

SHIRE OF CARNARVON

SCHEDULES

COUNCIL MEETING
Tuesday 27th October 2020

Council Chambers, Stuart Street
CARNARVON, West Australia Phone: (08)
9941 0000
Fax: (08) 9941 1099
Website – www.carnarvon.wa.gov.au

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**COMMUNITY AND CORPORATE MONTHLY REPORT
SEPTEMBER 2020**



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

1) IT OPERATIONS

Daily/weekly duties carried out by IT Team

All daily and weekly duties were performed as required and in accordance with checklists.

2) Current IT projects

- a. Altus Payroll Module implementation
- b. Installing new Server to host the SynergySoft core System
- c. Website review, redevelopment, and redesign
- d. Improving network and security for new phone system
- e. Digital Farm Project through CipherTel
- f. Youth Hub IT equipment installation
- g. Altus Payroll Training by ITVision team at Shire of Carnarvon (3 Days) All Staff

3) SECURITY

Nil to report

4) COVID 19

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

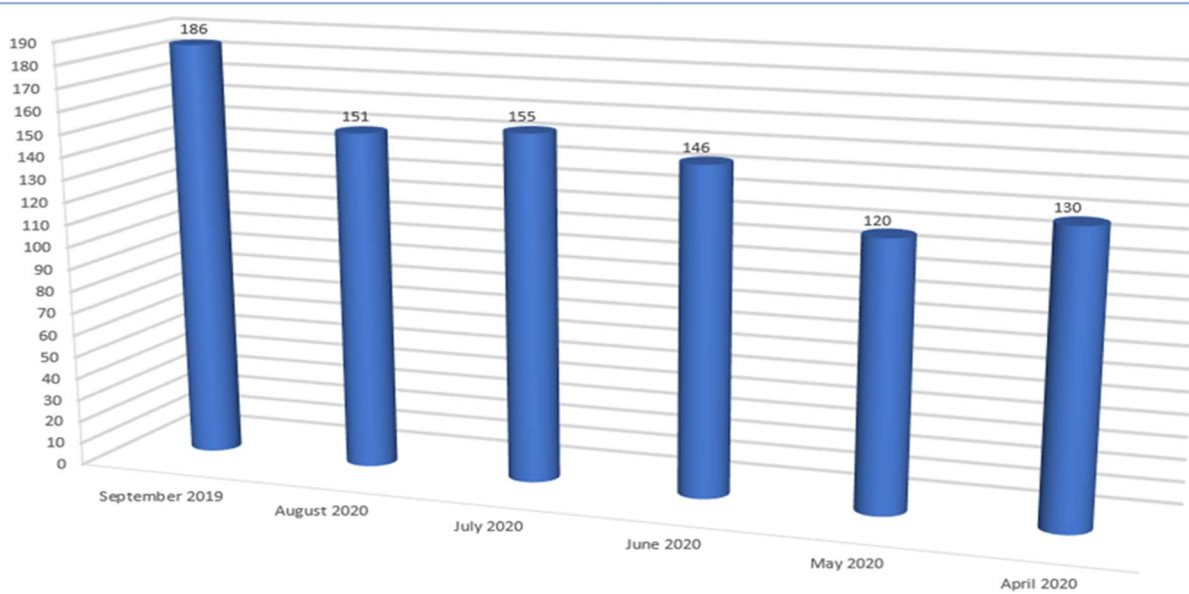
5) INFRASTRUCTURE ISSUES

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

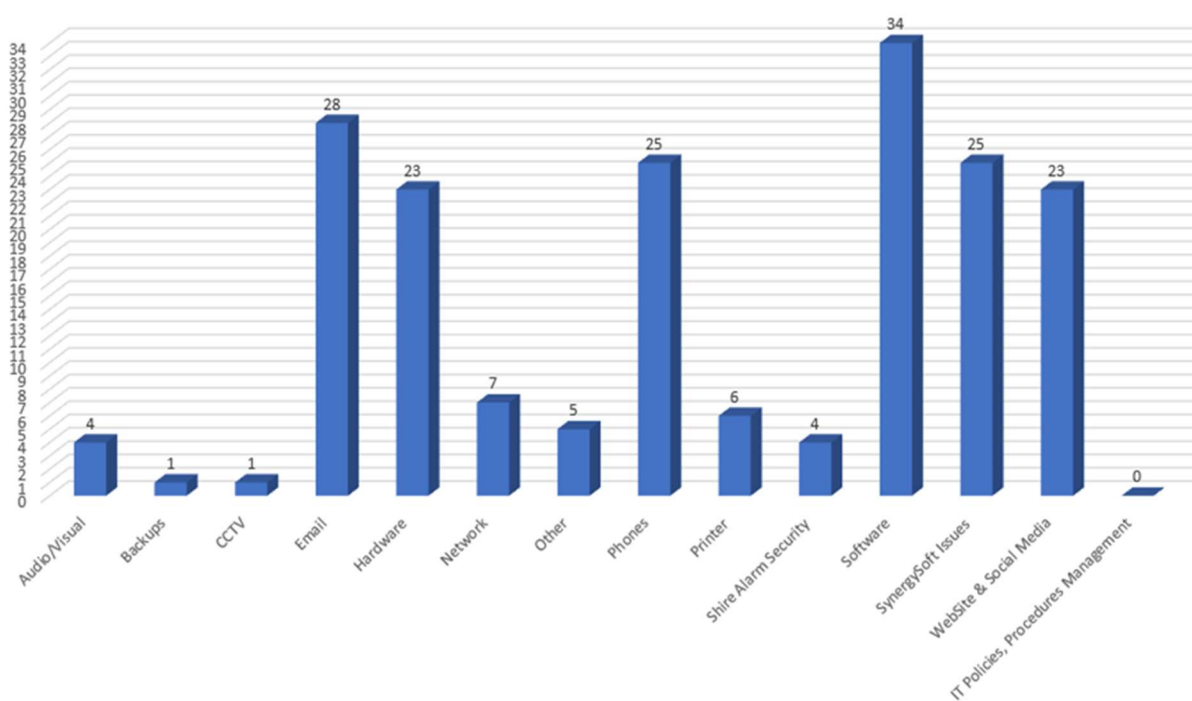
6) IT Helpdesk support statistics

Helpdesk support is logged by staff and recorded

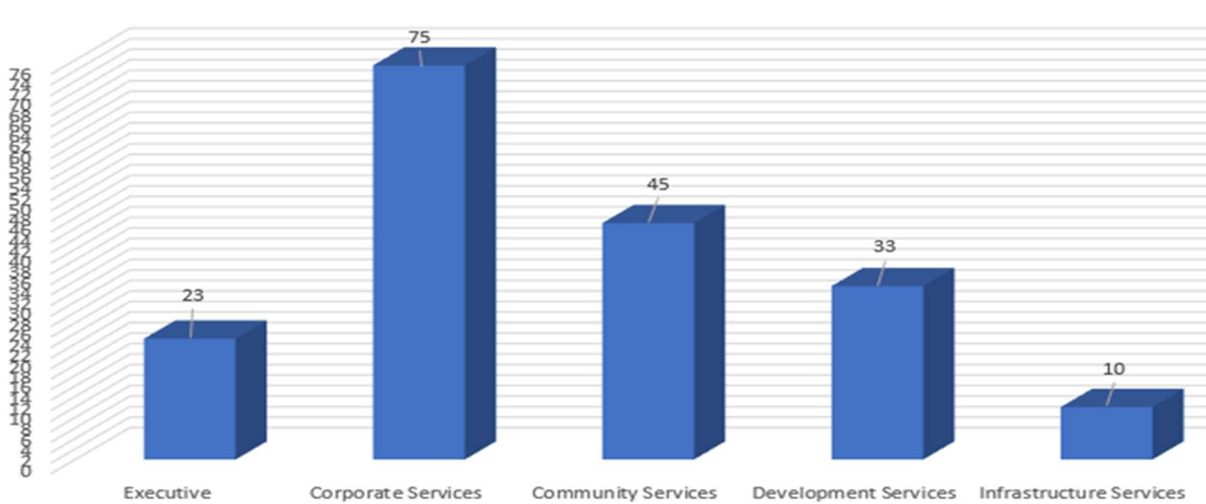
Monthly Helpdesk support tickets



Helpdesk Support Categories Se



Helpdesk Support Departments September 2020



7) IT Budget and Purchase Orders

- a. Discussion, Reviewing, agreeing, and creating of IT budget 20-21 with Executive Manager
- b. An un-anticipated issue occurred at the visitor centre where the network cables started failing requiring a budget variation from network cabling to software subscription. The shortfall will need to be reviewed at the midyear review.

8) Future plans

- a. Yearly IT infrastructure upgrade July- Oct 20-21 (PCs and Monitors)
- b. Procurement of 2 new Servers July-Dec 20-21
- c. Procurement of UPS (Depot/Library/Visitor Centre) Oct 20-21
- d. Initiating and researching the viability of hosting some of our servers on the cloud (Microsoft Azure)
- e. Implementation of the altus procurement module (Jan 21)

COMMUNITY SERVICES MONTHLY REPORT GORDON MUSULIN – COORDINATOR YOUTH SERVICES

1. YOUTH HUB

The Mayu-Mia Youth Hub is now up and running with the first stages of trials with youth from the local ST Mary's Star of the Sea School in attendance with programs on Mondays, Wednesdays, and Fridays.



2. SCHOOL HOLIDAY PROGRAM

The September/October Carnarvon School Holiday Program has been organised to run over two weeks with various Service Providers and Organisations working together to provide fun activities for children and youth to keep them entertained. Family fun days, fishing competitions, roller-

skating sessions, gardening days and beach/paddle boarding activities are all included in the daily programs. Food and drinks will be provided daily.

3. TRAINING COURSES

Youth Officers have attended Cultural Competency Training Courses for working with people from culturally and linguistically diverse backgrounds. The course can help the government achieve its vision of an inclusive Western Australia by training public sector staff to assist people CALD clients. Working with translators and interpreter was also included in the comprehensive course.

4. FOOTBALL CARNIVAL

Youth Officers assisted the Stephen Michael Foundation for two days on the 29th and 30th of September for a Youth Football Carnival. With over 80 youth participating and some players traveling from Gascoyne Junction, Exmouth, Karratha and Geraldton. Everyone was excited to have a chance to meet Stephen Michael in person and to listen to stories about his life and future visions of the Stephen Michael Foundation.



Nippers Grand Final

Youth staff also played a major role in the setting up and delivery of the Gascoyne Football associations Nippers Grand Final. The nipper's final was played between Ramblers and Warriors and was extremely well attended with over 250 spectators watching the close encounters which resulted in a Ramblers win for the 2020 season. The nippers target youngsters between the ages 8-12 years.



5. Basketball 2020/21

The Shire of Carnarvon youth team has been extensively involved with Key stakeholders to develop the Carnarvon Basketball association, to commence junior and senior basketball in terms 4 & 1 for the 2020/21 season. Meetings to continue in term four.



CARNARVON TERM 4 2020 & TERM 1 2021 PROGRAM



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

 <p>Monday 4:00 – 6:30pm Festival Grounds / Mungullah Community Court</p> <p>Basketball Training & Games Ages 12-17</p> <p>Run by Stephen Michael Foundation</p>	 <p>Wednesday 4:00 – 6:30pm Festival Grounds / Mungullah Community Court</p> <p>Basketball Training & Games Ages 12-17</p> <p>Run by Stephen Michael Foundation</p>	 <p>Thursday 5:00 – 8:00pm PCYC Centre</p> <p>Basketball For Life Senior Boys & Girls Ages 11-18</p> <p>Term 4 – Basketball Fundamentals (Aussie Hoops) Term 1 – 3x3</p> <p>Run by PCYC</p>	 <p>Friday 4:00 – 9:00pm PCYC Centre</p> <p>All In Drop In Ages 7 - 18</p> <p>Social Basketball</p> <p>Run by PCYC</p>	 <p>Schools Program</p> <p>In school development using the Sporting Schools Aussie Hoops and 3x3 activities guides</p> <p>Term 1 – Interschool Carnivals</p>
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6. Summary of Participation September 2020

Event	Month	Tally	Under 12 years	12 - 14 years	15- 18years	over 18 years
September School Holiday Program	September	80	30	25	25	0
NDIS Training Course	September	0	0	0	0	1
Trial Youth Hub – St Mary's Star of the Sea	September	45	25	15	5	0
Diverse WA Cultural Competency Training	September	3				3
Football – SMF & Nippers	September	275	90	85	50	
Stand Up Paddle Board Demo Afternoon		39	20	7	4	8

7. Night Patrol

A trial of the night patrol program was conducted on Thursday 24th September with input from the WA Police, CTAC and the shire all providing staff for the evening. Patrols were conducted from 7pm through to 11pm to gain insight on the following –

- . Youth numbers
- . Age profiles
- . Areas of concern (suburbs)
- . Community Alternatives – (What else is on)
- . General hot spots
- . Legislation surrounding transportation / Permission slips

The trial identified Contact had been made with 16 young people (Both genders) aging from approximately 6 – 14 years, majority surrounding the CBD area. Further patrols are scheduled for October.

LIBRARY AND GALLERY MONTHLY REPORT

CHERYL WESTON COORDINATOR LIBRARY SERVICES

1) LIBRARY OPERATIONS

Daily/weekly duties carried out by Library Team

All daily and weekly duties were carried out as required and in accordance with checklists.

- Homebound Service – selection and delivery of items
- Shire of Carnarvon Newsletter – articles/promotions prepared
- eSMART Week Promotion/Engagement w/c 7th September 2020
- Adult Learners Week 01/09/2020 to 08/10/2020 Promotion/engagement

2) Library Operational Meetings/Training

- General in-house Meetings

3) LIBRARY PROGRAMS

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



4) LIBRARY EVENTS

- 22/09/2020 Meet the Author Talk – Joanne Baker – Book launch 'Time Gentleman Please!'
- 24/09/2020 RETB Exhibition Opening Event – 'How did I get here?'

5) GALLERY OPERATIONS

Duties carried out in Gallery

- Correspondence and liaison with touring exhibition art curators/managers in relation to Regional Exhibition Touring Boost (Art Gallery of WA and Art on the Move): 'How did I get here?'

- Planning and preparation for NAIDOC 2020 Oral History Project – photographic exhibition and oral history recordings
- Installation of exhibition (3 days) 21/09/2020 to 24/09/2020 inclusive in collaboration with AGWA Installation Technician.
-

6) Gallery Operational Meetings/Training

- Promotion of Capture 2020 Project – PCYC visit 11th August 2020
- Meetings with artist and AGWA



7) PHASE 4: OPENING HOURS

- **PHASE 4: OPENING HOURS**

01/10/2020 to 03/10/2020

- Monday, Tuesday, Wednesday and Thursday 10am to 4pm
- Closed Friday, Saturday, Sunday and Public Holidays

- **NEW HOURS POST-RESTRUCTURE** commencing 07/10/2020

- Monday, Tuesday, Wednesday 10am to 5pm
- Thursday 11am to 8pm
- Closed Friday, Saturday, Sunday and Public Holidays

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

MON	TUES	WEDS	THURS	FRI	SAT	SUN
	1	2	3	4	5	6
	54	62	56	Closed	Closed	Closed
7	8	9	10	11	12	13
59	75	56	81	Closed	Closed	Closed
14	15	16	17	18	19	20

60	66	60	83	Closed	Closed	Closed
21	22	23	24	25	26	27
80	104	64	133	Closed	Closed	Closed
28	29	30				
Closed	78	57				

TOTAL DOOR COUNT OF CUSTOMER VISITS/PICK UPS: 1228

TOTAL ITEMS BORROWED:

- **606** (Physical Library Items)
- **268** (e-Audio Books – BorrowBox)
- **32** (e-Audio Books – Overdrive)
- **65** (e-Books – BorrowBox)
- **96** (e-Books – Overdrive)
- **48** (e-Magazine Titles – RB Digital)

TOTAL NEW MEMBERSHIPS: 7

TOTAL PUBLIC COMPUTER USERS: 218

TOTAL WI-FI USERS: 846

COMMUNITY SERVICES MONTHLY REPORT

NADINE BROWN -COMMUNITY DEVELOPMENT COORDINATOR

- MEETINGS, TRAININGS, WORKSHOP AND EVENTS
- Attended General Staff Meetings
- Attended Monthly OSH Meeting
- Organized the School Holiday Program Meeting – Shire, Ngala, PCYC, Stephen Michaels Foundation and WA Country Health – Allied Health Team
- Attended reference group meeting for Aboriginal Economic Development Forum - GDC, NIAA and Shire
- Continue partnership with Home and Community Care (HACC) and Aboriginal Engagement Officer
- Attended Meeting regarding Planning of International FASD Awareness Day
- Attended a Public Open Space Meeting
- Assisted at Mungullah with the Public Open Space
- Assisted at the FASD Event
- Attended Mental Health and CADS Stake Holder Event
- Attended Lock Hospital Meeting
- Working closely with Community Aboriginal Engagement Officer
- Attended Mental Health and Alcohol and Other Drug Management Group
- Attended NAIDOC Meeting
- Assisted at the Library on 2 separate occasions
- Meet and Greet with Cultural Centre Manger Keno Phillips
- Assisted with the School Holiday Program
- Attended the Tidy Towns Meeting on behalf of the Lock Hospital Committee
- Attended a Meeting with the Senior Citizens Committee
-

COMMUNITY ABORIGINAL ENGAGEMENT OFFICER

MEETINGS, TRAININGS, WORKSHOPS AND EVENTS

- Continue conversation with Planning Principle regarding the east end of Tuckey Court issues and problems of complaints coming from a house next to the vacant block where pedestrians continue to use as a short cut. Plan to move the path nearer to the fence and gate for pedestrians to use.

- Continue to work on the RAP Plan
- Attended the Community Advisory Board – hosted by Real Futures
- Attend weekly Men’s Group meeting at PCYC
- Attend NAIDOC Meeting
- Assisted with the School Holiday Program
- Attended Stephen Michael Presentation at Port Hotel
- Attended a meeting with Jindi Jindi Chairperson
- Attended reference group meeting for Aboriginal Economic Development Forum - GDC, NIAA and Shire

GOVERNANCE MONTHLY REPORT

SJ NIXON – GOVERNANCE COORDINATOR

LEASES

- **Geoscience Australia Lease**- disposal of property advertised and lease preparation on progress.
- **RSL BUILDING** – Settlement delayed by DFES. Ongoing
- **Historical leases** being reviewed with legal advice being obtained where required.
- **HORSE AND PONY CLUB LEASE** – Commenced negotiations for lease. Council resolution required for a further term.

MOU’s and other Agreements

- **Several grant agreements being negotiated.**
- **SLIP contract negotiated and renewed**
- **Easement** lodged with Landgate between Gascoyne Memorial foundation and Senior citizens hall

TENDERS

- **RFT 08/2020 CONSTRUCT AND COMMISSION RECYCLED WATER PIPELINE, STAGE C & D**- Tenders informed of outcome. Contract complied for successful tenders
- **Tender planning commenced for future tenders.**

FUNDING

- **BBRF** – Negotiations between Department of Industry, Science, Energy and Resources and Shire of Carnarvon ongoing in relation to the funding agreement. (tender related to this funding completed)
- **BRMP (Bushfire risk management grant)** – Recruitment process commenced for this position

PROJECT/CONTRACT MANAGEMENT

- **Design and construct Blowholes Tourism**- Project commenced, Project management plan and designs received from contractor.

RECORDS

- **Ongoing training**- Record keeping Training with all Staff
- **Extract** and record information from emails of retired/redundant/departing staff members
- **Daily Recording** emails for ELT and Councillors
- **Archiving/ records management**

PROCUREMENT

- As we have had no Procurement Officer for the past couple of months, the Records Officer and Governance Coordinator have been filling this role.
- **143 PO’s** created between 1st and 31st August 2020
- **Assisting** finance with PO’s/invoices and outstanding PO management/completion.

VISITORS CENTRE MONTHLY REPORT

STEPH LECA

- Door numbers rising as the flow of tourists increase.
 - 3376 Door Numbers for September
 - \$21.3k in Bookings for Accommodation
 - 166 nights – on average 1.87 nights per booking - Average spend of \$240.00

- \$3.9k in Bookings for Tours
- Average spend of \$264.00
- Tourism Recovery Program – Compulsory Tourism Recovery Program with Tourism Council of WA and Australian Tourism Export Council – Weekly webinars and reporting for the region required.
- Recording – Continued with backlog of compliance and recording requirements for the Visitor Centre.
- Marketing – maintaining an extensive marketing campaign, including ongoing paid digital marketing
 - Preparing the following:
 - Host Stephen Scourfield from the West Australian – 8 – 10 September
 - Host media – Dixie Battersby from DB Publicity (PR Agent), Gabi Mills from Gift of the Gab, Monique Ceccato from So Perth, Where to Next and Freelance blogger/ Instagram Influencer and Jordan Bruno from My Kitchen Rules/Instagram Influencer
 - Scott Hamilton – Content Creator – New destination content/ videography – 5 days of filming.
- Gascoyne Regional Tourism Recovery – Working with Gascoyne Development Commission and Gascoyne Shires to ensure we are working collaboratively to drive visitation to the Gascoyne.
- A Million Reasons to Wander Out Yonder – Carnarvon Visitor Centre chosen as agent to redeem vouchers
- Assumed management of Civic Centre

CIVIC CENTRE MONTHLY REPORT
STEPH LECA

Management of the civic centre has been transferred to the visitors centre following Shire wide restructure. There were no bookings for the visitors centre in the month of September.

DEVELOPMENT SERVICES MONTHLY REPORT CALENDAR MONTH OF SEPTEMBER 2020



Building Services

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

Building Services Support Officer

- Consulting with builders, applicants and public with information and forms for building applications, plan search requests and providing general customer service in relation to building matters.
- Coordinating building applications and approved documents between the Shire and the contract building surveyors at the City of Greater Geraldton.
- Undergoing building plan searches; processing building applications, building permits and notices of completion by receiving, registering, processing, and tracking applications / project proposals.
- Processing reports for the Construction Training Fund; Department of Mines, Industry Regulation and Safety and other entities requiring building information / activities within the Shire of Carnarvon.
- Recording, updating, and maintaining all data entry and filing systems including digitally processing building archives / documents.

Statistics of Building Permits	Received	Approved
New Building		
Outbuilding		
Solar Panels	2	2
Structural Assembly		
Alterations and/or additions		
Relocation of building		
Demolition of an existing building	2	1
Swimming Pool/ spa		
BF Fence	2	2
Multiple building type		
Patio	2	2
Residential Shed		
Other (Commercial Shed)	1	1
Total	9	8

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

Planning Services

One Principal Planner

Development Applications:

- Nil Council reports.

Public Enquiries:

- Responded to queries from the public re lands zoning, progress on draft LPS 13, development requirements and past Council decisions.

Compliance: Followed up complaints re unauthorised activities.

- Liaised with Infrastructure re response to antisocial behaviour in Lewington lane PAW.
- Liaised with Infrastructure re response to complaint re unauthorised tree planting in Shallcross Street.
- Liaised with Infrastructure re response to complaint re PAW at 31 Babbage Island Road.

Coral Bay Container Storage Site Lease:

- Liaised with the DPLH staff and legal representatives regarding the legal agreement.

Lotteries House Subdivision:

- Application for Certificate of Title lodged with Landgate.

St John Ambulance Subdivision Application:

- Application for Certificate of Title lodged with Landgate.

Gascoyne Memorial Foundation Right of Carriage Way:

- Assisted Corp. & Comm. Services re finalisation of the easement conditions.

Draft Local Planning Scheme 13:

- Shire CEO and President endorsed finalised documents.
- Documents referred back to the DPLH for Minister's sign off and gazettal.

Wheelock Way PAW Closure:

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

Aboriginal medical Centre

- Referred advice of no objection to the WAPC.

Public Open Space Strategy (Ongoing)

Environmental Health Services

Two (2) Environmental Health Officers

COVID-19

WA Health Dept Webinar for new LG event approval attended. EHO's are now responsible for approving low/medium risk events >500 people within the Shire. Topics included:

- Authorisation of Public Health Act authorised officers to review COVID Event Plans
- COVID event risk assessment tool
- Infection, prevention and control considerations at events
- COVID Event Plan template
- Guidance resources available [COVID Event Guidelines](#)
- Enforcement of COVID Event Plans by WA Police, and
- Review of high-risk applications by the Department of Health.
- Provided advice to Carnarvon Aquatic Facility Manager regarding events and maximum accommodation number. Discussion with WA Health Dept revealed that Carnarvon Aquatic Facility would likely have two maximum accommodation numbers, one for swimming carnival/sports events and one for normal operations.
- Advice provided for several enquiries including drinking fountains and the airport terminal. Inspected airport.
- Attended public health webinar with Shire of Exmouth and Gascoyne Public Health Unit.

Onsite wastewater

- 1x soil test, approval to replace leach drains and inspection (West St, South Carnarvon)
- 1x approval to install new septic system and inspected (Bibbawarra Rd, South Plantations)
- Meeting with plumbing inspector
- Food trailer proposal at Blowholes – meeting and discussion of various matters such as wastewater management

Complaints & Referrals

- Progress made towards removal of unsafe buildings. Discussion with solicitor.
- 11 x Orders & Requisition Health property inquiry completed
- Attended late night noise complaint for a public venue to conduct noise measurements.
- Investigated complaint concerning dumping of human waste overboard from a boat in the fascine, ultimately referred to the responsible authority (DoT).
- Noise complaint (music) and disruptive behaviour in Morgantown closed out. Joint effort between WAPOL, real estate agent and the Shire.
- Complaint of neglected dogs howling hideously and creating a stench. Liaise with rangers.
- Complaint of sewage released from boat in fascine. Liaise with Dept Transport
- Investigated maggot complaint, which appeared to be caused by a bin not being put out.

Food businesses

- Supplied inspection report and information to proprietor and settlement agent for transfer of food business.
- 2 x food registration issued, including Carnarvon's first full off-site caterer's registration (Gascoyne Food Council)
- 2 x inspection of food premises.
- 1 x inspection of new food vehicle – Gwoonwardu Mia

Caravan Parks & Lodging Houses

- Assisted with Letter to selected Carnarvon businesses requesting "expressions of interest" for emergency overflow camping.
- 1x caravan park licence issued
- 1 x lodging house licence issued
- Meeting with proprietor, in conjunction with planning, to provide assistance with remote nature-based park development. Proposed building of recreation centre/kitchen/laundry facility, including provision of advice for onsite waste-water disposal. Planning assisted with historical issue of encroachment along crown reserve.
- Bed bug complaint at caravan park

Monitoring Programs

- Algae identification report of sewage ponds received back and provided to environmental consultant.
- Subsequent onsite meeting with environmental consultant and Exec Manager at Carnarvon sewage ponds to assess viability of different algae treatment options. Wind, cost and design effectiveness the issues.
- 14 x Aquatic facilities tested in Carnarvon for bacterial and chemical content. Bacterial results satisfactory.
- Assisted in swimming pool sampling of remote community Burringurrah Aquatic Centre.
- Analysis report of Boat Harbour Dredge Spoil site provided to DWER Contaminated Sites. Initial advice is the dust from the dredge spoil site isn't considered 'contaminated' with respect to humans. DWER indicated that they may still make an assessment on environmental grounds with respect to the adjacent surrounding mangroves. To contact DWER Air Quality Branch, currently busy up North monitoring mine sites.
- Meeting re Carnarvon Aquatic Facility and occupancy limits

Vector and Pest Control / Keeping of Animals

- Removed 'Road Closed' signage either end of Old Pelican Point Rd protecting Dawson's Burrowing Bee's habitat. To assist Gwoonwardu Mia Aboriginal Heritage & Cultural Centre.
- Attended mesquite control program information session provided by Ted Godden.

Waste management

- Onsite inspection at Brown Range Waste Facility to complete annual licence compliance reports for Dept Water & Environmental Regulation (DWER).
- Subsequently, Annual Audit Compliance Report (AACR) and Annual Environmental Report (AER) completed and signed by CEO for the Brown Range Waste Facility and submitted to DWER.
- Commenced preparation of a new annual report on waste and recycling covering the whole district. These are now mandatory each year.
- Advice provided to senior management regarding the lawful addition of residential rubbish services on rates notices as a consequence of the WARR Act and the Shire of Carnarvon Health Local Laws.
- Respond to internal enquiry re opting out of waste collection service. The result was that opting out is not an option for residential areas based on the Model Waste Local Laws and standard practice in WA.

Other

- Annual Food Act and Public Health Act Report to Department of Health completed and submitted.
- Annual waste and recycling report for DWER commenced.
- Recovery Impact Survey COVID-19 completed for DFES
- Assisted with review of local laws, Public Places & Government Property Local Laws and Waste Local Laws.
- Records training refresher

Community Emergency Services Manager

- New furniture applied for through LGGS grant funding received for Gascoyne River BFB
- Still working on Shire of Carnarvon Cyclone Plan (ongoing)
- Still working on Request for Quote for SES training tower, plans being redesigned
- Planning for Community Disaster Resilience Strategy project public forum
- Hose changeover for Gascoyne River BFB
- Initiation of Local Recovery Coordinator training
- Safety Advisor Training
- Preparation to handover Volunteer training products to local Volunteer trainers for basic firefighting courses

Ranger Services

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

- Ranger Coordinator Kristy Chattaway finished her tenure with the Shire on the 25th September 2020
- Going forward there will be only 2 Rangers to service the Shire in Carnarvon and 1 part time Ranger in Coral Bay.
- Rangers have been on a large learning curve taking up the reigns of administration and management tasks which was the role of the Ranger Coordinator

Dogs Impounded:

Returned to owner	5
Euthanised	0
Rehomed through SAFE	1

Total impounded	6
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Cats Impounded:	
Returned to owner	0
Euthanised	8
Rehomed through SAFE	5
Total impounded	13

Warnings and Infringements	Infringements Issued:	Warnings Issued – Verbal and Written:
Illegal camping	3	11
Dog	22	1
Cat	3	0
Livestock	0	0
Litter	2	0
Parking	11	9
Bush Fire	0	0
ORV	3	0
Total	44	21

Other:	
Snakes:	4
Assisted with Wildlife Reports:	4
Assisting RSPCA - Animal Welfare:	6
Abandoned Vehicles	2
Burning Permits	0
Total	16

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

Development Services Support Officer

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

- Building webpage update and improvement (Ongoing)
- Setup Development SharePoint site (Ongoing)
- Investigate funding for projects needing to be addressed and funding due to budget restraints (Ongoing)
- Communications, public notices, consulting with staff and stakeholders
- Monitor and record Aquatic Centre maintenance and operations
- Assist with Gascoyne River Volunteer Bush Fire Brigade administration (Ongoing)
- Assist EMDS with administrative support for a wide range of tasks.
- Troubleshooting with Landgate tenure of properties in relation to building permit applications
- Respond to building, ranger, health and development enquiries
- Research and development of processes for Fines Enforcement and template setup for Final Demands (Ongoing)
- Review, write and test processes for Development Services
- Local Law project, review of LL and collating of officer comments and liaising with contractor
- Ranger services admin, investigating FER, Final Demand and arranging appropriate training (ongoing)
- Assist EMDS with final tasks before his departure

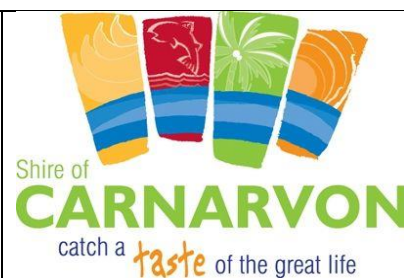
- Assist on Front counter
- Respond to Planning enquiries while Principal Planner was on leave.

INFRASTRUCTURE MONTHLY REPORT

October 2020

Wayne Sanderson

Infrastructure Operations Manager



Safety:

- Strained back while pruning trees.
- Strained ankle while getting up from crouching position.
- Vehicle defected for brake lights.
- Light vehicle damage to driver's door from strong wind pulling door from hand.

Parks and Gardens:

- Removal of weeds within the CBD.
- Removal of cricket pitch cover on Premier Oval ready for cricket season.
- Cleaning and repairs to sprinklers at Premier and Festival Oval.
- Tree pruning within the CBD.
- Routine Mowing, slashing and clean-up areas around town.

Waste Facility:

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

Town Site Infrastructure:

- Repair bin surrounds from vandalism along fascine.
- Remove Graffiti from building and footpath.
- Tidy up litter being blown around by strong winds.
- Removal of tramway bridge rails.

Town Roads:

- Completed verge mowing of fire breaks around Carnarvon.
- Road sweeping of broken glass on roads.
- Road sweeping of Coral Bay streets.

Country Roads:

- Completion maintenance grading on roads south of Carnarvon.
- Routine inspection and repairs to grids.
- Slashing Carnarvon/Mullewa road to reduce the risk of cattle grazing next to the road.

Workshop:

- Repair excavator bucket pins.
- Repair damaged door on vehicle.
- Minor repairs to road sweeper.
- Minor repairs to genset at Waste Facility.

- General servicing and minor repairs to light and Medium vehicles.

Staff Training

- Safety Rep's Course
- Pay Role training

Reneè Lathwell**Engineering Technical Officer Report – On Leave****Michael Arthur****Co-ordinator — Building Maintenance**

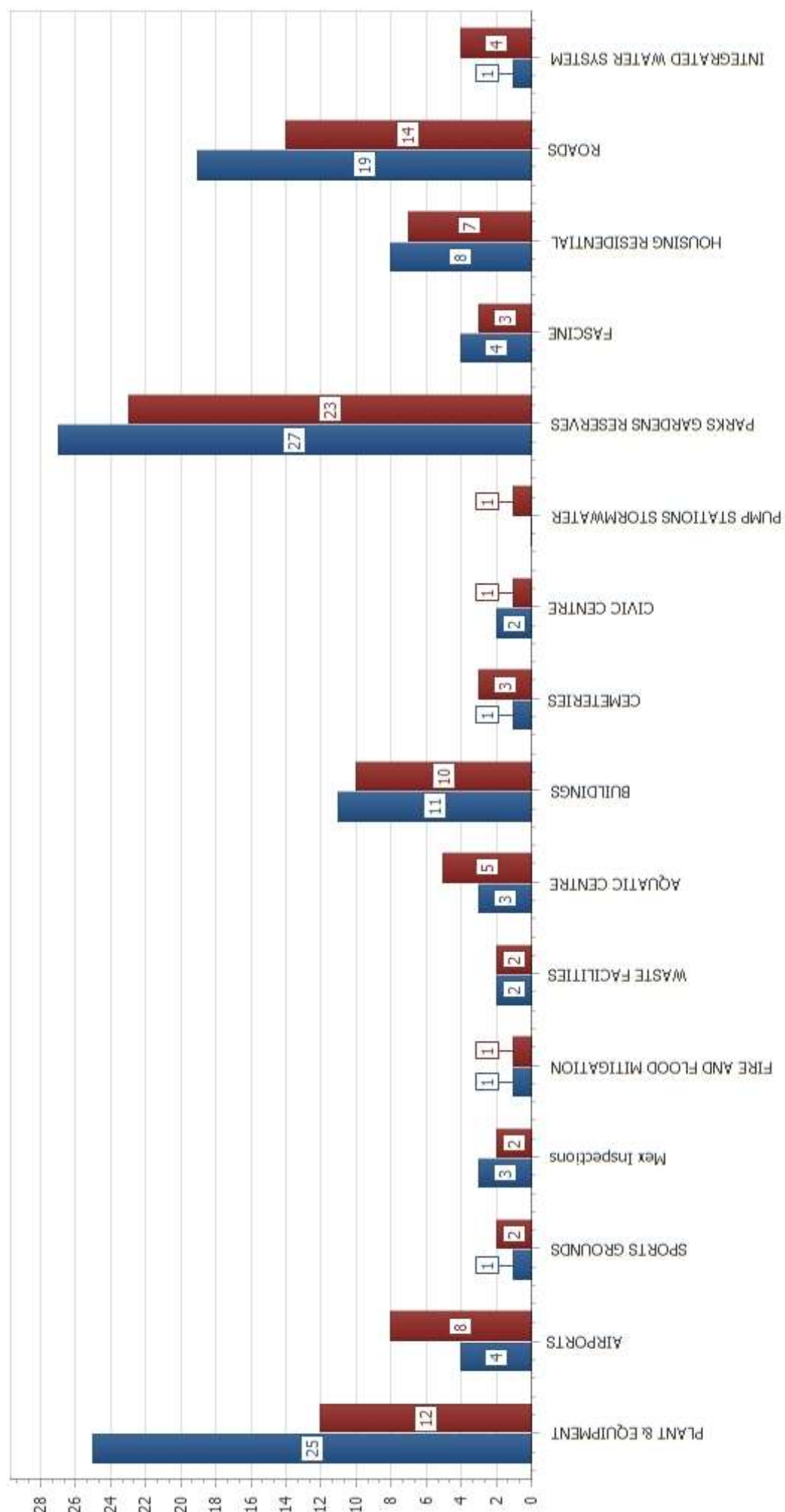
- Patching and painting at the Library/Art Gallery ready for the exhibition.
- Have had some vandalism (eg Bin surrounds at town beach, toilet seats).
- Repaired Bollards in the main street that were run over.
- 5 x New shade sails have been ordered through the local upholsterer for the aquatic centre.
- Assistance with moving for staff housing.
- Assistance moving staff to different offices.
- Automatic door servicing underway.
- A new computer desk has been made and fitted to the Depot for the new electronic time sheets.

Work Order Count

Fri, 23-Oct-2020

Ordinary Council Meeting - Schedules

■ Raised ■ Finished



27th October 2020

21

Schedule 8.2.1 (a)

List of accounts submitted to the Ordinary Council Meeting on 27th October 2020 for confirmation in respect to accounts already paid.

Shire of Carmarvon

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	TRUST BANK	BANK DIRECT
7524	02/09/2020	SHIRE OF CARNARVON MUNICIPAL FUND	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 946.26	
EFT31326	07/09/2020	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 77.70		
EFT31327	07/09/2020	ANTHONY NARRIER	RETURNED BOND HELD FROM VENUE HIRE VENUE LEFT CLEAN AND TIDY	\$ 660.00		
EFT31328	07/09/2020	AUSTRALIAN AIRPORTS ASSOCIATION	AUSTRALIAN AIRPORTS ASSOCIATION MEMBERSHIP RENEWAL: JULY 1ST 2020 JUNE 30TH 2021	\$ 2,956.80		
EFT31329	07/09/2020	AUSTRALIS ASSET ADVISORY GROUP	ENGAGE AUSTRALIS ASSET ADVISORY GROUP TO UNDERTAKE THE SHIRE'S LAND AND BUILDING REVALUATIONS FOR 2019/20	\$ 5,258.00		
EFT31330	07/09/2020	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	GOLD MEMBERSHIP 2021 AUSTRALIA DAY AWARDS	\$ 594.00		
EFT31331	07/09/2020	AUST WEIGH PTY LTD	ANNUAL INSPECTION AND CERTIFICATION OF WEIGH BRIDGE AT BROWNS RANGE WASTE FACILITY AS PER QUOTE DATED 19TH JUNE 2020. INSPECTION DUE JULY/AUGUST 20	\$ 4,950.00		
EFT31332	07/09/2020	CARNARVON MENSWEAR	UNIFORM ORDER FOR STAFF APRIL 2020	\$ 3,762.16		
EFT31333	07/09/2020	BOC LIMITED (AUST)	MONTHLY HIRE OF GAS CYLINDERS FOR WORKSHOP FOR PERIOD 1.7.20 TO 30.6.21	\$ 81.70		
EFT31334	07/09/2020	BOOEASY TOURISM SOLUTIONS	2% COMMISSION/ OR MONTHLY FEE OF \$220 INCL GST PAYABLE TO BOOEASY BASED ON SALES 19/20 FOR THE PERIOD OF JULY 2020	\$ 730.29		
EFT31335	07/09/2020	CARNARVON MOTOR GROUP PTY LTD	2 X 5 LITRE GENUINE TOYOTA OIL	\$ 153.91		
EFT31336	07/09/2020	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR HR CONSULTANT FROM MONDAY 22ND JUNE 2020 TO 3RD JULY 2020	\$ 1,120.00		
EFT31337	07/09/2020	CARNARVON NOVUS	REPAIR STONE CHIP ON ISUZU DMAX 1GXV334 P354	\$ 99.00		
EFT31338	07/09/2020	CARNARVON ELECTRICS	INSPECT AND REPAIR BBQ'S AT TOWN BEACH	\$ 195.80		
EFT31339	07/09/2020	CAROLIEN CECILE PATRICIA CLAASSENS	REIMBURSEMENT OF PURCHASED REQUIRED FOR 51 YARDI QUAYS. FOR TEMP STAFF WOOLWORTHS TOWELS AND BARRY EVANS FURNITURE	\$ 149.10		
EFT31340	07/09/2020	CORAL COAST PLUMBING	HIRE OF LIQUID WASTE TRUCK TO PUMP OUT PUBLIC TOILETS AND WASTE DUMP POINTS AT BLOWHOLES	\$ 3,575.76		
EFT31341	07/09/2020	CORAL COAST WATER PTY LTD	WATER FOR THE PERIOD OF 01/07/2020 TO 31/07/2020 227 SPEEDWAY ROAD 6.00KL @ \$1.02	\$ 7.14		
EFT31342	07/09/2020	CONTROLLED IRRIGATION SUPPLIES	40X TAPPING SADDLES 25 X 3/4 40X TAPPING SADDLES 25X 1/2"MAINTENANCE PARKS AND GARDENS	\$ 1,047.80		
EFT31343	07/09/2020	WINC AUSTRALIA PTY LTD T/A CORPORATE EXPRESS STAPLES	STATIONERY ORDER MAY 2020	\$ 80.96		
EFT31344	07/09/2020	CORSIGN WA PTY LTD	SMTC350BY 20 X CALMING SPEED HUMP	\$ 2,259.40		
EFT31345	07/09/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	1 X ALTERNATOR FOR TRACTPR PTC3	\$ 573.40		
EFT31346	07/09/2020	CARNARVON GOLF CLUB (INC)	REIMBURSEMENT OF COST FOR DRILLING UNDER CARNARVON ROAD TO ENABLE CARNARVON GOLF CLUB TO ACCESS WATER TO IMPROVE THE GOLF COURSE ALL INVOICES ATTACHED	\$ 10,528.01		
EFT31347	07/09/2020	CARNARVON FRESH IGA	GROCERY ITEMS FOR SCHOOL HOLIDAY PROGRAM	\$ 175.30		
EFT31348	07/09/2020	CARNARVON PEST CONTROL	FIREARM COURSE FOR RANGERS AND ASSISTING IN FIREARM POLICIES FOR THE SHIRE TO MEET OHS REQUIREMENTS	\$ 1,475.00		
EFT31349	07/09/2020	CARNARVON STATE EMERGENCY SERVICE	REIMBURSEMENT OF EXPENDITURE IN ACCORDANCE WITH LGGS GRANT 2020/21 1ST QUATER	\$ 7,625.00		
EFT31350	07/09/2020	ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 1,211.30		
EFT31351	07/09/2020	DELL AUSTRALIA PTY LTD	1X DELL N2024P NETWORK SWITCH FOR LIBRARY	\$ 2,663.10		
EFT31352	07/09/2020	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL LICENSE FEE FOR L7331/1996/9 CARNARVON WATER STORAGE PONDS\$ TREATED SEWAGE EFFLUENT, LOT 1320 AND RESERVE 45070 BABBAGE ISLAND ROAD	\$ 2,030.00		
EFT31353	07/09/2020	DUN DIRECT PTY LTD	DIESEL FUEL FOR WORK VEHICLES	\$ 5,929.93		
EFT31354	07/09/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	300 x DBY GEL JOINERS AS PER QUOTE DATED 05/08/2020	\$ 1,069.20		
EFT31355	07/09/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2020/21 ESL 1ST QUATER IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A	\$ 81,153.60		
EFT31356	07/09/2020	ALEXANDER FULLARTON	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 1,457.00		

EFT31357	07/09/2020	GASCOYNE FOOD COUNCIL	GASCOYNE FOOD FESTIVAL COMMUNITY GROWTH FUND 2020	\$ 11,000.00		
EFT31358	07/09/2020	GASCOYNE OFFICE EQUIPMENT	TONERS FOR PAYROLL PRINTER	\$ 802.00		
EFT31359	07/09/2020	GERALDTON MARINE ELECTRONICS	SUPPLY AND PROGRAM 1 HF RADIO AS PER QUOTE D7782	\$ 2,035.00		
EFT31360	07/09/2020	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	STP1121 660 100 WINGNUT AS PER QUOTE 2053#5 R<O PICK UP	\$ 49.40		
EFT31361	07/09/2020	GNC QUALITY PRECAST GERALDTON	5 X CULVERT BASE SLABS (1200 X 1200)	\$ 4,326.30		
EFT31362	07/09/2020	GREENFIELD TECHNICAL SERVICES	AS PER QUOTE OPTION 3 FULL TIME SURVEILLANCE AND QUALITY ASSURANCE	\$ 18,545.45		
EFT31363	07/09/2020	HAMILTON CONTENT CREATORS	TV AD CREATION AND APPROVAL CARNARVON IS A HUB OF ADVENTURE WANDER OUT YONDER TO CARNARVON FOR THE GASCOYNE FOOD FESTIVAL	\$ 586.30		
EFT31364	07/09/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 01/07/2020 TO 31/07/2020	\$ 149.80		
EFT31365	07/09/2020	DOR TRADING PTY LTD T/A IMCO AUSTRALASIA	CONCRETE REPAIR KIT	\$ 2,585.00		
EFT31366	07/09/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FUELS FOR CARNARVON SHIRE WORK VEHICLES	\$ 1,853.62		
EFT31367	07/09/2020	THE TRUSTEE FOR I T VISION UNIT TRUST	ESTIMATED 1.5 HOURS TO RESTORE THE DELETED TRUST ACCOUNT IN SYNERGY SOFT	\$ 412.50		
EFT31368	07/09/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	STANDING ORFER FOR PUNCTURES, REPAIRS, WHEEL ALIGNMENTS, WHEEL BALANCE AND OTHER MINOR TYRE REPAIRS	\$ 84.00		
EFT31369	07/09/2020	JULEE NELSON	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 1,457.00		
EFT31370	07/09/2020	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING\$ AS PER CONTRACT 06/2017 FOR THE PERIOD OF AUGUST 2020	\$ 5,889.75		
EFT31371	07/09/2020	KRISTAN PINNER	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 1,457.00		
EFT31372	07/09/2020	LGISWA	LGIS PROPERTY INSURANCE POLICY 2020/21 PREMIUM INSTALMENT 2	\$ 149,558.75		
EFT31373	07/09/2020	LUKE SKENDER	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 1,457.00		
EFT31374	07/09/2020	MALMAR ENTERPRISES	ORDER OF SOUVENIRS FOR RETAIL AT THE CARNARVON VISITOR CENTRE	\$ 683.35		
EFT31375	07/09/2020	BURKE MASLEN	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 2,434.00		
EFT31376	07/09/2020	MCLEODS BARRISTERS AND SOLICITORS	PROVISION OF LEGAL ADVICE RELATING TO THE INTRODUCTION OF AN ADMISSION CHARGE FOR THE ENTRY IN TO CORAL BAY	\$ 9,708.75		
EFT31377	07/09/2020	MIDWEST FIRE & SAFETY SUPPLIES	SHIRE OFFICE BI ANNUAL INSPECTION AS PER QUOTE	\$ 6,669.96		
EFT31378	07/09/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY WEEKLY EMPTY OF 9M³ SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA	\$ 2,513.50		
EFT31379	07/09/2020	M.P. ROGERS & ASSOCIATES PTY LTD	PROVISIONAL ITEM; DESIGN SACRIFICIAL ANODE SYSTEM FOR SHEET PILE WALL LINE ITEM 4.1 TO 4.5	\$ 1,312.83		
EFT31380	07/09/2020	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	1 x ELECTROLUX SILENT PERFORMER BAGLESS VACUUM CLEANER	\$ 298.00		
EFT31381	07/09/2020	NORWEST REFRIGERATION SERVICES	WET WASH AIRCON IN LOTTERIES HOUSE TO REMOVE SMELL.	\$ 209.00		
EFT31382	07/09/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR THE PAY PERIOD ENDING 18/08/2020	\$ 62,193.00		
EFT31383	07/09/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	UNI JOINT AND BEARING FOR RUBBISH TRUCK P293 AS PER QUOTE 20195	\$ 714.77		
EFT31385	07/09/2020	QUEENSBERRY INFORMATION TECHNOLOGY	ANNUAL SECURE PAY SUBSCRIPTION FOR THE VISITOR CENTRE BOOKING WEBSITE PERIOD 18/09/2020 31/08/2021	\$ 544.50		
EFT31386	07/09/2020	RICOH AUSTRALIA PTY LTD	LEASE OF RICOH MPC6503 W/T BOOKLET FINISHER (EXECUTIVE) COPY MACHINE FOR THE PERIOD OF 10/09/2020 TO 09/10/2020 PREMIUM	\$ 893.41		
EFT31387	07/09/2020	R & L COURIERS	INFRASTRUCTURE LOCAL FREIGHT FOR PERIOD 1ST JULY 2020 TO 30TH JUNE 2021	\$ 72.60		
EFT31388	07/09/2020	KANE SIMPSON	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$ 1,457.00		
EFT31389	07/09/2020	SMITH, EDWARD	MONTHLY PRESIDENTS ALLOWANCE 25 AUGUST 2020	\$ 5,365.00		
EFT31390	07/09/2020	STRATEGIC HUMAN RESOURCES PTY LTD	PROVISION OF HR CONSULTANCY SERVICES AS PER CONTRACT RFQ 09/2020 FOR SERVICES RENDERED 1ST TO 28TH JULY 2020	\$ 45,833.34		
EFT31391	07/09/2020	SUNNY INDUSTRIAL BRUSHWARE PTY LTD	20 X SCARAB 16 HUTTER BROOM 4 ROW WIRE FILL	\$ 2,677.40		
EFT31392	07/09/2020	THE WARD FAMILY TRUST T/A SUNCITY PRINT	30 X 50 SHEET TRIPPLICATE BROWNS RANDE WASTE FACILITY DOCKET BOOKS (2 BOX) INC GST AND POSTAGE	\$ 596.00		
EFT31393	07/09/2020	TELSTRA AUSTRALIA	INTERNET AND LANDLINE TELEPHONE ACCOUNTS FOR THE PERIOD OF 20/06/2020 TO 18/08/2020	\$ 10,424.46		
EFT31394	07/09/2020	TENDERLINK (TRADING AS TENDERLINK.COM)	TENDER ADVERTISEMENT FOR TENDER NO 08/2020 CONSTRUCT AND COMMISSION RECYCLED WATER PIPELINE STAGE C & D	\$ 184.80		
EFT31395	07/09/2020	TOLL EXPRESS	FREIGHT AQUATIC CENTRE	\$ 564.37		
EFT31396	07/09/2020	TURBO ENTERPRISES PTY LTD	1X ROLL PREMIUM ARTIFICIAL TURF	\$ 2,322.00		

EFT31397	07/09/2020	LUKE VANDELEUR	MONTHLY COUNCILLOR SITTING FEES 25 AUGUST 2020	\$	1,457.00		
EFT31398	07/09/2020	W.A. TREASURY CORPORATION	LOAN NO.213 INTEREST PAYMENT AND HOUSING	\$	3,348.82		
EFT31399	07/09/2020	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISING IN THE MIDWEST TIMES JUNE 2020 CARNARVON, A HUB OF ADVENTURE CAMPAIGN	\$	1,299.72		
EFT31400	07/09/2020	WESTERLY CONTRACTORS	REMOVAL OF LARGE GUM TREE : 11 CARROLL WAY	\$	3,209.86		
EFT31401	07/09/2020	WESTRAC PTY LTD	1X VALVE FOR CAT GRADER AS PER QUOTE 03Q028232 DATED 21.7.20	\$	299.70		
EFT31402	07/09/2020	WILSONS SIGN SOLUTIONS	ENGRAVING OF BRONZE PLAQUE AS PER QUOTE DATED 28TH NOVEMBER 2019	\$	605.00		
EFT31403	07/09/2020	SMART ENERGY GROUP PTY LTD	THE BUILDING APPLICATION B19/144 WAS OFFICIALLY WITHDRAWN 21/07/2020, THE BUILDING TRAINING AND CONSTRUCTION FUND LEVY IS TO BE REFUNDED TO THE BUILDER	\$	667.37		
EFT31404	15/09/2020	4CABLING PTY LTD	VARIOUS FIBRE OPTIC PATCH LEADS	\$	140.93		
EFT31405	15/09/2020	AUSTRALIS ASSET ADVISORY GROUP	ENGAGE AUSTRALIS ASSET ADVISORY GROUP TO UNDERTAKE THE SHIRE'S LAND AND BUILDING REVALUATIONS FOR 2019/20	\$	3,943.50		
EFT31406	15/09/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF SEPTEMBER	\$	292.21		
EFT31407	15/09/2020	BENNALONG WA PTY LTD	TRANSPORT X 2 PALLETS FROM SUNNY INDUSTRIAL BRUSHWARE PTY LTD, 8 GLYDE COURT, MALAGA WA 6090	\$	228.80		
EFT31408	15/09/2020	BILL'S BAY PTY LTD	HIRE OF BILLS TAVERN FUNCTION ROOM THURSDAY 3RD SEPTEMBER 2020 12 NOON TO 2 PM AND ROOM SET UP	\$	300.00		
EFT31409	15/09/2020	CARNARVON MENSWEAR	1 X SAFETY BOOTS FOR STAFF	\$	209.00		
EFT31410	15/09/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	DIESEL FOR WORK VEHICLES	\$	944.33		
EFT31411	15/09/2020	CARNARVON AUTO SERVICING & TOWING	PUNCTURE REPAIR TO KOMATSU LOADER TYRE (P303) ON SITE AT WASTE FACILITY ON 19.8.20	\$	323.00		
EFT31412	15/09/2020	CARNARVON CLEANERS PTY LTD	PROVISION OF AIRPORT CLEANING AS PER CONTRACT RFT FOR THE PERIOD OF AUGUST 2020	\$	4,620.06		
EFT31413	15/09/2020	CORSIGN WA PTY LTD	WORKMAN SYMBOLIC SIGNS AND STANDS AS PER QUOTE 00049683	\$	286.00		
EFT31414	15/09/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	CHECK BATTERY ON TOYOTA HILUX C28452 P342 REWIRE GPS TRACKER AS THERE WAS AN ISSUE WITH POWER DRAIN, LABOUR, MATERIALS	\$	596.30		
EFT31415	15/09/2020	CARNARVON GROWERS ASSOCIATION INC	1 X 22,500 LITRE POLY STORAGE TANK INCLUDING FREIGHT TO GASCOYNE BUSH FIRE BRIGADE	\$	3,282.85		
EFT31416	15/09/2020	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	10 X JUMBO FIT PIT BOXES AS PER QUOTE 12005003	\$	3,294.02		
EFT31417	15/09/2020	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT REGIONAL DEVELOPMENT	FINAL WITHDRAWAL WATC: RETURN OF ACCRUED INTEREST FROM FASCINE REVITALISATION PROJECT (REF:A7132971)	\$	24,065.25		
EFT31418	15/09/2020	DEPARTMENT OF LOCAL GOVERNMENT SPORT AND CULTURAL INDUSTRIES	LOCAL GOVERNMENT STANDARDS PANEL FEES FOR 2019/2020	\$	396.00		
EFT31419	15/09/2020	DUKS CONTRACTING PTY LTD	WET HIRE OF 1 X SEMI WATER TRUCK FOR ROAD WORKS ON QUOBBA/GNARALOO ROAD BASED ON A 10 HOUR DAY	\$	26,730.00		
EFT31420	15/09/2020	DUN DIRECT PTY LTD	DIESEL FOR WORK VEHICLES	\$	7,574.39		
EFT31421	15/09/2020	JM AND VL FARNE	CONTRACT RFT 04/2011 MAINTENANCE OF LANDFILL SITE, CLEANING AND EMPTYING FISH BINS RUBBISH BINS WASHING 2020/21: FOR THE PERIOD OF AUGUST 2020	\$	25,361.99		
EFT31422	15/09/2020	GASCOYNE OFFICE EQUIPMENT	SERVICE & MANAGEMENT AGREEMENT 1ST JULY 2020 30TH SEPTEMBER 2021 RICOH PRINTER SHIRE ADMIN EXEC\$ SHIRE ADMIN DEVELOPMENT VISITOR CENTRE LIBRARY DEPOT SHIRE RECEPTION FOR THE PERIOD OF AUGUST 2020	\$	5,418.29		
EFT31423	15/09/2020	MOORE AUSTRALIA AUDIT (WA)	MEETING WITH SHIRE OF CARNARVON REGARDING AUDIT HELD ON 11TH MARCH 2020	\$	550.00		
EFT31424	15/09/2020	HAYS RECRUITING	PROVISION OF TEMPORARY FULL TIME SENIOR FINANCE OFFICER (SFO) WEEK ENDING 30/09/2020	\$	8,757.09		
EFT31425	15/09/2020	INCITE SECURITY PTY LTD	CCTV 6 MONTHLY MAINTENANCE ON THE EXISTING CCTV AND RF LINK SYSTEM AT SHIRE OF CARNARVON	\$	5,918.00		
EFT31426	15/09/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FOR WORK VEHICLES	\$	3,843.86		
EFT31427	15/09/2020	KLEENIT PTY LTD	PUBLIC TOILET CLEANING CULTURAL CENTRE, CIVIC CENTRE EXELOO, TOWN BEACH, BAXTER PARK AND PELICAN POINT TOILETS AS PER CONTRACT RFT 06/2020 DAILY, MONTHLY & INITIAL CLEAN FOR THE PERIOD OF AUGUST 2020	\$	26,059.06		
EFT31428	15/09/2020	KOMATSU AUSTRALIA PTY LTD	SWITCH	\$	960.99		
EFT31429	15/09/2020	LOGO APPOINTMENTS	PROVISION OF TEMPORARY FULL TIME RATES OFFICER FOR THE PERIOD OF WEEK ENDING 29/08/2020	\$	5,711.07		
EFT31430	15/09/2020	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY PTY LTD	EMPLOYMENT NOTICES HUMAN RESOURCES	\$	990.00		

EFT31431	15/09/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT (LG PROFESSIONALS) MEMBERSHIP SILVER 2020/2021	\$ 2,200.00		
EFT31432	15/09/2020	LORITZ CIRCUS TA GREAT MOSCOW CIRCUS	BOND FOR REFUND ON TOWN OVAL PLUS BOND FOR KEY	\$ 1,260.00		
EFT31433	15/09/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY WEEKLY EMPTY OF 9M³ SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA FOR THE PERIOD OF 27/08/2020	\$ 808.50		
EFT31434	15/09/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 02/09/2020	\$ 58,485.00		
EFT31435	15/09/2020	FULTON HOGAN INDUSTRIES PTY LTD	1X 250L IBC OF EMULSION	\$ 473.00		
EFT31436	15/09/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	6 X TBOLT CLAMPS FOR PUMP REPAIR ON QUOBBA GNARALOO ROAD WORKS	\$ 109.30		
EFT31438	15/09/2020	REPCO PTY LTD	LED 12/24 LAMP	\$ 1,341.86		
EFT31439	15/09/2020	R & L COURIERS	TRANSPORT 5 X CONCRETE CULVERT BASE SLABS FROM GNC PRECAST GERALDTON TO SHIRE DEPOT	\$ 165.00		
EFT31440	15/09/2020	SANDHURST SECURITY SERVICES	PATROLS FOR SHIRE ADMINISTRATION CENTRE 01/08/2020 TO 31/08/2020	\$ 3,765.00		
EFT31441	15/09/2020	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALLATION OF SECURITY SYSTEM AS PER QUOTE Q01020	\$ 3,623.30		
EFT31442	15/09/2020	STATEWIDE VEHICLE HOIST SERVICE WA	1 X SET ENCODER ROLLER FOR KERNAL HOIST	\$ 104.39		
EFT31443	15/09/2020	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	\$ 2,907.30		
EFT31444	15/09/2020	TOLL EXPRESS	FREIGHT LIBRARY	\$ 510.80		
EFT31445	15/09/2020	TROPICS HARDWARE	ASSORTED MATERIAL TO FIT GATES AT THE FESTIVAL GROUNDS AS PER QUOTE 2834	\$ 1,123.35		
EFT31446	15/09/2020	WESTERLY CONTRACTORS	PALM PRUNING CNR WEST ST AND CLEAVER ST	\$ 987.80		
EFT31447	15/09/2020	WORK HEALTH PROFESSIONALS	WORKCOVER HEARING TEST AND NOISE SURVEY FOR STAFF OH&S REQUIREMENT	\$ 3,536.50		
EFT31448	23/09/2020	R & J HAULAGE PTY LTD T/A SAFE ROADS WA	CONTRACT RFT 02/2020 STAGE 5: ALL INCLUSIVE DAY RATE (INCLUDING MATERIALS & GUARANTEED DAILY LENGTH OF 5000M)	\$ 374,612.70		
EFT31449	23/09/2020	TREMOR EARTHMOVING	CONSTRUCTION OF MINILYA RIVER CROSSING AS PER CONTRACT RFT 01/2020	\$ 676,338.63		
EFT31450	23/09/2020	BAYVIEW CORAL BAY	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 8,029.78	
EFT31451	23/09/2020	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF AUGUST 2020		\$ 566.50	
EFT31452	23/09/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD OF 01/08/2020 TO 31/08/2020		\$ 907.07	
EFT31453	23/09/2020	BULLARA ESTATES PTY LTD	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 288.75	
EFT31454	23/09/2020	CARNARVON CARAVAN PARK	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 275.60	
EFT31455	23/09/2020	CARNARVON FAMILY HOLIDAY ACCOMMODATION	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 1,163.75	
EFT31456	23/09/2020	CARNARVON CENTRAL APARTMENTS 2	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 1,618.75	
EFT31457	23/09/2020	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 4,094.98	
EFT31458	23/09/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 78.75	
EFT31459	23/09/2020	CORAL COAST TOURIST PARK	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 402.48	
EFT31460	23/09/2020	CARNARVON HOTEL	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 2,064.99	
EFT31461	23/09/2020	GASCOYNE FOOD COUNCIL	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 24,414.70	
EFT31462	23/09/2020	GATEWAY MOTEL	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 131.25	
EFT31463	23/09/2020	BEST WESTERN HOSPITALITY INN CARNARVON	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 260.74	
EFT31464	23/09/2020	GASCOYNE HOTEL	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 113.75	
EFT31465	23/09/2020	MANSTED HOLDINGSPTY LTD T/A KARRATHA CENTRAL APARTMENTS	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 209.12	
EFT31466	23/09/2020	NINGALOO CLUB PTY LTD	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 3,934.87	
EFT31467	23/09/2020	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA LIFESTYLE PARK	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 101.50	
EFT31468	23/09/2020	OASIS WATERFRONT HOLIDAY HOME	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 3,062.50	
EFT31469	23/09/2020	OUTBACK OASIS CARAVAN PARK	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 551.24	
EFT31470	23/09/2020	RAC TOURISM ASSETS PTY LTD T/A RAC MONKEY MIA DOLPHIN RESORTS	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 222.25	
EFT31471	23/09/2020	CARNARVON SEA CHANGE APARTMENTS	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 875.00	
EFT31472	23/09/2020	SOUL CAMPING	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 708.75	
EFT31473	23/09/2020	SUMMERSTAR PTY LTD ATF THE JOHN LAYMAN FAMILY TRUST	VISITORS CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 507.50	
EFT31474	23/09/2020	WINTERSUN CARAVAN PARK	VISITOR CENTRE BOOKINGS FROM BOOEASY LESS SHIRE OF CARNARVON COMMISSION		\$ 3,258.03	

EFT31475	30/09/2020	ARID LANDSCAPE WA	REORDER OF LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITORS CENTRE	\$ 656.00		
EFT31476	30/09/2020	ASM ECLIPSE PTY LTD	RECORD OF SOUVENIRS FOR RETAIL SALE AT THE VISITORS CENTRE	\$ 1,751.00		
EFT31477	30/09/2020	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	COUNCILLOR TRAINING GOVERNANCE ESSENTIALS FOR LOCAL GOVERNMENT 15/16 SEPTEMBER 2020 SHIRE OF CARNARVON	\$ 26,400.00		
EFT31478	30/09/2020	BLACKBOX CONTROL PTY LTD	SUBSCRIPTION FEE FOR GPS TRACKING FOR THE PERIOD AUGUST2020	\$ 627.00		
EFT31479	30/09/2020	J BLACKWOOD & SON PTY LTD	1 X BOX (25) FABRIC FACE MASKS (BLACK) AS PER QUOTE 9091092000	\$ 96.80		
EFT31480	30/09/2020	BOC LIMITED (AUST)	ACETYLENE E SIZE 12 X MONTHLY HIRE OF GAS CYLINDERS FOR WORKSHOP FOR THE PERIOD OF SEPTEMBER 2020	\$ 81.70		
EFT31481	30/09/2020	BOOEASY TOURISM SOLUTIONS	2% COMMISSION PAYABLE TO BOOEASY FOR THE PERIOD OF AUGUST 2020	\$ 282.81		
EFT31482	30/09/2020	DAVID BURTON	REIMBURSEMENT FUEL COSTS (AS PER EMPLOYMENT CONTRACT)	\$ 310.80		
EFT31483	30/09/2020	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR DAVID GIBSON CONTRACT BUILDING SURVEYOR 14TH TO 18TH SEPTEMBER 2020	\$ 560.00		
EFT31484	30/09/2020	BARRY EVANS FURNITURE & FLOOR COVERINGS	SUPPLY AND INSTALL CERICAL BLINDS TO WINDOWS BEHIND RECEPTION DESK IN TERMINAL	\$ 1,709.80		
EFT31485	30/09/2020	CARNARVON NOVUS	SUPPLY AND INSTALL GENUINE WINDSCREEN INCLUDING ADAS RECALIBRATION FOR TOYOTA HILUX C28554	\$ 1,920.10		
EFT31486	30/09/2020	CARNARVON SIGN WORKS	SUPPLY OF SIGNS FOR CARNARVON AIRPORT	\$ 840.00		
EFT31487	30/09/2020	CARNARVON ELECTRICS	HEAD OFFICE AND VISITOR CENTRE NETWORK CABLING UPGRADE	\$ 7,831.78		
EFT31488	30/09/2020	CHADSON ENGINEERING P/L	AQUATIC CENTRE EQUIPMENT SERVICING 2X PALINTEST RECALIBRATION AND SERVICE TO BE SENT DOWN ONE AT A TIME	\$ 737.00		
EFT31489	30/09/2020	CORAL COAST PLUMBING	LIQUID WASTE TRUCK TO PUMP OUT PUBLIC TOILETS AND WASTE DUMP POINTS AT BLOWHOLES CAMPING AREA	\$ 2,448.52		
EFT31490	30/09/2020	CORAL COAST TOURIST PARK	ACCOMMODATION FOR MEDIA GUESTS X 3	\$ 1,125.00		
EFT31491	30/09/2020	CORSIGN WA PTY LTD	SIGNS AS PER QUOTE 00049624 (WITH SHIRE LOGO)	\$ 2,438.70		
EFT31492	30/09/2020	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	2 X BATTERIES FOR GENERATOR AT AIRPORT	\$ 1,436.40		
EFT31493	30/09/2020	CARNARVON CHAMBER OF COMMERCE	3 x BUY LOCAL VOUCHERS FOR PRIZES FOR THE COMMUNITY SURVEY	\$ 200.00		
EFT31494	30/09/2020	CARNARVON COMMUNITY COLLEGE	CATERING FOR TRAINING SESSIONS TUESDAY 15TH AND WEDNESDAY 16TH SEPTEMBER 2020 12 PEOPLE COUNCIL CHAMBERS 12.00 NOON	\$ 612.50		
EFT31495	30/09/2020	CARNARVON MEDICAL CENTRE	OS&H PREEMPLOYMENT MEDICAL TEST FOR STAFF	\$ 627.00		
EFT31496	30/09/2020	CARNARVON FRESH IGA	COFFEE AND MILK AND CLEANING SUPPLIES	\$ 83.87		
EFT31497	30/09/2020	DEPARTMENT OF TRANSPORT	PRIVATE JETTY RENEWAL FEE JETTY NUMBER 1560 PELICAN POINT	\$ 145.00		
EFT31498	30/09/2020	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL LICENCE FEE LICENCE NO: L7065/1997/11 AT BROWNS RANGE WASTE MANAGEMENT FACILITY FOR PERIOD 18 NOVEMBER 2020 TO 17 NOVEMBER 2021	\$ 6,496.00		
EFT31499	30/09/2020	D & J BLACK	REORDER OF LOCAL PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$ 270.00		
EFT31500	30/09/2020	DUKS CONTRACTING PTY LTD	WET HIRE OF 1 X SEMI WATER TRUCK FOR ROAD WORKS ON QUOBBA/GNARALOO ROAD BASED ON A 10 HOUR DAY	\$ 32,670.00		
EFT31501	30/09/2020	ELITE POOL COVERS	4 X COMMERCIAL WHEELS WITH BREAKS FOR POOL COVER REELS 4 X COMMERCIAL WHEELS WITHOUT BREAKS FOR POOL COVER REELS	\$ 750.00		
EFT31502	30/09/2020	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS FOR MEDIA FOR THE GASCOYNE FOOD FESTIVAL	\$ 3,458.16		
EFT31503	30/09/2020	ALEXANDER FULLARTON	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31504	30/09/2020	GASCOYNE OFFICE EQUIPMENT	AIRPORT PRINTER SERVICE AND GENUINE TONER FOR BROTHER MFC L2700DW	\$ 622.95		
EFT31505	30/09/2020	GREENFIELD TECHNICAL SERVICES	PROJECT MANAGMENT CORAL BAY AIRSTRIP PROJECT 2020/21 SITE INSPECTION	\$ 5,027.00		
EFT31506	30/09/2020	JOANNA HELENA HALFORD	RATES REFUND FOR ASSESMENT A2397 9B BUZOLIC CRT BROCKMAN WA 6701	\$ 695.58		
EFT31507	30/09/2020	HAYS RECRUITING	WEEK ENDING 13 SEPTEMBER 2020. PROVISION OF TEMPORARY FULL TIME SENIOR FINANCE OFFICER (SFO)	\$ 12,675.89		
EFT31508	30/09/2020	HEMA MAPS	REORDER OF HEMA MAPS FOR RETAIL SALE AT THE VISITORS CENTRE	\$ 897.00		
EFT31509	30/09/2020	WA HOLIDAY GUIDE PTY LTD	PURCHASE ORDER FOR COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITOR CENTRE FROM WA HOLIDAYS GUIDE WEBSITE MONTHLY INVOICES FOR THE PERIOD OF AUGUST 2020	\$ 977.19		
EFT31510	30/09/2020	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD OF 01/08/2020 TO 31/08/2020	\$ 23,564.88		
EFT31511	30/09/2020	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FOR MESQUITE PROGRAM	\$ 1,378.88		
EFT31512	30/09/2020	THE TRUSTEE FOR I T VISION UNIT TRUST	SYNERGY RATES NOTICE TEMPLATE CHANGES	\$ 805.20		

EFT31513	30/09/2020	THE TRUSTEE FOR JASON SIGNMAKERS UNIT TRUST T/A JASON SIGNMAKERS	400 DURA POST DELINEATORS	\$ 7,147.80		
EFT31514	30/09/2020	JENNIFER LITTLE	PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE\$ AS PER CONTRACT RFT 02/2016 FOR THE PERIOD OF SEPTEMBER 2020	\$ 18,230.17		
EFT31515	30/09/2020	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	2 X HIFLY 295/80R22.5 STEER TYRES FOR RUBBISH TRUCK	\$ 1,759.00		
EFT31516	30/09/2020	JULEE NELSON	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31517	30/09/2020	KLEENIT PTY LTD	FORTNIGHT ENDING 21\$9\$20 PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING\$ AS PER CONTRACT 06/2017	\$ 6,254.86		
EFT31518	30/09/2020	KOH LIVING	SOUVENIORS FOR RETAIL FOR THE VISITORS CENTRE	\$ 2,159.09		
EFT31519	30/09/2020	KRISTAN PINNER	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31520	30/09/2020	HOME AND HUMAN FASHION T/A LA LA LAND	PURCHASE OF MERCHANDISE TO RETAIL AT THE VISITOR CENTRE AS PER QUOTE ATTACHED	\$ 941.25		
EFT31521	30/09/2020	LANDGATE ACCOUNTS	MINING TENEMENT	\$ 80.40		
EFT31522	30/09/2020	LOGO APPOINTMENTS	PROVISION OF TEMPORARY FULL TIME RATES OFFICER FOR THE WEEK ENDING 05/09/2020	\$ 10,611.35		
EFT31523	30/09/2020	LUKE SKENDER	MONTHLY COUNCILLOR SITTING FEES 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31524	30/09/2020	JENNIFER MACKELLIN	SUPPLIES FOR YOUTH HUB	\$ 378.29		
EFT31525	30/09/2020	BUCHER MUNICIPAL PTY LTD	1 X PIPE FOR BIN LIFTER	\$ 80.12		
EFT31526	30/09/2020	MARKET CREATIONS	EXTERNAL LOCATION BACKUP FOR THE PERIOD OF JULY AND AUGUST 2020	\$ 695.12		
EFT31527	30/09/2020	MARKETFORCE PTY LTD	2 x ROLES DEVELOPMENT SERVICES (C05548)EMPLOYMENT NOTICES 09 AND 10/2020 SEEK WEBSITE	\$ 2,906.00		
EFT31528	30/09/2020	BURKE MASLEN	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 2,434.00		
EFT31529	30/09/2020	MCLEODS BARRISTERS AND SOLICITORS	LEGAL SERVICES FOR MATTERS PURSUANT TO DOG ACT 1976 IN RELATION TO 95 BOOR STREET AND DOGS	\$ 1,619.15		
EFT31530	30/09/2020	MESSAGES ON HOLD AUSTRALIA PTY LTD	4th QUARTER 28/08/2020\$ 27/11/2020	\$ 324.99		
EFT31531	30/09/2020	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	SUPPLY WEEKLY EMPTY OF 9M³ SKIP BIN WITH LID AT BLOWHOLES CAMPING AREA	\$ 1,765.50		
EFT31532	30/09/2020	THE TRUSTEE FOR THE PATTERSON FAMILY TRUST/MARGARET RIVER STEEL PRODUCTS	SUPPLY OF ENGINEERED DRAWINGS FOR TRAINING TOWER AT CARNARVON SES INCLUDING AMENDEMENTS TO EXISTING DESIGN TO INCLUDE ALL BOLTED CONNECTIONS	\$ 3,575.00		
EFT31533	30/09/2020	MURRAY VIEWS PTY LTD	REORDER OF SOUVINERS FOR RETAIL AT THE VISITORS CENTRE	\$ 4,450.98		
EFT31534	30/09/2020	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	30 YEAR SERVICE VOUCHER FOR STAFF AT DEPOT	\$ 398.00		
EFT31535	30/09/2020	NORWEST REFRIGERATION SERVICES	SUPPLY AND INSTALL AIRCONDITIONER TO THE OLD TERMINAL AT THE AIRPORT AS PER ATTACHED QUOTE	\$ 3,190.00		
EFT31536	30/09/2020	NORTH WEST AUTOS	DIAGNOSTICS FOR NISSAN NAVARA P312	\$ 132.00		
EFT31537	30/09/2020	AUSTRALIAN TAXATION OFFICE (PAYG)	P.A.Y.G TAX FOR PAY PERIOD ENDING 16/09/2020	\$ 54,421.00		
EFT31538	30/09/2020	MIRANDA PLUM	48 x ASSORTED GREETING CARDS FOR RETAIL	\$ 120.00		
EFT31539	30/09/2020	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	1 X AIR LINE FOR SEAT ON P294 AS PER QUOTE 00020364	\$ 75.90		
EFT31540	30/09/2020	PRIME MEDIA GROUP LTD	TV AD SHIRE OF CARNARVON HUB OF ADVENTURE/GASCOYNE FOOD FESTIVAL 9 AUGUST 6 SEPTEMBER 2020	\$ 2,288.00		
EFT31541	30/09/2020	RICOH AUSTRALIA PTY LTD	LEASE OF RICOH MPC6503 W/T BOOKLET FINISHER (EXECUTIVE) COPY MACHINE	\$ 893.41		
EFT31542	30/09/2020	R & L COURIERS	TRANSPORT 5 X CONCRETE CULVERT BASE SLABS FROM GNC PRECAST GERALDTON TO SHIRE DEPOT	\$ 165.00		
EFT31543	30/09/2020	SADIE LOUISE JAMES	REORDER OF LOCALLY MADE CARDS FOR RETAIL AT THE VISITOR CENTRE	\$ 150.00		
EFT31544	30/09/2020	THE TRUSTEE FOR SCULLEY FAMILY TRUST	ORDER SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE	\$ 455.14		
EFT31545	30/09/2020	SEA CONTRACTING PTY LTD	PROVISION OF ALARM MONITORING: 4 YARDI QUAYS FOR THE PERIOD OF OCTOBER TO DECEMBER 2020	\$ 858.58		
EFT31546	30/09/2020	RIP IT SECURITY SHREDDING AND RECYCLERS	SEPTEMBER 14TH RIP IT SECURITY SHREDDING AND COLLECTION	\$ 292.00		
EFT31547	30/09/2020	HAYDEN SHEEDY	FUEL AND ACCOMMODATION HAYDEN WHILST RELOCATING	\$ 3,162.58		
EFT31548	30/09/2020	SHENTON ENTERPRISES PTY LTD	SERVICE AND RETURN FREIGHT OF AQUATIC CENTRE VACUUM CLEANER	\$ 3,439.00		
EFT31549	30/09/2020	KANE SIMPSON	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31550	30/09/2020	SMITH, EDWARD	MONTHLY PRESIDENT'S ALLOWANCE 22 SEPTEMBER 2020	\$ 5,365.00		
EFT31551	30/09/2020	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	PART PAYMENT FOR CARNARVON MUSUEM HORIZON POWER04/08/2020 TO 01/09/2020	\$ 332.20		
EFT31552	30/09/2020	STRATEGIC HUMAN RESOURCES PTY LTD	PROVISION OF HR CONSULTANCY SERVICES	\$ 45,833.34		

EFT31553	30/09/2020	ST JOHN AMBULANCE AUS (C'VON)	QUOTE 2020 FOR CAR SHIRE 2588 SMARITAN HEART DEFIBRILLATOR 360P	\$ 2,494.00		
EFT31554	30/09/2020	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T\$SHIRTS AND CLOTHING	REORDER OF SHIRTS FOR RETAIL AT THE VISITOR CENTRE	\$ 2,870.13		
EFT31555	30/09/2020	TANK STREAM DESIGN PTY LTD	REORDER OF PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$ 1,257.14		
EFT31556	30/09/2020	TELSTRA AUSTRALIA	TELEPHONE ACCOUNTS LIBRARY SIM CARD SOLAR PANELS	\$ 1.58		
EFT31557	30/09/2020	TOLL EXPRESS	FREIGHT DEVELOPMENT	\$ 192.77		
EFT31558	30/09/2020	TRAC BUILDING SERVICES	CIVIC CENTRE THEATRE REFURBISHMENT CONTRACT RFQ 07/2019 FLOOR SCREED AND PREP	\$ 1,860.10		
EFT31559	30/09/2020	TREMOR EARTHMOVING	UP TO 30 HOURS WET HIRE OF GRADER TO CONDUCT MAINTENANCE GRADE AT GIVEN SLK'S ON THE MINILYA / LYNDON ROAD	\$ 8,525.00		
EFT31560	30/09/2020	THE TRUSTEE FOR THE ABBOTT TRUST T/A VANESSA AUSTRALIA	ASSORTED SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE	\$ 1,076.23		
EFT31561	30/09/2020	LUKE VANDELEUR	MONTHLY COUNCILLOR SITTING FEE 22 SEPTEMBER 2020	\$ 1,457.00		
EFT31562	30/09/2020	VEE JAYS (WA) PTY LTD	WET HIRE OF GRADER FOR RECONSTRUCTION GRADING ON THE QUOBBA/ GNARALOO ROAD, BASED ON A 10	\$ 39,996.00		
EFT31563	30/09/2020	VICTOR AND NELLA BARRETT	VISITORS CENTRE PURCHASES FOR RETAIL	\$ 277.00		
EFT31564	30/09/2020	VISIMAX	RANGER INFRINGEMENT BOOKS, DECLARED DANGEROUS DOG COLLAR, PEAK CAPS	\$ 902.70		
EFT31565	30/09/2020	WATER CORPORATION	WATER ACCOUNTS WATER CHARGES SEPTEMBER	\$ 27,338.40		
EFT31566	30/09/2020	WAYNE JACOBS PLAYSCENE AUSTRALIA PTY LTD	ORDER OF SOUVENIRS FOR RETAIL AT THE VISITORS CENTRE	\$ 670.45		
EFT31567	30/09/2020	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISING IN THE MIDWEST TIMES NORTH WEST GUIDE AS PER ORDER CONFIRMATION	\$ 3,069.00		
EFT31568	30/09/2020	WESTERLY CONTRACTORS	STAGE 2 PRUNE OVER GUM TREES ALONG BOTH SIDES JAMES STREET AIRPORT MAIN ENTRANCE	\$ 6,807.63		
47188	02/09/2020	PIVOTEL SATELLITE PTY LTD	SATELLITE PHONE COVERAGE FOR THE PERIOD OF 15/07/2020 TO 14/08/2020	\$ 60.00		
47189	02/09/2020	WATER CORPORATION	WATER ACCOUNTS 01/07/2020 TO 31/07/2020	\$ 85.70		
47190	11/09/2020	WATER CORPORATION	WATER ACCOUNTS SEWAGE NON RESIDENTIAL	\$ 526.40		
47191	25/09/2020	KLEENHEAT GAS PTY LTD	SERVICE CHARGE 45KG VAP CYL	\$ 85.80		
47192	25/09/2020	PIVOTEL SATELLITE PTY LTD	PIVOT 60 CHARGE 15/09/20 TO 14/10/20	\$ 60.00		
47193	25/09/2020	CASH (MUNI)	PETTY CASH	\$ 486.75		
DD38121.1	07/09/2020	ANZ BANK LIMITED	CORORATE CREDIT CARD PAYMENT - FOR DETIALS OF EXPENDITURE REFER TO THE JULY & AUG REFER TO SEPTEMBER COUNCIL MEETING			\$ 4,800.45
DD38152.1	16/09/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 10,677.78
DD38152.2	16/09/2020	MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS			\$ 379.49
DD38152.3	16/09/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,998.25
DD38152.4	16/09/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 197.43
DD38152.5	16/09/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 197.52
DD38152.6	16/09/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 46.70
DD38152.7	16/09/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 750.92
DD38152.8	16/09/2020	LEGAL SUPER	PAYROLL DEDUCTIONS			\$ 521.54
DD38152.9	16/09/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38153.1	02/09/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 13,114.72
DD38153.2	02/09/2020	MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS			\$ 379.49
DD38153.3	02/09/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,639.54
DD38153.4	02/09/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 215.74
DD38153.5	02/09/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 198.12
DD38153.6	02/09/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$ 750.92
DD38153.7	02/09/2020	LEGAL SUPER	PAYROLL DEDUCTIONS			\$ 521.54
DD38153.8	02/09/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$ 295.23
DD38153.9	02/09/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$ 312.62
DD38156.1	30/09/2020	WALGS PLAN	PAYROLL DEDUCTIONS			\$ 14,601.60
DD38156.2	30/09/2020	MACQUARIE SUPERANNUATION PLAN	Superannuation contributions			\$ 379.49
DD38156.3	30/09/2020	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS			\$ 2,703.61
DD38156.4	30/09/2020	ANZ STAFF SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$ 215.74
DD38156.5	30/09/2020	STATEWIDE SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS			\$ 197.86
DD38156.6	30/09/2020	ONE ANSWER FRONTIER PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS			\$ 111.33

DD38156.7	30/09/2020	EQUIPSUPER SUPERANNUATION FUND	PAYROLL DEDUCTIONS			\$	750.92
DD38156.8	30/09/2020	LEGAL SUPER	PAYROLL DEDUCTIONS			\$	521.54
DD38156.9	30/09/2020	ANZ SMART CHOICE SUPER (ONE PATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS			\$	295.23
DD38152.10	16/09/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$	312.62
DD38152.11	16/09/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$	79.86
DD38152.12	16/09/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	182.09
DD38152.13	16/09/2020	HESTA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS			\$	806.09
DD38152.14	16/09/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$	158.38
DD38152.15	16/09/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	422.39
DD38152.16	16/09/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$	272.86
DD38152.17	16/09/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$	349.46
DD38152.18	16/09/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	1,640.85
DD38152.19	16/09/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	253.42
DD38152.20	16/09/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	463.69
DD38152.21	16/09/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	603.56
DD38152.22	16/09/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$	209.14
DD38152.23	16/09/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	530.34
DD38152.24	16/09/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$	473.94
DD38153.10	02/09/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$	115.95
DD38153.11	02/09/2020	HESTA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS			\$	806.09
DD38153.12	02/09/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	183.97
DD38153.13	02/09/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$	149.33
DD38153.14	02/09/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	422.39
DD38153.15	02/09/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$	218.28
DD38153.16	02/09/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$	349.46
DD38153.17	02/09/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	1,203.55
DD38153.18	02/09/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	253.42
DD38153.19	02/09/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	463.69
DD38153.20	02/09/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	603.56
DD38153.21	02/09/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$	209.14
DD38153.22	02/09/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	559.69
DD38153.23	02/09/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$	473.94
DD38156.10	30/09/2020	AJB SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$	312.62
DD38156.11	30/09/2020	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS			\$	32.75
DD38156.12	30/09/2020	MLC MASTERKEY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	181.69
DD38156.13	30/09/2020	HESTA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS			\$	806.09
DD38156.14	30/09/2020	CBUS INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS			\$	128.21
DD38156.15	30/09/2020	ASGARD EMPLOYEE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	422.66
DD38156.16	30/09/2020	REI SUPER	SUPERANNUATION CONTRIBUTIONS			\$	272.86
DD38156.17	30/09/2020	THE TRUSTEE FOR GJ AND AJ MUSLIN SUPPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS			\$	349.89
DD38156.18	30/09/2020	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS			\$	47.73
DD38156.19	30/09/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	1,023.69
DD38156.20	30/09/2020	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS			\$	253.42
DD38156.21	30/09/2020	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS			\$	455.79
DD38156.22	30/09/2020	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	603.56
DD38156.23	30/09/2020	NETWEALTH SUPERANNUATION MASTER FUND	SUPERANNUATION CONTRIBUTIONS			\$	206.85
DD38156.24	30/09/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS			\$	530.34
DD38156.25	30/09/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS			\$	462.24
				\$	2,245,187.67	\$	58,788.86
				\$	2,243,883.02		
				\$	1,304.65		
				\$	77,932.09		
			TOTAL MUNI EFT				
			TOTAL MUNI CHEQUES				
			TOTAL BANK DIRECTS				

TOTAL TRUST EFT	\$ 57,842.60
TOTAL TRUST CHEQUES	\$ 946.26
TOTAL	\$ 2,381,908.62

TOTAL FIRE BAN EXCEPTIONS

– BUSH FIRES REGULATIONS 1954 (regulations 240-24U)

Fireworks Activity

Prescribed activity and conditions

This information is to assist persons who would otherwise require an exemption under section 22C of the *Bush Fires Act 1954* to carry out fireworks in the open air during a total fire ban (TFB).



What conditions do I need to comply with to carry out fireworks activity during a TFB?

During a total fire ban, fireworks activity (see definition next page) may only be carried out:

- in the course of trade or commerce,
AND ONLY WHEN:
 - the Fire Danger Rating is not Catastrophic, and
 - all of the following conditions are complied with:
- ✓ Notification must be provided to DFES and the relevant local government between 24 hours and 30 minutes prior to the fireworks commencing using the online notification form.
 - ✓ If the fireworks are to be conducted within 3 km of land managed by the Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service, then notification to the respective local District or Regional Duty Officer of the Parks and Wildlife Service must be provided between 24 hours and 30 minutes prior to the commencement of the fireworks.
 - ✓ The ground within a 10 m radius of the fireworks initiation point must be clear of inflammable material.
 - ✓ At least one approved fire extinguisher (see definition next page) in proper working order must be located in close proximity to the fireworks initiation point.
 - ✓ The number of approved firefighting vehicles (see definition next page) set out in the table must be located on the fireworks site (see definition next page), based on fuel tonnage on the fireworks site and the current Fire Danger Rating (see table above).

	Fuel Tonnage/Approved firefighting vehicles (see definition) required			
Fire Danger Rating	<10t/ha	10-15t/ha	15-20t/ha	>20t/ha
Low-Moderate	1	1	1	1
High	1	2	2	Banned
Very High	1	2	Banned	Banned
Severe	2	Banned	Banned	Banned
Extreme	Banned	Banned	Banned	Banned
Catastrophic	Banned	Banned	Banned	Banned

Note: the provision of firefighting vehicles for urban areas with a negligible quantity of bushland will be based on a fuel loading of 5t/ha

- ✓ If there is no reticulated water supply available within 1 km of the fireworks site, a bulk water tanker carrying at least 5,000 L of water must:
 - be on the fireworks site at all times during the fireworks activity; and
 - remain on the fireworks site for at least 30 minutes after the fireworks activity is completed.
- ✓ Each of the firefighting vehicles must be located on the fireworks site and manned by at least two firefighting officers (see definition next page) at all times during the fireworks activity.
- ✓ In addition to the firefighting officers, at all times during the fireworks activity, there must be at least one fire detection officer (see definition next page) on the site, dedicated solely to detecting and suppressing any fire caused by the fireworks activity.
- ✓ For at least 30 minutes after the fireworks activity is completed, the fire detection officer and the firefighting officers must remain at the fireworks site with the firefighting vehicle(s), and they must not leave until they are satisfied there is no fire or anything likely to cause a

Definitions

Fireworks activity means the use of fireworks in the open air.

Approved fire extinguisher means a fire extinguisher that has:

- ✓ a 2A:10B:E fire rating; and
- ✓ a capacity of at least 9 L.

Fireworks site means:

- ✓ the place at which the fireworks are situated when they are initiated; and
- ✓ any land surrounding the place upon which hot particles, sparks, uninitiated fireworks or other hazardous debris from the fireworks activity may fall.

Approved firefighting vehicle means a vehicle that:

- has one or more water storage tanks mounted upon it; and
- is located in close proximity to the hot work; and
- is capable of traversing the site; and
- is equipped with:
 - at least 20 m of 19 mm diameter fire hose fitted with an adjustable nozzle in proper working order, having a full spray pattern capable of projecting a 6 m jet of water; and
 - a pump in proper working order that is capable of delivering a minimum of 120 L of water per minute at 700 kPa through the hose.

Firefighting officer means an able-bodied person who is trained in:

- ✓ the operation of firefighting vehicles; and
- ✓ the suppression and fighting of bush fire.

Fire detection officer means an able-bodied person, other than the person initiating the fireworks, who must be trained in the operation of approved fire extinguishers

Ways to keep informed of a TFB:

A TFB is declared the evening before it is to take effect. You can check after 6.00pm to see if a TFB has been declared for the following day.

- Call TFB hotline 1800 709 355
- Visit <https://www.emergency.wa.gov.au>
- Call 13 DFES (133 337)
- Listen to ABC local radio and other media outlets
- Check roadside Fire Danger Rating signs
- Follow DFES on Facebook or Twitter
- Subscribe to RSS at the following link to receive email notifications
<https://www.emergency.wa.gov.au/#cap-rss>



Follow the steps!

Check	<ul style="list-style-type: none">• Confirm if it's a TFB• DFES Total Fire Ban + www.dfes.wa.gov.au/totalfirebans• Phone: TFB hotline 1800 709 355
Notify	<ul style="list-style-type: none">• Notify DFES and the relevant local government by completing the DFES online notification form between 24 hours and 30 minutes prior to the activity commencing.• Notify Parks and Wildlife Service (P&W) between 24 hours and 30 minutes prior to the activity commencing where the activity is occurring within 3 kms of land managed by P&W.
Proceed	<ul style="list-style-type: none">• Subject to prescribed activity conditions, proceed with the activity as required.

Can anyone carry out this activity during a TFB?

No – the prescribed activity can only be carried out in the course of trade or commerce, or by (or on behalf of) a public authority. This activity is NOT allowed to be carried out during a TFB by the general public. For more information on restrictions during a TFB, please refer to the DFES website <https://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx>

Penalties for non-compliance with activity conditions:

Stakeholders who do not comply with the conditions within the Regulations may receive an infringement of \$1,000, or upon conviction receive a penalty of \$25,000 and/or be jailed for 12 months.

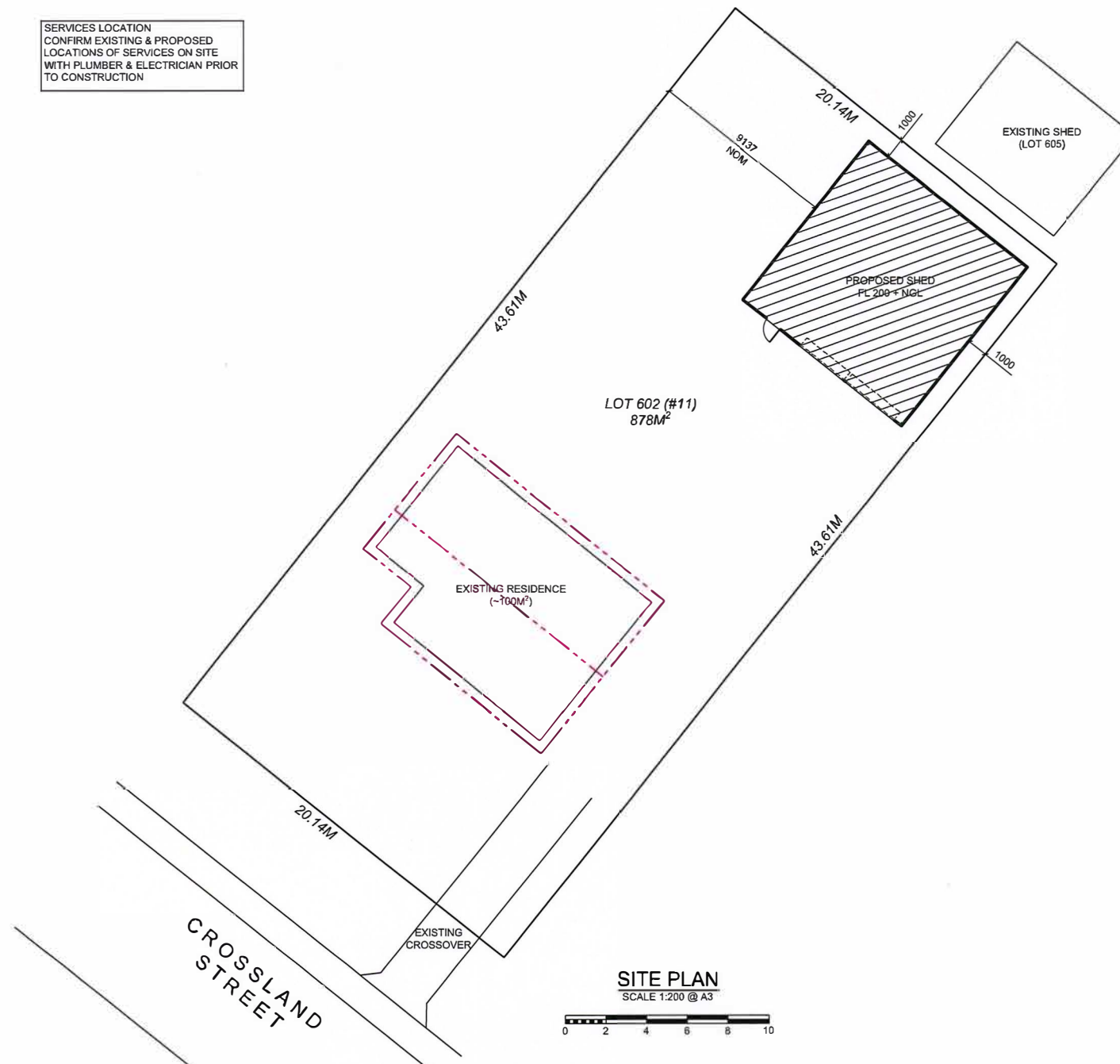
Who should I contact if I need further information?

Please call the Total Fire Ban Hotline (available 24/7) on 1800 709 355 or email exemptions@dfes.wa.gov.au during business hours.

Schedule 8.3.1



SERVICES LOCATION
CONFIRM EXISTING & PROPOSED
LOCATIONS OF SERVICES ON SITE
WITH PLUMBER & ELECTRICIAN PRIOR
TO CONSTRUCTION

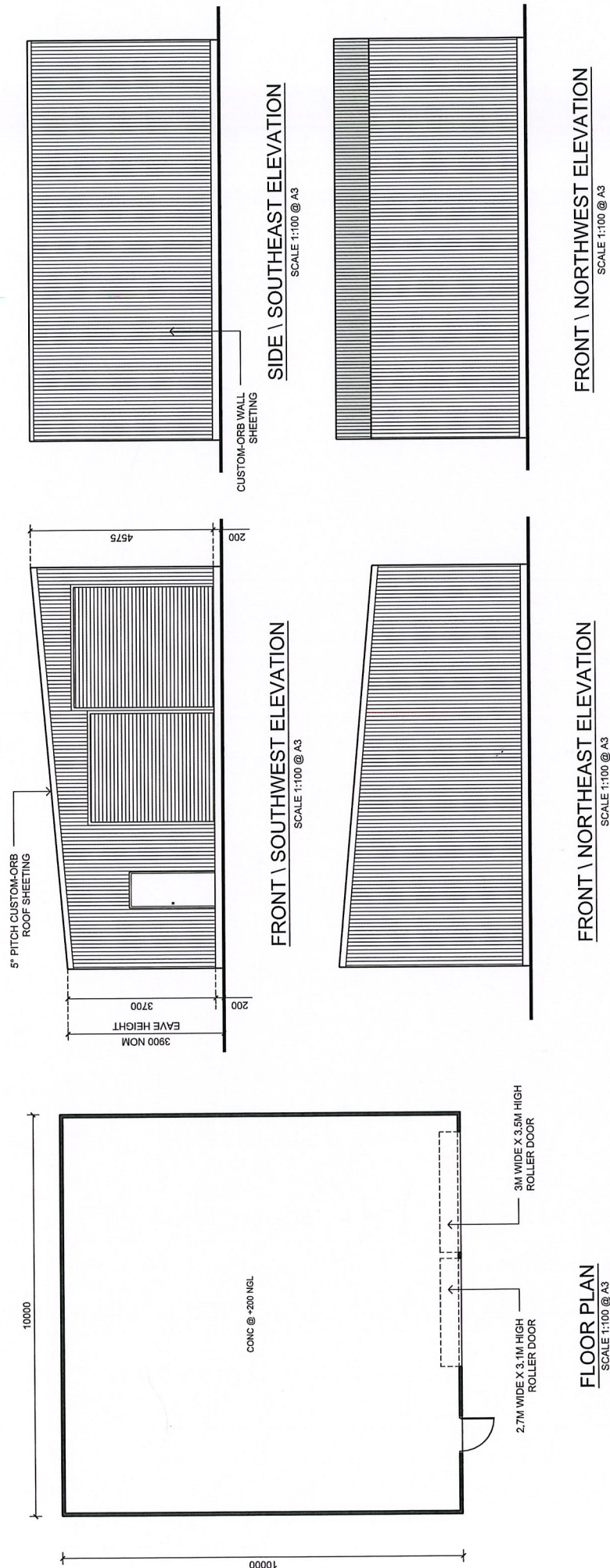


SITE PLAN
SCALE 1:200 @ A3



OPENSOURCE CALCULATIONS	
R CODING	R12.5
EXIST BUILDING	-100.0
VERANDAH COMPENSATION	9.0
PROPOSED SHED	-100.0
LOT AREA	878.0
OPENSOURCE	687.0
OPENSOURCE %	78.2

Schedule 8.3.1



DEMOLITION WORKS PLAN

AS-2601

FOR WORKS AT

85 OLIVIA TERRACE CARNARVON

PREPARED FOR

DPLH

PREPARED & AUTHORISED BY:



Stephen King
Projects Director
Merit Consulting Group

IMPLEMENTED BY:

Site Supervisor
Merit Consulting Group

MCG-PLAN-003-C-DEMOLITION WORKS PLAN

Revision status

Revision	Date	Description	Reviewed	Approved
A	14/11/16	Original-issue	TD	SK
B	25/05/18	Document modifications	TD	TD
C	18/07/18	Document Revisions	MA	SK
D	29/09/20	Project Specific	SK	SK

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1.0 Contact Details

Project Team		
Position	Name	Contact Details
Project Manager	Steve King	0410 443 831
Site Supervisor	Rex Rua	0415 822 043
Project Coordinator	NA	NA
HSE Coordinator	Steve King	0410 443 831
Off Site Team		
Position	Name	Contact Details
Director	Stephen King	0410 443 831
MCG Office	Reception	08 9277 3360
Emergency Contact List		
Position	Address	Contact Details
Emergency Services (Police, Fire Ambulance)	-	Call "000"
Western Power	-	13 13 51
Alinta Gas	-	13 13 58
Worksafe	-	1300 30 78 77
Nearest Doctor	Carnarvon Health Service Cleaver Street Carnarvon	08 99410555
Hospital	Carnarvon Hospital Cleaver Street Carnarvon	08 99410555

2.0 Location/Scope of Work/Client

The client for this project is DPLH. Contact personnel are

- DPLH – Christine Zupan
- Phone – (08) 6552 4494

Project is for the demolition of structures on the property at 85 Olivia Terrace Carnarvon. Specific works include;

- Demolition and Removal of the 4 x building on the site including slabs and footings
- Asbestos removal to the structures
- Dispose of concrete, timber rubbish and general rubbish
- General site clean and levelling on completion
- Services disconnections and removal as required
- Salvage and recycling where possible
- Remove internal fencing
- Remove underground tunnel, backfill and compact
- Remove hardstand, kerbing, paving to the site

3.0 Structural

- Structure height – maximum height approximately 5 metres at the apex.
- Structure boundaries – The site is bound within the externally fenced site. The works site will be fully fenced for the duration of the works.
- Types of building and construction materials – The buildings are a combination of tin roofs, concrete slabs, concrete footings and brick walls.

4.0 Demolition Method

Structural Demolition Methods / Sequence

- Asbestos removal will be carried out in accordance with the Asbestos Removal Control Plan (ARCP) to be prepared for the project and in accordance with current legislation and codes of practice. The ARCP will address the following matters
 - Removal of asbestos meter backing boards
 - Removal of fascia panels
 - Removal of wall sheeting
 - Removal of eave panels
- The demolition will proceed on the following methodology
 - A building must be cleared by a competent MCG person as free from asbestos and ready for demolition before any demolition work is carried out on that building
 - Buildings will be stripped out of internal furniture, fittings, carpets etc and any salvageable items primarily to minimise any mixing of materials and to maximise the recycling %
 - All demolition will be actioned by mechanical equipment involving excavators with grapple, GP, batter and rake bucket attachments.
 - The excavator will remove with grapple the roof and wall structures carefully to maximize the amount of timber able to be recycled. Labour will pick the timber and sort into stockpiles/packs for recycling and/or disposal.
 - The excavator and labour will process the concrete and timber into
 - Concrete for disposal to a recycling facility by semi tipper. The concrete will be broken into suitable size by the excavator.
 - Timber suitable for salvage to salvage yards for resale or use as is
 - Demolition will be progressed from the west boundary to the east boundary. This will assist to minimise any dust impacts on the nearest residents to the east boundary.
- Individual JHA's will be prepared for any specific high risk actions requiring a JHA. The JHA's will be prepared in conjunction with the workforce and be subject to inductions for each JHA

Major Plant & Equipment

- 21 tonne excavator with hydraulic bucket, rock breaker and grapple attachments
- Semi tippers and trailers
- Compactor

Personnel Resources

- Project Director – Stephen King
 - Overall responsibility for the delivery of the project
 - Contact Ph 0410 443 831
 - Responsible for daily operations and liaising with client
 - Attendance on a regular basis to view progress.
 - Invoicing, account approvals, sub-contractor engagement
- Site Safety Supervisor
 - Responsible for input into preparation of the Site Management Plans
 - Carry out site safety inspections
 - Provide advice as required on safety issues
 - Be part of the Management Team to review any investigations required for incidents or near misses. Reports direct to Project Director
- Site Supervisor Rex Rua
 - Responsible for daily site operations including
 - Daily pre-starts
 - Daily planning
 - Work program management and approvals
 - Resources and task allocation
 - Supervision of sub-contractors
 - Preparation and maintenance of project site records
- Demolition/Trucking Personnel – 4 x Personnel
- Asbestos Removal – 3 x MCG

Facilities

- Supplied by Merit

Sub-Contractors

- Semi Tippers – Various

5.0 Disposal Methods and Management

Waste and Recycling Tracking

- All loads going from site will be recorded on the MCG Transport Consignment Form and a report prepared at the end of the project to advise volumes of rubble and recyclable materials generated from the site

Landfills

- Proposed landfills/recycling facilities for removal of the materials are
 - Shire Carnarvon Browns Landfill (waste materials)
 - Shire Carnarvon Browns Landfill (Clean bricks/concrete)
 - Shire Carnarvon Browns Landfill (asbestos, waste materials)
 - Shire Carnarvon Browns Landfill (steel and metals)

Demolition materials

- All salvage timber will be removed to a salvage yard or removed directly to an end users property
- Other recyclable items will be removed to salvage yards or sent direct to purchasers
- Concrete will be sorted into suitability for crushing and sent to a recycling facility. Other materials unsuitable for recycling will go to an approved landfill.

Those materials to be salvaged will include the following;

- Steel for recycling to scrap metal yard
- Concrete/Bricks to remediation project and/or crushing facility
- Timber inspected and suitable for recycling/reuse
- All Aluminium, copper, stainless steel and similar to be sent to scrap yards for recycling

6.0 Hazardous Materials

- The following hazardous materials are expected to be encountered on this site
 - Asbestos refer above and Asbestos Removal Control Plan
 - Paints, Pesticides and any other household items left onsite
 - To be collected for disposal to approved landfill

7.0 Project Timing and Work Hours

- The project is due to commence on 12/10/20 and completion within 3-4 weeks.
- Work hours will be 7am to 5pm Monday to Friday and 7am to 1pm Saturdays. Hours are also restricted to approved hours in the Demolition Licence

8.0 Public Protection

- Access to the site will be off Olivia Terrace through a locked and signed gate to a fully fenced site.
- No public access will be allowed onto the site at anytime
- The immediate work sites (internal to main work site) will be secured with bunting. The bunting will have signs posted to indicate the nature of works. Visitors to the site area will have to be signed in and escorted around site unless they attend a site induction.
- All visitors to site must report to the Site Supervisor before entering the site.

- Traffic management will be controlled and take into account the following considerations for this project;
 - Trucks will only enter the site during the approved works hours for the project as set out in the demolition licence conditions, trucks to enter and exit the site in a one way direction where possible
 - If visibility is limited for vehicles entering or leaving the site, then signage will be placed at the entrances to advise the public of the movement of trucks and for care to be taken
 - Particular care to be taken to ensure residents are not placed at risk or blocked from accessing/egressing the retirement village site

9.0 Services

- Power to the site will be disconnected at the main board/pole before works commence on the site.
- Water will be available from the site.
- Gas meters capped and removed by ATCO
- Airconditioning degassed

10.0 Environment and Heritage

Noise

- There are not expected to be any works of a noisy nature other than rock breaking if required for footings ad the tunnel
- If there is a need for Noisy works these will be limited to agreed hours to ensure minimal disruption to site operations and surrounding areas.
- Machinery will comply with current Worksafe noise regulations

Marine Environment

- No works are to occur that will impact on the marine environment

Dust

- Water will be utilised to wet down while demolishing and load out of the demolished materials.
- Shade cloth to be installed on boundary fencing prior to works commencing by ADCO
- Consideration to be given to the weather and wind conditions. Works creating dust during high winds is to halt if water cannot control the dust.
- Water will be used to wet down internal access roads and site access before trucks leave site

Vibration

- Works have minimal potential to cause vibration impacts on neighbouring properties due to distance from site boundaries of other structures.

Unexpected Finds

- The MCG Unexpected Finds protocol will be followed for this project. This includes the potential to find aboriginal heritage items on the site.
- In the event any unexpected find is encountered works in that area are to cease immediately and the site supervisor advised.
 - If the unexpected find is a bullet or similar the client superintendent is to be advised immediately and the Police on 000 or 131 444
 - If the unexpected find is a potential aboriginal heritage item immediately contact the Client Superintendent

11.0 Public Relations

- If there are any enquiries from the public they are to be directed to speak to the Site Supervisor
- The Site Supervisor is to direct all questions to the Client Superintendent in the first instance

12.0 Standards and Approvals

- All works will be carried out in accordance with the requirements of AS2601-2001 and the Occupational Safety and Health Act and Regulations and by competent personnel.
- Environmental Protection Act 1986
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2009)
- Contaminated Sites Act 2003
- Dangerous Goods Act
- Department of Environment and Conservation Environmental Protection (Controlled Waste) Regulations
- Shire of Carnarvon Demolition Licence and Asbestos notification requirements

ASBESTOS REMOVAL CONTROL PLAN (ARCP)

FOR WORKS AT
85 OLIVIA TCE CARNARVON

PREPARED FOR
DEPARTMENT OF PLANNING, LANDS & HERITAGE

PREPARED & AUTHORISED BY:



Stephen King
Projects Director
Merit Consulting Group

IMPLEMENTED BY:

Site Supervisor
Merit Consulting Group

MCG-PLAN-002-C-ASBESTOS REMOVAL CONTROL PLAN

Revision status

Revision	Date	Description	Reviewed	Approved
A	14/11/16	Original-issue	TD	SK
B	25/05/18	Document modifications	TD	TD
C	18/07/18	Document Revisions	MA	SK
D	29/09/20	Updated Address	SK	SK

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1.0 INTRODUCTION

1.1 Project Background and Identification of Asbestos

Merit Consulting Group (MCG) are contracted to remove Asbestos Containing Materials (ACM) at the site nominated in the below table. The removal forms will be carried out in accordance with this Asbestos Removal Control Plan (ARCP) and applicable SWMS, JHA's, Project Management plans and relevant Demolition Work Plans prepared for the project.

PROJECT DETAILS					
Site.	85 OLIVIA TERRACE CARNARVON				
Site address	85 OLIVIA TERRACE CARNARVON				
Client	DEPARTMENT OF PLANNING, LANDS & HERITAGE				
RISK ASSESSMENT					
Has a site specific risk assessment been conducted by a competent person prior to the removal works commencing?					TO BE COMPLETED ONCE MOBILISED
Has the workplace Asbestos Register been made available & reviewed					YES
Asbestos Register prepare by & reference?			DEPARTMENT OF HOUSING 4-6-2010		
NOTIFICATION					
Has Worksafe WA been notified in writing at least 5 days before asbestos removal works is to be commenced?					NA
REMOVAL DETAILS					
Quantity of non-friable (bonded) asbestos. (m2)					319
Condition of non-friable (bonded) asbestos. (Good, Fair, Poor)					GOOD
Quantity of friable asbestos.					NIL
Condition of friable asbestos. (Good, Fair, Poor)					NA
ACM Wall Sheeting	YES	ACM Fascia	NO	ACM Suspended Ceiling Tiles	NO
ACM Ceiling Sheeting	YES	ACM Gaskets	NO	Malthoid waterproofing	NO
ACM Roof Sheeting	NO	ACM Vinyl Tiles	NO	ACM Adhesive (Blackjack)	NO
ACM Eaves Lining	YES	ACM Fencing	YES	ACM Sprayed Insulation	NO
ACM piping	NO	ACM Lagging	NO	ACM impacted soils	NO
OTHER:					
Start date	28-09-20		Completion date	30-09-20	
Consultant/Hygienist	NA				
Is air monitoring regime being undertaken for this project?				NO	
REMOVAL METHOD					
Wet Method	TBA		Dry Method	TBA	
Enclosure / encapsulation	TBA		Negative Air	TBA	
Removal of ACM Sheet	YES		Mechanical excavation (Soil)	TBA	
Have the Asbestos removal personnel been consulted about the contents and application of this ARCP?				YES	
Competent persons responsible for implementing this ARCP				Steve King	

This ARCP must remain onsite at all times and be available to the work team and other relevant stakeholder. In addition to this ARCP, personnel training records.

1.2 Contact Details

Project Team		
Position	Name	Contact Details
Project Manager	Steve King	0410 443 831
Site Supervisor	Rex Rua	0449 610 967
Project Coordinator	NA	NA
HSE Coordinator	Steve King	0410 443 831
Off Site Team		
Position	Name	Contact Details
Director	Stephen King	0410 443 831
MCG Office	Reception	08 9277 3360
Emergency Contact List		
Position	Address	Contact Details
Emergency Services (Police, Fire Ambulance)	-	Call "000"
Western Power	-	13 13 51
Alinta Gas	-	13 13 58
Worksafe	-	1300 30 78 77
Nearest Doctor	Carnarvon Hospital Cleaver Street, Carnarvon WA 6701	0899410555
Hospital	Carnarvon Hospital Cleaver Street, Carnarvon WA 6701	0899410555

1.3 Asbestos Licence

MCG holds a current Unrestricted Asbestos Licence in Western Australia #WA186 and this licence is valid until the 5th June 2023. This licence is appropriate the removal of all asbestos identified for this project.

1.4 Legislation

To ensure the adequate planning, risk management and controls are put in place for the asbestos works, MCG has; as well as developed this plan, ensured their license is current and the company has adequately met the requirements of the following legislation and standards:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)];

1.5 Application of this Plan

This ARCP is designed to provide a management strategy to effectively manage the removal of asbestos bearing products identified on site and any asbestos identified, when and where found during execution of works under the contract. The plan is about providing clear lines of communication and consultation on the safety aspects of asbestos removal to our employees, sub-contractors and client personnel.

This ARCP provides the necessary framework so that the Asbestos Removal Works Program can be implemented efficiently and safely in accordance with MCG Safety, Health and Environment requirements, and that all parties involved with this project have a complete and clear understanding of all of the measures and methodologies proposed for the safe and successful removal of ACM as described in the scope of works. All removal process steps will be analysed for areas containing asbestos materials to ensure removal methodologies and safe working procedures are listed in a logical sequence, to ensure that the project achieve "zero incidents" and zero harm to anybody or the environment, as well as the project being completed on time and on budget

2.0 PREPARATION

2.1 Consultation

The contents of this ARCP are to be communicated to all persons involved in the asbestos removal process.

Relevant Job Hazard Analysis (JHA) to be completed and signed off by all workers involved in the removal process including management. The JHA is to remain onsite along with the ARCP and evidence of relevant training. Any changes / alterations to work tasks are to be duly updated and JHA re-signed by all personnel working within the area.

Daily Prestart meetings are to be held before the commencement of works as a minimum each day and whenever else is required to communicate the work activities and any hazards that are associated with the days works. Asbestos removal areas are to be clearly demarcated and their locations communicated to all workers onsite including other trades at all times with the establishment of exclusion zones "no go zones".

2.2 Project Personnel and Responsibilities

2.2.1 Client responsibilities include, but are not limited to:

- Making available a copy of the Asbestos register,
- OSH Management Plan where applicable,
- Environmental Management Plan where applicable,
- Environmental management activities, including audits of Contractor compliance
- Obtaining the necessary approvals

- Providing workplace monitoring
- Providing Contractors with the copies of the Client's site requirement

2.2.2 MCG Responsibilities include but are not limited to:

- Awareness of and compliance with all relevant legislative and regulatory requirements
- Managing suitably qualified personnel and sub-contractors
- Reporting on all significant safety and environmental issues
- Management of the asbestos removal process
- Preparation of an Asbestos Removal Control Plan (this document)

2.2.3 MCG Personnel

Projects Director - Is responsible for, but not limited to:

- Ensuring the risk to persons from operations, plant or substance is in keeping with the project objective of zero incidents, no harm to personnel or the environment and no property damage
- The safety, health and welfare management system for the site is implemented
- Develop, implement and maintain a management structure for the site that helps ensure the safety, health and welfare of persons at the site
- Documented training of workers so they are competent to perform their duties

To provide for:

- adequate planning, organization, leadership and control of operations
- the carrying out of critical work at the site that requires particular technical competencies
- adequate supervision and control of operations per work shift
- regular monitoring and assessment of the working environment, work procedures, equipment, and installations at the site
- appropriate inspections of each workplace at the site including, where necessary, pre-shift inspections
- total management of all operations, employees and subcontractors;
- ensure project is in line with this ARCP and statutory requirement
- ensure that any persons or sub-contractors, who are engaged on the site, are aware of their responsibilities under the West Australian Occupational Safety and Health Act and Regulations the National Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002 (2005)]
- participate in the planning design stages of trade activities
- stimulate a high level of safety awareness at all times
- lead by example
- ensuring that safe plant and equipment is provided and maintained;
- insisting on correct and safe work practices at all times
- assist in the identification and preparation of safe work procedures
- reviewing safety reports and inspections and initiating rectifications
- participate in accident/incident investigations

- participate in safety meetings and programs
- monitor compliance on site
- acting on safety reports and carrying out workplace inspections

Site Supervisor - Is responsible for, but not limited to:

- The everyday running of asbestos removal operations in the zone identified with having asbestos product content. He/she will have direct authority over all labour and equipment, to ensure the safe, efficient and successful completion of asbestos removal operations in accordance with the works program
- Implementing this ARCP and the implementation of the quality program;
- Implementing Company Management Systems and observing all OHS requirements and statutory rules and regulations;
- Ensuring that all asbestos removal operations are conducted in a safe and efficient manner that is without risk to employee's health, safety and welfare;
- Planning to ensure safe work procedures;
- Providing advice and assistance on OHS to all employees;
- Participate in the planning and design stages of asbestos removal;
- Action reports and carrying out workplace inspections;
- Preparing and facilitating safety meetings and safety programs for his/her field of operation
- Facilitate the preparation of JHAs;
- Participate in accident/incident investigations;
- Stimulate a high level of safety awareness at all times:

Project Team Member(s) – Is/are Responsible for:

- ensure that all asbestos removal operations are conducted in a manner that is safe and without risk to themselves and other employees' health, safety and welfare;
- participate in meetings and safety programs;
- participate in the preparation of JHA's with team members;
- participate in accident/incident investigations if required;
- operation of hand tools in a safe manner;
- operation of machinery in a safe manner;

2.3 Emergency Plans

Emergency procedures including muster points, first aid kit locations and evacuation procedures are to be communicated to workers as part of the project site induction.

In the event of a fire or the need to provide emergency aid for seriously injured or sick personnel, decontamination procedures can be waived. Prior to commencement of work inside encapsulated areas, detailed escape routes and rescue routes will be determined and communicated to personnel involved.

2.4 Training

As the holder of a Un-Restricted Asbestos License, MCG will be co-ordinating works whilst

asbestos removal is being carried out on site. All personnel working for MCG under this license will be competent and have completed Asbestos awareness training. Training of employees will also be in accordance with the Code and include the following items:

- MCG will be responsible for instructing and training employees.
- Copies of asbestos certificates, training and qualifications shall be available on site,
- A copy of this plan read and signed by each employee confirming that training and instruction have been received and understood
- Correct use and maintenance of respirators and air supply equipment
- All workers will be issued with and trained in the use of the relevant level of PPE.

2.5 Works Boundary, Signage and Barriers

2.5.1 Establishment

- The client is to supply a site plan or an asbestos register (as available) for asbestos removal works. This will be used to identify the location of existing contamination.
- The parameters of the work zone have been defined by the erection of compliant fencing and relevant signage will be installed prior to commencement of works.
- Notify the local Authority in writing 5 days before the asbestos removal work is to commence if classified as Friable Asbestos (Unrestricted) works.
- All relevant permits, plant isolations, employee site induction's and any other client site specific requirements are to be completed.
- Prior to the commencement of work, workers shall check all Personal Protective Equipment (PPE), Repertory Protection Equipment (RPE), plant, equipment, vehicles and tools planned for the work for safe operational condition and suitability. Equipment logs, where required, shall be completed and maintained for the duration of the removal work.
- Confirm all electrical equipment is in a safe and operational condition with current test tags attached.
- All barricades, Asbestos warning signs and containment measures are to be in place before removal work begins.
- Determine requirements for air monitoring over the duration of the project for compliance to legislative requirements and in consultation with the client.
- Where appropriate, arrange for air monitoring regime to be implemented by an independent competent person / hygienist and where required background monitoring prior to the commencement of work.

2.5.2 Security/Access

- Perimeter barricading will be installed at the work zone access points. Entry to this area will be prohibited to persons not directly involved in the asbestos removal program. The barriers used for exclusion zones etc. will be compliant with AS2601-2002 Demolition of Structures. For this project temporary fence panels 1.8m will be erected around the work zone to stop access from the adjacent roadways. The gate will have a chain and lock to be locked each night.
- Only authorised access to site will be permitted
- Access to site will only be allowed with prior arrangement with site administration.
- No person under the influence of alcohol, narcotics or similar substances will be

permitted on site. Intoxicating liquor, narcotics or similar substances are not permitted. Firearms and other offensive weapons will not be permitted.

- MCG will be responsible for the actions and conduct of visitors and will ensure that all security and safety rules applicable to the asbestos removal site are complied with and obeyed by visitors.
- Only MCG and MCG's subcontractor's vehicles (including deliveries) and mobile equipment for which MCG has issued the appropriate approvals will be allowed access.

2.5.3 Signage

- Signage will be erected at strategic points including zone entry, displaying any PPE requirements and warning of hazards associated with the task. The location of signage is marked on the site plan attached.
- All signage used for the task(s) will be in good order and clearly legible. It will comply with AS 1319 - 1994 Safety Signs for the Occupational Environment as per below example.



2.6 Confined spaces

No confined spaces have been identified in this Asbestos removal contract.

2.7 Working at heights

All works from heights shall be undertaken in line with MCG's Working at Heights procedure (Ref:MCG-PROC-010-WORKING AT HEIGHT).

For this project MCG will adopt the following equipment for working at heights;

- Mobile scaffold
- Boom lifts
- Scissor lifts
- Platform ladders
- Scaffolds
- Harnesses with appropriate static line systems
- Harnesses with appropriate fall restraint systems
- Harnesses with appropriate fall arrest systems

2.8 Heat Stress

In this contract the works taking place will be monitored closely on temperatures and steps will be implemented if conditions are considered extreme. Options being taken will be adjust the length of exposure time to the sun and consider staggered hours as an alternative.

Control measures include:

- Selection of appropriate PPE fitted to reduce discomfort
- Adequate number of Negative Air Pressure units in enclosures
- Scheduling appropriate work breaks
- Job rotation
- Cool drinks readily available
- Providing a cool, shaded rest area
- Educating workers about heat stress risks and controls.
- Staggered Hours

2.9 Electrical Equipment

All electrical services have been or will be disconnected prior to asbestos removal taking place. A generator will/ will not be used to supply electricity to Negative air units and other equipment requiring power. At all times, leads should be elevated and run along outer walls, so as not to cause danger or hazard. Appropriate RCD's and switching will be used to trip the power when overloaded or short- circuited.

All portable electrical tools and equipment, including flexible leads, and any electrical installations utilised by workers during the asbestos removal shall be tested, tagged, maintained and inspected before each use.

3.0 REMOVAL

3.1 PPE

3.1.1 Protective Clothing

- Protective clothing will be provided and worn as set out in the Code during asbestos removal.
- All equipment including PPE used for the removal of asbestos should be inspected before the commencement of the asbestos removal work, any damaged or faulty equipment shall be tagged out of service and sent for repair as soon as practicable and damaged PPE should be discarded.
- Protective clothing will be issued and compulsory wearing will apply for all asbestos removal tasks.
- The use of gloves will be subject to a risk assessment based on the level of dexterity required to safely complete the work task(s). All gloves will be deemed disposable.
- Protective footwear must be compliant with the legislative requirements.
- At the end of the asbestos removal work and upon leaving the asbestos removal work area, all PPE must be disposed of as asbestos waste or decontaminated and stored in sealed double bags before being removed from the asbestos removal site. PPE should be thoroughly cleaned before being placed in bags.

3.1.2 Coveralls

Coveralls are to be of a suitable standard to prevent tearing or penetration of asbestos fibres so far as is practicable. Disposable coveralls rated type 5, category 3 or equivalent to meet this standard.

To meet the standard and for best fit by personnel:

- Coveralls should be one size too big, as this will help prevent ripping at the seams
- Fitted with hood and cuffs, ensuring that: if cuffs are loose, they are sealed with tape
- Coverall legs are worn over footwear as tucking them in lets the dust in
- The fitted hood is worn over the respirator straps.

3.1.3 Respiratory Protection (RPE)

All personnel engaged in asbestos removal work must wear an approved respirator conforming to the requirements of A.S.1715 and A.S.1716. They will be maintained in a clean and safe working condition.

Employees will receive instructions on the correct method of using the respirator and on the importance of correct facial fit with reference to the facial hair requirements. Individual control and use of respiratory masks is required to preserve hygiene.

A competent person will initially assess the level of respiratory protection required to safely complete the chosen work task based on the scenarios detailed in Table 1 below. He/she will have the authority to change the level as the task requirements change e.g. from full removal down to final clean up.

Workers should be consulted on the selection of RPE to ensure individual fit and medical factors have been considered.

All filters used while working with asbestos will be disposed of as contaminated waste.

Table 1 – Repertory requirements

Task	Mask and filter Type		
Simple enclosure erection for containing undamaged asbestos materials to prevent damage -no direct handling but possible disturbance of asbestos.	P2 Filter Half-face, particulate filter (cartridge) respirator	OR	P2 Filter Disposable Half-face
Sampling materials for the purpose of identifying asbestos	P2 Filter Half-face, particulate filter (cartridge) respirator	OR	P2 Filter Disposable Half-face
Removal of non-friable asbestos e.g. Asbestos cement sheets, ceiling tiles and vinyl tiles	P2 Filter Half-face, particulate filter (cartridge) respirator	OR	P2 Filter Disposable Half-face
Maintenance work involving the removal of small quantities of friable asbestos e.g. Replacement of friable asbestos gaskets and insulation	P3 Filter Half-face, particulate, filter (cartridge) respirator	OR	P3 Filter Half-face, particulate filter (cartridge) respirator
Certain forms of wet stripping in which wetting is prolonged and effective, and certain small scale dry stripping operations (Friable Asbestos Removal)	P3 Filter Full-face, positive pressure demand respirator	OR	P3 Filter Half-face, particulate, filter (cartridge) respirator
Certain forms of dry stripping and ineffective wet stripping (light wetting, with no time for saturation) (Friable Asbestos Removal)	P3 Filter Full-face, positive pressure demand respirator		

3.2 Equipment

All plant and equipment is to be supplied by MCG site management to facilitate the asbestos removal works required for this contract. All plant and equipment to be utilised for this project is to be in a complete and workable condition. With regular maintenance carried out in line with manufacturers recommendations.

If equipment failure occurs, then the item will be withdrawn from the workplace for repairs. If this item is integral to the task, a replacement will be immediately sourced.

3.2.1 Negative air units

The HEPA filter must comply with AS 4260:1997 High efficiency particulate air (HEPA) filters – Classification, construction and performance or its equivalent.

- A coarse pre-filter should be installed on the air intake side of the negative air unit to prolong the useful life of the HEPA filter.
- These pre-filters may need to be changed once per work shift or more frequently depending on dust loads
- Used pre-filters must be disposed of as asbestos waste.
- A process of regular inspection of the integrity of the HEPA filter and seal fittings to be undertaken in accordance with manufactures specifications.

3.2.2 Decontamination unit

Where required, the decontamination unit will be immediately adjacent to and directly connected with the enclosed removal work area where possible and will include a dirty decontamination area, a clean decontamination area and a clean changing area. Towels and soap should be provided to allow workers to appropriately decontaminate themselves. All water from the decontamination facility should pass through a particulate filter or other trap before it passes into sewer mains/existing septic. The filter or trap shall be capable of capturing particles down to 5 µm. Workers shall not smoke, eat or drink in any part of the decontamination unit.

3.2.3 Air monitoring

Air monitoring is not required for this project.

Direct reading instruments such as the Fibrous Aerosol Monitor (FAM) will not be used for determining compliance with the exposure standard. The hygienist will provide to MCG the results of all measurements carried out for the duration of the contract.

Air Monitoring and analysis shall be conducted in accordance with The National Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust [NOHSC: 3003 (2005)] The maximum fibre concentration for preliminary and final clearances will not exceed 0.01 fibres per millilitre (f/ml).

The maximum fibre concentration for all other air monitoring situations will not exceed 0.01 f/ml.

- < 0.01 Continue with control measures
- ≥ 0.01 Review control measures
- ≥ 0.02 Hold removal work in associated work area, find the cause, adequately control the cause and then continue works

3.2.4 Pre-Cleaning Works

Prior to segregation works commencing, where there is evidence of asbestos debris or damage to the asbestos product to be removed, operatives shall vacuum clean all surfaces to be covered with enclosure material in order to remove all visible dust and debris. Operatives shall wear the appropriate protective equipment according to Table 1 above. All surfaces to which the enclosure is fixed will be cleaned to ensure maximum adhesion of the adhesive tape.

Material to be used will be conducted so that the covering does not introduce slip trip fall hazards, especially with areas such as narrow or short treaded stair cases and walk ways.

3.2.5 Construction of Enclosures

On completion of pre-cleaning works an enclosure shall be constructed using the structure of the building and temporary construction.

The enclosure may be constructed using timber framing, scaffolding, 200um polythene, spray adhesive and/or foam spray, securing all edges with cloth tape.

All porous walls shall be pre-cleaned and covered with polythene sheeting secured with cloth tape.

Irregular holes around pipes, ducts and conduits will be sealed with expanding foam, trimmed to size after setting

Where practicable, the enclosure wall will contain at least one 600mm x 300mm (approx.) clear plastic vision panel situated in such a position that the operation inside the enclosure may be monitored from the outside. The vision panels are designed to allow supervision of the removal operation without the supervisor having necessarily to enter the enclosure. In light of this the vision panels should provide a maximum view of the whole of the enclosure.

3.2.6 Negative Pressure Machines / Vacuum Units

Exhaust ventilation will be applied to the enclosure to create an internal pressure lower than atmospheric and a current of air that will assist in the capture and reduction of airborne fibres. The extraction equipment is fitted with HEPA (High Efficiency Particulate Air) filters, Intermediate filters, and Pre-filters, and will remain in constant use throughout removal works.

The negative pressure units will be located at the furthest point away from the airlock system where practicably possible to ensure airflow throughout all areas of the enclosure and the exhaust will terminate to atmosphere where possible. Units will be selected to provide in excess of 8 air changes per hour within the enclosure during the works. The Company standard is to provide 12 air changes per hour. If 12 air changes per hour are expressed in the method statement then this must be achieved. The company standard is not a compromise for not achieving the legal requirement of 8 air changes per hour.

3.2.7 Plastic - 200 µm asbestos bags

200 µm plastic or asbestos bags be utilised to contain ACM following removal. all material being removed should be double wrapped. Solid asbestos waste will be collected in heavy duty 200 µm thick polythene bags. The bags will be labelled with an appropriate warning statement to the affect that the bag contains asbestos.

For encapsulations, enclosures, Use only 200 µm heavy-duty clear polythene sheeting, at minimum, for all enclosures. Black polythene sheeting is acceptable on floors, for change rooms and for areas both inside and outside buildings and for wrapping asbestos cement sheeting.

3.2.8 Asbestos HEPA Filter Vacuum Cleaner

Asbestos vacuum cleaners will comply with the requirements of AS 3544-1988 Industrial Vacuum Cleaners for Particulates Hazardous to Health and AS 4260-1997 High Efficiency Particulate Air Filters (HEPA) – Classification, Construction and Performance (see section on negative air units). Vacuum cleaners are to be operated and maintained in accordance with manufactures operating procedures.

3.3 Asbestos removal methods

Prior to asbestos removal commencing, MCG will compile an Asbestos JHA for the works to be reviewed with all employees on the project at the site. The JHA will address the relevant work methods, hazards associated and controls that are to be implemented to control the risks to a level that is "As Low As Reasonably Practicable"

3.3.1 Wet Removal (Preferred Method at all times)

The wet spray method is the preferred asbestos removal method and will be used for the removal of asbestos from structures and plant. The wet spray method requires the use of a constant low- pressure water supply for wetting down asbestos and related items to suppress asbestos fibres. This will be achieved with either garden hoses fitted with a nozzle or water pump spray backs applying a water mist during the removal process. The choice of the spraying equipment will depend on the availability of a water supply and access to the area to be sprayed.

The wet spray method involves applying a fine water spray to the asbestos in a manner that ensures the entire surface of the asbestos is saturated and the run-off is minimised and / or maintained through a capturing and filtering process. The asbestos should be maintained in a wet condition throughout the removal.

Immediately after the asbestos is removed from its fixed or installed position, spray should be directed on sides previously not exposed.

The wet friable asbestos removed in sections will immediately be placed in suitably labelled asbestos waste bags and properly sealed.

Wherever reasonably practicable, a HEPA-fitted vacuum cleaner will be used in conjunction with the wet spray method. The HEPA vacuum cleaner will be used prior to spraying asbestos with water and for the collection of any residual dust from the asbestos removal activity that remains on the item being stripped, or any part of the adjacent work area.

3.3.2 Dry Removal

Will be used as a method of removal where wet method is unavailable or impracticable. The ACM should be removed in small, pre-cut sections with minimal disturbance, so as to reduce the generation of airborne asbestos fibres as much as possible. Waste material should be immediately placed in appropriate wetted containers.

In some situations asbestos vacuum cleaners (HEPA Vac's) can be used to minimise airborne asbestos fibres. If it is possible to use asbestos vacuum cleaners, shadow vacuuming techniques should be employed.

3.3.3 Removal within Encapsulation

Large-scale friable asbestos removal work, where practical, will be undertaken within an enclosure under 'negative pressure' with the use of negative air pressure units. The use of enclosures in large-scale non-friable asbestos removal will be determined on the basis of a risk

assessment but is generally not adopted. Factors such as proximity to other work areas, weather conditions and the amount of material to be removed will be considered.

Enclosures should be tested for leaks prior through smoke testing in accordance with the code.

The effectiveness of the enclosure will be regularly monitored while asbestos removal work is underway (for example, a visual examination, air-monitoring results and negative pressure readings). If leaks or deficiencies are found during the initial testing of the enclosure, these must be rectified and another smoke test performed until no leaks or deficiencies are identified.

Following a visual examination of the enclosure and surrounding area, if a leak of asbestos (more than 0.02 fibres/ml) is detected through air monitoring:

- The asbestos removal work in the immediate area must stop until any defects have been rectified
- Before work recommences, it is essential to: identify the source of the leak/s and eliminate or minimise further release of airborne asbestos fibres
- Seal the leaks in the enclosure
- Re-test the enclosure by smoke testing until the enclosure is effective again

3.3.4 Removal with a Negative Air System

To prevent the escape of airborne asbestos fibres from an enclosed removal work area, exhaust extraction fans should be installed so as to create a 'negative' air pressure of approximately 12 Pa (water gauge) within the enclosed removal work area.

The air entering the encapsulated asbestos removal work area passes through the decontamination unit or point-of-entry while the air extracted passes through a HEPA filter to remove any asbestos before it is discharged to the outside.

The negative pressure exhaust unit should be positioned opposite the decontamination unit to enable smooth air flow. The negative air units will operate continuously (24 hours a day) until all asbestos removal work and decontamination within the enclosure has been completed, a clearance certificate issued and the enclosure dismantled.

3.3.5 Removal of Asbestos Cement Products

Before any removal is undertaken, the areas will be demarcated and signage installed at a distance of ten metres (where practicable) clear of the work site or as arranged and approved by the MCG Asbestos Removal Supervisor.

A demarcated area will contain an area for the temporary storage of all asbestos contaminated waste (ie, bags, packs of ACM or skip bins) and will be emptied or removed at regular intervals. When left overnight any stored acm material in this designated area will be covered and sealed until recommencement of works.

Demarcated areas will display warning signs and a supervisor will monitor that all personnel inside the work area are wearing protective clothing and respirators and no unprotected personnel will be allowed to enter the area.

No power tools that could crush or grind asbestos will be used on asbestos-containing products.

3.3.6 Work Practices for Removing Cement Sheet

Sheeting where practical will be thoroughly wetted down with a fine spray of water before commencing removal. Nails/screws will be removed causing minimal damage to the sheet and no Ad hoc smashing of sheets will be permitted.

Sheets when removed will be wetted then wrapped in polythene sheeting (200um) and placed in skip or stacked on gluts to make a pack. Where sheeting is being removed from roofs etc. they will be lowered to the ground in a controlled manner.

Completely remove all nails, screws and any fragments of asbestos sheeting from the timber and/or steel framework and wet wipe/vacuuming down all the timber and/or steel framework surfaces, paying special attention to horizontal surfaces.

With the sheet removal completed, clean up all ACM dust and debris, via wet wiping down and/or vacuuming depending on which ever is most practical.

3.3.7 Vinyl Tiles

Place a tool (such as a scraper or wide blade) between the tiles and lift the tile away from the floor, being careful to minimise breakage. A hammer or mallet can be used to tap the tool under firmly- adhered tiles to assist separating the tiles from the floor.

Minimise dust by spraying fine water mist under tiles as they are lifted.

Place the tiles into a 200 µm plastic waste bag or suitable alternate waste container dedicated for asbestos waste that is clearly labelled with an appropriate warning sign indicating asbestos waste.

The vinyl can be cut into strips prior to its removal to facilitate bagging, or it can be rolled into one roll and wrapped securely with plastic, making sure it is totally sealed.

A heat source may be used to soften the adhesive beneath a vinyl tile, if required to aid in their removal.

3.3.8 Gaskets

Flanges (containing asbestos gaskets) within the work area are to be inspected prior to the commencement of works for the condition and likelihood of disturbance through work processes. Where disturbance is possible, the flange piece is to be secured via the use of a bonding agent (PVA) sprayed into the flange piece.

Flanges are to be identified at all locations and separated from existing pipe work via the use of oxy cutting techniques, quick cuts / grinders, excavators with mechanical shears or similar techniques to cut either side of the flange point.

Where possible, the flange itself will not be separated during this process. Once flange is separated from existing pipe, the whole flange piece is to be wrapped in 200um appropriately labelled bag prior to being placed within a 200um plastic lined skip bin for removal to waste disposal site.

If the above is not practicable, the flange can be unbolted and gasket removed using the wet method approach noted above with inspections being undertaken to ensure gasket material in not remaining to the pipe flanges.

3.3.9 Electrical Backing Boards

Electrical cabinets can be removed whole, wrapped and disposed of as asbestos or the boards themselves removed whole and wrapped by cutting wires and mounting brackets or unscrew mounting brackets so as not to disturb the board itself.

3.3.10 Mastic Sealant / Bitumen

Mastics and bitumen are usually soft, so they were often reinforced with asbestos to give them strength while retaining their flexibility. Because these ACM are flexible they need to be removed using scraping and chipping tools. The pieces removed should be kept as intact as possible.

If heating is used to soften the material, to enable the material to be peeled, it is important not to burn the material, as this can release airborne asbestos fibres. Excessive heating is also likely to generate toxic fumes and gases and generate a fire hazard.

3.4 Control Measures

3.4.1 Fibre Release

Where there is a potential for the release of respiratory fibres from work activities the following is a list of components/actions that will be needed to formulate a safe working environment

- Establish removal zone and erect barricades/ signage on the boundaries
- Establish removal work area and install signage
- Evaluate the task: have the appropriate permit(s) been issued.
- Dependent on removal procedures, select level of respiratory protection/supplied air for the workers.
- Carry out instruction (fit test etc.) by a competent person as applicable
- Carry out Job Hazard Analysis (JHA) with workers. Document attendance
- Installation of air quality monitors by independent hygienist, although not a statutory requirement it is up to the individual client to determine if this is required.
- Continual wet down before , during and loading to transport vehicle
- Handwork as required Dispose:
- Dispose of all contaminated materials on site in allocated disposal area
- Waste must be wet down during the disposal to prevent any dust (only if not wrapped in plastic)

- PVA spray to exposed edges or where screws/bolts are being removed from asbestos sheets/products

3.4.2 Clearances

- Before a clearance is granted for an asbestos work area to be re-occupied, there must be a thorough clearance inspection.
- The clearance inspection must be conducted by a person deemed competent under WA legislation in this instance that will be Stephen King as the license holder or where deemed required (including all friable works) an independent competent person (hygienist) will conduct the clearance inspection and provide a clearance certificate.
- Following the final clearance inspection, a clearance certificate must be issued by the competent person

3.5 DECONTAMINATION

- All plant and equipment will be subject to a series of decontamination procedures at any stage that the equipment is to be removed from the controlled asbestos removal zone.
- This will entail a series of wet wiping and visual inspection to ensure decontamination.
- All removal tools and electrical equipment are to be vacuumed thoroughly and wiped down with a wet cloth. Where decontamination of equipment is not possible the equipment is to be wrapped and sealed appropriately and only opened at another removal site.
- When the removal area has been cleared of equipment the containment plastic can be removed. All plastic must be folded and placed into disposal bags ready for disposal. The plastic must not be reused.
- Contaminated items, tools, equipment and clothing must not be removed from the removal work area unless they have been decontaminated or contained.
- If an item is not able to be decontaminated, or is not suitable for decontamination, it will be placed in a sealed container and disposed of in accordance with the WHS Regulations. The sealed container must be decontaminated before it is removed from the asbestos removal work area.
- Where asbestos removal work involves friable asbestos, the decontamination procedures will include decontamination units. Glove bag, wrap and cut methods are exceptions where personal decontamination procedures are likely to be satisfactory and units are not necessary. Mini enclosure removals may require a combination of personnel decontamination and decontamination units
- When scheduled breaks are taken or other breaks or works have completed the following steps shall be used for Dry Decontamination.
 1. Move into the Decontamination Area and brush down boots before removing. Place boots in storage rack.
 2. Remove top pair of disposable overalls and place in the plastic bag.
 3. Disposable Masks (DM) or Breathing Apparatus (BA) must remain in place during this process and should only be removed as exiting the area. Do not re use the DM and clean the BA before re use.

4. The worker may proceed to the Clean Change Area where the worker dresses into normal attire.

3.5.1 Tools

Tools used during asbestos removal work should be fully cleaned under controlled conditions and decontaminated using either the wet decontamination procedures described above before they are removed from the removal work area. The method chosen will depend on its practicality, the level of contamination and the presence of any electrical hazards.

If tools cannot be decontaminated in the asbestos removal work area, or are to be reused at another asbestos removal work area, they should be:

- Tagged to indicate asbestos contamination
- Double bagged in asbestos labelled bags before removing from the asbestos removal work area

The bags containing the tools must remain sealed until decontamination or the commencement of the next asbestos maintenance or service task where the equipment can be taken into the removal work area and reused under controlled conditions.

3.5.2 Personal Decontamination

Personal decontamination involves the removal of all visible asbestos dust/residue from PPE and RPE. Personal decontamination must be undertaken each time a worker leaves the asbestos removal work area and at the completion of the asbestos removal work. Personal decontamination will be done within the asbestos decontamination area to avoid recontamination.

Asbestos-contaminated PPE must not be transported outside the asbestos removal work area except for disposal purposes. Before work clothes and footwear worn during asbestos removal work are removed from the asbestos removal work area for any reason, they should be thoroughly vacuumed with an asbestos vacuum cleaner to remove any asbestos fibres and the footwear should also be wet wiped. RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. Any PPE used while carrying out asbestos removal work must not be taken home by a worker. Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face and head.

3.5.3 Cleaning For Clearance

After the asbestos removal has been completed, where practicable, the area will be wiped, washed and/or vacuumed to remove fibres from all surfaces in the work area.

Where an encapsulation has been used to separate the work area from the other work environment, MCG shall request baseline air monitoring to be carried out inside the working area prior to removing this outer protective enclosure.

The final layer of polythene enclosing the work area in the situation will not be taken down until the dust levels have been shown to be below the prescribed levels and clearance is obtained.

3.5.4 Enclosure removal. Disposal

The layer of polythene forming the inner surface of the enclosed work area will be sprayed with a PVA or similar emulsion to ensure that any loose asbestos fibre adhering loosely to the plastic film is firmly adhered prior to rolling the plastic up, any similar materials used for dust control will be treated as asbestos waste and disposed of in the approved manner.

3.5.5 Scaffolding

Scaffolding will be washed and/or vacuumed, as required, at the completion of the clean up process. The barricading and warning signs will not be removed until the area has been cleaned and a satisfactory dust count obtained.

4.0 WASTE DISPOSAL

4.1 Packaging

- All asbestos sheeting is to be placed on black plastic 200um thick laid out on gluts. Once a pack of 10 sheets is made the pack is to be wrapped and taped and left on the gluts for ease of lifting later. The words “asbestos caution” to be sprayed on the packs.
- All small pieces of solid asbestos waste found during inspection after removal will be collected in heavy duty 200um thick polythene bags of maximum size 1200mm in length x 900mm. The bags will be labelled with an appropriate warning statement to the effect that the bag contains asbestos
- Bags which have contained asbestos material will not be re-used
- Bags marked for asbestos waste will not be used for any other purpose.
- Bags will be twisted tightly, folded over and the neck secured in the folded position with adhesive tape or other effective method. The external surfaces will be cleaned to remove any adhering dust before the bags are removed from the work area
- The bags, once removed from the Work area will be taken to licensed waste management facility.
- All other asbestos materials will be wrapped in 200um black plastic and taped ready for loading onto transport. Each pack shall be marked as containing asbestos

4.2 Transport

- Trucks are to transport ACM to designated contaminated waste site as directed by MCG management.
- Packs of asbestos will be lifted onto the transport by either the Hiab or Excavator with soft slings or lifting bars onto the back of the truck tray.
- Asbestos waste will be transported to the approved on-site disposal area in a manner which will prevent the release of asbestos fibre(s) into the atmosphere
- MCG Consulting Group will be responsible for all waste transportation in the site
- List of Preferred Waste Transporters
 - MCG

4.3 Tracking

All loads removed from site will be recorded on the MCG Transport Consignment Form.

4.4 Reports

On completion of works a Waste Removal Report will be provided that will include the following details

- Materials removed by various classes
- Location the materials were removed or disposed to
- Volumes of materials removed
- Volumes of any recycling of materials

4.5 Approved Disposal Sites

All ACM is to be disposed of at an approved facility being either

- Carnarvon Browns Range landfill

5.0 REGULATIONS AND CODES

- The Contractor shall comply with all relevant statutory Regulations and Codes of Practice, including those scheduled below:
- National Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)]
- Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC: 2018(2005)]
- AUS/NZ Standard 1715-2009 Selection, Use and Maintenance of Respirator Protective devices
- AUS/NZ Standard 1716-2003 Respiratory Protective devices
- AUS Standard 1319-1994 Safety Signs for the Occupational Environment
- MCG Asbestos JHA

David Nielsen

From: Shire of Carnarvon
Sent: Wednesday, 1 April 2020 1:44 PM
To: Jenny Mackellin; David Nielsen
Subject: FW: Bureau of Meteorology_Carnarvon office power supply query - Located at Airport [SEC=UNCLASSIFIED]

Dannielle Hill

Senior Executive Officer/FOI Coordinator
PO Box 459, Carnarvon WA 6701
www.carnarvon.wa.gov.au
T: (08)9941 0050



"Disclaimer by the Shire of Carnarvon":

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Carnarvon unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire of Carnarvon accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

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

From: Chris Hughes <chris.hughes@bom.gov.au>
Sent: Wednesday, 1 April 2020 12:13 PM
To: Shire of Carnarvon <shire@carnarvon.wa.gov.au>
Subject: Bureau of Meteorology_Carnarvon office power supply query - Located at Airport [SEC=UNCLASSIFIED]

Hi Carnarvon Shire & Airport

Re: Bureau of Meteorology - Carnarvon Airport office

My name is Chris Hughes and I am from the Bureau of Meteorology and I have a query in regards to the power supply that the Bureau is being charged for at our Carnarvon office.

The meter box sits on a power pole outside our main property front fence on the far side of the Airport runway.

NMI: 80010089290

Supply Address: LOT 559 CORNISH STREET CARNARVON WA

We are just trying to confirm that this meter is also not providing power to any other Airport or Shire equipment on that side of the run way as we note that there is some equipment surrounding the site. We currently have a cost of ~\$10k every 2 months at this site.

As I understand it our staff recently attended our Carnarvon office (around 28 February) and while testing our generator and turning the mains power off at the power pole it appears that some airport equipment may have also gone out as advised by Western Power technicians in the area. After a few hours we switched the mains back on at the pole and did not hear anything further from Western Power so assume that the power was restored to this other equipment.

I am hoping that you can advise/confirm what equipment the Airport or Shire (if any) might potentially have that might be powered from this power pole. If so we can then look to potentially have a separate meter installed to split the electricity charges. If you believe that your equipment is powered and charged separately by another meter then could you please provide the NMI number or details.

I realise that to obtain confirmation we may also need to involve Western Power again.

Thank you for your assistance with this request and I am happy to discuss as required.

Regards
Chris

Chris Hughes | Corporate Business Manager WA

Corporate Services Group - Finance
Bureau of Meteorology
Tel: +61 8 9263 2209 | Mobile: 0400798481

Chris Hughes | Corporate Business Manager WA



Australian Government
Bureau of Meteorology

Corporate Services Group - Finance
Bureau of Meteorology
PO Box 1370 West Perth WA 6872
Level 3, 1 Ord Street, West Perth WA 6005
Tel: +61 8 9263 2209 | chris.hughes@bom.gov.au | Mobile: 0400798481
www.bom.gov.au