717,122)	(965,716)	(4,343,684)	(2,622,041)
Opening Funding Surplus(Deficit)	4,272,063	0	4,272,063	4,272,063
Closing Funding Surplus(Deficit)	2,554,940	(965,716)	(71,621)	1,650,022

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

"Economic: A strong, resilient and balanced economy.

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

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues		\$	%			
Governance	Members of Council	(313) 193	(2.90%)		Permanent	Small variance - immaterial
	Governance	(51,676)			Timing/Permanent	Includes insurance and legal reimbursement accounts, and several contra income budgets (corresponding expenditure budgets exist netting to 0). LGIS Member Scheme remains \$27,627 to be received, and no income received for reimbursements for legal fees \$8,330 budgeted (however corresponds to no expenditure to date). Dependant on level of service. Grant income \$16,670 has not been received.
General Purpose Funding - Rates		0	0.00%			All income received as per budget.
General Purpose Funding - Other	Rate Revenue	(5,121) 17	0.09%		Permanent	Small variance - immaterial
	Other General Purpose Funding	(27,921)			Permanent	Some timing differences
Law, Order and Public Safety	Fire Prevention	111,061 4,368	4187.83%	▲	Permanent	Small variance - immaterial
	Law Enforcement	(761)			Permanent	Small variance - immaterial
	Other Law, Order & Public Safety	(117,325)			Timing	Includes the grant income \$116,475 for the CESM position (from DFES, Shire of Shark Bay, and Shire of Upper Gascoyne). This is billed as per actual expenditure at the end of financial year. This income is to be accounted for at YE 30.06.2020.
Health	Maternal & Infant Health	(6,627) (387)	(80.23%)		Timing	Rental income received from 360 Health and reimbursement of utilities. Dependant on utility use by lessee.
	Health Inspection and Administration	(12,822)			Timing	Includes income budgets related to Health fees and charges like water sampling \$3,020. Food business registrations \$7,010 are still to be invoiced (before 30.06.2020).
	Other Health	(22,542)			Permanent	Grant income (mosquito management and public health plan). \$15k budgeted for the Public Health Plan is unlikely to be received, however no expenditure will be incurred because of this. \$7k mosquito funding is yet to be received.
Education and Welfare	Pre-school	(555) (365)	(1.32%)		Timing	Small variance - immaterial

	Senior Citizens	(16,337)			Permanent	Includes grant income \$15k (COA 1963) for the Aged Friendly Community Plan and Aged Care Options Business Plan. No income received to date as work not commenced.
	Community Development	14,717			Timing	Includes contingent budgets for any ad-hoc reimbursements throughout the year. Variance due to only a few reimbursements occurring so far this year. Potential for income of up to \$15k to be received by 30.06.2020 but cannot be ascertained at this stage.
	Youth Services	5,871			Permanent	Includes budgeted grant income for Youth Services. All income received to date, and surplus in COA 1353 is due to indexation arrears received.
Housing		623	31.27%			
Community Amenities		63,107	104.14%	▲		
	Sanitation/Refuse	(25,005)			Timing/Permanent	Includes income from Brown's Range Tip Fees and Refuse Removal fees and charges.
	Protection of Environment	(49,242)			Timing	Includes protection of environment grant of \$49,158 which has yet to be received.
	Town Planning	14,721			Timing	Includes income from fees and charges related to Planning, and grant income from the Town Planning Scheme. Variance is due to draw down from the Unspent Grants Reserve for year to date expenditure of the TPS.
	Other Community Amenities	(5,219)			Timing/Permanent	Includes income from cemetery fees and a contingent budget for ad-hoc reimbursements. Dependant on level of service required by the community. \$5k down at this stage.
Recreation and Culture		(9,042)	(79.29%)			
	Civic Centre	99,929			Permanent	Combination of overs \$173k and unders \$73k. Variance due to draw down of grant income for the Civic Centre Refurbishment project, originally profiled to be received June 2020 (timing variance). Also includes income budgets for fees and charges for the Civic Centre. These are down due to the closing of the Civic Centre due to COVID-19.
	Swimming Areas and Beaches	(16,318)				Pool income are down 35% or \$16k due to closure.
	Libraries	20,648			Permanent	Variance due to draw down of grant income for the Art Gallery Venue Upgrade project.

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<u>Operating Revenues (continued)</u>		\$	%			
	Other Recreation & Sport	(297,202)			Permanent	Income budgets includes fees and charges for hire fees of the sporting grounds etc. It is unlikely this income will be received any time soon due to the sporting seasons being cancelled due to COVID-19.
	Other Culture	(54,805)			Permanent	Other grant budgeted at \$81k has yet to receive.
Transport	Aerodromes	342,767 (15,823)	995.75%	▲	Permanent	Lease payments is down on budge
	Road and Bridge Maintenance	665,905			Permanent	This underspend lies in Country Road Maintenance, and depreciation actuals for roads. Calculation of depreciation has changed from using the valuer's rates in 18/19 to effective life as per OAG recommendation for 19/20.
Economic Services	Tourism and Area Promotion	(40,043) (179,736)	(71.05%)	▼	Timing/Permanent	Includes income budgets for Blowholes and Bush Bay camping fees, and income related to the Visitor Centre such as merchandise sales, Holiday planner ad revenue and membership income. All income is currently in deficit. Invoicing for memberships and the Holiday planner occurs towards the end of year, and shop sales and camping fees have slowed due to the current restrictions from COVID-19. There have also been little to no tour and accommodation bookings due to the travel restrictions.
	Building Control	(1,481)			Timing/Permanent	Includes income budgets for fees and charges related to Building Services including swimming pool inspections, and building licences.
Other Property and Services	Private Works & Plant Operation Costs	(9,104)	(90.25%)		Permanent	Includes income budgets for fuel rebates, motor vehicle insurance claims, workers comp insurance claims and any income received from Private Works. Private Works (COA 4683) is currently in deficit, but the other income accounts have received surplus income for the year so far.
<u>Operating Expense</u>						
Governance	Members of Council	(238,235) 220,364	(110.96%)	▼		Underspend \$20k relates to no expenditure spent to date for 'Statutory Review of Local Laws' (COA 01D2). Discussions are underway to start this project with a review or updating of Local Laws. WALGA may be a cost effective options for next year. There is an underspend in COA 0212 Councillor Training of \$25k which is for the high level Governance training, potentially provided by the Australian Institute of Company Directors which has been discussed at Council and Department level. Coordination of presentation options is being perused with AICD.
	Governance	(380,519)				Variance is due to COA 06A2 'Less ABCs Allocated' (Activity Based Costings) which has a huge variance until the completion of the 30.6.20 FYE accounts.

General Purpose Funding	Rate Revenue	17,067	100.00%	▲	Permanent	Includes rates legal fees, valuation expenses etc. Variance due to underspend in legal expenses. It is unlikely this is to be spent this year due to the Financial Hardship Policy, and the current climate due to COVID-19.
	Other General Purpose Funding	28,447			Permanent	Includes Bank charges is on par with budget, but there is an underspend in ABCs of \$27k.
Law, Order and Public Safety	Fire Prevention	30,892 (2,750)	33.97%	▲	Permanent	Small variance - immaterial
	Law Enforcement	20,367			Timing	There is an overall underspend related to Ranger Services including ABC allocations. This includes utilities and ad-hoc building maintenance to the dog pound, and vet costs.
	Other Law, Order & Public Safety	29,187			Timing	This underspend is due to the LGGS grant project for the SES. This includes money for the build of a training tower, new generator and building extensions to the SES property. Procurement has commenced on this project and the SES expect this project is still ongoing.
Health	Maternal & Infant Health	56,475 370	62.61%	▲	Timing	Underspend in building maintenance account (leased property).
	Health Inspection and Administration	114,141			Permanent	Majority of this variance is due to an underspend in Employee Costs (\$72.5K) due to staff vacancies throughout the year.
	Other Health	37,781			Timing	Majority of this variance is due to no expenditure being spent to date on the Public Health Plan (COA 7322). There are also underspends to the Mosquito Control budget, and ABC allocations. Mosquito control will be spent in the next few months, with larvae being located in recent surveys.
Education and Welfare	Pre-school	47,445 3,115	41.18%	▲	Timing	Small variance - immaterial
	Senior Citizens	33,589			Permanent	This variance is due to no expenditure (Budget \$28k) being incurred so far this year for the Aged Care Concept Plan (COA 1955). Spending is dependant on grant funding.
	Community Development	8,646			Timing/Permanent	This variance is due to an underspend in Employee Costs due to staff vacancies throughout the year in this department. Budget overspends includes Festival and Events, and the Community Newsletter.
	Youth Services	134,472			Permanent	Majority of this variance is due to an underspend in Employee Costs of \$116k due to staff vacancies throughout the year.
Housing		10,214	73.17%	▲	Timing	Includes utilities and building maintenance budgets for Council Housing.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES (Continued)

Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<u>Operating Expense (continued)</u>						
Community Amenities		109,106	49.49%	▲		
	Sanitation/Refuse	105,930			Permanent	Underspend for Carnarvon and Coral Bay Refuse site maintenance. This variance is due to an overestimation of internal plant hire.
	Protection of Environment	66,047			Timing	Underspend in accounts Fascine Maintenance and Blowholes/Coral Bay Sundry expenses. Majority of underspend at COA 2782 is for Fascine Dredging. Consultant/legal fees are usually costed to COA 2742 'Blowholes/Coral Bay Sundry Expenses' of which there has been no expenditure this financial year.
	Town Planning	85,111			Timing	Overall budget underspend including Employee costs, ABC allocations, land use planning strategy costs, and Town Planning schemes for the year.
	Other Community Amenities	45,038			Timing/ Permanent	Underspend of expenditure budgets for cemetery and public convenience maintenance for the year. Cemetery maintenance includes internal wages and plant hire of which was overestimated. Public conveniences have also recently shut requiring less maintenance due to COVID-19.
Recreation and Culture		258,235	54.06%	▲		
	Civic Centre	107,750			Permanent	Variance includes unspent on 'This Life' festival. This will be a carry forward to 20/21 as event is postponed. Also includes underspends on employee cost accounts, cinema and live show expenditure accounts. Due to the Civic Centre now being closed and unlikely to be spent on a reduced schedule.
	Swimming Areas	10,069			Timing	Underspend for aquatic centre and beach shelter maintenance, and ABC allocations. Due to facility shutting early due to COVID-19, there is opportunity for maintenance to occur in the next few months.
	Other Recreation and Sport	339,092			Timing/ Permanent	This variance is due to underspend in the Parks and Gardens account. Majority of this variance is due to an overestimation of internal plant hire and internal wage costs and labour overheads.

	Libraries	31,082			Timing/ Permanent	This variance is due to an underspend in Employee Costs and Library building maintenance. During the year there were some staff vacancies, there are also some outstanding standing orders for which invoices are still to be received for building maintenance.
	Other Culture	19,040			Timing	Underspend includes OTC dish maintenance, and triple J maintenance including estimation of internal staff costs. There is also an underspend in ABC allocations.
Transport	Road and Bridge Maintenance	610,925	77.17%	▲	Permanent	Underspends in Country Road Maintenance \$302k, ABC of \$99k non cash saving of \$374k in depreciation actuals for roads. Calculation of depreciation has changed from using the valuer's rates in 18/19 to effective life as per OAG recommendation.
	Aerodromes	(15,823)			Permanent	Overspend is due to Employee costs. Expenditure is higher due to overtime/weekend work conducted by airport staff during the year compensated by underspends in several other expenditures.
Economic Services	Tourism and Area Promotion	44,032	42.88%	▲	Permanent	There is an underspend on budgets for Area Promotion and merchandise purchases. Due to closure of the Visitor Centre it is unlikely this will be fully expended by end of financial year.
	Building Control	12,817			Timing	This underspend sits in Building Contractor services, and work has not yet commenced on the Civic Precinct Development Project. As such there is no expenditure at job 4575.
	Other Economic Services	18,574			Permanent	Unlikely to fully expended due to lower activity.
Other Property and Services	Private Works	(169,666)	(178.61%)	▼	Permanent	Budget for private works originally underestimated. All private work jobs are reimbursed by the customer.
	Public Works Overheads	(75,040)			Permanent	small variance - immaterial
	Plant Operating Costs	(9,053)			Permanent	Variance is mainly due to underspend of plant operating costs and employee costs (depot staff) for the year. Expenditure is distributed across the reporting programs but the balancing accounts sits at COA 5062 and 5170 causing the variance here.
	Salaries & Wages	(465,511)			Permanent	Due to workerers Comp paid of \$39k
Capital Revenues		(31,829)				
Grants, Subsidies and Contributions	Community Amenities	(169,666)	(178.61%)	▼	Timing	N/a
	Recreation and Culture	0	(54.52%)		Timing	Part of grant funds received for the Integrated Water Supply, and funds not received for Lock Hospital memorial project.
		(25,938)				

	Transport	(36,942)			Timing	Funds not yet received from Roads to Recovery (R2R), and Regional Road Group (RRG). Funding submission has been completed and grant funds expected to be received shortly from R2R for Minilya River Crossing project. 80% of RRG funds have been received with remaining 20% to be received upon completion of projects, usually just after financial YE.
Proceeds from Disposal of Assets		81,954			Permanent	Disposals not originally budgeted for.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES (Continued)

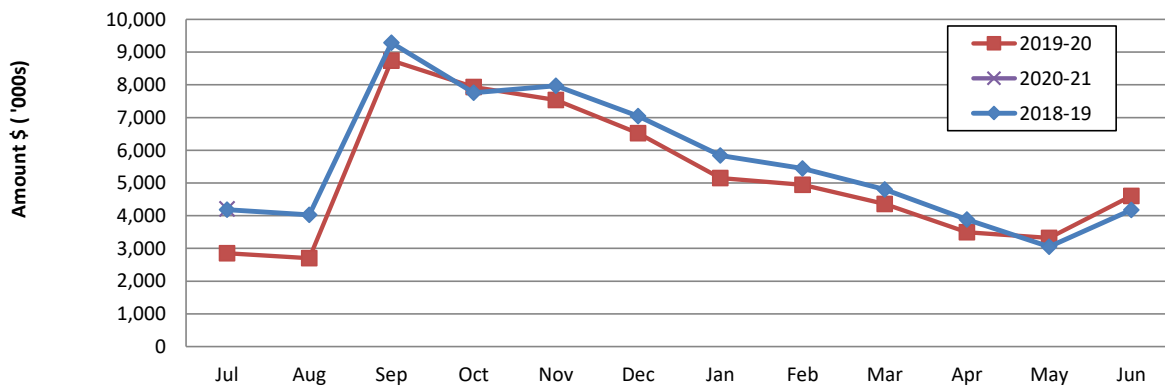
Reporting Program		Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Capital Expenses						
Land and Buildings		(39,644)	(254.05%)	▼	Timing	Variance is due to delay in works. Remaining exp will be monitor closely to ensure no overspend
Office Furniture & Equipment		8,333	100.00%			Control of expenditure
Plant and Equipment		12,500	100.00%			Lower in activity. Postponement of some purchases.
Infrastructure Assets - Roads		(32,154)	(10.22%)			Lower activity. Essential works continue in dur course.
Infrastructure Assets - Footpaths		19,337	100.00%			Expenditure is slightly over due to essential works
Infrastructure Assets - Drainage		3,083	100.00%	▲		Expenditure is inline or minor variance
Infrastructure Assets - Parks & Ovals		84,337	100.00%	▲	Timing	Blowholes development project. Currently tendered.
Infrastructure Assets - Airport		(43,276)	(68.62%)	▼	Timing	Variance due to delay in works. Works includes airport fencing and upgrades to the apron.
Infrastructure Assets - Other Infrastructure		(81,498)	(93.72%)	▼	Timing	Variance due to delay in works. Works includes fascine wall capital work, and the Lock Hospital memorial project.
Infrastructure Assets - Landfill		0				Amended budget savings
Financing						
Loan Principal		0				

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

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jul 2020	30th June 2019	YTD 01 Aug 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,801,821	3,694,372	3,545,531
Cash Restricted	4	3,859,560	3,705,040	4,179,369
Receivables - Rates	6	695,008	580,934	1,200,995
Receivables -Other	6	944,445	1,113,918	1,293,098
Contract Assets		1,597,263	0	0
Inventories	11401	73,301	45,910	40,906
		9,971,399	9,140,174	10,259,900
Less: Current Liabilities				
Payables		(2,290,489)	(867,089)	(2,131,061)
Contract liabilities		(1,188,572)	0	0
Lease liabilities		(54,534)	(54,534)	(54,534)
Provisions		(689,059)	(743,593)	(743,593)
		(4,222,654)	(1,665,217)	(2,929,187)
Less: Cash Reserves	7	(3,705,043)	(3,705,040)	(4,179,369)
Less: Provisions		689,059	743,593	743,593
Net Current Funding Position		2,732,762	4,513,512	3,894,935

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Cash			10,078,827		10,078,827	ANZ / WATC	At Call
Cash At Hand		2,801,821			2,801,821	ANZ	At Call
Investments			(6,219,267)	0	(6,219,267)	ANZ	At Call
2 TRUST FUND CASH AT BANK				526,582	526,582	ANZ	On Hand
Total		2,801,821	3,859,560	526,582	7,187,963		

Comments/Notes - Investments

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

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

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Classification	Original Budget	Decrease in Available Cash	Current Budget
			\$	\$	\$
1203	EMERGENCY SERVICES GRANT - STATE EMERGENCY SERVICES (SES INCOME)	Operating Revenue	-169,708	0	-169,708
0041	INSTALMENT INTEREST CHARGES	Operating Revenue	-5,000	0	-5,000
0051	EX GRATIA RATES	Operating Revenue	-9,371	0	-9,371
0112	INSURANCES	Operating Expenses	40,260	0	40,260
0122	ELECTION EXPENSES	Operating Expenses	0	0	0
0132	CIVIC MATTERS	Operating Expenses	10,000	0	10,000
0172	PUBLIC RELATIONS	Operating Expenses	2,000	0	2,000
0192	MARKETING PROGRAM - SHIRE	Operating Expenses	7,000	0	7,000
0212	COUNCILLORS TRAINING	Operating Expenses	41,500	0	41,500
0241	ADMIN INSTALLMENT FEES	Operating Revenue	-2,000	0	-2,000
0252	EMPLOYEE COSTS	Operating Expenses	1,664,351	0	1,664,351
0282	INSURANCE	Operating Expenses	33,590	0	33,590
02J2	COMMUNITY GROWTH FUND - GENERAL	Operating Expenses	85,000	0	85,000
02K2	COMMUNITY GROWTH FUND - RATES	Operating Expenses	73,652	0	73,652
0302	OPERATION & MAINTENANCE - ADMINISTRATION BUILDINGS	Operating Expenses	137,597	0	137,597
0362	OFFICE EQUIPMENT - OPERATIONS AND SERVICE LEASE	Operating Expenses	53,000	0	53,000
0412	VEHICLE OPERATING EXPENSE - ADMIN	Operating Expenses	15,000	0	15,000
0462	LEGAL EXPENSES	Operating Expenses	57,000	0	57,000
0482	SYNERGY SOFTWARE	Operating Expenses	128,870	0	128,870
0522	OFFICE EQUIP - RENTAL	Operating Expenses	0	0	0
0532	COMPUTER OPERATIONS	Operating Expenses	308,714	0	308,714
0553	REIMBURSEMENT-INSURANCE	Operating Revenue	-20,000	0	-20,000
0574	RIGHT OF USE ASSET - LEASED ADMIN EQUIPMENT	Non Cash Item	0	0	0
0593	OTHER INCOME	Operating Revenue	-5,734	0	-5,734
06D2	CONSULTANCIES	Operating Expenses	242,018	0	242,018
0732	FIRE PREVENTION/FIGHTING	Operating Expenses	58,095	0	58,095
0822	ESL - BUSHFIRES	Operating Expenses	482	0	482
0863	REIMBURSEMENTS	Operating Revenue	-750	0	-750
0892	OPERATION & MAINTENANCE - DOG POUND	Operating Expenses	4,478	0	4,478
0912	RANGER SERVICES - OTHER EXPENSES	Operating Expenses	14,000	0	14,000
0933	FINES AND PENALTIES	Operating Revenue	-10,000	0	-10,000
0942	INSURANCE- LAW ENFORCEMEN	Operating Expenses	8,670	0	8,670
0962	VEHICLE OPERATING EXPENSE - RANGERS	Operating Expenses	40,000	0	40,000
0993	REIMBURSEMENTS	Operating Revenue	0	0	0
1082	SERVICE SECURITY CAMERAS	Operating Expenses	13,959	0	13,959
1102	IMPOUNDED VEHICLES	Operating Expenses	3,000	0	3,000
1112	DIGITAL MAPPING SERVICE	Operating Expenses	8,400	0	8,400
1122	CYCLONE PREPARATION AND CLEAN UP	Operating Expenses	67,907	0	67,907
1224	LAND & BUILDINGS - DFES	Capital Expenses	134,100	0	134,100
1234	PLANT & EQUIP - DFES	Capital Expenses	0	0	0
12B2	CRIME PREVENTION PLAN	Operating Expenses	2,500	0	2,500
1302	OPERATION & MAINTENANCE - EARLY YEARS EDUCATION BUILDINGS	Operating Expenses	9,667	0	9,667
1382	OPERATION & MAINTENANCE - INFANT HEALTH BUILDINGS	Operating Expenses	2,465	0	2,465
1403	OTHER INCOME (NOT GRANT FUNDED)	Operating Revenue	-5,500	0	-5,500
1612	INSURANCE	Operating Expenses	25,305	0	25,305
1662	VEHICLE OPERATING EXPENSE - HEALTH	Operating Expenses	4,180	0	4,180
1722	ASSET MANAGEMENT	Operating Expenses	292,856	0	292,856
1733	STALL TRADER FEES	Operating Revenue	-3,170	0	-3,170
1753	LODGING HOUSES	Operating Revenue	-4,560	0	-4,560
1822	MOSQUITO/VERMIN CONTROL	Operating Expenses	24,500	0	24,500
1952	OPERATION & MAINTENANCE - LOTTERIES HOUSE	Operating Expenses	17,678	0	17,678
19Y2	INSURANCE-CORAL BAY	Operating Expenses	177	0	177
2044	RIGHT OF USE ASSET - LEASED VEHICLES	Capital Expenses	0	0	0
2202	SENIORS WEEK FUNCTION	Operating Expenses	4,500	0	4,500
2363	BROWNS RANGE TIP FEES	Operating Revenue	-232,000	0	-232,000
2372	REFUSE SITE MAINTENANCE - CARNARVON	Operating Expenses	694,549	0	694,549
2392	REFUSE SITE MAINTENANCE & BINS - CORAL BAY	Operating Expenses	138,000	0	138,000
2492	REFUSE COLLECTION - CORAL BAY	Operating Expenses	88,650	0	88,650
2552	CAT CONTROL OPERATIONS	Operating Expenses	4,000	0	4,000
2773	GRANT	Operating Revenue	0	0	0
2782	FASCINE MAINTENANCE	Operating Expenses	60,100	0	60,100
2794	TOWN LITTER BINS	Operating Expenses	7,100	0	7,100
2832	VEHICLE OPERATION EXPENSE - PLANNING	Operating Expenses	10,000	0	10,000
2882	INSURANCE	Operating Expenses	25,339	0	25,339

2963	FEES AND CHARGES	Operating Revenue	0	0	0
2974	LAND & BUILDINGS - STAFF HOUSING	Capital Expenses	20,000	0	20,000
2992	OPERATION & MAINTENANCE - PUBLIC CONVENIENCES	Operating Expenses	210,872	0	210,872
3012	CEMETERY	Operating Expenses	92,589	0	92,589
3093	REIMBURSEMENTS	Operating Revenue	-1,380	0	-1,380
3112	OPERATION & MAINTENANCE - CIVIC CENTRE	Operating Expenses	140,170	0	140,170
3123	CAMEL LANE FRIEND INCOME	Operating Revenue	-720	0	-720
3132	CIVIC CENTRE GROUND MAINTENANCE	Operating Expenses	3,836	0	3,836
3142	LIABILITY INSURANCE	Operating Expenses	46,104	0	46,104
3173	REIMBURSEMENTS	Operating Revenue	0	0	0
3182	OPERATION & MAINTENANCE - AQUATIC CENTRE	Operating Expenses	87,770	0	87,770
31H2	INSURANCE EXPENSE	Operating Expenses	14,342	0	14,342
3242	CARNARVON PARKS & GARDENS	Operating Expenses	1,625,804	0	1,625,804
3274	PLANT & EQUIP SWIM POOL	Capital Expenses	15,000	0	15,000
3282	OPERATION & MAINTENANCE - RECREATION PUBLIC BUILDINGS	Operating Expenses	82,610	0	82,610
32C2	OTHER PARKS & GARDENS MTC	Operating Expenses	137,600	0	137,600
3382	INSURANCE - BOAT RAMP	Operating Expenses	1,746	0	1,746
3383	LEASES & RENTALS	Operating Revenue	-1,253	0	-1,253
3443	GRANTS - OTHER	Operating Revenue	-311,250	0	-311,250
3462	LIBRARY EXCHANGE AND REGIONAL VISITS	Operating Expenses	0	0	0
3472	INSURANCE	Operating Expenses	19,608	0	19,608
3502	OPERATION & MAINTENANCE - LIBRARY BUILDINGS	Operating Expenses	83,420	0	83,420
3505	LIBRARY AND GALLERY GRANTS	Operating Revenue	0	0	0
3553	STAFF SUBSIDY	Operating Revenue	0	0	0
3554	FURN & EQUIP (LIB)	Capital Expenses	0	0	0
3573	INCOME FROM INTERNET	Operating Revenue	-500	0	-500
3582	TRIPLE J AND SBS - EXPENDITURE	Operating Expenses	3,845	0	3,845
3602	OPERATION & MAINTENANCE - JUBILEE HALL	Operating Expenses	6,860	0	6,860
3604	OTHER INFRASTRUCTURE	Capital Expenses	1,008,461	0	1,008,461
3662	OPERATION & MAINTENANCE - OTC DISH & SURROUNDS	Operating Expenses	41,540	0	41,540
3672	TRAMWAY BRIDGE MAINTENANCE	Operating Expenses	37,388	0	37,388
3673	SENIORS GRANT (INCOME)	Operating Revenue	-2,000	0	-2,000
3680	DEPOT IMPROVEMENTS - LAND AND BUILDINGS	Capital Expenses	22,310	0	22,310
3740	ROADS TO RECOVERY	Capital Expenses	807,725	0	807,725
3760	ROAD CONSTRUCTION	Capital Expenses	2,329,400	0	2,329,400
3762	WAR MEMORIAL EXPENSES	Operating Expenses	1,056	0	1,056
3764	LAND & BUILDINGS	Capital Expenses	99,950	0	99,950
3832	INSURANCE - OTHER CULTURE	Operating Expenses	1,546	0	1,546
3841	REGIONAL ROAD GROUP	Capital Revenue	-1,009,630	0	-1,009,630
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS	Capital Expenses	232,040	0	232,040
3920	SIGNAGE & STREET FURN MTC	Operating Expenses	20,000	0	20,000
3950	COUNTRY ROADS MAINTENANCE	Operating Expenses	863,884	0	863,884
3960	URBAN ROAD MAINTENANCE	Operating Expenses	232,360	0	232,360
3962	VEHICLE OPERATING EXPENSE - PARKS AND GARDENS	Operating Expenses	5,000	0	5,000
3970	CORAL BAY STREETS	Operating Expenses	35,600	0	35,600
3980	DRAINAGE MAINTENANCE TOWN	Operating Expenses	112,505	0	112,505
3982	SMALL PLANT PURCHASES - PARKS & GARDENS	Operating Expenses	6,000	0	6,000
3983	CARNARVON CLUBS SUPPORT	Operating Expenses	10,000	0	10,000
3990	FOOTPATHS	Operating Expenses	198,913	0	198,913
4000	STREET LIGHTING	Operating Expenses	200,000	0	200,000
4030	OPERATION & MAINTENANCE - SHIRE DEPOT	Operating Expenses	108,574	0	108,574
4091	MRWA DIRECT GRANT	Operating Revenue	-319,570	0	-319,570
40D2	ROADWISE EXPENSES	Operating Expenses	500	0	500
4101	STREET LIGHTING	Operating Revenue	-16,000	0	-16,000
4114	PLANT & EQUIPMENT (AIRPORT)	Capital Expenses	40,000	0	40,000
4121	MRD SWEEPING	Operating Revenue	-10,000	0	-10,000
4122	VEHICLE OPERATING EXPENSE - AIRPORT	Operating Expenses	4,500	0	4,500
4131	MRD MEDIAN/VERGES	Operating Revenue	-15,000	0	-15,000
4132	INSURANCE	Operating Expenses	65,939	0	65,939
4154	LAND & BUILDINGS - AIRPORT	Capital Expenses	35,000	0	35,000
4182	OPERATION & MAINTENANCE - AIRPORT BUILDINGS	Operating Expenses	112,350	0	112,350
4183	PAX FEES	Operating Revenue	-1,600	0	-1,600
4192	AIRPORT GROUNDS MAINTENANCE	Operating Expenses	46,980	0	46,980
4202	MERCHANDISE PURCHASES - VC	Operating Expenses	110,000	0	110,000
4262	AREA PROMOTION/IMPROVMENT	Operating Expenses	206,300	0	206,300
4302	TOURIST RESERVES MAINTENANCE	Operating Expenses	36,380	0	36,380
4323	REIMBURSEMENTS	Operating Expenses	0	0	0
4442	INSURANCE	Operating Expenses	4,507	0	4,507
4513	SWIMMING POOL INSPECTIONS	Operating Revenue	-3,390	0	-3,390
4632	PRIVATE WORKS/REINSTATEME	Operating Expenses	100,608	0	100,608
4683	PRIVATE WORKS/REINSTATEMENTS	Operating Revenue	-83,270	0	-83,270
4722	STAFF TRAINING & MEETINGS	Operating Expenses	60,765	0	60,765
4732	EMPLOYEE COSTS	Operating Expenses	741,679	0	741,679

5001	REIMBURSEMENT - LICENSES/FUEL (FBT)	Operating Revenue	7,000	0	7,000
5022	PARTS & REPAIRS	Operating Expenses	220,000	0	220,000
5032	WAGES - PLANT REPAIRS AND MAINTENANCE	Operating Expenses	400,279	0	400,279
5042	INSURANCES & LICENCES	Operating Expenses	52,227	0	52,227
5062	LESS ALLOCATED WORKS AND SERVICES (PLANT OP COSTS)	Operating Expenses	-1,476,007	0	-1,476,007
5092	LESS DEPRECIATION ALLOCATED WORKS AND SERVICES	Non Cash Item	0	0	0
50A2	LEASED VEHICLE COSTS	Operating Expenses	0	0	0
5133	MOTOR VEHICLE INSURANCE CLAIMS - REIMBURSEMENTS	Operating Revenue	-5,000	0	-5,000
5172	INTEREST ON LEASED VEHICLES	Operating Expenses	25,365	0	25,365
5173	REIMBURSE INSURANCE - WAGES	Operating Revenue	-13,879	0	-13,879
5181	REIMBURSE WORKERS COMPENSATION	Operating Revenue	-7,788	0	-7,788
5302	SMALL PLANT PURCHASES - ROADWORKS	Operating Expenses	6,000	0	6,000
5340	TRANSFER TO PLANT REP RESERVE	Operating Expenses	50,000	0	50,000
5370	TRANSFER TO LEAVE RESERVE	Operating Expenses	0	0	0
5382	OPERATION & MAINTENANCE - STAFF HOUSING	Operating Expenses	85,117	0	85,117
5394	INTEREST EARNED ON CLGF PROJECTS	Operating Expenses	0	0	0
53G0	TRANSFER TO IT REPLACEMENT RESERVE	Operating Expenses	50,000	0	50,000
5422	INSURANCE (INCIDENT) CLAIM EXPENSES	Operating Expenses	20,000	0	20,000
5460	TRANSFER TO ASSET MANAGEMENT RESERVE	Operating Expenses	8,000	0	8,000
5602	ART GALLERY PROGRAMS AND EVENTS	Operating Expenses	4,500	0	4,500
5603	ART GALLERY INCOME	Operating Revenue	-160	0	-160
5622	LIBRARY PROGRAMS AND EVENTS	Operating Expenses	0	0	0
6023	OTHER INCOME	Operating Revenue	0	0	0
6063	GRANT INCOME	Operating Revenue	-10,000	0	-10,000
6072	VEHICLE OPERATING EXPENSE - COMM SERVICES	Operating Expenses	11,000	0	11,000
6112	YOUTH SERVICES	Operating Expenses	230,711	0	230,711
6122	VEHICLE OPERATING EXPENSES - YOUTH SERVICES	Operating Expenses	10,000	0	10,000
6162	BUILDING REPAIRS AND MAINTENANCE - YOUTH SERVICES	Operating Expenses	35,400	0	35,400
6242	COMMUNITY NEWSLETTER	Operating Expenses	27,000	0	27,000
6742	VEHICLE OPERATING EXPENSE - REFUSE	Operating Expenses	5,000	0	5,000
6872	EH MONITORING AND ASSESSMENT	Operating Expenses	12,980	0	12,980
6933	BROWN'S RANGE TIP SHOP SALES (INCOME)	Operating Revenue	-7,000	0	-7,000
7002	SUBSCRIPTIONS/REGISTRATION FEES	Operating Revenue	17,550	0	17,550
7003	MERCHANDISE SALES - INCOME	Capital Revenue	-78,330	0	-78,330
7022	OPERATION & MAINTENANCE - VISITORS CENTRE	Operating Expenses	13,380	0	13,380
7102	TELEPHONE	Operating Expenses	1,310	0	1,310
7112	INSURANCE	Operating Expenses	24,872	0	24,872
9090	ACCUMULATED DEPRECIATION - LEASED VEHICLES	Non Cash Item	-322,788	0	-322,788
9190	LEASE LIABILITY (NON CURRENT) - AASB 16	Non Cash Item	-723,255	0	-723,255
9422	CINEMA KIOSK PURCHASE	Operating Expenses	3,000	0	3,000
0071	FINANCIAL ASSISTANCE GRANT - GENERAL PURPOSE	Opening Surplus(Deficit)	-1,749,015	0	-1,749,015
0111	FINANCIAL ASSISTANCE GRANT - ROADS	Opening Surplus(Deficit)	-619,719	0	-619,719
	INCREASE IN OPENING SURPLUS BALANCE AS PER FINALISED 2018/19 FIGURES	Opening Surplus(Deficit)	0	-43,962	0
			9,296,148	-43,962	9,296,148

Comments/Notes - Budget Amendments

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

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

Note 6: RECEIVABLES

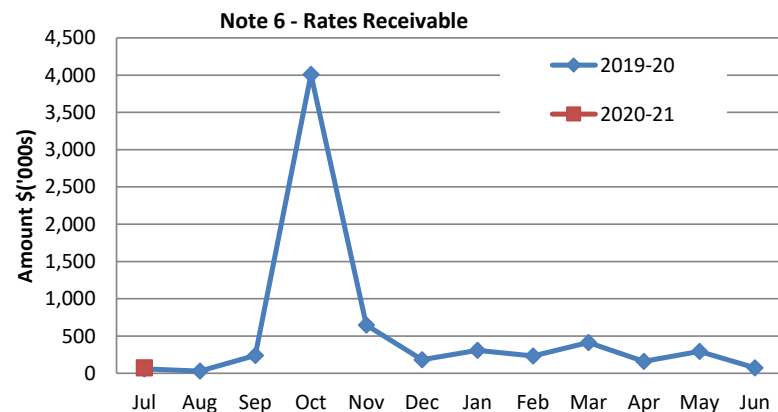
Receivables - Rates Receivable

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

Net Rates Collectable

% Collected

YTD 31 Jul 2020	30 June 2018
\$	\$
767,879	359,392
5,476,006	5,244,727
(5,548,877)	(5,023,185)
695,008	767,879
695,008	767,879
88.87%	89.63%



Comments/Notes - Receivables Rates

Receivables - General

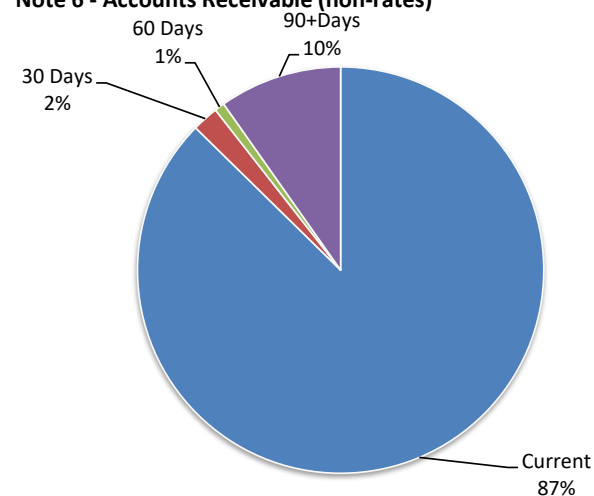
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
311,354	7,460	2,846	34,815
Total Receivables General Outstanding			356,476

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2020-21		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)		Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance							Transfer out Reference		
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	130,107	76	0	0	0	0	0		130,183	130,107
Plant Reserve	73,746	43	0	50,000	0	0	0		123,789	73,746
Waste Disposal Reserve	78,399	46	0	50,000	0	0	0		128,445	78,399
Property Infrastructure Reserve	1,771	0	0	0	0	0	0		1,771	1,771
Staff Housing Reserve	700,419	408	0	0	0	0	0		700,827	700,419
Civic Centre Reserve	62,168	36	0	0	0	0	0		62,204	62,168
I.T. Replacement Reserve	54,162	32	0	50,000	0	0	0		104,194	54,162
Airport Reserve	58,977	34	0	0	0	0	0		59,011	58,977
Coral Bay Tip Reserve	21,940	13	0	0	0	0	0		21,953	21,940
Surge/Fascine Wall Reserve	356,131	208	0	30,000	0	0	0		386,339	356,131
Town Planning Scheme Reserve	1,564	1	0	0	0	0	0		1,565	1,564
Fascine Dredging Reserve	84,594	49	0	0	0	0	0		84,643	84,594
Flood Mitigation Reserve	11,924	7	0	0	0	0	0		11,931	11,924
OTC/NASA Reserve	8,882	5	0	0	0	0	0		8,887	8,882
Blowholes Reserve	2,851	2	0	0	0	0	0		2,853	2,851
Unspent Grants and Contributions Reserve	1,602,503	8,775	0	0	0	(1,454,110)	0		157,168	1,602,503
Land and Infrastructure Development Reserve	220,112	128	0	50,000	0	(58,000)	0		212,240	220,112
Asset Replacement Reserve	28,985	17	0	8,000	0	0	0		37,002	28,985
Emergency Response Reserve	202,627	118	0	50,000	0	0	0		252,745	202,627
Mosquito Management Reserve	3,182	2	0	681	0	0	0		3,865	3,182
Country Roads Grading Reserve	0	0	0	100,000	0	0	0		100,000	0
	3,705,043	10,000	0	388,681	0	(1,512,110)	0		2,591,614	3,705,043

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

Note 7: Cash Backed Reserve Continued

Comments/Notes - Reserves

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

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

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

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 31 07 2020			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
28,000	(2,796)	23,818	(1,386)	Disposal of plant		(1,386)	(1,386)	
18,000	(2,397)	16,909	1,306	Sale of CEO vehicle - PCAR21		1,306	1,306	
4,000	(399)	2,818	(783)	Sale of EMCORP vehicle - PCAR22		(783)	(783)	
19,000	(2,530)	16,364	(107)	Sale of Health vehicle - PU1		(107)	(107)	
10,000	(998)	6,455	(2,547)	Sale of Ops Manager vehicle - P295		(2,547)	(2,547)	
4,500	(300)	1,591	(2,610)	Sale of Building Maintenance vehicle - PCAR14		(2,610)	(2,610)	
19,000	(2,530)	6,455	(10,016)	Sale of Parks & Gardens vehicle - PUTE22		(10,016)	(10,016)	
30,000	(2,252)	7,545	(20,203)	Sale of Admin Pool vehicle - P301		(20,203)	(20,203)	
				Sale of Hino Truck - PTRU1				
132,500	(14,202)	81,954	(36,344)		0	(36,344)	(36,344)	

Profit

1,306

Loss

(37,650)

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 July 2020

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

Comments - Rating Information

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

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 213 - Staff Housing	22,088	0	0	9,750	22,088	12,338	153	296
Loan 216 - Airport Works	349,929	0	0	43,494	349,929	306,435	2,244	9,057
	372,017	0	0	53,244	372,017	318,773	2,397	9,353

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2020-21 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
0071 Grants Commission - General	WALGGC	Y	1,749,015	0	1,749,015	0	0	1,749,015
0111 Grants Commission - Roads	WALGGC	Y	619,719	0	619,719	0	0	619,719
GOVERNANCE								
05F4 Traineeship Grant	To Be Confirmed upon grant application	Y	33,460	0	33,460	0	0	33,460
LAW, ORDER, PUBLIC SAFETY								
0805 FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	31,155	0	31,155	0	0	31,155
1203 Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	169,708	0	152,008	17,700	28,598	141,111
1273 DFES Community Emergency Manager	Dept. of Fire & Emergency Serv.	Y	125,816	0	125,816	0	108,599	17,217
COMMUNITY DEVELOPMENT								
6063 Every Club	Dept. of Sport and Recreation	Y	10,000	0	10,000		0	0
1963 Aged Friendly Community Plan	To Be Confirmed upon grant application	N	10,000	0	10,000	0	0	10,000
3673 Seniors Week Grant	Council of the Ageing of WA	N	1,091	0	1,091	0	(909)	2,000
1353 Youth Outreach	Dept of Justice & Family & Child Services	Y	167,000	0	167,000	0	41,603	125,397
HEALTH								
1823 Grants -Mosquito Funding	Dept. of Health	Y	8,000	0	8,000	0	0	8,000
1883 Grants - Public Health Plan	To Be Confirmed upon grant application	Y	0	0	0	0	0	0
COMMUNITY AMENITIES								
2773 Fascine Entrance Study	Dept. of Transport	Y	0	0	0	0	54,349	(54,349)
4013			0	0	33,166	0	0	33,166
6723 CLGF Waste Facility Improvements	WA Regional Development Trust	Y	0	0	0	0	0	0
RECREATION AND CULTURE								
3163 Carnarvon Civic Centre - Op Grant	LotteryWest	Y	66,289	0	(162,249)	228,538	0	66,289
3323 Blowholes Redvelopment Project	Royalties for Regions	Y	988,691	0	0	988,691	0	988,691
3323 Fascine/Robinson Completion	Department of Primary Industries and Reg. Dev.		99,950	0	0	123,305	0	123,305
3443 Integrated Water Supply Infrastructure	Gascoyne Development Commission	Y	311,250	0	0	311,250	0	311,250
3505 Library Activities	Children's Book Council	Y	0	0	(24,418)	24,418	0	0
3653 Lock Hospital Memorial Project	Department of Primary Industries and Reg. Dev.	Y	81,000	0	0	81,000	0	81,000
TRANSPORT								
3841 RRG Grants - Capital Projects	Regional Road Group	Y	1,009,630	0	0	1,009,630	0	1,009,630
4091 Main Roads WA Direct Grant	Main Roads WA	Y	319,570	0	319,570	0	319,570	0
3855 Roads to Recovery	Dept. of Infrastructure & Reg. Development	Y	1,101,390	0	0	1,101,390	0	1,101,390
4603 Regional Airports Development Scheme	Dept. of Infrastructure & Reg. Development	Y	243,103	0	0	243,103	0	243,103
ECONOMIC SERVICES								
5493 Public Open Space Strategy and Civic Precinct Development	Department of Planning	Y	23,678	0	43,022	0	0	43,022
OTHER PROPERTY AND SERVICES								
5343 WAWA Project	WA Regional Development Trust	Y	0	0	18,229	0	0	18,229
TOTALS			7,194,515	0	3,159,584	4,129,025	551,809	6,726,800
Operating			3,088,845				527,391	
Non-Operating			4,105,670				24,418	
			<u>7,194,515</u>				<u>551,809</u>	

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

Note 12: TRUST FUND

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

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

Comments - Trust Note

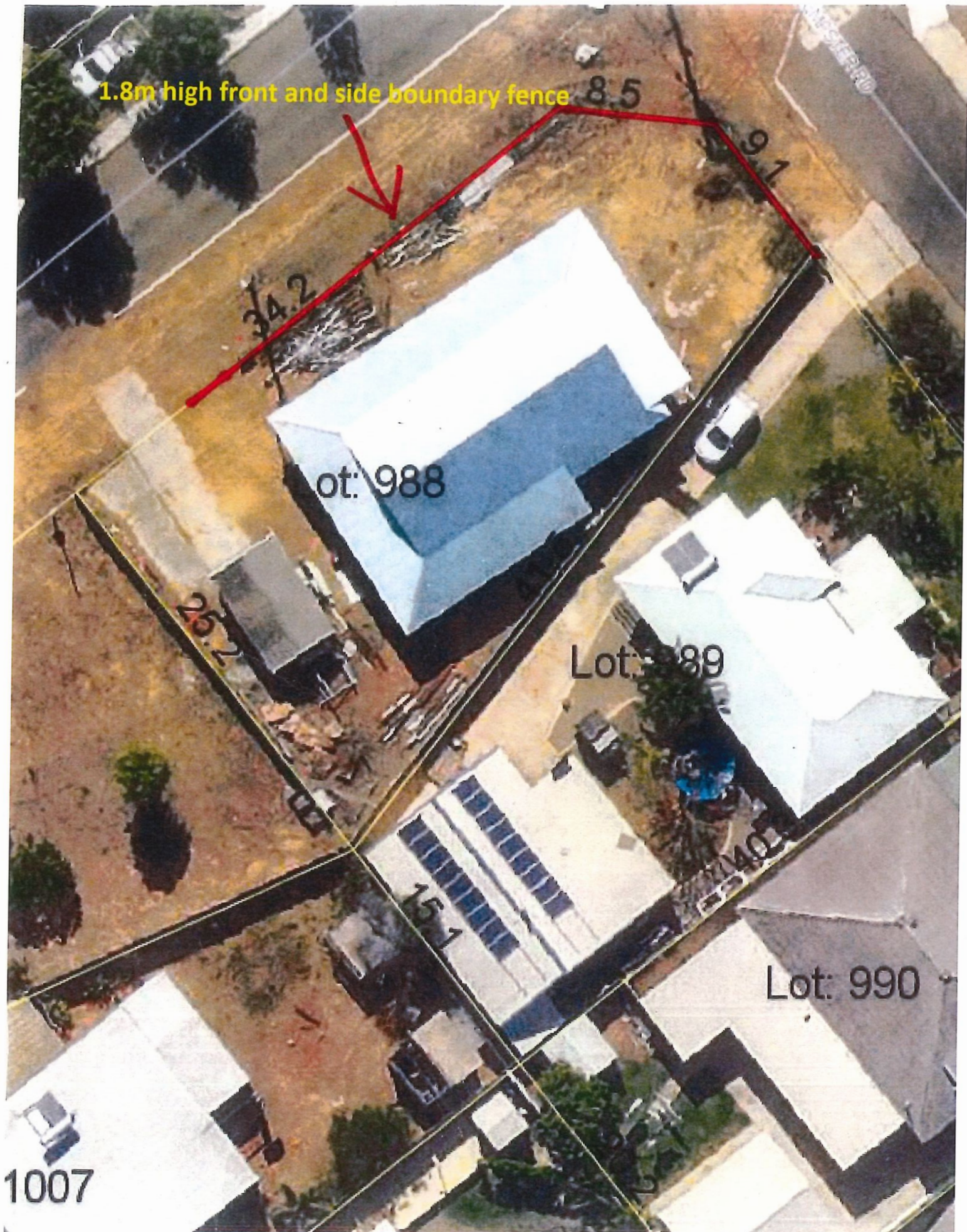
As part of the reporting standard changes required by the Office of the Auditor General regarding funds kept in a Local Governments Trust account, Note 12 has been amended to correctly reflect our trust funds as per the LGA 1995 section 6.9(1) and section 6.9(3). The changes in reporting standards for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

Schedule 8.2.3

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

Fund	Amount	Type	Interest	Term	Maturity Date	Invested with
Municipal	2,083,645.62	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Trust	508,790.06	Cash Management	Daily return	On Call	On Call	ANZ Bank
Reserves	270.99	Cash Management	Daily return	On Call	On Call	ANZ Bank
	2,536,539.58	Online Cash Management	0.70%	On Call	On Call	ANZ Bank
Short Term Investments	24,061.18	Term Deposit	0.20%	30 Days	31.07.2020	WA Treasury Corp
Short Term Investments	1,032,965.72	Term Deposit	0.20%	30 Days	31.07.2020	WA Treasury Corp
	6,186,273.15					

1.8m high front and side boundary fence



SHEET LIST		
SHEET	SHEET NAME	REVISION
01	SITE LAYOUT	6
02	SITE OVER EXISTING APPROVAL	6
03	CARAVAN BAY/VIEWS	5
04	UNIT TYPE 1	6
05	UNIT TYPE 2(Accessible)	6
06	CARETAKERS	6
07	LAUNDRY/SHED	6



LEGEND-SITE PLAN	
	BUILDING EXISTING
	BUILDING PROPOSED
	BUILDING FUTURE
	EASEMENT
	SETBACK-PERICUTION
	SETBACK-COMPENSATION
	VISUAL PRIVACY PERICUTION
	0.00 m LEVEL FLOOR PROPOSED, EASEMENT
	0.00 m LEVEL EXISTING SITE, # HEIGHT
	E LEVEL PROPOSED SITE, # HEIGHT
	P POWER CONNECTION POINT AS PER POWER PROVIDER LOCATION TSO
	W WATER CONNECTION POINT AS PER WATER CORPORATION TSO
	TEL CONVEYANCE CONNECTION POINT AS PER AUTHORITY/LOCATION TSO
	DP DOWNPIPE LOCATION FINAL LAYOUT
	SW STORMWATER PIT, TRAFFIC LANE, ETC.

NOTES-DESIGN
DESIGN SUBJECT TO SURVEY, ENGINEERING,
CONSULTANTS AND STATUTORY APPROVALS.

NOTES-DESIGN CRITERIA

1. ZONE: TOURISM
2. SITE AREA: 27901m²
3. EXISTING BUILDINGS: N/A
4. SITE CLASSIFICATION: SEE ENGINEER NOTES
5. PARKING: 24
6. CLIMATE ZONE: 5
7. BUSH FIRE PRONE AREA: YES
8. WIND CLASSIFICATION: SEE ENGINEER NOTES
9. CORROSION ENVIRONMENT (DURABILITY): SEE ENGINEER NOTES
10. STORMWATER: SEE NOTES

FOR FURTHER INFORMATION, REFER SEPARATE SITE REPORT BY THIRD PARTY CONSULTANT

NOTES/ SITE PLAN	
MARK	DESCRIPTION
1	BOUNDARY: PEDESTRIAN ACCESS, INCORPORATES STAIRS/RAMP AS REQUIRED
2	ACCESS: VEHICULAR TO RAIL
3	ACCESS: VEHICULAR TO CIRCULATION THROUGH SITE
4	CARAVAN SITE: 15' to 16' DEEP INCORPORATES A CARAVAN, CARAVAN HURDLE/AND, AND ENSURE FACILITY, PAVEMENT
5	ACCOMMODATION TYPE 1, FL1+10 BE UN INCORPORATES A BALCONY, FL1+10 BE UN
6	STORAGE: 8.0' x 10' LAUNDRY/SHED
7	CARAVAN TYPE 2, FL1+10 BE UN
8	WATER: 10' x 10' DEEP
9	WATER: 10' x 10' DEEP
10	WATER: 10' x 10' DEEP
11	WATER: 10' x 10' DEEP
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96	WATER: 10' x 10' DEEP
97	WATER: 10' x 10' DEEP
98	WATER: 10' x 10' DEEP
99	WATER: 10' x 10' DEEP
100	WATER: 10' x 10' DEEP

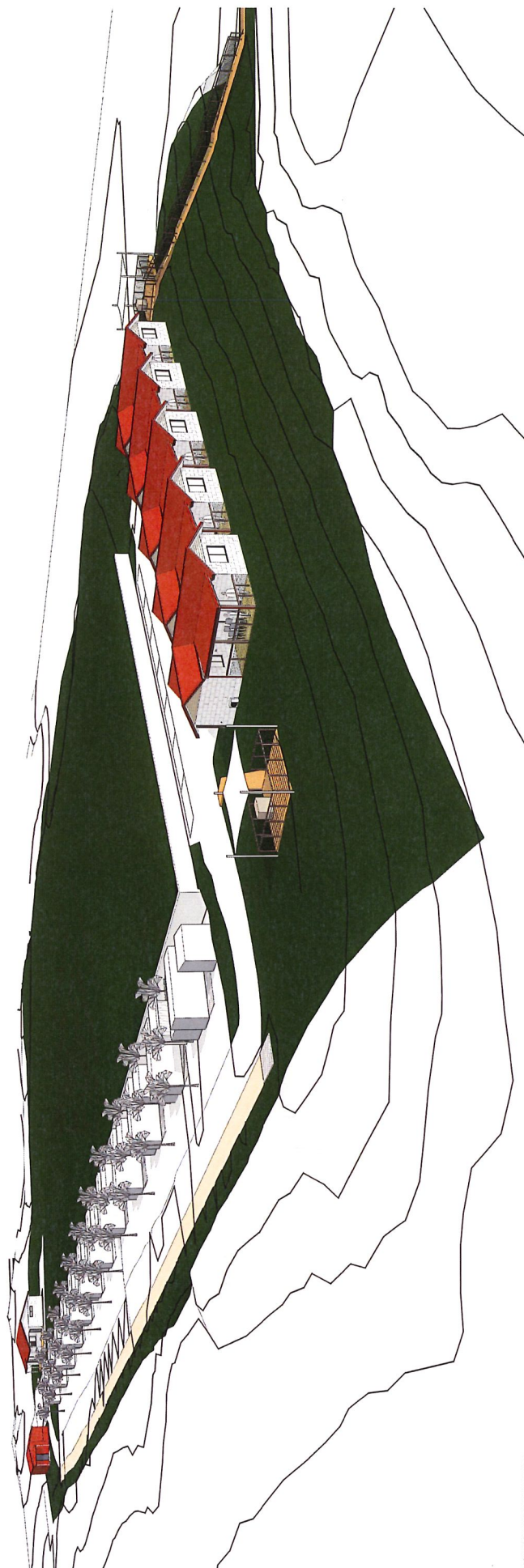
AREA	
NAME	AREA
3 BED UPTS	
UPT 1	96.0 <i>m²</i>
UPT 2	96.0 <i>m²</i>
UPT 3	96.0 <i>m²</i>
UPT 4	96.0 <i>m²</i>
UPT 5	96.0 <i>m²</i>
CARAVAN SITES	434.4 <i>m²</i>
ENCLOSURE 1	3.6 <i>m²</i>
ENCLOSURE 2	3.6 <i>m²</i>
ENCLOSURE 3	3.6 <i>m²</i>
ENCLOSURE 4	3.6 <i>m²</i>
ENCLOSURE 5	3.6 <i>m²</i>
ENCLOSURE 6	3.6 <i>m²</i>
ENCLOSURE 7	3.6 <i>m²</i>
ENCLOSURE 8	3.6 <i>m²</i>
ENCLOSURE 9	3.6 <i>m²</i>
ENCLOSURE 10	3.6 <i>m²</i>
ENCLOSURE 11	3.6 <i>m²</i>
ENCLOSURE 12	3.6 <i>m²</i>
	43.2 <i>m²</i>
CARETAKERS	
UPT 6	96.0 <i>m²</i>
	96.0 <i>m²</i>
STORAGE	
SHEED 1	36.0 <i>m²</i>
	36.0 <i>m²</i>

Technical drawing of the caravan layout showing dimensions and component labels:



- Overall Dimensions:**
 - Length: 17'00"
 - Width: 6'00"
 - Internal Width: 4'6 1/2"
 - Internal Length: 15'00"
- Caravan Section:**
 - Label: CARAVAN
 - Internal Length: 15'00"
 - Internal Width: 4'6 1/2"
- Vehicle Section:**
 - Label: VEHICLE
 - Length: 14'00"
- Component Labels:**
 - 1: Front entrance area
 - 2: Front window
 - 3: Front door
 - 4: Front window
 - 5: Front door
 - 6: Front window
 - 7: Front door
 - 8: Front window
 - 9: Front door
 - 10: Front window
 - 11: Front door
 - 12: Front window
 - 13: Front door
 - 14: Front window
 - 15: Front door
 - 16: Front window
 - 17: Front door
 - 18: Front window
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 - 91: Front door
 - 92: Front window
 - 93: Front door
 - 94: Front window
 - 95: Front door
 - 96: Front window
 - 97: Front door
 - 98: Front window
 - 99: Front door
 - 100: Front window

A stylized illustration of a building with a red roof and a yellow staircase, set against a dark green background with white, jagged, mountain-like shapes. The building is on the left, and the staircase is on the right. The background is dark green with white, jagged, mountain-like shapes. The building has a red roof and a yellow staircase. The staircase is on the right, and the building is on the left. The background is dark green with white, jagged, mountain-like shapes.

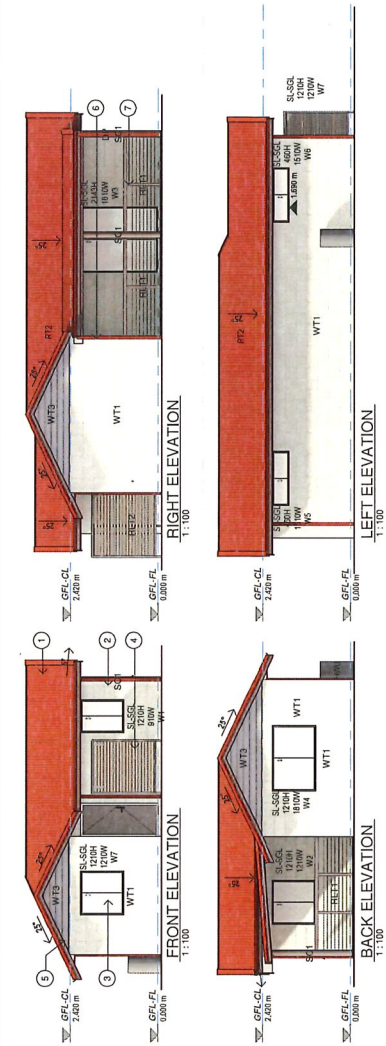
UNIT PERSPECTIVE



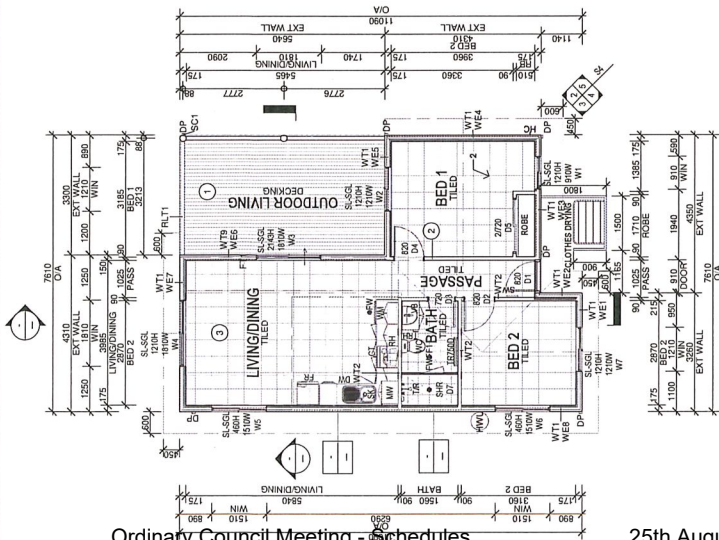
NORTHERN PERSPECTIVE

ISSUED FOR PLANNING APPROVAL					
CARAVAN BAY/VIEWS					
Project: 	TOURISM INFRASTRUCTURE BATANGA HOLDING PTY LTD L10 #10 ROBINSON ST COTAI BAS				
Client: Chems					
Drawn By:					
Sheet:					
Revision:	5	\$3			
					
IN INDUSTRY www.allaspectdesign.com.au info@allaspectdesign.com.au					
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AREA	NAME	AREA
ENCLOSED	LIVING	162.8 m ²
UNENCLOSED	LIVING	60.8 m ²
UNENCLOSED	OUTDOOR LIVING	118.4 m ²
UNENCLOSED	VERANDAH	79.2 m ²

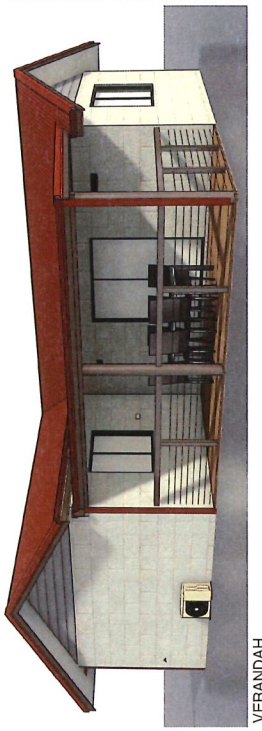


MARK	DESCRIPTION
1	1.5m x 1.5m x 1.5m TUBES, GLASS, WHITE COLOURED CUSTOMER OR EQUIVALENT SHOWN IN MANOR RED
2	2.0m x 1.5m x 1.5m TUBES, GLASS, WHITE COLOURED CUSTOMER OR EQUIVALENT SHOWN IN MANOR RED
3	WINDOWS: ALUMINIUM FRAME, POWDERCOAT FINISH, SELECTED GLAZING
4	COURTARD
5	GABLE: FC SHEETINGS, FINISHED IN WHITE
6	POSTS: TREATED BUSH POLES
7	WIRE MESH

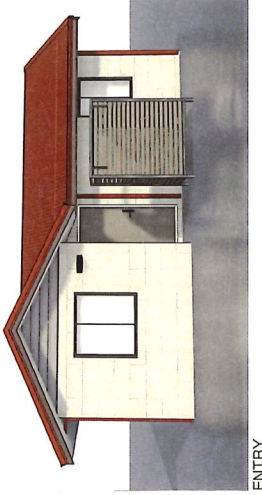


FLOOR PLAN-W
1:100

MARK	DESCRIPTION
1	1.5m x 1.5m x 1.5m TUBES, GLASS, WHITE COLOURED CUSTOMER OR EQUIVALENT SHOWN IN MANOR RED
2	2.0m x 1.5m x 1.5m TUBES, GLASS, WHITE COLOURED CUSTOMER OR EQUIVALENT SHOWN IN MANOR RED
3	WINDOWS: ALUMINIUM FRAME, POWDERCOAT FINISH, SELECTED GLAZING
4	COURTARD
5	GABLE: FC SHEETINGS, FINISHED IN WHITE
6	POSTS: TREATED BUSH POLES
7	WIRE MESH



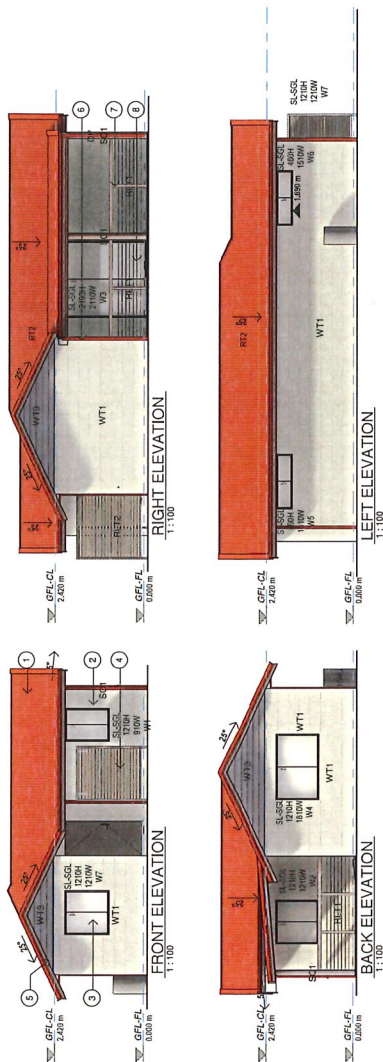
VERANDAH



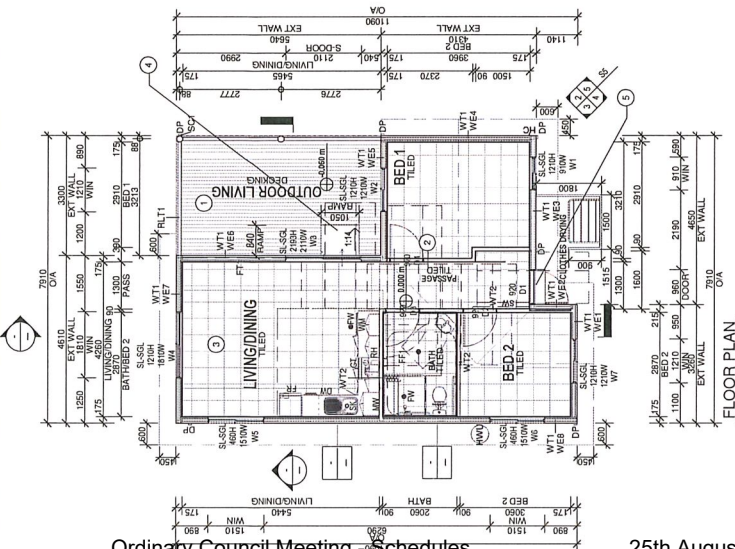
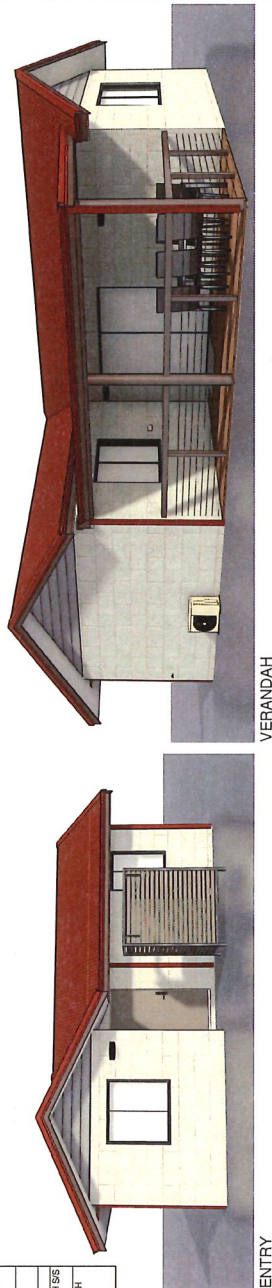
ENTRY

ISSUED FOR PLANNING APPROVAL	
Project:	TOURISM INFRASTRUCTURE
Client:	BATAVIA HOLDING PTY LTD
Address:	110 #16 ROBINSON ST, COORAL LANE
Sheet:	6
Scale:	1:100
Project:	A111111
Drawn:	09/02/20
PH: 0431245256	PH: 0431245256
Email: info@allaspectdesign.com.au	Email: info@allaspectdesign.com.au
Website: www.allaspectdesign.com.au	Website: www.allaspectdesign.com.au
NOTE: DESIGN SUBJECT TO ENGINEERING AND STATUTORY APPROVALS	

AREA	NAME	AREA
ENCLOSED	LIVING	163.6 m ²
UNENCLOSED	OUTDOOR LIVING	118.6 m ²
		82.2 m ²



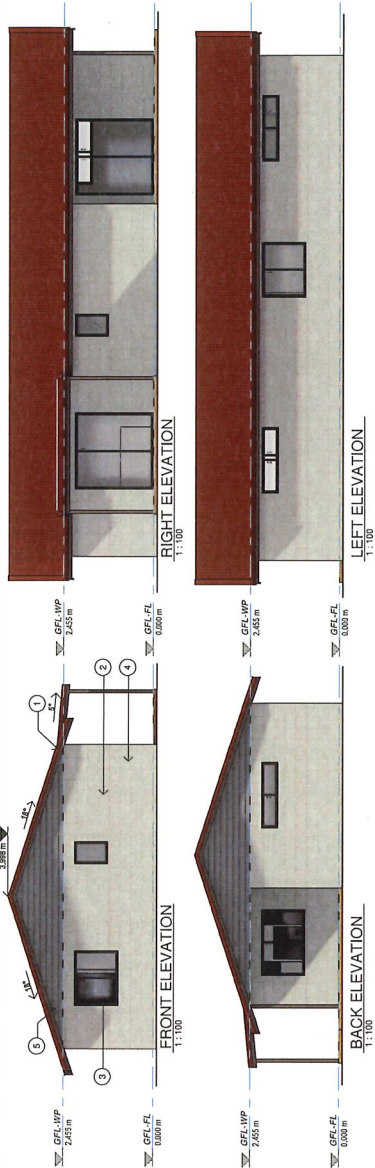
MARK	DESCRIPTION
1	ROOF: TREATED TIMBER TRUSS, CLAD WITH COLORBOND CUSTOMORB OR EQUIVALENT, 12% PITCH
2	WALLS: EXTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH
3	WALLS: INTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH
4	SCREENING: TO CLOTHES DRYING
5	SCREENING: TO CLOTHES DRYING
6	SCREENING: TO CLOTHES DRYING
7	SCREENING: TO CLOTHES DRYING
8	SCREENING: TO CLOTHES DRYING



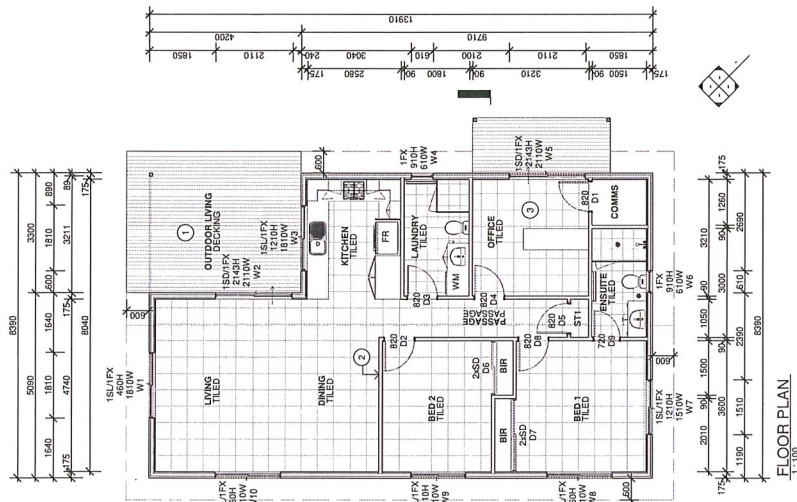
MARK	DESCRIPTION
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2	WALLS: EXTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH
3	WALLS: INTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH
4	SCREENING: TO CLOTHES DRYING
5	SCREENING: TO CLOTHES DRYING

ISSUED FOR PLANNING APPROVAL	
UNIT TYPE 2 (ACCESSIBLE)	
Project:	TOURISM INFRASTRUCTURE
Client:	BATAMIA HOLDING PTY LTD
Address:	L10 #15 ROBINSON ST, COORANG VIC 3218
North Point:	
Revision:	6
Sheet:	SS
PH 031245256	Scale @A2 1:100
Web: www.allaspectdesign.com.au	Drawn: AS11424
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AREA	NAME	AREA
ENCLOSED	LIVING	81.1 m ²
ENCLOSED	OFFICE	102.4 m ²
UNENCLOSED	OUTDOOR LIVING	133.9 m ²
UNENCLOSED	VERANDAH	137.7 m ²
		122.5 m ²



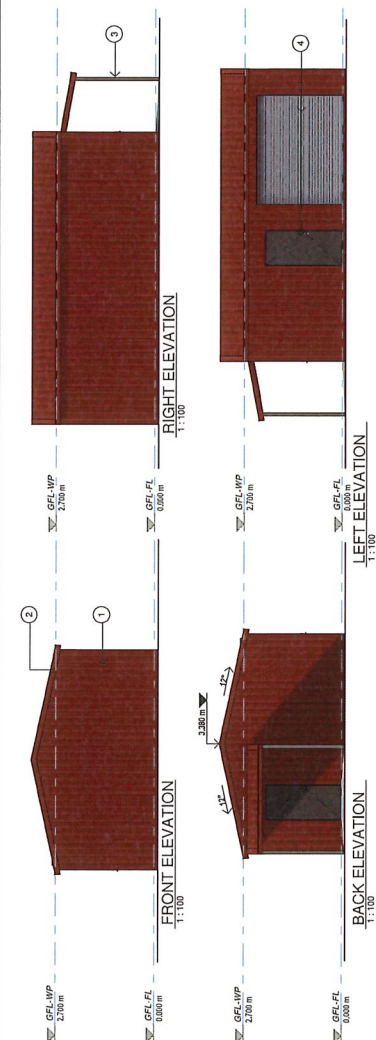
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2	WALLS: EXTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH.
3	WALLS: INTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH.
4	DOOR: SOLIDCORE, FINISHED IN SELECTED PAINT SYSTEM.
5	GLAZING: SYSTEM GLAZING, FINISHED IN SELECTED PAINT SYSTEM.



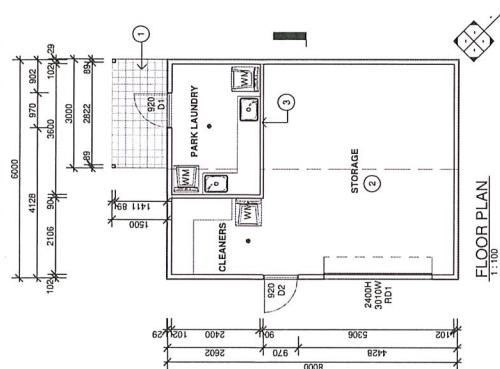
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2	WALLS: EXTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH.
3	WALLS: INTERNAL DESIGNSTONE WALLING SYSTEM, LIMESTONE FINISH.
4	DOOR: SOLIDCORE, FINISHED IN SELECTED PAINT SYSTEM.
5	GLAZING: SYSTEM GLAZING, FINISHED IN SELECTED PAINT SYSTEM.

ISSUED FOR PLANNING APPROVAL	
Project:	CARETAKERS
Client:	TOURISM INFRASTRUCTURE
Address:	BAYVIEW HOLDING PTY LTD
North Point:	L10 #16 ROBINSON ST
Revision:	Sheet: 6
Scale:	Scale @ 1:100
Project:	AA1474
Drawn:	DATE: 08/08/20
Checked:	DATE: 08/08/20
PH: 0431245256	Web: www.allaspectdesign.com.au
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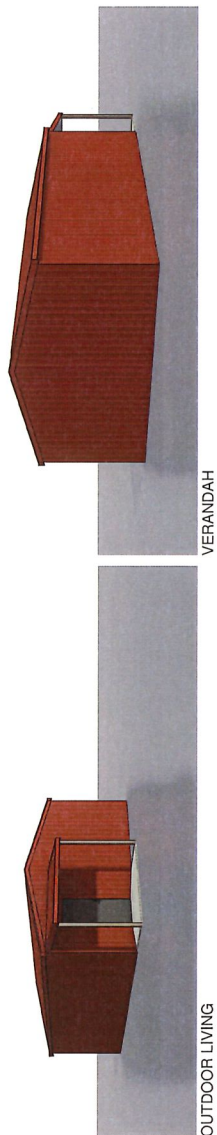
AREA	AREA
NAME	
ENCLOSED	
SHED	48.3 m ²
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UNENCLOSED	
VERANDAH	4.5 m ²
	4.5 m ²
	52.8 m ²

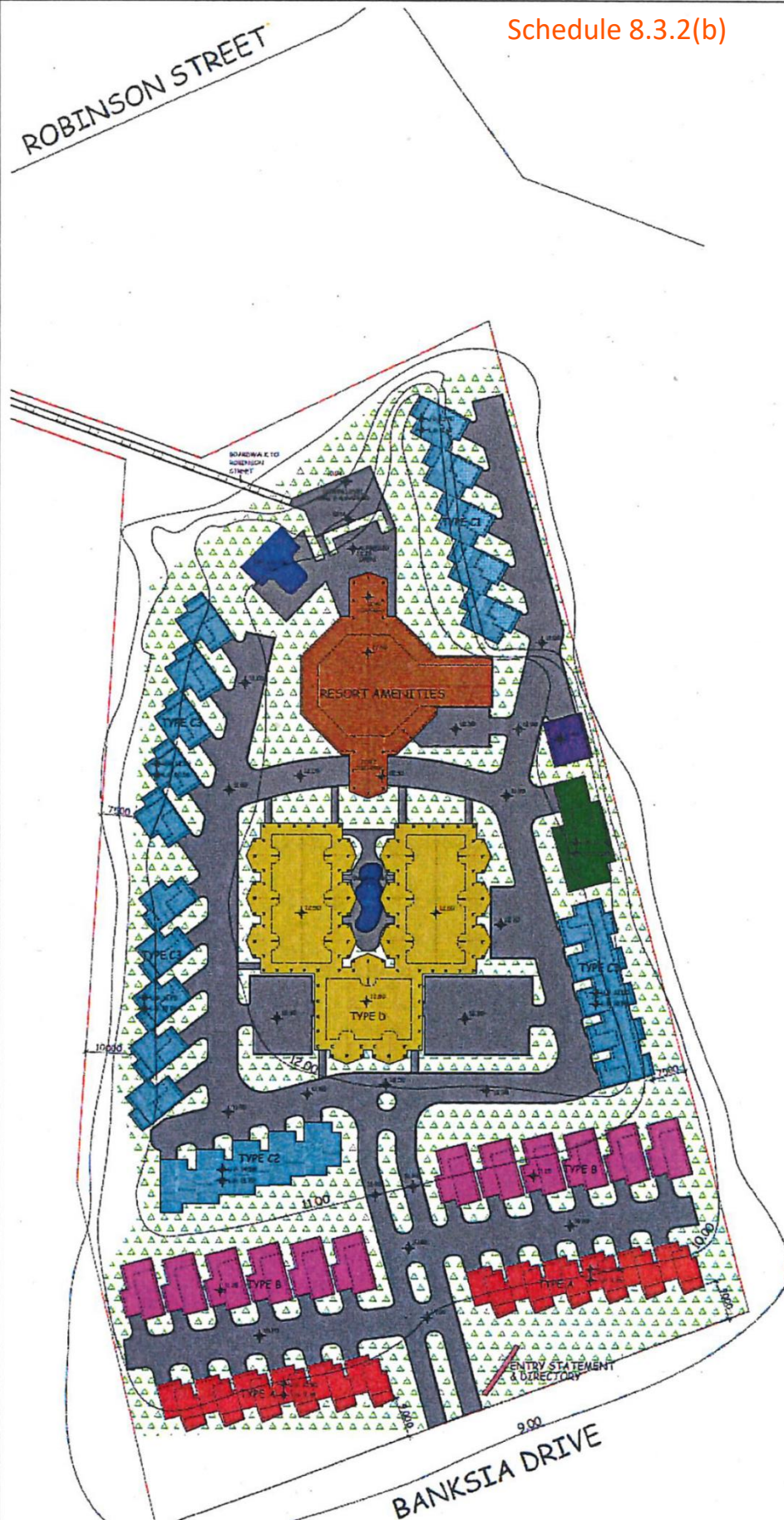


NOTES-ELEVATIONS	
MARK	DESCRIPTION
1	WALLS: EXTERNAL STEEL PORTAL OR STUD CONSTRUCTION, CLAD WITH TRIMKOR OR EQUIVALENT SHEETING SHOWN IN 'MANOR RED'
2	FLASHINGS: COLORBOND PRESSING, SHOWN IN 'MANOR RED'
3	POST: STEEL COLUMN, FINISHED IN SELECTED PAINT SYSTEM
4	DOORS: EXTERNAL, AS SELECTED, SHOWN IN 'SHALE GREY'



NOTES-FLOOR PLAN	
MARK	DESCRIPTION
1	FLOOR: SELECTED PAVING
2	FLOOR: CONCRETE SLAB ON GROUND
3	WALLS: INTERNAL, STEEL STUD, FLUSHED FC SHEET LINING





SITE PLAN (1:500)

ACCOMMODATION TYPE

LEGEND

	TYPE A 2-STORY (3 LEVEL) BED-SIT VILLAS : 4 BEDS PER VILLA	x 12 = 48 BEDS
	TYPE B SINGLE STOREY BED-SIT VILLAS : 4 BEDS PER VILLA	x 12 = 48 BEDS
	TYPE C - 4 LAYOUTS 2-STORY (3 LEVEL) : 4 BEDS PER VILLA	x 20 VILLAS x 5 VILLAS x 25 = 100 BEDS
	TYPE D STUDIO BED-SIT UNITS : 2 BEDS PER UNIT	x 32 = 64 BEDS
	MANAGER DWELLING	x 1 = 4 BEDS
	WORKSHOP / STORE	

TOTAL = 264 BEDS

TYPE A	56.71m ² x 12 =	680.52m ² (includes UPPER FLOOR = 309.84m ²)
TYPE B	45.21m ² x 12 =	542.52m ²
TYPE C1	94.36m ² x 5 =	471.80m ² (includes UPPER FLOOR = 235.90m ²)
TYPE C2	82.51m ² x 5 =	412.55m ² (includes UPPER FLOOR = 188.05m ²)
TYPE C3	87.54m ² x 15 =	1313.10m ² (includes UPPER FLOOR = 656.58m ²)
TYPE D		948.57m ²
MANAGER DWELLING		129.31m ²
AMENITIES BUILDING		568.53m ²
TOTAL		5066.90m ²

SITE AREA = 2.79 ha

PLOT RATIO = 18.161%

NOTE

PLOT RATIO
INCLUDES UPPER FLOOR LIVING AREAS
EXCLUDES CARPORTS, GARAGES, VERANDAHs & PATIOS

SITE COVERAGE = 13.177%

NOTE

SITE COVERAGE
EXCLUDES UPPER FLOOR LIVING AREAS
EXCLUDES CARPORTS, GARAGES, VERANDAHs & PATIOS

CYCLONE AREA
REGION 'D'
TERRAIN CATEGORY 2.0
CLIMATE ZONE 3

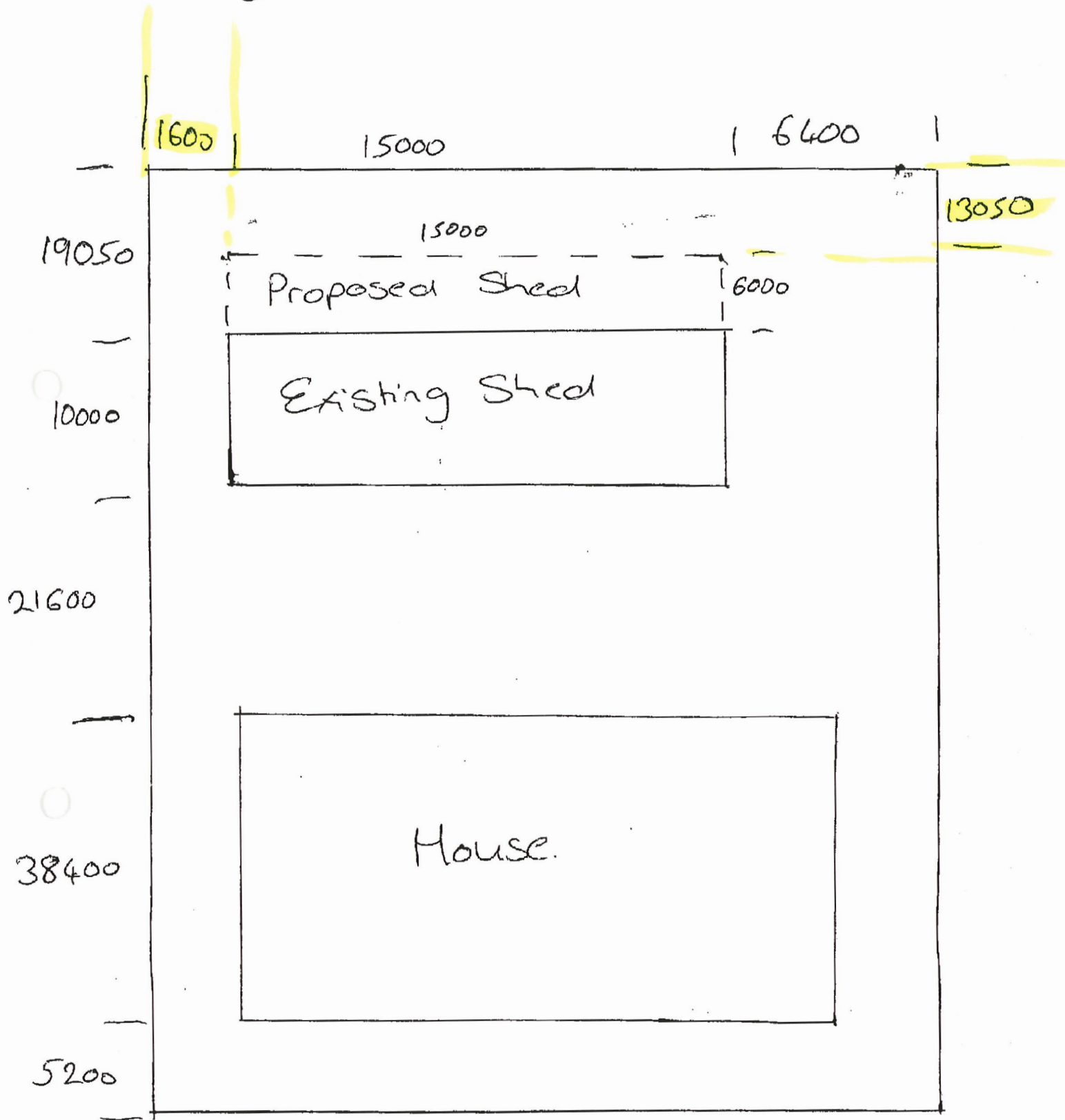
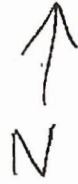
A	01-11-10	OUTLINE DEVELOPMENT PLAN (ODP)
ISSUE	DATE	DETAIL

DEVELOPMENT PLAN
NINGALOO COAST
RESORT
LOT 10 ROBINSON
STREET
CORAL BAY
WESTERN AUSTRALIA
FOR BATAVIA HOLDINGS
PTY. LTD.

SCALE: AS SHOWN	DATE: SEPT '10	DRAWN BY: A1/14
DRAWN: PEH	CHECKED: JMW	DRAWN: J2055



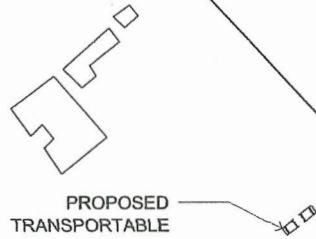
C + T Chapman
53 Shallcross St





NORTH RIVER ROAD

LOT 37 (#175)

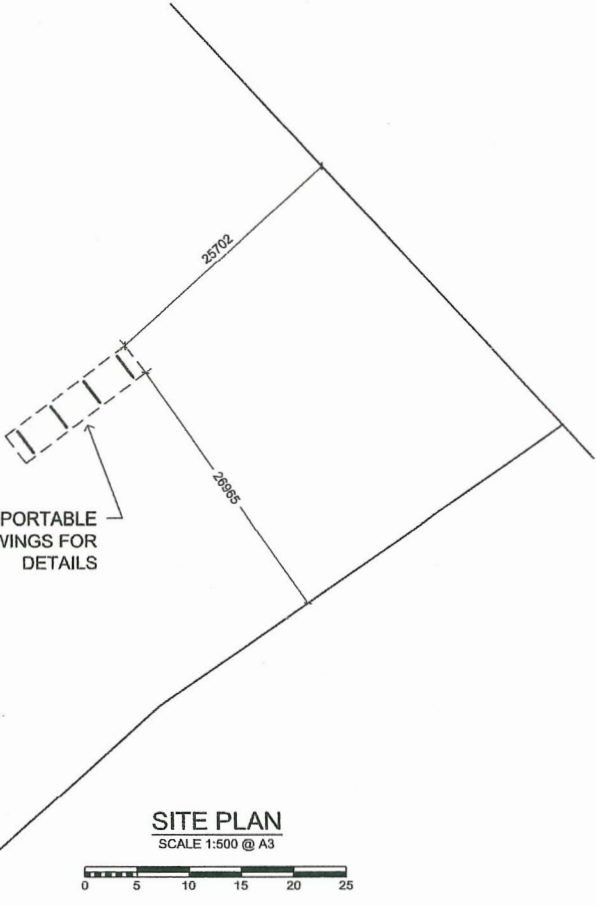


PROPOSED
TRANSPORTABLE

5074

LOCATION PLAN

SCALE 1:2000 @ A3



PROPOSED TRANSPORTABLE
REFER 'AUSCO' DRAWINGS FOR
DETAILS

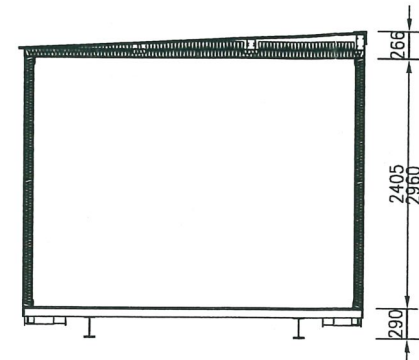
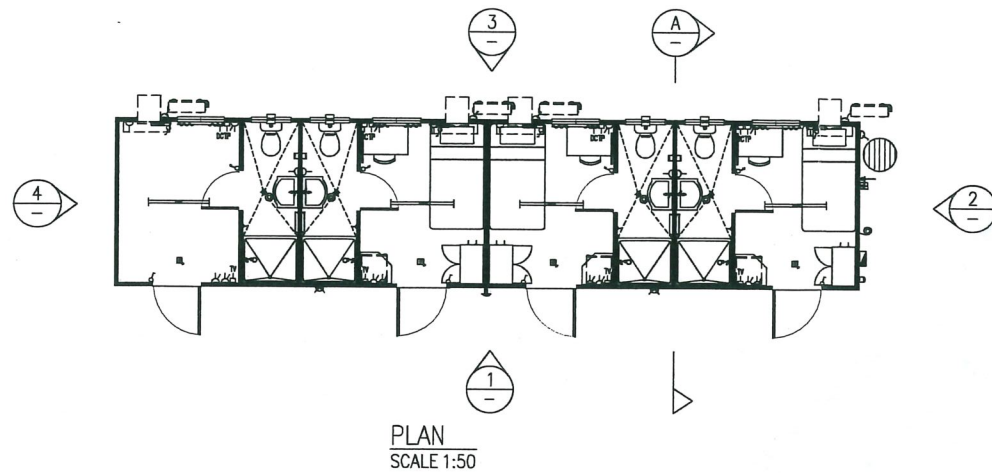
SITE PLAN

SCALE 1:500 @ A3



!!!!IMPORTANT!!!!

STRUCTURAL CERTIFICATION APPLIES TO SUPPORT STRUCTURE & HOLD
DOWN FOOTING ONLY. DOES NOT APPLY TO TRANSPORTABLE BUILDING



BUILDING DESIGN WIND SPEED TO AS 1170.2-2002
ANNUAL PROBABILITY OF EXCEEDANCE - 1: 500 [IL2]
WIND REGION - D (CYCLONIC) TERRAIN CATEGORY - 2
WIND SPEEDS: REGIONAL - 88m/s SERVICEABILITY - 55m/s
TOPOGRAPHY MULTIPLIER - 1.0

ROBIN SALTER B.E.(Hons.) M.I.E Aust. C.P. Eng.
FRANK MARONI B.E. M.I.E Aust. C.P. Eng.
E: info@rsaperth.com.au P: 08 9317 3331

GENERAL NOTES:
1. FOR FURTHER DETAILS REFER FLOOR
PLAN DRAWING

SYMBOL LEGEND

15W FLUORO	LIGHT SWITCH	TV TELEVISION OUTLET
30W FLUORO	LIGHT SWITCH WP	TP TELEPHONE OUTLET
2x30W FLUORO	LIGHT SW 2 WAY	TP TELEPHONE OUTLET
DIFFUSED FLUORO	LIGHT SW DEL	DC DATA COM. OUTLET
15W FLUORO WP	S/OUTLET 10amp	DC DATA COM. OUTLET
EXT 15W VANDALITE	S/OUTLET 10A DEL	DC DATA COM. OUTLET
EXT 15W VANDALITE	S/OUTLET 15amp	DC DATA COM. OUTLET
EXT 15W VANDALITE	S/OUTLET 20amp	DC DATA COM. OUTLET
8W BED LAMP	ISOLATOR SWITCH	WATER INLET
BULKHEAD LIGHT	SWITCHBOARD	WASTE OUTLET
INCAND LAMP	POWER ENTRY	HOSE COCK
WELL GLASS LIT	SWITCHBOARD	FLOOR WASTE
OYSTER LIGHT	JUNCTION BOX	COAT HOOK
EXIT LIGHT	SMOKE ALARM	COAT HOOK
EMERG LIGHT	EXTRACTOR FAN	DUAL COAT HOOKS

Issue	Date	Description	By	Check
A	AS NOTED	ORIGINAL		

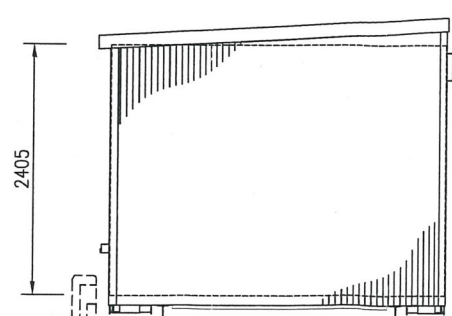
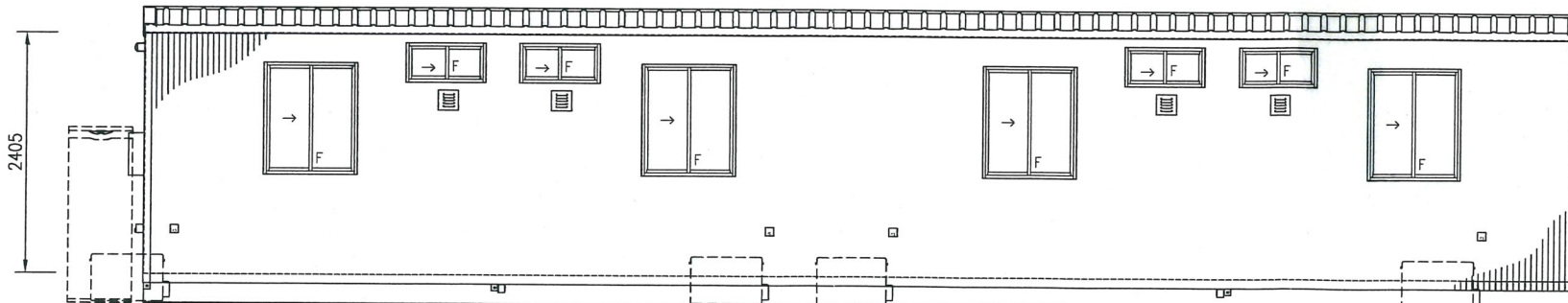
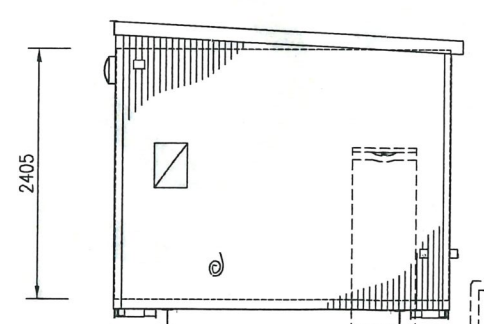
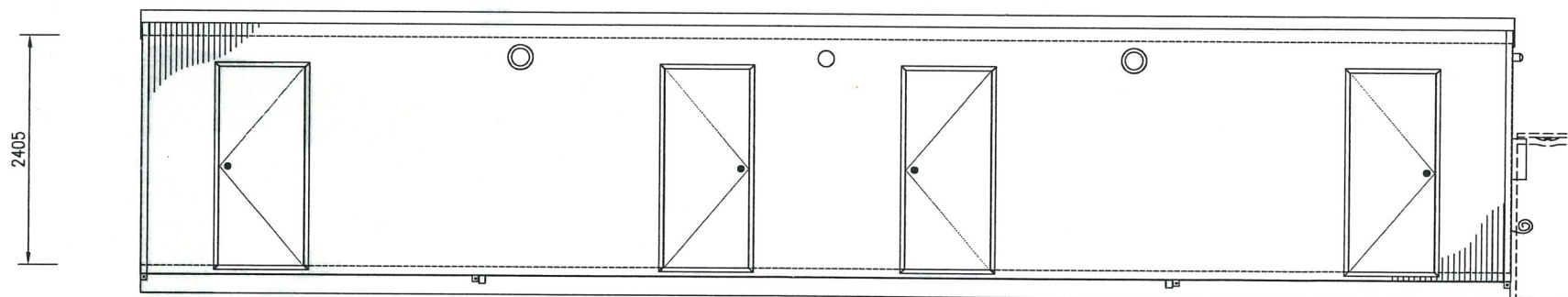
AUSCO MODULAR
COPYRIGHT AUSCO MODULAR PTY LTD MAY NOT BE REPRODUCED
OR ITS CONTENTS DISCLOSED WITHOUT WRITTEN AUTHORITY

ELEVATIONS &
SECTION

Project
STOCK: 14.4 x 3.25 x 2.4m
4 ROOM ACCOMMODATION UNIT

Client
AUSCO MODULAR

Drawn By CJG	Drawn Date 22/02/12	Scale 1:50	Sheet 261	Issue 2
Checked By RDP	Check Date 22/02/12	DIMENSIONS ARE IN MM DO NOT SCALE		
Project No. 14628-001		Order No. A		



SHIRE OF CARNARVON POLICY



POLICY NO	D003	
POLICY	CORAL BAY MOBILE TRADING	
RESPONSIBLE DIRECTORATE	DEVELOPMENT SERVICES	
COUNCIL ADOPTION	Date: 23/6/20	Resolution No. FC 18/6/20
LEGISLATION	1) <i>Local Government Act 1995, s.2.7(2)(b)</i> – Council's function in determining policies 2) <i>Shire of Carnarvon Local Government Act Local Laws, s.29</i> – Hawkers, Traders & Stall holders	
RELEVANT DELEGATIONS	1005	

INTRODUCTION / CITATION

The purpose of this policy is to regulate the issuing of licences relating for the operation of mobile traders in in Coral Bay.

This is a local planning policy prepared under the Local Government Act 1995 s2.7(2)(b) and the Local Government Act Local Laws 1998 "Hawkers, Traders and Stall Holders"

OBJECTIVES

The objectives of the policy are:

1. To avoid the creation of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
2. To regulate the level and intensity of vendor activities on road reserves and private land accessible to the public to ensure that the site is retained primarily for its purpose (community/traffic use, parking and commercial activities).
3. To accommodate appropriate vendor activities in order to provide services that enhance the visitor/resident experience.
4. To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street carparks, and private commercial areas.

GENERAL

1. Public liability insurance cover of \$20 million is required where an activity occurs on local government managed land.
2. The local government may seek contribution towards the upgrading and/or construction of a site used by a mobile vendor.

3. A mobile trading licence shall only be issued to the specific applicant and is not transferable to any other person or to any other land parcel.
4. Activities may require additional approvals/permits under the applicable health standards.
5. If an additional approval/permit is required then the mobile trading licence shall only remain valid while the additional approval/permit remains current and valid. On the expiration or earlier termination of the additional approval/permit, the mobile trading licence shall cease to be valid.

This policy does not apply to the following:

- A 'produce stall' within private property;
- Where a vendor is part of an event, carnival, market, fete or the like;
- Where the activity is a one-off occurrence such as an opening or open day for a business/premises; and
- Community health mobile clinics and other government/community like uses.

APPLICATION REQUIREMENTS

Applications must be accompanied by:

1. Details of goods/merchandise and or services to be offered;
2. Details of vehicle intended to be used for trading including a photograph(s) of the vehicle (such vehicle may be subject to assessment in order to determine its suitability for the purpose proposed);
3. For mobile vendors, specific details of area(s) or route (including site plans);
4. Times, days and dates sought; and
5. Evidence of public liability insurance.

Where the land is NOT under the care, control and management of the local government, the written consent of the Crown via the Department of Lands or vesting Authority or Management Authority is required prior to processing the application.

Where the land is privately owned, the written consent of the land owner is required prior to processing the application.

SCHEDULE OF DECLARED TRADING LOCATIONS

The Schedule of Declared Trading Locations has been created to identify various locations within Coral Bay as being worthy of encouraging or allowing mobile trading within certain parameters due to the particular needs of the area and the benefit that mobile trading can bring to the public place. The Schedule is at the end of this policy and should be interpreted in the light of the declared benefit that is provided for each item.

SITE REQUIREMENTS

A place will only be approved if it:

1. Is located within a place identified in the Schedule of Declared Trading Locations.
2. Is readily and safely accessible to customers;
3. Provides adequate parking for customers;
4. Does not present a traffic hazard or danger to the public;

5. Has adequate rubbish disposal facilities;
6. Does not breach any regulatory or signposted car parking restrictions;
7. Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
8. Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

APPROVAL PERIODS

Approval periods for mobile vendors are generally restricted to:

1. No more than 4 hours in any one location each day.
2. A maximum period of 12 months shall be approved for each licence.

DEFINITIONS

Mobile means working in one place for a short period of time.

Public Place includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

Vendor means someone who promotes, exchanges or hires goods or services for money.

SCHEDULE OF DECLARED TRADING LOCATIONS

Specified locations	Restrictions	Declared benefits ²
Private land	Applications must meet principle criteria and provide written authority to utilise land. Restrictions as per conditions formed from special consideration.	Attracting tourists and visitors (1.1). Enriching social life in the town.

² References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'



BLACKTOP CONSULTING ENGINEERS

ACN: 150 023 868 ABN: 84 683 812 614

PO Box 918 Geraldton WA 6531

Phone: (08) 9964 5459

Email: lester.blacktop@westnet.com.au

3 July 2020

Shire of Carnarvon
PO Box 459
Carnarvon 6701

Job No: 20BCE2040
Your ref: 39614

Att: Ms Carole Le Bas

Dear Carole,

Project: Shire of Carnarvon – OTC Satellite Earth Station 30m Parabolic Antenna

Structural Condition Report

Introduction

In the early 1960's the National Aeronautics and Space Administration of America (NASA) contracted the Overseas Telecommunications Commission (OTC) to construct the first Australian satellite to earth tracking station in Carnarvon, Western Australia. In 1966 OTC completed construction of the 12.8m x 16.5m casshorn antenna known as the "Sugar Scoop". This was followed by the construction of a second 30m parabolic reflector antenna which was completed in 1969. The OTC Earth Station's primary role was to assist the space program until 1975 when NASA finished operations in Carnarvon. It continued to provide satellite tracking services until it was finally closed in 1986. The OTC is now owned by the Shire of Carnarvon which has been converted to a tourist attraction alongside the Carnarvon Space Museum. The OTC has since been registered as a heritage site with the Heritage Council of Western Australia.

The Shire of Carnarvon have requested Blacktop Consulting Engineers (BCE) to complete a structural integrity report on the condition of the 30m parabolic reflector antenna (antenna). The purpose of the report is to identify the current condition of steel and concrete infrastructure and prioritise further inspection and repair work to target problem areas. It is intended that this work will ensure a safe environment and assist with Shire planning and ongoing management of the OTC antenna.

This Report complies with the requirements of AS ISO 13822-2005 Basis for design of structures – Assessment of existing structures. Further inspection and repair actions have been ranked in four priority category levels as follows:

- Level 1 recommends action within 6 months. This action has been highlighted in **red** text in the report for easy reference.
- Level 2 recommends action within 12 months.
- Level 3 recommends action within 2 years and
- Level 4 recommends action within 5 years.

Previous GHD Report

In 2011 GHD Pty Ltd provided the Shire of Carnarvon with a report dated 16 June 2011. The report provided the findings of an engineering condition assessment on the OTC antenna which included a schedule of required remedial works. The findings of the GHD report are summarised as follows:

Concrete Pedestal

The overall concrete structure appeared intact and sound with no obvious major structural defects. The investigation performed on the reinforced concrete pedestal suggested the following:

1. Cover meter survey suggested the following:
 - a. The cover to vertical steel reinforcement was less than 40mm. The vertical steel reinforcement was spaced at 250-300mm c/c.
 - b. The cover to horizontal steel reinforcement was 50-60mm. The horizontal steel reinforcement was spaced at 600mm c/c.
2. Concrete breakouts in two locations suggested the following:
 - a. Vertical bar diameters were measured as 17-18mm.
 - b. Horizontal bar diameters were measured as 14-16mm.
 - c. Concrete testing by phenolphthalein solution suggested that concrete carbonation had reached the outer vertical steel reinforcement (30-40mm depth).
 - d. Testing indicated chloride contamination at steel reinforcement depth had reached commonly accepted levels which initiate corrosion (0.06% Cl by weight of concrete).

Steel Superstructure

The steelwork surface treatments had provided a reasonable level of protection to the steelwork however the protective coatings had deteriorated, and surface corrosion had initiated. Both main steel structures and ancillary steel structures has sustained minimum structurally significant damage but had widespread surface corrosion.

GHD Cost Estimate

The GHD report concluded with a cost estimate of \$1.592M to repair the concrete and steel structure.

Site Exposure & Geotechnical Classification

The antenna is located approximately 5km from the ocean. The current Australian Standard AS3600:2018 Concrete structures sets out requirements for durability design for reinforced concrete structures with a design life of 40 to 60 years. AS3600 suggests that durability shall be allowed in design by determining the exposure classification and complying with requirements for cover and concrete quality.

In terms of the exposure classification suggested by Standard AS3600 the OTC antenna concrete pedestal is considered to be near-coastal exposure classification B1. Standard AS3600 suggests that concrete for this exposure classification shall have a concrete compressive strength not less than 32MPa with a minimum of 40mm cover to reinforcement where standard formwork and compaction are used to construct the reinforced concrete structure.

The antenna is situated at the top of the southern end of the Brown Range which is a stable wind blow sand formation.

Site Drainage

The antenna has been constructed at a crest of the Brown Range. The ground surface slopes away from the antenna foundations towards the perimeter access road around the full perimeter. The ground surface adjacent to the antenna foundations are gravel for approximately 5m to the access road edge. The access road is a two coat bitumen seal construction. The runoff from the road is collected in a V-drain around the perimeter which discharges into drains to direct runoff away from the structure as shown in Figure 15 Appendix B. The soil around the antenna is considered stable and site drainage is considered well managed.

Findings of Site Inspection

Site inspection was completed by Structural Engineers Mr Lester Smith and Mr Sam Omelaniuk from BCE. Visual inspection of the antenna was performed from available stairways and walkways.

Inspection was completed 26 June 2020. For the purposes of this report the antenna elements have been broken into separate items which are shown on the antenna sketch provided in Appendix A and outlined as follows:

1. Concrete Pedestal.
2. Azimuth rotating assembly.
3. Primary support frame.
4. Vertical rotating assembly.
5. Dish reflector rear space frame.
6. Dish reflector surface.
7. Lower platform and equipment room.
8. Upper platform and equipment room.
9. Hanging platform, stairways and lifting equipment.

Concrete Pedestal

Structural Form

A photograph of the concrete pedestal is provided as Figure 3 Appendix B. The concrete pedestal is a steel reinforced concrete conical shaped structure approximately 8m high with an outside base diameter of approximately 9.5m. The thickness of the concrete wall was measured from inside the pedestal (at a penetration on the east side) as 530mm deep. The concrete pedestal is supported by a concrete footing at ground level with an outside diameter of approximately 11m. The concrete pedestal supports a concrete stairway and elevated walkway on the exterior. One gated opening on the north side provides personnel access into the pedestal. A mezzanine steel floor is supported by the concrete side walls inside the pedestal. Several concrete service pits exist on the west and north sides at ground level.

Existing Condition

Inspection of the concrete pedestal exterior and interior was made from ground level and elevated walkway.

Concrete Pedestal Interior

The internal mezzanine floor steelwork remains in good condition and all members appear to be undamaged and intact. The concrete pedestal internal concrete walls have some minor vertical cracks to 1mm width. There is some evidence of previous patch repairs to the walls internal surface.

Concrete Pedestal Exterior

The top surface of the reinforced concrete footing which extends out from the base of the pedestal at ground level appears uncracked and in good condition. The external surface of the pedestal concrete has been finished with a fairing coat which has been painted. There is evidence of previous mortar repairs to the concrete wall in some areas.

The external reinforced concrete pedestal external walls are displaying cracking, delamination and spalling resulting from corrosion of the embedded steel reinforcement. Some areas of concrete have spalled and fallen to the ground as shown in Figure 16 Appendix B. The affected areas are typically around 2m x 3m but vary in size. A total area of approximately 60m² of cracking and spalling concrete was observed which is approximately 30% of the pedestals estimated 195m² external wall concrete surface area. BCE recommends the cracking, delaminated and spalling concrete be broken out back to sound concrete, the steel reinforcement treated with a zinc rich epoxy primer and the concrete repaired with a high strength mortar in accordance with procedure provided in Appendix C. The concrete pedestal external surface shall be painted with a durable waterproofing concrete paint following the completion of repair works to seal up the concrete and prevent further corrosion to the embedded steel reinforcement.

The following additional defects were noted on the exterior of the concrete pedestal:

- The concrete services lid at ground level on the west side has cracked exposing the steel reinforcement as shown in Figure 17 Appendix B. A second concrete services lid at ground level which has been painted green also has some edge cracking on the north side of the antenna as shown in Figure 18 Appendix B. BCE recommends the cracked concrete on the top of the two concrete services lids be broken out and repaired in accordance with Appendix C to remove the potential tripping hazard.
- The steel Monowills type handrail stanchions are corroded at the rail connections as shown in Figure 19 Appendix B. The corrosion has not yet undermined the structural integrity of the handrails. BCE recommends the handrails be sand blasted and painted to arrest the advancing corrosion in accordance with surface treatment provided in Appendix F.
- The top of the pedestal has cracked around 80% of the top perimeter as shown in Figure 20 Appendix B. BCE recommends the cracked concrete be broken out and repaired in accordance with Appendix C.
- The corner of the access door opening on the north side of the pedestal has cracked as shown in Figure 21 Appendix B. BCE recommends the cracked concrete be repaired in accordance with Appendix C.
- The concrete stairway has some minor cracking and spalling to the concrete on the underside of the first landing soffit and on the side of the step on the first flight from ground level. BCE recommends the cracked concrete be repaired in accordance with Appendix C.
- The pipe drains which are cast into the concrete walkway are blocked as shown in Figure 22 Appendix B. BCE recommends the drains be cleared to prevent water ponding on the walkway surface.

- The walkway and stairway landing handrails do not have a 100mm toeboard installed to meet the requirements of Australian Standard AS 1657:2018 Fixed platforms, walkways, stairways, and ladders. BCE recommends a 100mm toeboard be installed to the bottom of the stanchions in accordance with the requirements outlined in AS 1657.

Concrete Pedestal Recommendations

A summary of the recommendations on the concrete pedestal are as follows:

1. Repair the approximately 60m² of cracked, delaminated, and spalled concrete on the external surface of the concrete pedestal – **Level 2**.
2. Repair the cracked services lids on the north and west sides of the antenna at ground level – **Level 1**.
3. Sand blast and paint the corroded handrail stanchions – **Level 2**.
4. Repair the cracked concrete on the top surface of the concrete pedestal – **Level 2**.
5. Repair the cracked concrete in the corner of the access door opening – **Level 2**.
6. Repair the cracked concrete on the stairway – **Level 2**.
7. Unblock the walkway pipe drains – **Level 1**.
8. Install 100mm high toeboard to the walkway and stairway landing handrails – **Level 2**.

Concrete Pedestal Discussion

The GHD investigation completed on the reinforced concrete pedestal suggested that concrete carbonation and chloride contamination (which initiate embedded steel reinforcement corrosion) have reached the vertical steel reinforcement. This is due to the age and exposure of the pedestal's concrete. The external reinforced concrete pedestal external walls are now displaying cracking, delamination and spalling resulting from corrosion of the embedded steel reinforcement which is threatening the structural integrity of the antenna. Provided the repairs to the concrete pedestal outlined above are completed promptly and the surface is sealed with a durable waterproofing concrete paint, the structural integrity of the concrete pedestal will be maintained.

Azimuth Rotating Assembly

Structural Form

A photograph of the azimuth rotating assembly is provided as Figure 4 Appendix B. The azimuth rotating assembly is essentially a large circular steel bearing which provides 360 degree azimuth rotation for the upper steel dish. The steel assembly is fixed to the top of the concrete pedestal with hold down bolts embedded in the concrete around the perimeter.

Existing Condition

Inspection of the azimuth rotating assembly steelwork was performed from the elevated walkway and from the hanging platform. The steelwork has lost an estimated 15% of the surface treatment. The steelwork has some minor surface corrosion however the steelwork remains in sound condition. BCE recommends the steelwork be sand blasted and painted in accordance with Appendix F.

Azimuth Rotating Assembly Recommendations

A summary of the recommendations on the azimuth rotating assembly are as follows:

1. Sand blast and paint the azimuth rotating assembly steelwork – **Level 4**.

Primary Support Frame

Structural Form

A photograph of the primary support frame is provided as Figure 5 Appendix B. The primary support frame is a Y-shaped welded steel plate frame mounted to the top of the azimuth rotating assembly which supports the vertical rotating assembly as well as the walkways, platforms, stairways, and equipment rooms.

Existing Condition

Inspection of the primary support frame steelwork was performed from ground level and elevated walkways around the frame. The steelwork has lost an estimated 20% of the surface treatment. The steelwork has some minor surface corrosion however the primary support frame steelwork remains in sound condition. BCE recommends the steelwork be sand blasted and painted in accordance with Appendix F to arrest the surface corrosion which has not yet undermined the structural integrity of the primary support frame.

Primary Support Frame Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Sand blast and paint the primary support frame steelwork – **Level 4**.

Vertical Rotating Assembly

Structural Form

A photograph of the vertical rotating assembly is provided as Figure 6 and Figure 7 Appendix B. The vertical rotating assembly is semicircular steel trussed structure which is supported by the tops of the Y-frame primary support frame. The assembly pivots about pinned joints at top of the Y-frame with vertical rotation of the dish controlled by a drive at the base of the semi-circular assembly. The top of the assembly supports the dish reflector rear spaceframe. The assembly consists of trussed braced frame which has been assembled with mostly bolted connections.

Existing Condition

Inspection of the vertical rotating assembly steelwork was performed from ground level and the elevated walkway at the top of the upper platform. The vertical rotating assembly steelwork has lost an estimated 50% of the surface treatment as shown in Figure 23 Appendix B. Approximately 10% of the members have lost structural integrity due to corrosion. The corroding and laminating steelwork is applying stresses at bolted connections and between the back to back EA members which is resulting in buckling and rotation of members as shown in Figure 24 Appendix B.

BCE recommends the vertical rotating assembly steelwork be sand blasted and painted to arrest the advancing corrosion in accordance with Appendix F. Where corrosive losses exceed 30% of the thickness of the parent metal, or member failure is evident through buckling or rotation then member

repair is recommended. Member repairs shall be completed in accordance with procedure provided in Appendix H.

Vertical Rotating Assembly Recommendations

A summary of the recommendations on the vertical rotating assembly are as follows:

1. Sand blast and paint the primary support frame steelwork – **Level 2**.
2. Perform steelwork repairs to approximately 10% of the Vertical Rotating Assembly members – **Level 2**.

Dish Reflector Rear Space Frame

Structural Form

A photograph of the dish reflector rear space frame is provided as Figure 8 Appendix B. The dish reflector rear space frame is a multi-trussed steel structure constructed with interlocking struts in a parabolic geometric pattern. The space frame is constructed from Circular Hollow Section (CHS) members which are assembled with fully welded and bolted connections at each node. Every second truss top chord has been constructed from an individual welded truss which span from the connection to the vertical rotating assembly to the outer edge of the dish.

Existing Condition

Inspection of the dish reflector rear space frame steelwork was performed from the elevated walkways. The dish reflector rear space frame steelwork has lost an estimated 15% of the CHS members galvanising. Approximately 5% of the members have lost structural integrity due to corrosion and in some cases are completely disconnected as shown in Figure 25 and Figure 26 Appendix B. The connections are also corroding which is applying stresses at bolted connections as shown in Figure 27 Appendix B.

BCE recommends the approximately 5% of members (which have lost structural integrity) be replaced with new sections of equivalent section and size. Replace members by unbolting and installing new members with new Grade 8.8X/S galvanised bolts the same size and diameter as existing. Only one member shall be removed at any one time. Install member under replacement before removing the next member. Install new bolts to snug tight in accordance with procedure provided in Appendix F.

Primary Support Frame Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Replace the approximately 5% of members which have lost structural integrity or have disconnected – **Level 1**.

Dish Reflector Surface

Structural Form

A photograph of the dish reflector surface is provided as Figure 9 Appendix B. The dish reflector surface consists of multiple panels assembled to make the dish reflector surface. The panels are supported by the steel space frame. The panels are constructed from plate braced with a welded Square Hollow Section (SHS) frame. The panels appear to have been constructed from aluminium.

Existing Condition

Inspection of the dish reflector top and bottom surfaces were performed from ground level and the elevated walkways. BCE could not visually inspect the condition of approximately 50% of the top surface due to restricted access. The white paint on the top surface has faded but the reddish colour does not appear to be rust staining. The reflector plate and frames are in good condition. The aluminium frames appear to be fixed to aluminium reflector plate with steel screws which appear to be showing signs of corrosion. BCE recommends the condition of the steel screws be confirmed when member repairs are completed on the reflector space frame. Provide BCE with close up photographs of the condition of the screws who provide further recommendations as required.

Primary Support Frame Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Inspect the condition of the steel screws between the reflector frames and plate – **Level 3**.

Lower Platform and Equipment Room

Structural Form

A photograph of the lower platform and equipment room is provided as Figure 10 Appendix B. The lower platform is a braced steel truss constructed from welded and bolted Equal Angle (EA) sections supporting the fully enclosed lower equipment room.

Existing Condition

Inspection of the lower platform and equipment room exterior steelwork was performed from ground level and elevated walkways. The internal condition of the lower equipment room could not be inspected due to no access. The platform supporting truss framed steelwork has lost an estimated 30% of the surface treatment as shown in Figure 29 Appendix B. Approximately 5% of the members have lost structural integrity due to corrosion. The platform floor plate is corroding around the edges and welded connections to supporting steelwork. The handrails are in good condition but have no toeboard. The equipment room Spandek profile Zinalume wall cladding is in good condition.

BCE recommends the approximately 5% of members (which have lost structural integrity) shall be replaced with new sections of equivalent section and size. Replace members in accordance with procedure provided in Appendix H. The existing platform floor plate shall be replaced by grinding out existing floor plate panels and replacing with new 6mm Grade 250 steel checker plate flooring fully welded to supporting steelwork the same as existing. Install a new 100mm toeboard to the existing handrail stanchions in accordance with the requirements outlined in AS 1657.

Following the completion of the above mentioned works the platform steelwork shall be sand blasted and painted in accordance with Appendix F to arrest the advancing corrosion.

Primary Support Frame Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Replace the corroded floor plate – **Level 3**.
2. Install 100mm high toeboard to the walkway handrails – **Level 3**.
3. Replace the approximately 5% of members which have lost structural integrity due to corrosion – **Level 3**.

4. Sand blast and paint the lower platform truss steelwork – **Level 3.**

Upper Platform and Equipment Room

Structural Form

A photograph of the upper platform and equipment room is provided as Figure 11 Appendix B. The upper platform is a similar construction to the lower platform with a braced steel truss constructed from welded and bolted EA sections supporting the fully enclosed upper equipment room.

Existing Condition

Inspection of the upper platform and equipment room exterior steelwork was performed from ground level and elevated walkways. The internal condition of the upper equipment room could not be inspected due to no access. The platform supporting truss framed steelwork has lost an estimated 60% of the surface treatment as shown in Figure 31 Appendix B. Approximately 5% of the members have lost structural integrity due to corrosion. The handrails are in good condition but have no toeboard. The equipment room Spandek profile Zinalume wall cladding is in good condition.

BCE recommends the approximately 5% of members (which have lost structural integrity) shall be replaced with new sections of equivalent section and size. Replace members in accordance with Appendix H. Install a new 100mm toeboard to the existing handrail stanchions in accordance with the requirements outlined in AS 1657.

Following completion of the above mentioned works the platform steelwork shall be sand blasted and painted in accordance with Appendix F to arrest the advancing corrosion.

Primary Support Frame Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Install 100mm high toeboard to the walkway handrails – **Level 3.**
2. Replace the approximately 5% of members which have lost structural integrity due to corrosion – **Level 3.**
3. Sand blast and paint the upper platform truss steelwork – **Level 2.**

Hanging Platform, Stairways and Lifting Equipment

Hanging Platform

Structural Form

A photograph of the hanging platform is provided as Figure 12 Appendix B. The hanging platform is supported by the lower platform steelwork and provides access to the upper platforms which are restricted from public access. Access to the hanging platform is provided by climbing over the concrete pedestal walkway handrails. The hanging platform is supported by a braced frame fabricated from 42mm outside diameter Circular Hollow Sections (CHS). The hanging platform has a steel plate wall which is supported by 25mm Square Hollow Section (SHS) frame welded to the CHS support frame.

Existing Condition

The hanging platform steelwork is in poor condition and requires urgent repairs to reinstate structural integrity. Photographs of the existing condition are provided as shown in Figure 32, Figure 33 and Figure 34 Appendix B. The hanging platform 45CHS braced frame members are corroding. Corrosion losses have not yet undermined the structural integrity of the hanging platform structure. The 25SHS frame which supports the steel plate walls have completely corroded away in some areas as shown in Figure 34 Appendix B.

BCE recommends the steel plate wall and 25SHS wall supporting frame be ground off and removed from the hanging platform. A new wall shall be installed to the hanging platform which has been designed in accordance with current Australian Standards. The design of the new wall to consider prevention of public access and climbing onto the hanging walkway structure. BCE would be happy to assist with the design of the new wall if requested. The remaining hanging platform steelwork shall be sand blasted and painted to arrest the advancing corrosion in accordance with Appendix F.

Stairways

Structural Form

A photograph of the two flights of stairways is provided as Figure 13 Appendix B. The stairway provide access between the hanging platform, lower platform, and upper platform levels. The stairway is constructed from Parallel Flange Channel (PFC) stringers fixed to the platform steelwork top and bottom with pressed steel checker plate treads welded to the stringers. The stairway handrails have a top and intermediate handrail but no toeboard at each landing.

Existing Condition

The stairways steelwork has lost an estimated 30% of the surface treatment but remains in sound condition as shown in Figure 35 Appendix B. The handrail stanchions have completely corroded away in several areas as shown in Figure 36 Appendix B.

BCE recommends the handrail stanchions be repaired by grinding out the corroded section of stanchion and fully welding in a new section of CHS stanchion the same diameter and wall thickness as existing. Install a new 100mm toeboard to the existing handrail stanchions at the top and bottom landings in accordance with the requirements outlined in AS 1657.

Lifting Equipment

Structural Form

A photograph of the lifting equipment is provided as Figure 14 Appendix B. The lifting equipment is a steel frame lift which was previously used to provide access to the lower and upper platform levels from ground level. The lifting equipment has been disconnected and is no longer in use.

Existing Condition

The lifting equipment steelwork have lost an estimated 30% of the surface treatment but remains in sound condition as shown in Figure 14 Appendix B. BCE recommends the lifting equipment steelwork be sand blasted and painted to arrest the surface corrosion.

Hanging Platform, Stairways and Lifting Equipment Recommendations

A summary of the recommendations on the primary support frame are as follows:

1. Remove the heavily corroded hanging platform walls and replace with a new wall in accordance with current Australian Standards – **Level 1**.
2. Sand blast and paint the hanging platform steelwork – **Level 1**.
3. Repair corroded stairway handrail stanchions – **Level 1**.
4. Install 100mm high toeboard to the stairway landing handrails – **Level 2**.
5. Sand blast and paint the stairway steelwork – **Level 3**.
6. Sand blast and paint the lifting equipment steelwork – **Level 3**.

Cost Estimates

BCE have obtained a budget estimate for the remediation works on the corroding antenna steelwork from a local Contractor who has experience in similar remediation works. The budget estimate includes all materials and consumables, manpower and tools required to complete the steelwork remediation works. A summary of the budget estimate is provided in Table 1 below. The table also includes an estimate for the completion of concrete remediation works based on a concrete repair surface area of 60m² as well as scaffolding to the underside of the reflector dish.

Table 1: Cost Estimate Summary

Item	Budget Estimate
Steelwork Repair Works	\$220 000 (GST Excl)
Steelwork Painting	\$740 000 (GST Excl)
Concrete Pedestal Remediation Works (60m ²)	\$100 000 (GST Excl)
Scaffolding to Underside of Reflector (30x30x30m)	\$660 000 (GST Excl)
Total	\$ 1720 000 (GST Excl)

Ongoing Monitoring

BCE suggest periodic monitoring of the antenna structural condition every year. The monitoring will allow an identification of preventative maintenance which will ensure the ongoing structural integrity of the antenna. BCE would be pleased to assist with this task if requested to do so.

We trust that this meets with your requirements, however should you require any further assistance, please do not hesitate to contact the undersigned on 9964 5459.

Yours faithfully

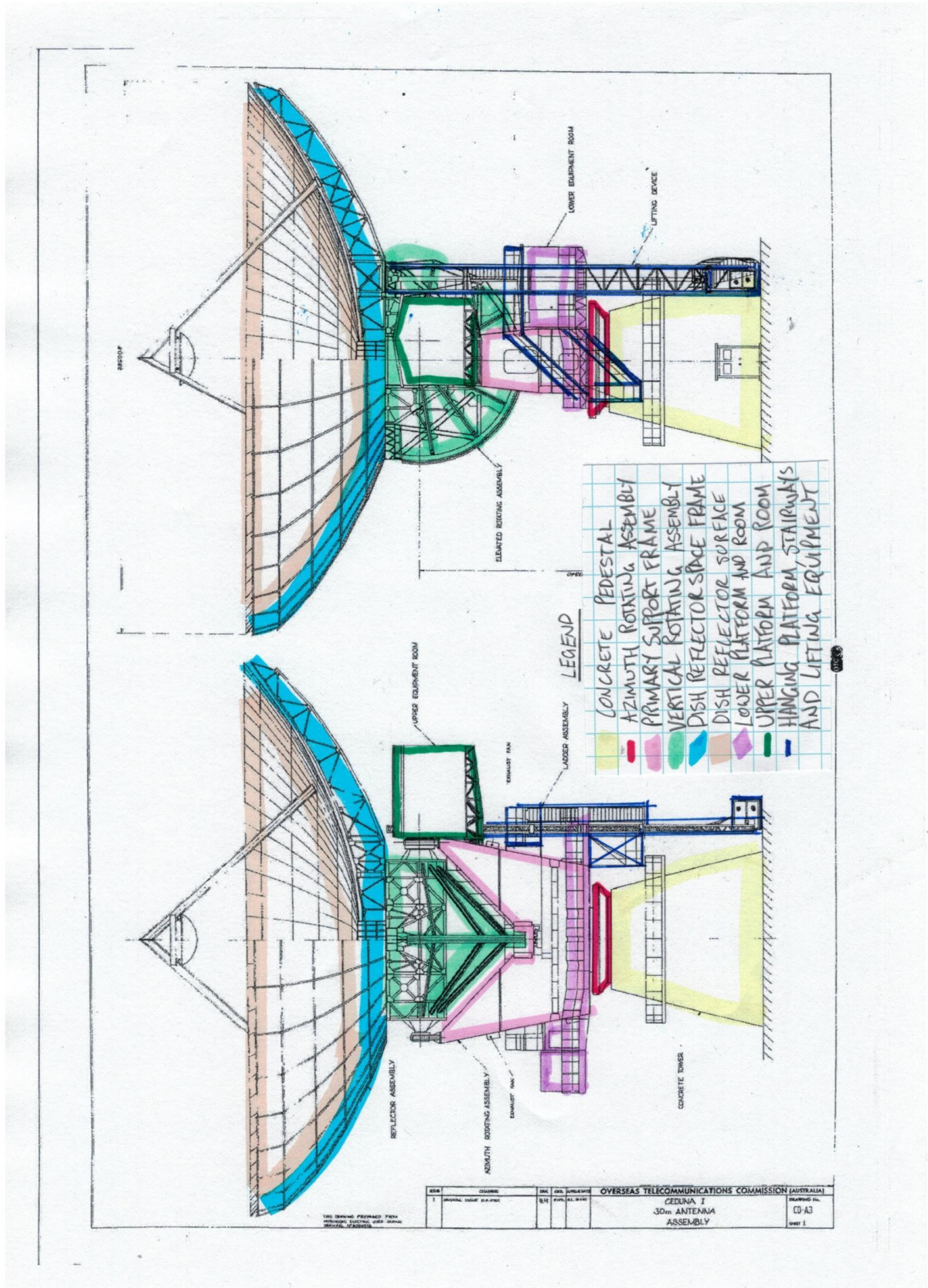


Lester Smith

Engineering Manager

Attached: Appendix A to F.

Appendix A: Antenna Sketch.



Appendix B: Photographs



Figure 1: Front of antenna looking east.



Figure 2: Rear of antenna looking west.



Figure 3: Concrete pedestal.



Figure 4: Azimuth rotating assembly.



Figure 5: Primary support frame.



Figure 6: Vertical rotating assembly.

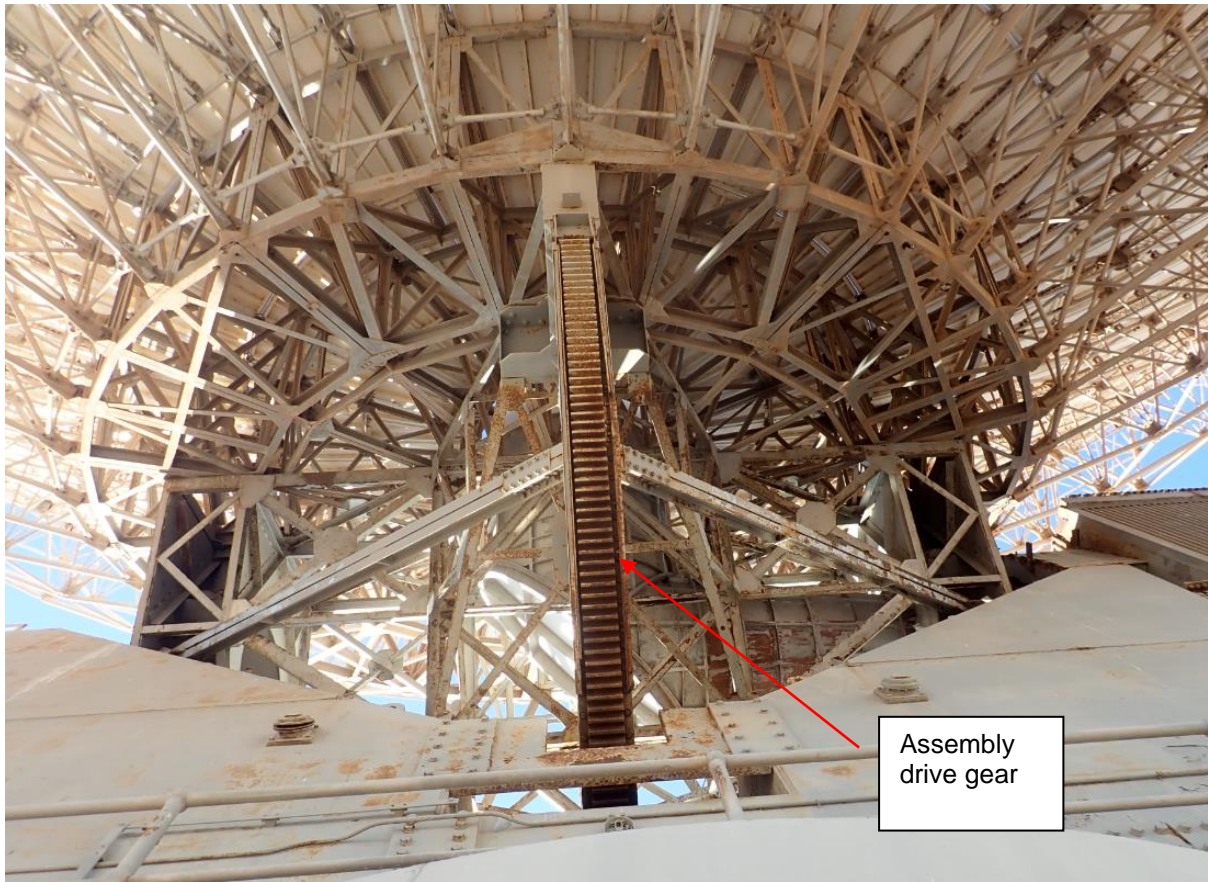


Figure 7: Vertical rotating assembly.

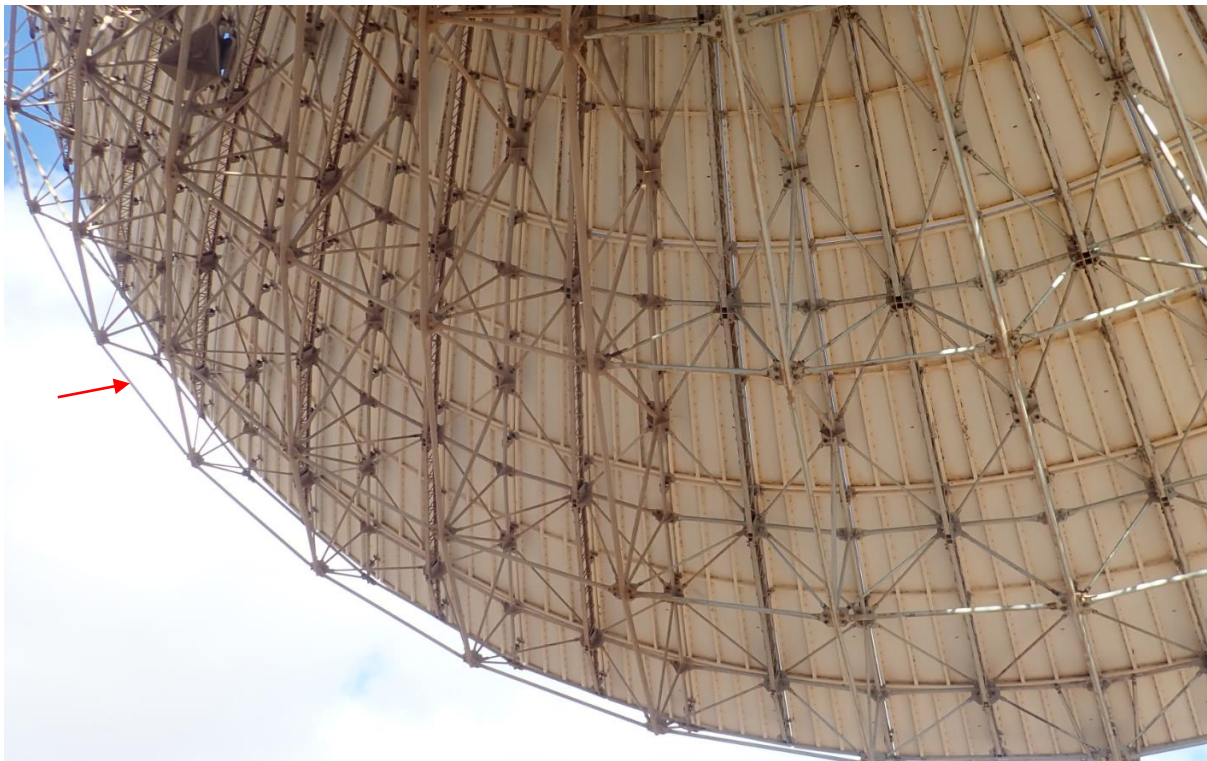


Figure 8: Dish reflector rear space frame.



Figure 9: Dish reflector surface.



Figure 10: Lower platform and equipment room.



Figure 11: Upper platform and equipment room.



Figure 12: Hanging platform.



Figure 13: Stairways.



Figure 14: Lifting equipment.



Figure 15: Site drainage.



Figure 16: Concrete pedestal cracking and spalling concrete.



Figure 17: Repair cracked concrete on services lid at ground level.



Figure 18: Repair cracked concrete on services lid at ground level.



Figure 19: Pedestal walkway stanchion corrosion.



Figure 20: Pedestal top surface concrete cracking.



Figure 21: Access door opening top corner cracking.



Figure 22: Blocked walkway drain.



Figure 23: Vertical rotating assembly steelwork condition.



Figure 24: Vertical rotating assembly deteriorating steelwork.



Figure 25: Space frame member failure.



Figure 26: Space frame member failure.



Figure 27: Space frame connection corrosion.

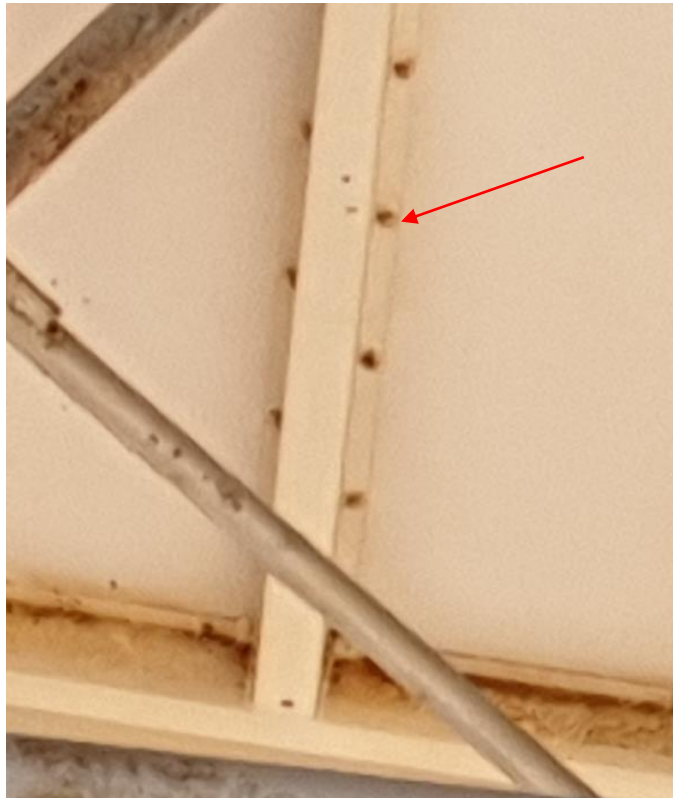


Figure 28: Reflector dish frame screws.



Figure 29: Lower platform steelwork.



Figure 30: Lower platform floor plate.



Figure 31: Upper platform steelwork.



Figure 32: Hanging platform support frame.



Figure 33: Hanging platform support frame.



Figure 34: Hanging platform screen wall 25SHS frame corrosion.



Figure 35: Stairways.



Figure 36: Stairway handrails.

Appendix C: Concrete Repair Procedure.

Concrete Repair

General

The following specification is provided to complete concrete repairs to sections of the reinforced concrete affected by cracking, delamination and spalling resulting from corrosion of reinforcement.

Unless specified otherwise, all materials shall be applied in accordance with the Manufacturer's standard application instructions. No addition or alteration shall be made to the materials unless specifically permitted by the Engineer, and written consent is obtained from the Manufacturer.

The Contractor shall ensure that all types and methods of protection (such as temporary safety fencing and warning signage) that are reasonably practicable and necessary to protect the public from hazards associated with the work are provided. Protection shall be consistent with the recommendations contained in the WorkSafe WA publication "Construction Work and the Public". This publication is available from WorkSafe WA and can be accessed from the WorkSafe WA website at www.safetyline.wa.gov.au.

Survey and Removal of Cracked, Delaminated and/or Spalled Concrete

Concrete areas that are noticeably defective shall be patch repaired in accordance with the following procedures.

Inspection of Areas with Defective Concrete

All surfaces shall be visibly inspected, and hammer tapped to identify all defective concrete. The defective concrete shall be clearly marked.

Removal of Deteriorated Concrete

Before commencing any breakouts, the area and services surrounding the breakout shall be protected from potential damaged caused by the breakout operation. Areas for repair and adjacent surfaces shall be cleaned to remove any dust, unsound material, plaster, oil, paint, grease, corrosion deposits, organic growth, etc.

Straight cuts, to a minimum depth of 10 mm, shall be made to delineate the edges to avoid featheredges and to square off the repair area.

Areas of deteriorated concrete shall be removed using methods that are safe to all personnel in the vicinity and will minimise damage to the concrete substrate, reinforcement, and other nearby material.

Any tying wire, nails, or other metallic components on or near the surface of the concrete shall be removed or the concrete surrounding the metallic component removed and the metallic component cut back a minimum of 25mm behind the original profile.

All deteriorated cementitious materials and cementitious materials covering corroded steelwork shall be completely removed until all of the following conditions have been met.

- (i) The concrete is sound, hard, and free of visible contamination.
- (ii) The breakout has continued behind the exposed reinforcement for not less than 20 mm.

- (iii) Removal of sound concrete shall continue along corroding reinforcement for a maximum length of 200 mm, or until 50 mm of uncorroded reinforcement is revealed.

The Engineer shall be notified if, after 200 mm of sound concrete is removed, uncorroded reinforcement is not revealed.

The Contractor shall dispose off site all material that results from removal of defective concrete. Plant, equipment, and other assets that are damaged during concrete removal shall be repaired.

Reinstatement of Cracked, Delaminated and/or Spalled Concrete

- *Cleaning of Reinforcement/Embedded Steelwork*

On the satisfactory completion of the concrete breakout, all exposed corroding reinforcement and/or embedded steelwork shall be thoroughly cleaned all round by abrasive grit blast to AS 1627.4, Class 2 ½. Care shall be taken to protect adjacent sensitive materials from damage. Where blast cleaning is impractical, the Contractor may adopt power tool cleaning to AS 1627.2, Class 3. [NOTE: hand tool cleaning shall NOT be allowed]

After cleaning, an inspection of all prepared bars shall be carried out. Wherever individual bars have lost 30%, or more, of their cross-sectional area, they shall be augmented with new bars UNO.

One method of replacing corroded steel reinforcement is to cut out the damaged area and splice in reinforcement bars with a specified lap length. Welding may be used to splice bars, however precautions shall be taken to avoid heating during welding and possible cracking of adjacent concrete.

Where welding is not possible reinforcement may be provided by grouting of N12 dowels at 150mm c/c with Hilti HIT – HY150 Injection System or similar approved method.

The bars shall be installed with a minimum anchorage depth of 100mm into the existing concrete.

A minimum of 45mm cover shall be provided to all embedded steel reinforcement.

- *Protective Coating to Reinforcement/Embedded Steelwork*

Within one hour of preparing and cleaning, all prepared steelwork which is to be embedded in concrete shall be thoroughly brush coated with a single pack zinc epoxy primer, 75 microns DFT, Parbury Technology's 'Nitoprime Zincrich' or approved equivalent. The coating shall be allowed to cure for a minimum 24 hours before applying cementitious repair material.

- *Preparation of Concrete Substrate*

After removal of the defective concrete, the exposed concrete surface shall be cleaned of all concrete debris, laitance and other surface contaminants and shall provide a sound substrate for the appropriate material of repair.

The exposed surface shall be soaked with potable water for at least 2 hours to leave the surface in a saturated surface dry condition immediately prior to placement of the bonding agent. Artificial drying of the surface is not permitted.

- *Concrete Bonding Agent*

An acrylic emulsion-bonding agent such as Parbury's 'Nitobond HAR', or approved equivalent, shall be applied by brush to the prepared, surface dry, concrete. The time of application shall be immediately prior to application of cementitious patch repair material.

Special care shall be taken to ensure the bonding agent does not dry out prior to the application of the repair material.

- *Patch Repair Mortar*

Patch repairs to reinforced concrete shall be performed using a single component, high build polymer modified cementitious repair mortar such as Parbury's 'Renderoc HB40, or similar BCE approved equivalent. The minimum thickness of application of Renderoc HB shall be 10 mm and the maximum layer thickness shall be 40 mm.

Placement shall be by hand methods in strict accordance with the Manufacturer's written recommendations and shall be carefully packed around reinforcement/steelwork to ensure there are no voids. If applying in layers, each previous layer must be scratched to provide a mechanical key. A period of 24 hours shall elapse between layers. Each layer shall be treated in accordance with this specification before applying the next layer.

- *Finished Surfaces*

The repair mortar is to be profiled to finish flush with existing adjacent cementitious finishes to match the original dimensions of the repaired element.

- *Curing*

As soon as practicable after placement all cementitious material repairs (concrete and render) shall be cured by application by brush or spray of a curing compound in accordance with the Manufacturer's instructions. The curing compound shall satisfy the water retention requirements of minimum 90% specified in AS 3799-1990.

- *Workmanship*

Following completion of the repairs, the repair material shall not have cracked excessively due to thermal and/or shrinkage effects. Excessive cracking shall be defined as cracks with width in excess of 0.2 mm in the repair, crazing/cracking covering significant areas of the repair or any cracking whatsoever at interfaces between old concrete and the repair material.

- *Crack Waterproofing Membrane*

BCE recommends the following procedure to provide a barrier to protect the external concrete walls of the building as a cost-effective means of improving the longevity of the concrete walls using a Sika treatment system designed specifically to protect concrete surfaces in aggressive atmospheres. Membrane shall be constructed as follows:

- The concrete substrate shall be mechanically cleaned to remove all loose and friable particles, dust, oil, grease, organic matter, existing coatings, curing membranes and laitance. Ensure existing water base paint is removed.
- Blow holes, honeycombed areas and other surface irregularities should be filled with Sika MonoTop mortars.
- Apply hydrophobic impregnation primer - Sikagard 700S. Refer to the product brochure provided in Appendix C for required surface preparation and application procedure.
- Apply Sikagard 680S grey colour (Anti-Chloride & Anti-Carbonation protection) protective coating in 2 coats. Apply by brush roller or spray. Refer to the product brochure provided in Appendix D for application procedure.

Crack penetration is assured and the finished coating will be a proven barrier to carbonation and chloride ions which will increase the longevity of the concrete. BCE recommend the annual audits continue to monitor the wall cracks.

Appendix D: Sikagard 700S Product Data Sheet.

Construction


Product Data Sheet
Edition 11/12/2014
Identification no:
02 03 03 01 001 0 000001
Sikagard®-700 S

CE

Sikagard®-700 S

Siloxane based water repellent impregnation

Product Description	Sikagard®-700 S is a one part water repellent impregnation for absorbent cementitious substrates. It penetrates well into the open pores of the substrate, providing durable water repellency, while still allowing water vapour diffusion in both directions. Sikagard®-700 S complies with the requirements of EN 1504-2 for hydrophobic Impregnation (penetration depth class I)
Uses	<p>Sikagard®-700 S is used as water repellent and colourless protective surface treatment absorbent exposed materials such as concrete, cementitious rendering, concrete tiles, fibre cement, brickwork (clay and lime sand, non-vitrified), natural stone etc.</p> <p>Sikagard®-700 S can also be used as hydrophobic primer under solvent based or emulsion protective coating</p> <p>Sikagard®-700 S is used as water-repellent impregnation (hydrophobic treatment) for absorbent substrates such as concrete in civil engineering or building concrete structures</p> <ul style="list-style-type: none"> ■ Suitable for protection against ingress (Principle 1, method 1.1 of EN 1504-9), ■ Suitable for moisture control (Principle 2, method 2.1 of EN 1504-9) ■ Suitable for increasing the resistivity (Principle 8, method 8.1 of EN 1504-9)
Characteristics / Advantages	<ul style="list-style-type: none"> ■ Reduction of capillary water absorption. ■ Reduces efflorescence. ■ Reduces dirt penetration into the pores. ■ Improves thermal insulation. ■ Can be overcoated with solvent based and dispersion coating. ■ Higher durability and resistance than conventional silicone based treatments. ■ Does usually not change the appearance of the substrate. ■ Reduces chloride ion ingress and movement. ■ Does not act as a vapour barrier.
Tests	
Approvals / Standards	<p>Tested by LPM -qualification test to SIA 162/5, Report A-13719-2 dated April1993 – Water absorption, penetration depth, alkali resistance, water vapour diffusion.</p> <p>Conformity to the requirements of the EN 1504-2 class I – MPL, Sika Tüffenwies dated September 2008</p>



1
Sikagard®-700 S
1/3

Product Data

Form

Appearance / Colour	Colourless liquid.
Packaging	5 and 25 l pails.

Storage

Storage Conditions / Shelf Life	12 months from date of production if stored in undamaged and unopened, original sealed packaging, in cool and dry conditions at temperatures at maximum +20°C. Protect from direct sunlight.
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Technical Data

Chemical Base	Silanes/Siloxanes blend in organic solvent.
Density	~ 0.800 kg/l (at +20°C)
Flash Point	~ 36 - 40°C

System Information

System Structure	1 - 2 x Sikagard®-700 S.
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Application Details

Consumption	~ 0.300 - 0.500 kg/m ² (0.375 - 0.625 l/m ²) per coat for normally absorbent substrate. In order to ensure durability, a minimum of 2 coats must be applied.
Substrate Quality	Free of dust, oil, efflorescence and existing paint coatings. Cracks in concrete of more than 200 microns must be repaired prior to application of the hydrophobic treatment.
Substrate Preparation	Cleaning is best achieved by brushing with suitable detergents or by light blastcleaning or steam cleaning etc. Best results are obtained on dry, very absorbent substrates. The substrate must look dry with no damp patches.

Application Conditions / Limitations

Substrate Temperature	+5°C min. / +30°C max.
Ambient Temperature	+5°C min. / +30°C max.
Substrate Moisture Content	5% max.

Application Instructions

Mixing	Sikagard®-700 S is supplied ready for use and should not be thinned.
Application Method / Tools	Sikagard®-700 S is applied using low pressure spray, brush or roller, working from bottom up taking care not to let the product run. Apply subsequent coats "wet on wet".
Cleaning of Tools	Clean all tools and application equipment with whit spirit immediately after use. Hardened / cured material can only be mechanically removed.
Waiting Time / Overcoating	Can be overcoated with water/solvent based polymer paints - contact the paint manufacturer for details. When overcoating with Sikagard® or SikaColor® Emulsion or solvent based coating, wait at least 5 hours after the hydrophobic impregnation.

Notes on Application / Limitations	<p>Minimum age of concrete or mortar: at least 4 weeks.</p> <p>Cannot be overcoated with limewash or cement paint.</p> <p>If there are strict aesthetic requirements (often when used on natural stone), it is recommended to make preliminary tests as on some stones a slight darkening of the surfaces may result.</p> <p>Sikagard®-700 S is not intended for waterproofing under hydrostatic pressure, in permanent contact with water, or for below grade waterproofing.</p> <p>Sikagard®-700 S is not intended to seal visible cracks from moisture ingress.</p> <p>Building components not to be coated (e.g. aluminium frames, windows etc.) need to be protected from contact with Sikagard®-700 S. In case of splashes, clean immediately using an additional solvent if necessary.</p>
Curing Details	
Curing Treatment	Sikagard®-700 S does not require any special curing but must be protected from rain for at least 3 hours at +20°C.
Value Base	All technical data stated in this Product Data Sheet are based on laboratory tests. Actual measured data may vary due to circumstances beyond our control.
Local Restrictions	Please note that as a result of specific local regulations the performance of this product may vary from country to country. Please consult the local Product Data Sheet for the exact description of the application fields.
Health and Safety Information	For information and advice on the safe handling, storage and disposal of chemical products, users shall refer to the most recent Material Safety Data Sheet containing physical, ecological, toxicological and other safety-related data.
Legal Notes	<p>The information, and, in particular, the recommendations relating to the application and end-use of Sika products, are given in good faith based on Sika's current knowledge and experience of the products when properly stored, handled and applied under normal conditions in accordance with Sika's recommendations. In practice, the differences in materials, substrates and actual site conditions are such that no warranty in respect of merchantability or of fitness for a particular purpose, nor any liability arising out of any legal relationship whatsoever, can be inferred either from this information, or from any written recommendations, or from any other advice offered. The user of the product must test the product's suitability for the intended application and purpose. Sika reserves the right to change the properties of its products. The proprietary rights of third parties must be observed. All orders are accepted subject to our current terms of sale and delivery. Users must always refer to the most recent issue of the local Product Data Sheet for the product concerned, copies of which will be supplied on request.</p>

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Appendix E: Sikagard 680S Product Data Sheet.

Construction

Product Data Sheet
Edition 16 December 2014

Sikagard®-680S

Methacrylic resin protective and anti-carbonation coating for concrete

Description	Sikagard-680S is a 1-component methacrylic resin based protective and decorative coating. Sikagard-680S protects concrete and most mineral-based substrates against aggressive atmospheres, moisture ingress and carbonation. Sikagard-680S allows two way water vapour diffusion enabling the treated structure to breathe.								
Uses	Sikagard-680S may be used to overcoat most mineral substrates including concrete, stone, fibrous cement, suitable brickwork and blockwork. Sikagard-680S is ideally suited as a final protective coating in concrete repair and building façade refurbishment work to halt the process of carbonation, aggressive ion infiltration and other atmospheric contamination.								
Advantages	<ul style="list-style-type: none"> ■ Excellent barrier to carbonation and chloride ions. ■ Highly weather and UV light resistant. ■ Water vapour permeable. ■ Proven worldwide for over 20 years. ■ Will not flake or peel if correctly applied. ■ Self cleaning. ■ Easily applied. ■ Resistant to rain approximately 1.5 hours after application. ■ Excellent resistance to yellowing and chalking. ■ Prevents moisture ingress. ■ Easily over coated; whenever maintenance is required (normally after a minimum period of 10 years), simply clean down and apply of a refresher coat. ■ Slight colour shade differences of concrete can be corrected. ■ Can be used as a concrete curing membrane particularly in slip-forming where curing and protective coating is affected in one operation. 								
Storage and Shelf Life	Minimum shelf life approximately 3 years. Store under controlled conditions in original containers (minimum 5°C, maximum 35°C temperature range).								
Grades	<p>Sikagard-680S is available in two grades.</p> <p>Sikagard-680S (Clear Glaze): Colourless material drying to a glossy finish. Suitable as a refresher and protective coating for exposed aggregate concrete, especially for surfaces dulled by a cement film.</p> <p>Sikagard-680S (Grey): Decorative Grey coloured coating drying to a matt finish. Ideal for protection and enhancement of concrete building facades.</p>								
Specification – Anti-carbonation Protective Coating									
Mechanical Properties	<p>The coating will be a one component acrylic based water borne material, capable of anti-carbonation qualities, such as Sikagard-680S. The dry coating shall have the following properties:</p> <table> <tr> <td>Total dry film thickness (d.f.t)</td><td>140 micron for 2 coats</td></tr> <tr> <td>Water vapour diffusion</td><td></td></tr> <tr> <td>Resistance</td><td>(S_d) = 1.87 (@ 140 micron)</td></tr> <tr> <td>CO₂ diffusion resistance</td><td>(R) = 262m (@140 micron)</td></tr> </table>	Total dry film thickness (d.f.t)	140 micron for 2 coats	Water vapour diffusion		Resistance	(S _d) = 1.87 (@ 140 micron)	CO ₂ diffusion resistance	(R) = 262m (@140 micron)
Total dry film thickness (d.f.t)	140 micron for 2 coats								
Water vapour diffusion									
Resistance	(S _d) = 1.87 (@ 140 micron)								
CO ₂ diffusion resistance	(R) = 262m (@140 micron)								



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Technical Data (Typical)

Form	Liquid	
Density	Clear Glaze:	0.9 kg/litre
	Grey:	1.4 kg/litre
Volume of Solids	Clear Glaze:	23% approx.
	Grey:	48% approx.
Application Temperature	Minimum 5°C Maximum 35°C	
Cure Time	Touch Dry:	30-60 minutes approx.
	Rain resistance:	1-1.5 hours approx.
	Fully dry:	24 hours approx.
	Intercoat period:	4-24 hours approx.
Consumption	Clear Glaze:	0.17 litres/m ² per coat approx.
	Grey:	0.14 litres/m ² per coat approx.
	<i>(Dependent upon surface profile, texture, temperature, porosity, loss and wastage)</i>	
Dry Film Thickness	Clear Glaze:	80 micron for 2 coats approx.
	Grey:	120 micron for 2 coats approx.
Layer Thickness	Minimum required dry thickness to achieve full durability characteristics (CO ₂ diffusion, adhesion after thermal cycling, etc.) = 101 microns. Maximum required thickness not to go beyond the H ₂ O equivalent air thickness of 5m = 290 microns.	
Carbon Dioxide Diffusion Resistance	GHD Certificate No. 5162 R = 329 m (dry film thickness – 140 microns) (after 4000 hours accelerated weathering measured on dry film thickness of 100 micron) <i>Note: According to Klopfer, to protect concrete from carbonation, R must be at least 50 m.</i>	
Water Vapour Diffusion Resistance	Sd – 1.4 m GHD Certificate No. 5163 (initial value measured on dry film thickness of approximately 140 micron) <i>Note: According to Klopfer, an Sd rate of less than or equal to 4 is considered acceptable to achieve two-way water vapour diffusion through a concrete coating.</i>	
Packaging	10 litre pails	
Application Limitations	<p>Sikagard-680S is designed to act as an anti-carbonation coating and protective coating. It is important to note that:</p> <ul style="list-style-type: none"> • When applying Sikagard-680S over sound existing coatings, trials must be conducted to ensure compatibility and bond retention between the existing coating and the substrate. • Sikagard-680S must not be applied to aged waterborne coatings. • Sikagard-680S should not be applied to balcony soffits, or other concrete substrates, that have not been projected by membranes and thus contain moisture and water vapour. • Correct priming procedure must be carried out before application, particularly in marine/chloride environments. 	

Construction

Important Notes

- Where very dense surfaces are to be coated the initial coat should be thinned by adding up to 10% Thinner C.
- Sikagard-680S (Clear Glaze) may turn opaque (milky) if applied to a wet surface.
- Sikagard-680S may be applied to early age concrete as a curing membrane, however, as with the usual application of curing membranes the substrate surface must not be wet at the time of application i.e. the surface water must have dried to a dull, damp finish.
- Sikagard-680S is not suitable for use as a floor treatment or for areas which are permanently wet.
- Water splashes containing de-icing salt or sea water may cause a loss of gloss and colour variations.
- Sikagard-680S is resistant to normal aggressive atmospheric pollutants, however, owing to specific thermoplasticity, slight atmospheric contamination may occur, especially on horizontal surfaces.
- Sikagard-680S may be overcoated with subsequent coats for maintenance purposes (normally after a minimum period of ten years) provided the previous coat is well cleaned.
- During application in confined areas, shafts etc, adequate ventilation must be provided. Solvents are denser than air and sink to the ground; therefore it is recommended to work from the ground upward.
- In a liquid state Sikagard-680S contaminates water. Do not pour into drains, groundwater etc.
- Do not use Sikagard-680S (Clear Glaze) to coat brickwork, the result is generally aesthetically unacceptable.
- Always ensure intermediate coats of Sikagard-680S are dry prior to overcoating to prevent solvent entrapment.

Handling Precautions

- Avoid contact with skin, eyes and avoid breathing in vapour.
- Wear protective gloves when mixing or using.
- If poisoning occurs, contact a doctor or Poisons Information Centre.
- If swallowed, do NOT induce vomiting. Give a glass of water.
- If skin contact occurs, remove contaminated clothing and wash skin thoroughly.
- If in eyes, hold eyes open, flood with water for at least 15 minutes and see a doctor.

Important Notification

The information, and, in particular, the recommendations relating to the application and end-use of Sika's products, are given in good faith based on Sika's current knowledge and experience of the products when properly stored, handled and applied under normal conditions. In practice, the differences in materials, substrates and actual site conditions are such that no warranty in respect of merchantability or of fitness for a particular purpose, nor any liability arising out of any legal relationship whatsoever, can be inferred either from this information, or from any written recommendations, or from any other advice offered. The proprietary rights of third parties must be observed. All orders are accepted subject of our terms and conditions of sale. Users should always refer to the Australian version of the Technical Data Sheet for the product concerned, copies of which will be supplied on request.

PLEASE CONSULT OUR TECHNICAL DEPARTMENT FOR FURTHER INFORMATION.



Sika Australia Pty Limited
ABN 12 001 342 329

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Tel: 1300 22 33 48



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Appendix F: Surface Treatment.

BCE suggest the following robust surface treatment:

1. Surface Preparation - Oil and grease shall be removed by solvent cleaning in accordance with AS 1627 Part 1, Dry abrasive blast clean in accordance with AS1627 Part 4 to achieve a Class 2½ finish, with maximum surface profile height of 75 micron. The prime coat shall be applied prior to the appearance of flash rusting and no later than 4 hours from completion of the surface preparation.
2. Interzinc 52 two component, metallic zinc rich epoxy primer to DFT of 75 microns. Allow overnight dry.
3. Second coat Intermediate High Build 2 pack Epoxy Interzone 954 to DFT of 500 microns. To ensure 500 micron coverage on corners and edges, the Interzone 954 should be applied in two coats.

Appendix G: Welding Notes.

All welds and welding procedures shall comply with AS / NZS 1554.1:2014 as follows:

- a. Welds shall be category SP. Electrodes for SP welds shall have a nominal tensile strength of 480MPa.
- b. Welding shall comply with AS / NZS 1554.1:2014 as follows:
 - Unless otherwise noted all welds shall be fillet welds shall be:
 6mm continuous for 12PL and less
 8mm continuous for over 12PL to less than 20PL
 10mm continuous for 20PL and over
 (Welds to apply to the thinnest plate in the connection).
 - Welds shall be continuous, full seal welds.
 - Butt welds shall be complete penetration welds UNO.
 - Where a joint is required, all edges of steel faces in contact shall be welded.

Appendix H: Member Repair Procedure.

Safety

The Contractor shall ensure that all types and methods of protection (such as scaffolding, temporary safety fencing and warning signage) that are reasonably practicable and necessary are installed to protect from hazards associated with the work. Protection shall be consistent with the recommendations contained in the WorkSafe WA publication "Construction Work and the Public". This publication is available from WorkSafe WA and can be accessed from the WorkSafe WA website at www.safetyline.wa.gov.au. Normal Cockburn operating procedures to ensure walkways and areas above and below work areas are cordoned off from personnel access when lifts or hot works occur are recommended.

Timing of Repairs

It is recommended that repair works only proceed under the following conditions:

- All steelwork, fixings and machinery required to complete the replacement shall be assembled on site ready to complete the replacement. Works shall not commence without all required materials and equipment on site to minimise the time members are not attached to the structure.
- Prefabricate and surface treat off site all new members plates for repair. New plates shall be fabricated from hot rolled Grade 250MPa steel plate. All new Equal Angle (EA), Unequal Angle (UA), Parallel Flange Channel (PFC), Universal Column (UC) and Universal Beam (UB) sections shall be fabricated from hot rolled Grade 300PLUS steel sections. New members and existing surface treatments damaged by insitu repairs shall be surface treated following completion of repairs. A robust surface treatment for steelwork is provided in Appendix F.
- All welding shall be completed be in accordance with welding procedure provided in Appendix G.
- One member shall be removed and replaced at a time prior to undertaking further work, i.e. remove a single brace, install the new single brace, and proceed to the next repair. All new bolts shall be tightened to snug tight in accordance with guidelines provided in Appendix I.
- If in doubt as to the order with which work is to proceed, or whether temporary support is required, the Contractor shall contact BCE immediately.
- All member sections shall be confirmed by the contractor onsite.

Repair Procedure

Following abrasive blasting, where the remaining member parent metal thickness is expected to be 70% or greater of the original section then generally just painting is required. Where corrosive losses exceed 30% of the thickness of the parent metal, or member failure is evident through buckling or rotation then member repair is recommended. The preferred member repair is member replacement. Replace members by removing bolts or grinding out welds. New members shall be of equivalent section size and plate thickness as existing. Install new members one at a time. Only one member shall be removed at any one time.

Install new member by fully welding or replacing bolted connections with new galvanised Grade 8.8X/S bolts the same size and diameter as existing. All new bolts shall be installed to snug tight condition in accordance with Appendix F. Contact BCE if unsure on member repair procedure. Where

member replacement is unsuitable then member repair will be by plating over corrosion affected areas. Plate repairs shall be performed in accordance with the following sections.

Web Repair by Plating

Web corrosion outlined in the following section shall be repaired by attaching a steel plate over repaired corroded sections.

A 12mm thick plate the full height of the web of the member shall be fabricated by bevelling the opposite corners on one side so that it will fit snug against the existing web of the member. The bevel should allow for a 10mm radius where the column flange meets the column web. 20mm plugs shall be punched at 500mm centres down the centre of the plate prior to plate attachment. The steel plates shall be fabricated so that they extend approximately 150mm beyond the corrosion affected areas. The ends of the plate shall be rounded to a semi-circle to distribute the stresses at either end of the plate repair.

The plates shall be attached to the member by a continuous 6mm fillet weld the either side of the plate to the inside of the flanges, over the affected areas. The 20mm plugs shall be used to attach the plate to the centre of the web and the weld ground flush with the surface of the plate. No length restrictions apply to the length of web repair plates. All openings shall be welded up to prevent the ingress of moisture between the two steel surfaces. On completion of welding no opportunities shall exist for moisture ingress between the adjoining steel plates.

Flange Repair by Plating

Corroded flanges shall be repaired by attaching a steel plate over corroded sections.

A 12mm thick plate the width of the flange shall be fabricated. The plate should be offset 10mm when attached to the flange so that a continuous 6mm SP Grade continuous fillet weld can be achieved along each edge of the plate to the flange. 50mm plugs shall be punched at 500mm centres down the centre of the plate prior to plate attachment. The steel plates shall be fabricated so that they extend a minimum 150mm beyond the corrosion affected areas. The ends of the plate shall be rounded to a semi-circle to distribute the stresses at either end of the plate repair. On completion of welding no opportunities shall exist for moisture ingress between the adjoining steel plates.

Where it is not possible to plate the outside of the flange, repair can be completed to the inside of the flange by cutting a plate the width of one side of the flange and bevelling the one edge so that the plate will sit hard against the flange and a 6mm SP Grade continuous fillet weld can be constructed to the inside flange and the web. Web repair and plating should precede flange repair plating, and where they are both required, allowances for web plating shall be made when fabricating the width of the flange plate, if it is to be attached to the inside edge of the flange. No length restrictions apply to the length of flange doubler repair plates.

Appendix F: Guidelines to assist with tightening procedures for high strength structural bolts.

Tightening procedures for high strength structural bolts

The installation and tightening of a high strength structural bolt/nut assembly is at least as costly as the bolt/nut assembly itself, and the selection of bolt type and bolt tightening procedure is an important consideration in the economics of high strength bolted structures.

Snug tightening

Snug tight is defined in AS 4100 as the full effort of a man on a standard podger spanner, or the point at which there is a change in rate or speed of rotation when a pneumatic impact wrench begins impacting solidly. Podger spanners are graded in length in relation to bolt size and strength, and are, for example, of the order of 450 mm long for M20 high strength structural bolts, and 600 mm long for M24 high strength structural bolts.

Snug tightening is applied in the following situations:

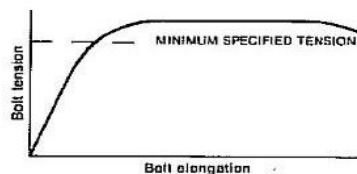
- 1 The final level of bolt tightening in general structural bolting using commercial bolts – **Category 4.6/S**.
- 2 A final level of bolt tightening using high strength structural bolts – **Category 8.8/S**. Different design values must be applied than for procedures 8.8/TF and 8.8/TB using the same bolts, as discussed on page 52.
- 3 An intermediate level of bolt tension applied as the first stage in full tightening – **Categories 8.8/TF and 8.8/TB**.

The growing popularity of high strength structural bolts to AS 1252 used in a snug tight condition leads to the situation where bolts may require full tightening to AS 4100 in one application and only snug tightening in another. **To prevent confusion and ensure correct tightening the designer must indicate clearly the level of tightening required, in both drawings and specifications.** Steps must be taken to ensure that this information is conveyed to all those involved in installation, tightening, and inspection.

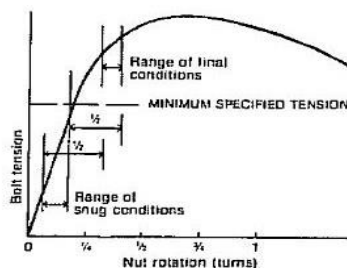
Snug tightening

When snug tightening is used as the first stage for full tightening in procedures 8.8/TF and 8.8/TB, the intention is to bring the piles into 'snug' contact ready for final tightening. The clamping force applied by snug tightening is highly variable as illustrated below, but is not significant when bolts are subsequently fully tightened – since the bolt tension/bolt elongation curve is relatively flat, variations in the snug tight condition result in only small variations in final bolt tension.

Bolt tension/bolt elongation curve for a typical high strength structural bolt.



The range of final bolt tensions after part turn tightening exceeds minimum specified bolt tension despite variability in snug tightening.



Full tightening (minimum bolt tension)

For joints designed in accordance with AS 4100, either as 8.8/TF friction type or 8.8/TB bearing type, bolts must be fully tightened to the following minimum tensions:

Nominal bolt diameter	Minimum bolt tension, kN
M16	95
M20	145
M24	210
M30	335
M36*	490

*If M36 bolts are specified the part turn method of tightening should be used only after special investigation into the capacity of the available equipment.

To attain these bolt tensions AS 4100 permits galvanized or zinc plated bolts to be tightened by either the part turn of nut method, or by the direct tension indicator method. Torque control tightening of galvanized or zinc plated bolts and nuts is prohibited in AS 4100 because of the variable torque/induced tension relationship of zinc coatings even when lubricant coated.

Nut rotation from the snug-tight condition AS 4100

Bolt length (underside of head to end of bolt)	Disposition of outer face of bolted parts Notes 1, 2, 3 and 4		
	Both faces normal to bolt axis	One face normal to bolt axis and other sloped	Both faces sloped
Up to and including 4 diameters	1/3 turn	1/2 turn	2/3 turn
Over 4 diameters but not exceeding 8 diameters	1/2 turn	2/3 turn	5/6 turn
Over 8 diameters but not exceeding 12 diameters (see Note 5)	2/3 turn	5/6 turn	1 turn

- 1 Tolerance on rotation: for 1/2 turn or less, one-twelfth of a turn (30°) over and nil under tolerance; for 2/3 turn or more, one-eighth of a turn (45°) over and nil under tolerance.
- 2 The bolt tension achieved with the amount of nut rotation specified above will be at least equal to the specified minimum bolt tension.
- 3 Nut rotation is the rotation relative to the bolt, regardless of the component turned.
- 4 Nut rotations specified are only applicable to connections in which all material within the grip of the bolt is steel.
- 5 No research has been performed to establish the turn-of-nut procedure for bolt lengths exceeding 12 diameters. Therefore, the required rotation should be determined by actual test in a suitable tension measuring device which simulates conditions of solidly fitted steel.

Part turn tightening

- 1 Line up holes with drift pins to maintain dimensions and plumbness of the structure.
- 2 Fit bolts in remaining holes. Use taper washers if surface slope exceeds 3° and use flat washers under the rotating component.
- 3 Tighten all bolts to snug tight position, progressing systematically from the most rigid part of the joint to the free edges.
- 4 On large joints take a second run to check all bolts are snug tight.

COVID-19 Local Roads and Community Infrastructure Program Guidelines

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

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1. Local Roads and Community Infrastructure Program Process

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

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



The grant opportunity opens

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



Grant decisions are made

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



We notify Eligible Funding Recipients of the outcome

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



Eligible Funding Recipients sign the Grant Agreement

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



The Department enters into a grant agreement

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



Nomination of projects to be undertaken

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



The Department assesses nominated projects to ensure eligibility requirements are met

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



Delivery of grant

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



Evaluation of the Local Roads and Community Infrastructure Program

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

1.1 Introduction

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

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

This document sets out:

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

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

2. About the grant program

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

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

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

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

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

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

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

The intended outcomes of the LRCI Program are to:

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

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

3. Grant amount and grant period

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

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

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

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

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

4. Eligibility criteria

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

4.1 Who is eligible for a grant?

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

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

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

4.2 Who is not eligible for the Grant Program?

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

General applications by other organisations will not be accepted.

5. What the grant money can be used for

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

5.1 Eligible grant activity

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

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

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

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

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

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

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

5.2 Projects must be additional to existing work plans

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

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

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

5.3 Eligible construction time period

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

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

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

5.4 What the grant money cannot be used for

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

The following are examples of Ineligible Projects and Ineligible Expenditures:

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

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

6. The grant selection process

6.1 Who will approve grants?

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

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

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

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

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

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

7. Letter of offer process

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

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

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

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

8. Notification of outcomes

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

9. Successful grantees

9.1 The grant agreement

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

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

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

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

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

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

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

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

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

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

9.2 How we pay the Grant

Table 1 Grant Payment Overview

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

Submission of a Work Schedule

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

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

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

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

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

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

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

Approval of a Work Schedule

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

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

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

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

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

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

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

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

First Instalment

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

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

Second Instalment

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

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

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

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

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

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

less:

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

Early Access

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

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

less:

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

Third Instalment

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

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

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

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

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

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

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST.

Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

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

10. Announcement of grants

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

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

11. Reporting requirements

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

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

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

11.1 Quarterly Reports

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

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

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

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

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

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

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

Table 2 –Quarterly Reports

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

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

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

11.2 Ad hoc Report

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

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

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

11.3 Annual Report

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

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

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

11.4 Reconciliation Process

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

11.5 Compliance visits and Record Keeping

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

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

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

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

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

11.6 Fraud

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

11.7 Specific legislation, policies and industry standards.

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

Environment and Planning laws

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

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

12. How we monitor your grant activity

12.1 Keeping the Department informed

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

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

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

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

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

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

12.2 Department Contact Details

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

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

12.3 Evaluation

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

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

12.4 Acknowledgement

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

12.5 Media releases

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

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

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

12.6 Signage

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

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

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

12.7 Project Events

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

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

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

13. Probity

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

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

13.1 Enquiries and feedback

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

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

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

Alternatively, complaints can be directed to:

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

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

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

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

Eligible Funding Recipients must disclose if any of their personnel:

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

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

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

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

13.3 How we manage conflicts of interest

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

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

13.4 Privacy

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

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

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

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

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

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

13.5 Confidential Information

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

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

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

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

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

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

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

13.6 Freedom of information

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

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

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

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

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

14. Consultation

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

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

15. Glossary

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

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

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

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