

Application RAPI000099

Application Summary

Application ID

RAPI000099

Application Title

RAPI - LEONGATHA AERODROME USERS UNIT TRUST

Program Name

Regional Airports Program Round 1

Organisation

The trustee for LEONGATHA AERODROME USERS UNIT TRUST

Research Organisation

Not Specified

Submitted Date

12/12/2019

Program selection

Are you a trustee on behalf of a trust?

No

Entity Details

Australian Business Number (ABN)

98706683485

Legal name

The trustee for LEONGATHA AERODROME USERS UNIT TRUST

Business name

LEONGATHA AERODROME USERS UNIT TRUST

Date of registration of ABN

1/11/1999

GST Registered

No

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

No

Are you a not-for-profit?

No

Australian and New Zealand Standard Industrial Classification (ANZSIC) Details

ANZSIC Division

L - Rental, Hiring and Real Estate Services

ANZSIC Class

6712 - Non-Residential Property Operators

Program Selection

Program

Regional Airports Program Round 1

Program Element

Regional Airports Program Round 1

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Eligibility

Are you an owner and/or operator of an existing aerodrome or airport in a regional area in Australia?

Yes

Are you one of the following entities?

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body
- an Australian State or Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the (Cth)

Yes

Is the location of your aerodrome identified as Inner Regional or Outer Regional?

This is as defined by the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area

Yes

Is the aerodrome or airport's passenger throughput below 250,000 passengers?

This is from all flight types per year. You must attach evidence to substantiate this later in the application.

Yes

Can you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding?

Yes

Applicant address

Business Street Address

Leongatha Aerodrome
105 Aerodrome Rd
LEONGATHA SOUTH VIC 3953
Australia

Business Postal Address

PO Box 310
Leongatha VIC 3953
Australia

Applicant financials

Latest Financial Year Figures

Has the applicant existed for a complete financial year?

Yes

What was the latest complete financial year?

2018/19

Recent Trading Performance

s47G(1)(a)



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s47G(1)(a)

Project Information

Project title and description

Project title

Leongatha Aerodrome Airside Upgrade

Provide a brief project description for publication.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

To upgrade Leongatha Aerodrome to an all weather facility to support the local community including Agriculture, medical and fire fighting services.

Detailed project description and key activities

Provide a detailed description of your project including the project scope and key activities.

To provide 30mm hot mix asphalt compacted to 10mm to two runways, apron and two taxiways - , total area 40,800 sq m.

Project outcomes

Provide a summary of the expected project outcomes.

To upgrade Leongatha Aerodrome Runways, Apron and Taxiways to an all-weather facility to grow its strong commercial base and support local agricultural industries, and to provide community security through Air Ambulance, Police Air Wing and Aerial Fire Fighting services, as well as providing Charter, Training, Maintenance and Recreational Aviation opportunities.

Project duration

Estimated project start date

01/09/2020

Estimated project end date

31/05/2021

Estimated project length (in months)

9

Project milestones

Milestone title

Completion of all four tasks

Description

All four tasks will be carried out in one operation, between Sept '20 and May '21 depending on weather and timing of funding. The whole operation can be completed in three weeks, subject to weather.

Estimated start date

01/09/2020

Estimated end date

31/05/2021

3rd Party Funding

Will you be receiving any 3rd party funding?

No

Project location

Project Site 1

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Leongatha Aerodrome
105 Aerodrome Rd
LEONGATHA SOUTH VIC 3953
Australia

Estimated % of project value expected to be undertaken at site
100

Project Budget

Project budget summary

Head of Expenditure	Cost Type	Financial Year	Costs
Project expenditure			\$1,951,900
	Contractor Costs		\$915,800
		2019/20	\$0
		2020/21	\$915,800
		2021/22	\$0
		2022/23	\$0
	Employee Labour Costs		\$310,800
		2019/20	\$0
		2020/21	\$310,800
		2021/22	\$0
		2022/23	\$0
	Aviation-safety related staff training		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
	Capital expenditure		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
	Materials		\$520,000
		2019/20	\$0

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Head of Expenditure	Cost Type	Financial Year	Costs
		2020/21	\$520,000
		2021/22	\$0
		2022/23	\$0
	Drainage		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
	Independent Audit Report		\$0
		2019/20	\$0
		2020/21	\$0
		2021/22	\$0
		2022/23	\$0
	Other Eligible Costs		\$205,300
		2019/20	\$0
		2020/21	\$205,300
		2021/22	\$0
		2022/23	\$0
Total Project Costs (\$AUD and GST exclusive)			\$1,951,900

Financial Year	Costs	
2019/20	\$0	
2020/21	\$1,951,900	
2021/22	\$0	
2022/23	\$0	
Total Project Costs (\$AUD and GST exclusive)		\$1,951,900

Total Commonwealth Funding Sought (\$AUD and GST exclusive)
\$975,950

Source of funding

Your contribution

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Name of contributor

Leongatha Aerodrome Users Unit Trust

Details of contribution

s47G(1)(a)



Other non-Commonwealth government grants

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

Other non-government contribution

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
Total	\$0		

Assessment Criteria

Assessment criterion 1

Demonstrated need for your project

You should demonstrate this through:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community
- b. the extent to which upgrades are required to support the operation of the Royal Flying Doctor Service (RFDS) or operators providing similar aero-medical services to the community
- c. the extent to which the project cannot proceed without grant funding.

See Attachment 1 - Assessment Criterion 1 Demonstrated need for the project

Assessment criterion 2

Capacity, capability and resources to deliver the project

You should demonstrate this through:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

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See Attachment 2 – Assessment Criterion 2 - Capacity, capability and resources – part 1
 See Attachment 3 - Assessment Criterion 2 - Capacity, capability and resources – part 2
 See Aerodrome Layout Plan entitled - YLEG RAP Task Plan

Assessment criterion 3

Impact/benefit of grant funding on your project

You should demonstrate this through:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

See Attachment 4 - Assessment Criterion 3 - Impact and Benefit of grant funding for the project

Project Partners

Project Partners

Is this a joint application?

No

Application Finalisation

Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

No

Program feedback

How did you hear about the program?

Word of mouth

Additional information

Supporting Documentation

Trust Documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

LAUUT Trust Deed - part.pdf

Evidence of Support

Evidence of support from the Council, board, CEO or equivalent that the project is supported and that your organisation is willing to accept responsibility to complete the project and meet costs of the project not covered by grant funding.

RAP - Leongatha Support Letter.pdf

LAUUT letter.pdf

Project Plan

You must attach a project plan outlining all the project activities to support your claims in Assessment Criterion 2

Regional Aviation Program Attachment 1.pdf

Regional Aviation Program Attachment 2.pdf

Regional Aviation Program Attachment 3.pdf

Regional Aviation Program Attachment 4.pdf

YLEG RAP Task Plan.pdf

Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

Primary application contact

Title

s22(1)(a)(ii)

Given Name

s22(1)(a)(ii)

Family Name

s22(1)(a)(ii)

Position Title

Managing Director

Email Address

was@dcsi.net.au

Phone Number

03 5664 3288

Mobile Number

s22(1)(a)(ii)

Business postal address of the primary contact

Leongatha Aerodrome
105 Aerodrome Rd
LEONGATHA SOUTH VIC 3953

Applicant declaration

Application Declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Program or Grant Opportunity Guidelines, and
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the Program Guidelines may also be shared for a relevant Commonwealth purpose.

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The Department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the (Cth)

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Commonwealth fraud control framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Yes

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Department of Infrastructure, Transport, Regional Development, Communications and the Arts*

Regional Aviation Program
Leongatha Aerodrome (YLEG)
Submission for Funding
for
Leongatha Aerodrome Airside Upgrade
by
Leongatha Aerodrome Users Unit Trust

December 2019

Attachment 1 – Assessment Criterion 1
Demonstrated need for the project



Leongatha Aerodrome – YLEG – looking south

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Department of Infrastructure, Transport, Regional Development, Communications and the Arts

1. Executive Summary

- Leongatha Aerodrome, with the support of the South Gippsland Shire Council, is seeking funding through the Regional Aviation Program to undertake a staged upgrade of the Aerodrome.
- Since its inception in the 1960's, the Aerodrome has been a commercial and industrial airfield supporting the major agricultural economy of South Gippsland, particularly the dairy industry, as well as being a significant base for aerial fire fighting efforts.
- Supporting these activities is a significant range of other aviation disciplines, including aerial agricultural flying training, general flying training, aircraft maintenance, aircraft sales and support and recreational flying.
- While the main runway and main apron area are still in good structural condition after 50 years, they now need resurfacing, together with the full construction of the secondary runway and taxiway which are not all weather surfaces and need significant maintenance.
- Because of the rapid growth in demand for milk products from south east Asia, servicing the growth of the dairy industry requires the Aerodrome to be accessible in all weather conditions.
- To achieve this, this funding submission seeks financial support for four items of infrastructure.
- This has the added social benefit of providing all weather accessibility to the Air Ambulance and to a population catchment of 65,000, as well as supporting the new \$50m Leongatha Hospital.
- The recent addition of swipe card fuel bowsers for both JetA-1 and Avgas fuel has made this aerodrome a useful refueling point for both the Police Air Wing and the RFDS and Air Ambulance.
- These projects will be managed by a professional property development manager from within the Leongatha Aerodrome community, and maintained by the present Aerodrome owners who have 20 years experience in successfully operating the Aerodrome.
- With the support of the Regional Aviation Program, Leongatha Aerodrome will be able to achieve the Project Objective of upgrading the Aerodrome to an all weather facility to grow its strong commercial aviation base, and support the local agricultural industry while providing a strong community benefit.

- **NOTE :- *Leongatha Aerodrome Users Pty Ltd only found out about the Regional Airports Program very late in November as a result of verbal advice from Gordon Rich-Phillips, the Shadow Minister for Aviation in the Victorian Parliament. As a result, we have only had about two weeks to prepare this submission. It has drawn heavily on a submission made in 2014 to the Victorian State Government's Regional Aviation Fund, which fund was closed down before the submission could be fully processed. We have had verbal offers of support from our local Federal Member for the seat of Monash, Russell Broadbent, and from the Chief Administrator of the South Gippsland Shire Council. Unfortunately this support in writing has not arrived in time for their inclusion in this submission by the closing date of Round 1.***

2. PROJECT OBJECTIVES

- Leongatha Aerodrome was, from its inception in the early 1960's, designed to be a commercial aerodrome, predominantly serving the aerial agricultural industry.
- Over fifty years later it still is substantially a commercial aerodrome, with three aerial agricultural businesses operating and maintaining their aircraft, as well as several other businesses as outlined below.
- The aerodrome also fulfills an important social function, particularly as a fire fighting aircraft base to protect the South Gippsland area in the event of bushfires, and also provides the only fixed wing Air Ambulance option for a population of 65,000 people.
- The aerodrome also supports other commercial aviation enterprises – including charter flights, as well as flying training for Australian and Overseas students – particularly in agricultural flying training - and a small component of recreational aviation and gliding operations.
- Leongatha Aerodrome is located in South Gippsland at the foothills of the Strzelecki Ranges, and is centrally positioned within the South Gippsland and Bass Coast Shires.
- Leongatha township provides the service centre for a large surrounding area which supports a mainly pastoral and agricultural farming industry, the predominant activity being dairy farming.
- Today South Gippsland Shire boasts four milk factories, all of which are predominantly focused on the export of dairy products to Asia.
- These milk factories between them have in the last few years spent in excess of \$120m in major upgrades to expand the dairy export industry.
- **Leongatha Aerodrome needs to keep pace with this development in order to serve the demands of a growing dairy industry, particularly through the aerial agricultural activities of spreading and spraying.**

- The principle draw back of the aerodrome today is that not all parts of the aerodrome - particularly those parts most used by agricultural aircraft – are operational throughout the year.
- This is partly due to the age of the infrastructure, but also due to the fact that not all of the aerodrome was built to all-weather standards, and those parts used by agricultural aircraft are substantially grass and can become non-operational due to soft wet surface during winter and spring rain periods.
- The **Project Objectives** can therefore be summarized as:-

To upgrade Leongatha Aerodrome to an all-weather facility to grow its strong commercial base and support local agricultural industries, and to provide community security through Air Ambulance, Police Air Wing and Aerial Fire Fighting services, as well as providing Charter, Training, Maintenance and Recreational Aviation opportunities.

3. CONTEXT

3.1 Background

- Leongatha Aerodrome is situated approximately 10 km south west of Leongatha Township on Aerodrome Road, which runs off Andersons Road.
- The Aerodrome is also about 9km south east of Korumburra,
- The aerodrome occupies an area of 42.54 hectares and is sited on flat ground.
- The boundaries of the aerodrome are formed by adjacent pastoral farmlands.
- The Aerodrome was built by the former Shire of Woorayl (now South Gippsland Shire Council) in about 1964.
- In 1999 the Council sold the Aerodrome to a consortium of airport users who purchased the aerodrome in order to protect their predominantly aerial agricultural businesses.
- Since that sale, a number of improvements have been undertaken by the new owners, which have upgraded the Aerodrome and added significantly to its utility and value.
- Leongatha Aerodrome Users Pty Ltd owns the Aerodrome facilities which comprise runways, taxiways, aprons, and the airfield services such as toilets etc.
- The owner leases out sites to tenants who erect their own improvements, which provides the only significant income to the Aerodrome company.
- At present there are approximately 8 further sites capable of being leased out, and 21 sites are already developed. Further sites could be developed if necessary.

3.2 Runways

- Leongatha Aerodrome comprises two runways, 22/04 and 18/36.



Aerial Agriculture Training Aircraft

3.3 Main Runway 04/22

- The main runway consists of a 10mm bituminous seal which is 924 m long and 18m wide.
- The runway is within a 1,044 m long by 90 m wide runway strip and is oriented on a bearing of 040°30' / 220°30' magnetic.
- The runway carries the main commercial and aviation training traffic and has been designated with a maximum aircraft weight of 5,700 kg and a maximum tyre pressure of 450 Kpa.
- The current condition of the pavement sub base is very good, however the wearing surface needs replacing.

3.4 Runway 18/36

- The secondary runway comprises a gravel surface with firm grass over runs at each end.
- The runway is 669 m long and 18 m wide and intersects the main runway 365 m from its western threshold.
- The runway is within a 789 m by 90 m wide runway strip and is oriented on a bearing of 180° / 360° magnetic which typically carries ultralight and agricultural aircraft traffic.
- The current condition of the runway is inadequate for year round operations, being seriously affected by wet weather, especially in winter and spring.

3.5 Taxiways and Apron Areas

- An existing sealed taxiway links the main apron area with the two runways, and joins the 18/36 cross runway at approximately 508 m from the runway's southern threshold.
- The taxiway is approximately 18m wide and 120m long and is in need of urgent upgrade.

- An existing unsealed gravel taxiway links the main apron area with tenants facilities at the southern end of the aerodrome.
- The condition of the gravel taxiways is only fair, and are subject to periods of being unusable due to wet weather.
- The main apron area occupies some 9,000 sq m of sealed asphalt and serves as the main thoroughfare for aircraft between the north and south ends of the aerodrome.
- It also provides a central location for the fuel bowsers. Adjacent grass areas to the north and south provide additional aircraft storage areas.

There are economies of scale if the two runways, two taxiways and the apron are upgraded with a hotmix asphalt surface at the same time. This is beyond the resources of the Aerodrome owners on their own – hence this application for funding. However, with the support of the Regional Airports Program, this important project will support aviation in the South Gippsland Region.

Further useful background information on the Aerodrome is listed below.

3.6 Navigational and Landing Aids

- At present Leongatha Aerodrome has no navigational or landing aids apart from an illuminated wind sock situated to the west of the intersection of the two runways.
- The main runway has lighting for night operations but manually operated.
- Use of the landing lights is by prior arrangement with management, as specified in the ERSA entry.
- Leongatha is an uncontrolled airfield.
- The nearest navigation aids are a VOR at Avalon (YMAV) and a NDB at Latrobe Valley, (YLTV).
- There is no provision for an Aerodrome radio service or any form of air traffic control.
- Communication between Aerodrome users is by aircraft radio only.
- Aircraft landings and take-offs are undertaken in VMC, and operations to the north of the Aerodrome are restricted to daytime operations in VMC due to the proximity of rising ground.
- Aircraft using runways 04 and 36 are required to undertake right hand circuits.

3.7 Climate and Topography

- Leongatha aerodrome is located in flat country side with some hilly terrain located north of the Aerodrome which restricts aircraft movements in this direction to day time operations in VMC conditions.
- The prevailing winds are generally from just north and south of a westerly direction.
- The main runway orientation is therefore satisfactory for most airport operations.

- The climate is generally mild without extremes of temperature, and although fog can sometimes be present it generally clears by mid-morning when present.
- Aircraft operations are occasionally affected by rain and adverse wind conditions.
- In some winter and spring seasons there can be periods of time when some parts of the aerodrome are non-operational – the most affected areas are grass aircraft parking, the north and south ends of runway 18/36, and taxiway D.

3.8 Airport Security

- The existing airport boundary is secured with a stock-proof post and wire fence preventing access by adjacent farm animals.
- The apron area has a child proof ARC mesh fence that serves as a barrier to vehicles and passengers, with restrictive and “No Trespassing” signs posted at the main entry points.
- An unmanned gate provides airside access to vehicles and personnel.

3.9 Services

- Electric power, Telstra telephone, tank water and septic sewerage are available.
- Aerodrome Road has an all weather gravel surface and provides acceptable access.
- The main gas pipeline to Leongatha passes within 1.5km to the north of the aerodrome and could offer commercial gas supplies if required.

3.10 Electricity

- Electricity is supplied by overhead power lines from the state supply grid via a 50 kVA transformer located opposite the water storage tank at the car park entrance.
- Power is then reticulated via underground ducts to adjoining aerodrome facilities.
- Three phase electrical power is available and reticulated to most of the aerodrome.
- No provision for a back-up generator is provided at the aerodrome, although some tenants have their own back up facilities.

3.11 Telephone

- An existing telephone line servicing the airport runs by cable to the aerodrome and then is reticulated to various aerodrome facilities via underground ducts.
- A public telephone system was previously provided but has been removed.

3.12 Water Supply

- The existing aerodrome has no direct link to town water supply.
- However, an existing 90,000 Lt water tank located on the southern side of the airport car park provides water to the public toilets and amenities building for general use.
- Most businesses store their own water from large hangar roofs for potable water purposes.
- A reserve dam located on the Southern side of the aerodrome access road also provides additional water storage for fire fighting.
- Reticulated bore water is available to most of the buildings on the airport.

- Town water mains are installed from Leongatha to an abattoir (now demolished) that operated in Anderson Road approximately three kilometers east of the aerodrome. It would be possible to extend this potable water supply and connect it into the existing reticulation system for a relatively low cost.

3.13 Sewerage

- There is an existing septic sewerage system for the public toilets on the site which also services some of the buildings, and which still has some capacity for further connections.
- Separate toilet facilities utilizing septic tanks are also provided at some hangars.
- If further development of the aerodrome required a more sophisticated system, then there are several locations suitable for a package sewerage treatment plant.

3.14 Drainage

- A network of 300mm and 275 mm drainage pipes around the aerodrome facilities feed into a series of open unlined drains which run along the perimeter of the two runway strips and out-fall to the south of the aerodrome.
- The drainage system throughout the aerodrome is well developed, and is capable of maintaining operational capability up to at least 50 year return events, subject to regular maintenance which currently takes place.

3.15 Toilet Block

- Male, female and disabled facilities are available. It is in fair condition. There is also a shower facility for the use of customers which adjoins the Toilet Block.

3.16 Chemical Washdown Pad

- An agricultural aircraft chemical fully washdown pad has been constructed at the far north east corner of the Aerodrome adjacent to the Runway 18 threshold.
- This facility is designed to ensure that chemicals are dealt with in an environmentally responsible way.
- It consists of a bunded concrete pad where aircraft can be washed with water. The contaminated water is collected in a pit and pumped into an evaporation channel where, once the water has evaporated, a thick sludge remains which can easily be removed for appropriate disposal off site.

3.18 Fuel Browsers

- The Aerodrome recently installed two new state of the art swipe card fuel browsers – one for JetA-1 and one for Avgas. This now means that Leongatha is an important refueling option along a very large section of the eastern Victorian coastline, as well as all areas south of the Latrobe Valley. In addition, Mogas is being made available for the recreational aviation sector.

3.19 Aviation Activity

- At present Leongatha Aerodrome experiences about 15,000 aircraft movements per year, which is typical for a country airport of its type.
- A large portion of these movements are attributed to agricultural operations and flight training.
- Other movements result from aircraft arriving for maintenance; from a small aero club and other private flying; from glider operations; and from emergency services aircraft and other community based aviation activities.
- Leongatha is an important base for agricultural operations, with three agricultural operators present on the airport, as well as one of Australia's pre-eminent agricultural flight training establishments.
- When not engaged in agricultural spraying activities, these aircraft are often used for fire fighting activities in summer.

3.20 Other Airports in the Region

The following are the four nearest airports to Leongatha, none of which fulfill the role that Leongatha has developed over the last 50 years specifically supporting aerial agriculture and firebombing, and therefore are not directly competitors for that role outlined above.

3.20.1 Phillip Island

- 25 NM west of Leongatha. The single gravel runway 04/22 of 883 m was closed about five years ago, and only sight-seeing helicopters now operate there.
- The airfield is privately owned, not licensed, and severely impacted by encroaching housing from the Woolamai estate very close to the eastern boundary of the airport.
- No navigation aids at the airport, and the Phillip Island NDB has been de-commissioned.

3.20.2 Tooradin

- 27 NM north west of Leongatha with a single sealed runway 04/22 of approximately 900m.
- The airfield is privately owned, and not licensed
- This airfield has recently been upgraded, but caters primarily to sport aviation in several forms, including parachuting, and ultralight activities. This tends to discourage commercial operations.

3.20.3 Yarram

- 43 NM east of Leongatha.
- Main runway is 09/27 granitic sand 756m, with PAL.
- Secondary runway is 05/23 grass 1090m.
- Very few buildings. Mostly recreational aviation activities.
- Owned by the Wellington Shire Council. No serious competition.

3.20.4 Latrobe Valley

- 33 NM north east of Leongatha. Main runway is 03/21 sealed 1430m with PAL.
- Secondary runway is 09/27 gravel 919m, and has a NDB.
- It is a regional airport, and at various times this airport has had a RPT service using small commuter aircraft.
- It has a larger population catchment including all the Latrobe Valley towns.
- It has an active aero club, and is the manufacturing base for Mahindra Aviation aircraft, including the Airvan.
- Publicly owned by the Latrobe Shire Council and operated by the Latrobe Regional Airport Management Committee.

3.21 Emergency Operations, and Community Use and Benefit

- Aerodromes have always been considered to be part of the nation's transport infrastructure, a view which is reinforced by the PUZ4 (Transport) zoning protection provided in the local Planning Scheme.
- Aerodromes fulfill a vital function especially in the case of emergencies, such as bush fires, where they can provide a good operating headquarters and base for airborne fire fighting strategies.
- Leongatha Aerodrome is used by Air Ambulance aircraft as required, and it provides easy access to such services for a very wide area of South Gippsland, including the main towns of Wonthaggi, Korumburra, Inverloch, Leongatha, and Foster as well as many smaller towns (e.g. Mirboo North), with a total population catchment of over 65,000 people in the South Gippsland and Bass Coast Shires.
- Clearly there is a significant value to a wide community of people because the aerodrome exists even though it may not impact directly on their lives. *Effectively this means that the airport owner is providing a significant community benefit for which there is no monetary return.*
- The community benefit is to some extent recognized in the protection provided by the Public Use Zone, as well as an Airport Environs Overlay, which prevents inappropriate development having an impact on airport operations.

3.22 Existing Businesses

- Existing businesses at the Aerodrome include:-
 - Aerial Agriculture Spraying, Spreading and support (3 operators)
 - Aerial Fire Fighting aircraft and support systems
 - Aircraft maintenance workshops (3 – with 2 carrying out third party work)

- Aircraft Spray Painting workshop
 - Specialised Aircraft Windscreen replacement and repair service
 - Flying Training, both General Aviation and Recreational Aviation Australia activities for Australian and Overseas students
 - Aircraft Charter services for the South Gippsland region
 - Specialised Agricultural Flying Training services
 - Aircraft Sales and Support for Liberty Aircraft
 - Gliding Club
 - Business and Private Flying and Recreational Aviation activities.
- These businesses at present generate 23 EFT jobs both at Leongatha Aerodrome and in satellite operations.
 - Leongatha Aerodrome Users Pty Ltd is working collaboratively with Council to investigate the opportunities for the economic development of the Aerodrome to be expanded from its existing base to develop its full potential as an employment centre and supplier of aviation services, and particularly to seek out opportunities for export income.

3.23 New Business Opportunities and Innovation

- One of the agricultural aviation businesses on the airfield, Woorayl Air Services Pty Ltd, (WAS) recently completed a contract worth more than US\$500,000 to provide aerial agricultural services to a company in Heilongjiang Province, Peoples Republic of China.
- WAS has also recently completed a contract with a company in Malaysia for the supply of agricultural aircraft and pilots to carry out aerial agricultural operations in Malaysia on an ongoing basis, with agricultural flying training for Malayan students being carried out at Leongatha.
- WAS has also been very innovative in developing improvements in fire fighting maintenance and delivery systems, having built on experience gained in Victorian fire fighting contracts for the last 29 years.
- WAS has developed a mobile maintenance trailer specifically to enable the rapid deployment of technical and maintenance support to its aircraft wherever they may be in the field.
- WAS has designed and developed a fire retardant delivery system, comprising Australian manufactured stainless steel butterfly door, operated pneumatically or manually. It is known as the Woorayl Pneumatic Fire Door, and has been specifically designed for Thrush and Dromader aircraft in fire bombing operations.
- WAS also flight tested a ram-air induction system to pressurise the aircraft hopper which in turn 'squared out' the load footprint of the Dromader from the pre-existing tear drop footprint. This in turn helped relieve adverse pitch up at the end of the drop which improved accuracy and safety by reducing the possibility of dynamic stall.
- WAS is currently developing an electronic load release / flap retraction synchronisation mechanism, which will in turn unload the wing further during the whole drop phase, again greatly negating the pitch up characteristic and further enhancing accuracy and safety of operations.

- WAS also a number of years ago conceived and initiated AgNAV Inc of Canada to design and develop FireNAV which we had hoped would one day be noted and may be further implemented into fire bombing operations in Australia. WAS had asked AgNAV to create this with the intention of having greater accuracy during target coordination by the AAS as well as having the two fold outcome of a greatly decreased amount of avoidable communication over the fire CTAF during target identification. This then automatically passes this target on to the incoming fire bombing aircraft to remove any confusion. This in turn frees up the fire CTAF for other traffic to give position reports and separation, adding to the safety of the aerial firefighting operations. This system is fully operational, but requires at least one AAS platform to also have the equipment installed. This equipment is available on all WAS fire fighting aircraft. This system has the potential to give real time updates of exact load placement.

Regional Aviation Program
Leongatha Aerodrome (YLEG)
Submission for Funding
for
Leongatha Aerodrome Airside Upgrade
by
Leongatha Aerodrome Users Unit Trust

December 2019

Attachment 2 – Assessment Criterion 2
Capacity, capability and resources – part 1

Infrastructure Tasks

- There are four (4) tasks that are required to reach the aim set out in **Project Objective**.
- Provisional estimates for this work were sought from the Infrastructure Department of the South Gippsland Shire Council.
- The reason for this was that firstly some of the members of that Department were present when the Council was maintaining the Aerodrome (up until 1999) and are very familiar with its design and ground conditions.
- Secondly, the Council is constantly dealing with all suppliers and contractors across South Gippsland, and are therefore familiar with current rates for the supply of materials and labour for what are basically made and unmade roads.
- Thirdly, the Council was happy to prepare the estimates to demonstrate its commitment to support the upgrade of the Aerodrome.
- Competitive quotations from trades will be obtained before construction commences.
- **NOTE:** All prices quoted in this submission do **NOT** include GST.

Task 1. Runway 22/04. This fully sealed runway was constructed in the 1960's and clearly was well designed and built, as it is still structurally quite sound, even after about 50 years, but the wearing surface has become tired and needs resealing, and also requires the centre line and piano keys to be repainted.

The estimate for this allows for the runway to have 30mm hot mix asphalt compacted to 10mm over 16,630m² @ \$40.00/m²

Estimate **\$ 665,200**

Task 2 Runway 18/36. This runway is made of compacted granolithic sand, and has had to be 'topped up' many times over the years. In some wind conditions this runway is the only option available, and for some aircraft is not suitable, and needs to be fully constructed and sealed. In normal prevailing wind conditions, when runway 22/04 is in use, agricultural aircraft use this runway to maintain separation from general aviation and recreational aircraft, as they have a higher tolerance to crosswind conditions. However for some weeks each year this runway is not available due to its soft wet surface as the levels and profile of the original construction work were not adequately designed. **This task is a very high priority.**

This estimate allows for the runway to have excess grass and unsuitable materials removed, the existing compacted base spot filled, 30mm hot mix asphalt compacted to 10mm over 12,042m² @ \$60.00/m².

Estimate **\$ 722,400**

Runway 18/36 Unserviceable due to soft wet surface



Threshold Runway 18, looking south



Intersection Runways 02/44 and 18/36, looking north



Taxiway A, looking west



Intersection Runway 18/36 and Taxiway A

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**Right – Intersection Runways
22/04 and 18/36, looking east.**



Task 3 Main Apron and Taxiway A. Like the main runway 22/04, the construction of the main apron and Taxiway A have stood the test of time. However the surface is breaking up, needs repairs and a reseal, as there are areas that hold water after rain.

This estimate allows for the main apron and taxiway to have soft areas and broken seal to be repaired, 9,000m² @ \$41.00/m²

Estimate

\$369,000



Water ponding on Main Apron after rain

Task 4 Taxiway D. This is an existing taxiway that provides access to a majority of the hangars and businesses on the aerodrome. It is a poorly constructed compacted gravel taxiway at present with very poor drainage. In certain weather conditions it is not possible for aircraft to access the runways from their hangars, sometimes for a few days. **It is a very high priority.**

Works on Taxiway D comprise the existing compacted base spot filled, 30mm hot mix asphalt compacted to 10mm over 3,150m² seal @\$62.00/m²

Estimate

\$ 195,300



Taxiway D looking North

Summary of all Tasks:-

Task 1	\$665,200
Task 2	\$722,400
Task 3	\$369,000
Task 4	<u>\$195,300</u>
Total Funds required	\$1,951,900
Grant Funding Sought	\$ 975,950



Taxiway D looking South

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Regional Aviation Program

Leongatha Aerodrome (YLEG)

Submission for Funding
for
Leongatha Aerodrome Airside Upgrade
by
Leongatha Aerodrome Users Unit Trust

December 2019

Attachment 3 – Assessment Criterion 2
Capacity, capability and resources – part 2

Key Personnel and Construction Management

- The procurement of the works proposed in this submission will be by direct Construction Management methods.
- There will be no main contractor, as the tasks in both streams consist of succinct stand alone sub-projects. The aerodrome has the skills and experience within its team to manage suppliers and trades directly.
- The aerodrome has its own plant and equipment that can be used for much of the construction works.
- All the sub-projects will be managed by a Construction Manager, s22(1)(a)(ii) [REDACTED] s22(1)(a)(ii) [REDACTED]
- The Construction Manager will report to the Project Steering Committee, made up of three Directors and shareholders of Leongatha Aerodrome Users Pty Ltd, being s22(1)(a)(ii) [REDACTED] s22(1)(a)(ii) [REDACTED]
- The Construction Manager will be:-
 - s22(1)(a)(ii) [REDACTED]
 - Email: s22(1)(a)(ii) [REDACTED]
 - Phone: s22(1)(a)(ii) [REDACTED]
- s22(1)(a)(ii) [REDACTED] is a qualified Project Manager, Chartered Surveyor, Town Planner, Valuer and Land Economist who has over 40 years experience in the management of all phases of major development projects, including many on major airports around Australia. He is a tenant at Leongatha Aerodrome, but is not a shareholder or director of Leongatha Aerodrome Users Pty Ltd.

- The Directors of Leongatha Aerodrome Users Pty Ltd will provide the governance structure both during and after the Construction Phase, as they do at present.
- Leongatha Aerodrome Users Pty Ltd will be responsible for ongoing maintenance of the completed project and the Aerodrome as a whole, under the direct control of s22(1)(a)(ii) s they have been since 1999.
- The Maintenance Manager will be:-
 - s22(1)(a)(ii), Managing Director, Leongatha Aerodrome Users Pty Ltd and Woorayl Air Services.
 - Email: was@dcsi.net.au
 - Phone: s22(1)(a)(ii)

Funding Sources

- The proposed funding sources for this project are from the Regional Aviation Program and the Leongatha Aerodrome Users Pty Ltd own funds and shareholders contributions and Work In Kind.
- In spite of considerable searching, in the short time available to us since hearing of this funding opportunity, the Aerodrome has been unable to identify other sources of funding and grants from other levels of Government that are appropriate for the proposed project.
- The South Gippsland Shire Council has provided officer time and support in the preparation of this Submission, which has not been costed.
- The project is not dependant on ongoing funding or continuing government support.
- The maintenance of the four tasks will be funded out of revenue from site rentals. This maintenance work has successfully been carried out for the last twenty years largely by staff on the Aerodrome using plant and machinery already on the Aerodrome.
- The significant infrastructure improvements to be carried out through this project will result in a significantly lower need for maintenance works and their attendant costs.

Project Risk Management

The assessment of risk in association with this project has been undertaken in accordance with the following framework.

1 Identification of the risks – This has been undertaken by the project manager who has significant experience in delivering large civil construction projects. These projects are largely subdivisions which involve significant levels of regulation and approvals and infrastructure provision. This project is relatively simple, but of a similar process of design and construction.

2 A risk analysis – The analysis of the likelihood and consequences of these risks has been completed. Most risks relate to minor cost implications or delays.

3 Risk treatment – Actions have been provided to mitigate risks to an acceptable level or to remove them.

4 Consequences Table

Consequence	Description	Ranking
Catastrophic	The consequences would threaten the viability of the project or the ability to complete the project	5
Major	The consequences would result in major cost overruns	4
Moderate	The consequences would result in minor cost overruns and or significantly delay the project	3
Minor	The consequences would result in minor delays to the project	2
Insignificant	The consequences can be absorbed in day to day management	1

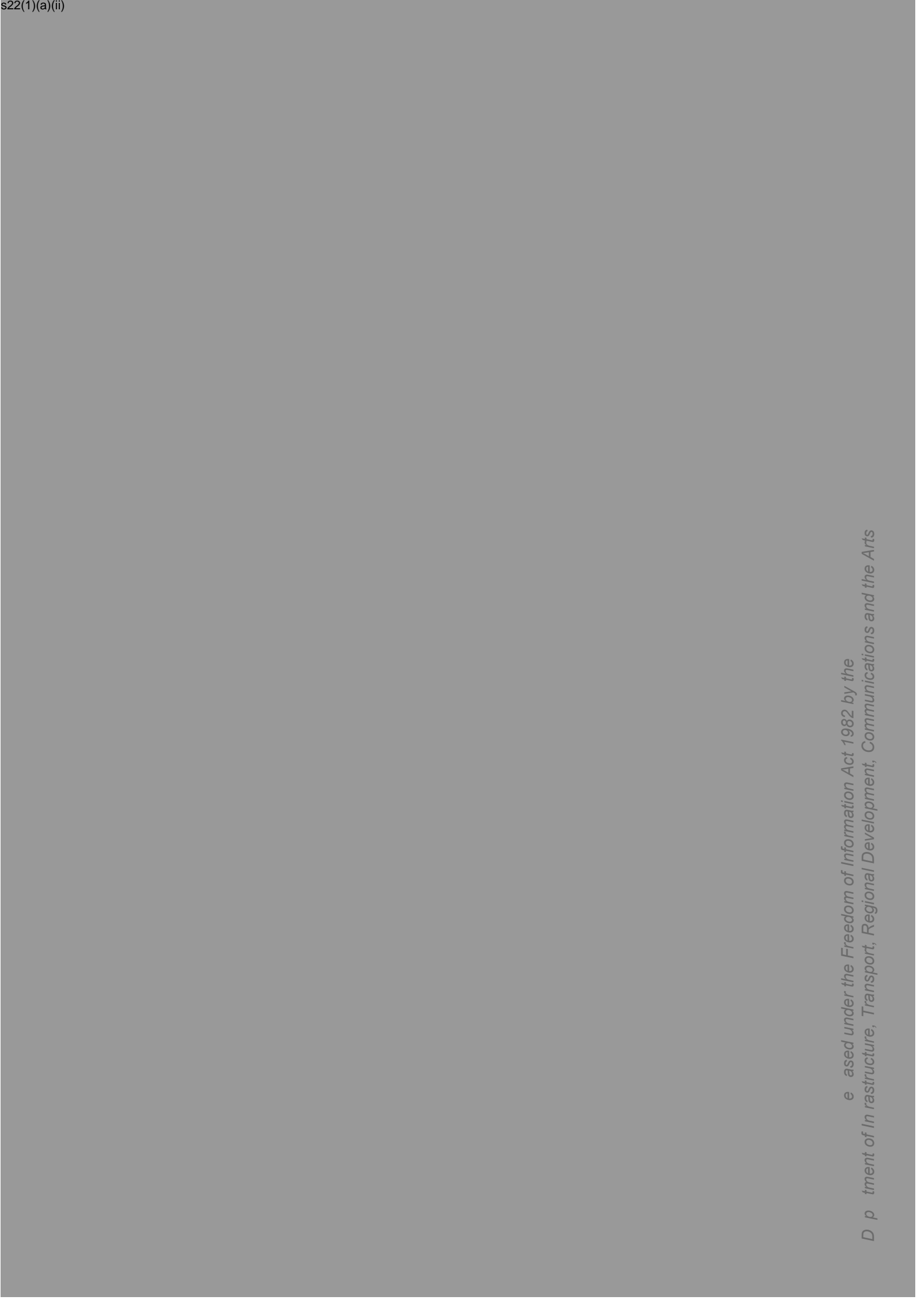
5 Likelihood Table

Likelihood	Description	Ranking
Almost certain	Is expected to occur in most circumstances or occurs regularly	5
Likely	Will probably occur	4
Possible	Might occur sometime	3
Unlikely	Small chance of occurring at some time	2
Rare	May occur only in exceptional circumstances	1

6 Risk Management Matrix

Consequences	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	High	High	Extreme	Extreme	Extreme
Major	Tolerable	Tolerable	High	Extreme	Extreme
Moderate	Low	Tolerable	Tolerable	High	High
Minor	Very Low	Low	Low	Tolerable	Tolerable
Insignificant	Very Low	Very Low	Very Low	Low	Low

No	Risk	Likelihood	Consequences	Risk Rating	Comments	Actions	Responsibility
1	Weather causing delays or difficulties	Likely	Minor	Tolerable	Result of weather delay would be to modify completion date of relevant Task	Works will be carried out only in period November to May each year	Project Manager
2	Industrial action	Unlikely	Minor	Low	Each trade will be directly subcontracted – industrial action most unlikely	None	Project Manager
3	Latent site conditions	Possible	Moderate	Tolerable	Geotechnical conditions are well known across the aerodrome	No identifiable action needed	N/A
4	Unavailability of expertise	Rare	Moderate	Low	Project Manager has all necessary technical expertise in house	None	N/A
5	Change in cost of materials	Possible	Minor	Low	The cost of materials has been estimated at July 2014 – unlikely to change significantly	None	N/A
6	Change in cost of labour	Possible	Minor	Low	There is significant competition across South Gippsland from trades	None	N/A
7	Loss of funding	Rare	Major	Tolerable	The funding for each Task will be confirmed before commencement	None	N/A
8	Approvals not obtained	Rare	Catastrophic	Very low	The only approvals required are for stage 3, Tasks 5 & 6 – 2016/17.	Obtain planning approvals in plenty of time!	Project Manager
9	Costs exceeding estimates	Possible	Moderate	Tolerable	Cost estimates in this submission have been obtained from trades / suppliers and should only require minor updating. However competitive quotes will be obtained where possible	Review budgets for each task on receipt of competitive quotes where available and ensure funding is available for any overruns before commencement	Project Manager
10	Failure of contract	Rare	Moderate	Very low	There will only be trade contracts directly with suppliers / trades who can be easily replaced	None	N/A
11	Lack of probity during procurement process	Rare	Minor	Very low	Possible complaints from unsuccessful trades / suppliers	Proper Governance and recording processes will be put in place	Project Steering Committee





Regional Aviation Program

Leongatha Aerodrome (YLEG)

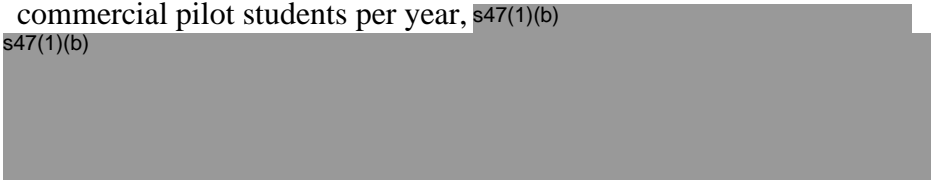
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Leongatha Aerodrome Airside Upgrade
by
Leongatha Aerodrome Users Unit Trust

December 2019

Attachment 4 – Assessment Criterion 3
Impact and Benefit of grant funding for the project

Economic Benefit

- This project, if implemented as described in this submission, will result in significant economic growth not only on the Aerodrome, but also in the wider south Gippsland community.
- For Leongatha Aerodrome, the benefits will be:-
 - Increased demand for take up of hangar sites because the Aerodrome will have all weather capability.
 - Increased demand will create extra revenue from site rentals, which is the main source of revenue for the maintenance of the Aerodrome.
 - It will increase the demand for flying training from new students to advanced training such as commercial pilot and instrument flying qualifications.
 - It will assist the Aerodrome in its current discussions with sources of commercial pilot students, some from overseas.
 - This will result in more flying, therefore greater requirement for fuel sales and aircraft maintenance, increasing the economic activity on the Aerodrome, as maintenance is legislated to relate to hours flown.
 - Reduce wear and tear on aircraft due to the improved runway and taxiway conditions.
- For the wider South Gippsland community the benefits will be:-
 - The all weather capability will ensure that aerial agriculture activities in support of the rapidly growing dairy industry will guarantee that spraying and spreading can take place at the optimum time, thereby increasing feedstock yields.

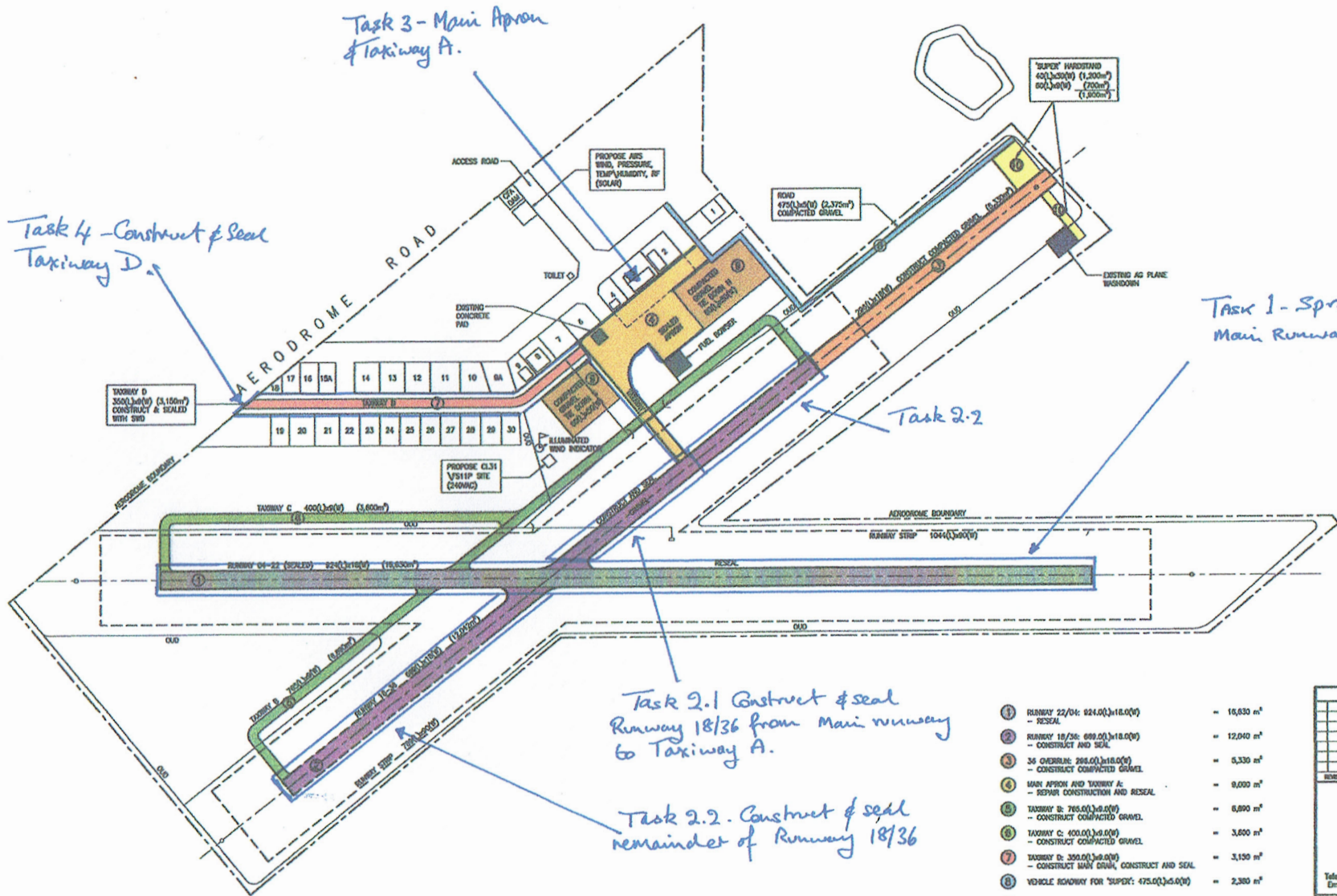
- This in turn will assist the rapidly growing export of dairy products (especially infant formula) from the four milk factories in South Gippsland which between them have made over \$120m in capital investments in the last several years to seize the opportunity offered by the high demand for dairy products from Asia.
 - Murray Goulburn in Leongatha, Burra Foods in Korumburra, United Dairy Products in Poowong and Viplus in Toora have all invested in state of the art milk product facilities in the last three years, and they are all competing heavily for the milk from dairy farms to process.
 - As a result there has been a noticeable increase in the size of dairy farms and their herds, increasing demand for cost efficient methods of spraying for weeds and spreading fertilizer. After all the raw material for milk is high quality grass.
 - If the discussions currently underway result in potentially ten overseas commercial pilot students per year, s47(1)(b) 
 - It is possible that this training could grow to amount to more than 10 overseas students per year.
- The investment in this project will result in further strategic industry investment in the following ways:-
 - Further opportunities to develop new and better systems for aerial delivery of fertilizer and weed control, as well as firebombing services.
 - This has already been happening with better facilities and greater concentration of similar businesses engaged in similar activities, it will generate more energy for technical innovation.
 - With a critical mass now appearing at Leongatha Aerodrome amongst the businesses already located on the aerodrome, the improvements resulting from this project will encourage further synergies by other businesses locating at Leongatha.
 - Having an all weather Aerodrome constructed to a high standard will encourage other transport related activities to co-locate, as is the expectation of the South Gippsland Shire Council's Leongatha Industrial Land Use Study which states:-
 - "The Aerodrome could provide for airport related uses, including transport and logistics leveraging off the airport. This role should be supported by this study."

- The project will have a direct bearing on jobs, for the following reasons:-
 - The expected increase in aerial agriculture, aviation training, maintenance and other aircraft refurbishment work, as well as recreational flying activity will increase demand for Licensed Aircraft Maintenance Engineers, agricultural pilots and loaders, flying instructors as well as administrative roles.
 - With approximately 23 EFT positions now based at Leongatha and satellite operations of its businesses, (all three agricultural aviation operators have satellite operations as well as their main base at Leongatha), it is quite feasible that within five years these will have grown to 35 EFT positions.
 - The increased activity will also have a flow on effect into the local community, with both the towns of Leongatha and Korumburra already supplying many services to businesses at the Aerodrome. The multiplier effect will have a beneficial result for them.

- The socio-economic benefits of the Leongatha Aerodrome project will be:-
 - Improved community safety as a result of having all weather capability for the Air Ambulance and other emergency services, as well as supporting the new \$50m Leongatha Hospital.
 - Improvement of the Aerodrome as a Fire Base.
 - Clearly there is a significant value to a wide community of around 65,000 people because the aerodrome exists even though it may not impact directly on their lives. Effectively this means that the airport owner is providing a significant community benefit for which there is no monetary return.
 - As described above, the project will build on key regional strengths in supporting the dairy industry while it goes through a major growth phase with its consequent social benefits as the result of growth in an industry which represents around 60% of South Gippsland's Gross Domestic Product.

- The Leongatha Aerodrome Project is directly in line with a number of Government policies at all three levels of Government:-
 - At both Federal and State levels, aerodromes are considered to be a part of the nation's transport system, with all the policy support which that implies.
 - Like roads and tunnels which are often now privatised, they are still considered 'public' assets; so with privately owned aerodromes that provide an essential service to their communities in many ways as outlined above.
 - It is at the Local level that relevant government policy really supports the details of this request for project funding.
 - The South Gippsland Shire Council's Municipal Strategic Statement, (contained within its Planning Scheme) makes the following points that are pertinent to this project:-
 - **At Clause 21.11 – Economic Development - Objectives and Strategies**

- **Objective 1** To attract and develop value adding opportunities to diversify the industry base and maximize employment opportunities
- **Strategy 1.3** Encourage opportunities for the expansion of industry and the provision of related infrastructure (*the aerodrome cannot expand without the infrastructure improvements this project will provide*)
- **Strategy 1.5** Encourage the location of industries within existing industrial precincts (*echoed by the industrial land use study*)
- **Objective 2** To ensure that industries in rural areas specifically support the agricultural sector (*which the Aerodrome does!*)
- **Strategy 2.2** Encourage industries in rural areas that add value to primary produce and / or provide a necessary service to the local agricultural sector
- **Objective 4** To encourage well designed, sustainable industrial development that enhances the visual amenity of the neighbourhood (*aerodrome*)
- **Strategy 4.1** Ensure new development is designed and constructed to be responsive to environmental standards, and is safe and functional in its layout (*safety issues being a driver for much of the project*)
- **At Clause 21.12 – Transport – Objectives and Strategies**
 - **Overview** – (excerpt) – The Leongatha Aerodrome is the only commercially operating airfield within the Shire.
 - **Strategy 2.6** Ensure that the future expansion of the Leongatha Aerodrome is not prejudiced by the encroachment of incompatible land use and development
 - **Strategy 2.7** Encourage aviation related industrial and commercial activities including the provision of regular freight and passenger services from Leongatha Aerodrome (*this cannot happen without all the elements of this proposed project*)



- ① RUNWAY 22/04: 824.0(1) x 18.0(1) - RESEAL = 16,630 m²
- ② RUNWAY 18/36: 699.0(1) x 18.0(1) - CONSTRUCT AND SEAL = 12,600 m²
- ③ 36 OVERLAP: 295.0(1) x 18.0(1) - CONSTRUCT COMPACTED GRAVEL = 5,330 m²
- ④ MARK APRON AND TAXIWAY A: - REPAIR CONSTRUCTION AND RESEAL = 9,000 m²
- ⑤ TAXIWAY B: 765.0(1) x 11.0(1) - CONSTRUCT COMPACTED GRAVEL = 8,415 m²
- ⑥ TAXIWAY C: 400.0(1) x 9.0(1) - CONSTRUCT COMPACTED GRAVEL = 3,600 m²
- ⑦ TAXIWAY D: 350.0(1) x 9.0(1) - CONSTRUCT MAIN DRIVE, CONSTRUCT AND SEAL = 3,150 m²
- ⑧ VEHICLE ROADWAY FOR SUPER: 475.0(1) x 50.0(1) - CONSTRUCT COMPACTED GRAVEL = 2,380 m²
- ⑨ APRON AT THE DOORS - HERE H 60.0(1) x 50.0(1), S 60.0(1) x 50.0(1) - RESEAL = 7,000 m²
- ⑩ SUPER HARVESTAND AND WASHDOWN TAXIWAY 60(1) x 50(1) (1,500m²)

EXISTING CONDITIONS
NOVEMBER 2013
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Key Infrastructure Australia 51 City Road, Southbank VIC 3006 Telephone: (03) 8400 8142 Mobile: 0400 772 377 Email address: info@keyinfrastructure.com.au	
EXISTING AERODROME PLAN	
PROJECT LEONGATHA AERODROME REGIONAL AVIATION FUND SUBMISSION	
ARCHITECTS	
SCALE 1:2000 (A1)	PROJECT No. P014
DATE SEP 2013	DRAWING No. SK141 of 144
DRAWN BY JCH	REV No.
CHECKED BY JCH	DATE

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 Department of Infrastructure, Transport, Regional Development, Communications and the Arts

02-DEC-2009 WED 07:43

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FAX No. 61 03 56742413

P. 002

DEED OF TRUST

FOR

**LEONGATHA AERODROME USERS
UNIT TRUST**

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C O N T E N T S

PART I	PRELIMINARY Definitions Clause Headings Period of Trust
PART II	CONSTITUTION OF THE FUND Trustee Division into Units Net Asset Value of a Unit Valuation
PART III	APPLICATION FOR UNITS Application for Units
PART IV	REDEMPTION OF UNITS BY TRUST
PART V	DISTRIBUTION OF INCOME
PART VI	REGISTERS
PART VII	CERTIFICATE
PART VIII	TRANSFER OF UNITS
PART IX	THE TRUSTEE The Management
PART X	INVESTMENT OF THE FUND Investment of Funds Trustee's Liabilities
PART XI	LIMITATIONS OF RIGHTS AND LIABILITIES OF UNIT HOLDERS AND MUTUAL INDEMNITY
PART XII	TRUSTEE INDEMNITIES AND COVENANTS
PART XIII	UNIT HOLDERS
PART XIV	PAYMENTS TO UNIT HOLDERS
PART XV	DETERMINATION OF TRUST Determination Procedure of Determination

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02-DEC-2009 WED 07:44

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P. 004

CONTENTS CONT.

- PART XVI ALTERATIONS OF THE TRUST DEED
- PART XVII MEETINGS OF THE UNIT HOLDERS
- PART XVIII REMOVAL AND APPOINTMENT OF TRUSTEE
- PART XIX MISCELLANEOUS
Miscellaneous Provisions

THE SCHEDULE

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P. 006/007

PART XIX - MISCELLANEOUS
MISCELLANEOUS PROVISIONS

- 36. (a) Any notice given to the unit holders hereunder shall be deemed to have been duly given and served if given in writing to the unit holder or respectively by a letter addressed to them at their respective addresses as appearing in the register. In the case of joint holders a notice given to that joint holder whose name stands first on the register shall be sufficient notice to all such joint unit holders. Any notice given to the Trustee hereunder shall be deemed to have been given and served if given in writing to the Trustee at its registered office. Any notice given by post shall be deemed to have been served at the time when it was posted and in providing such service it shall be sufficient to prove that the letter containing the notice was properly addressed and posted and a statement signed by the Trustee that it was so posted and when shall be conclusive of that fact.
- (b) A copy of this Deed shall at all times during usual business hour be made available for the inspection of the unit holders who shall be entitled to receive from the Trustee a copy of this Deed on payment to the Trustee of the sum of two dollars (\$2) or such payment as the Trustee may from time to time prescribe.
- 37. The Trustee shall appoint a duly qualified accountant or firm of accountants to act as accountants to the fund and may from time to time in its discretion remove the accountant or accountants to the fund and appoint another or others in its or their place.

38. s47G(1)(a) [Redacted]

IN WITNESS WHEREOF the parties hereto have executed this deed the day and year hereinbefore written.

THE TRUSTEES:

s22(1)(a)(ii) [Redacted]

DIRECTOR:

SECRETARY:



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THE SCHEDULE HEREINBEFORE REFERRED TO:

The Date Hereof: The 4th Day of February 2000

The Trustees: Leongatha Aerodrome Users Pty. Ltd.
A.C.N. 091 466 670

The Name of the Trust: LEONGATHA AERODOME USERS UNIT TRUST

Initial Unit Holder:	No. of "A" Units
s22(1)(a)(ii)	



LEONGATHA AERODROME USERS UNIT TRUST

LEONGATHA AERODROME
3/ 105 AERODROME ROAD
LEONGATHA VIC 3953
PH: 03 56643288
ABN 987 066 834 85
leongathaaerodromeusers@outlook.com

POSTAL ADDRESS
PO BOX 310
LEONGATHA VIC 3953

10/12/2019

To Whom It May Concern.

Leongatha Aerodrome Users Unit Trust fully supports this application and accepts responsibility to complete the project and meet the costs of the project not covered by the funding.

Kind Regards,
s22(1)(a)(ii)

Leongatha Aerodrome Users Unit Trust.



The Honourable Gordon Rich-Phillips MP

Shadow Minister for Finance
Shadow Minister for Roads
Shadow Minister for Aviation

Suite 1, 31 Princes Highway
DANDENONG VIC 3175
Telephone: (03) 9794 7667

3 December 2019

The Hon. Michael McCormack MP
Minister for Infrastructure, Transport and Regional Development
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Deputy Prime Minister

RE: Regional Airports Program – Leongatha Aerodrome, Victoria

I write to strongly support the application by Leongatha Aerodrome in Victoria for funding under the Regional Airports Program.

Leongatha Aerodrome is a strategically significant facility that has provided aviation access to Southwest Gippsland for over 50 years. It now seeks support to upgrade its basic runway, apron and taxiway infrastructure as well as add modern lighting and instrument approach capability.

International pilot training is a significant export opportunity for Victoria. With growing demand for pilot training, and capacity constraints at Moorabbin Airport, Leongatha is now a major satellite training facility for international student pilots, and its location away from the population centres at Leongatha and Korumburra limits any impact on local amenity.

The recent installation of a 24-hour swipe card JET-A fuel facility makes Leongatha a critical staging point for emergency services along the South Gippsland coast as the only location in a 65km radius that can provide access to jet fuel around the clock.

Leongatha's location on relatively flat terrain to the south and west of the Strzelecki Ranges means it is an important destination and alternate aerodrome for VFR light aircraft caught in inclement weather, particularly those crossing Bass Strait. This role has been further enhanced with the installation of a 24-hour swipe card AVGAS fuel facility.

As the only aerodrome with a sealed runway in South Gippsland, Leongatha provides connectivity to the region (a major dairying centre) including for light corporate jet charter traffic.

2/2

The addition of an RNAV instrument approach to allow 'all weather' operations into Leongatha would further enhance the aerodrome's ability to cater for its multiple existing users.

Much of the infrastructure at Leongatha dates from its original construction and the upgrades that Leongatha now seeks under the Regional Airports Program will make an important contribution to ensuring that this facility can continue to meet the demand from emergency services, pilot training, charter and private transport, and remain viable into the future.

Leongatha previously applied for funding for similar infrastructure upgrades under the then Victorian Government's Regional Aviation Fund (RAF) in 2014. Had a change of government not occurred it was my intention as minister to approve that funding application, and I note the similar guidelines applying to the RAF and the Regional Airports Program.

Given the important role that Leongatha Aerodrome plays in South Gippsland I am delighted to support its application for funding under the Regional Aviation Program and look forward to your positive consideration.

Yours sincerely,



Hon. Gordon Rich-Phillips MP
Shadow Minister for Aviation



Australian Government
**Department of Industry, Science,
Energy and Resources**

Commonwealth Simple Grant Agreement

between the Commonwealth represented by

Department of Industry, Science, Energy and Resources

and

The trustee for LEONGATHA AERODROME USERS UNIT TRUST

Contents

Grant Agreement RAPI000099	3
Parties to this Agreement.....	3
Background	4
Scope of this Agreement.....	4
Grant Details RAPI000099.....	5
A. Purpose of the Grant.....	5
B. Activity	5
C. Duration of the Grant.....	6
D. Payment of the Grant	7
E. Reporting	8
F. Party representatives and address for notices.....	8
G. Supplementary Terms	9
Signatures	14
Commonwealth	14
Grantee	14
Schedule 1 Commonwealth General Grant Conditions	15
Schedule 2 Reporting requirements	17

Grant Agreement RAPI000099

Once completed, this document, together with the Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	The trustee for LEONGATHA AERODROME USERS UNIT TRUST
Legal entity type (e.g. individual, incorporated association, company, partnership, etc)	Fixed Unit Trust
Trading or business name	LEONGATHA AERODROME USERS UNIT TRUST
Any relevant licence, registration or provider number	Not applicable
Australian Business Number (ABN) or other entity identifiers	98706683485
Australian Company Number (ACN)	
Registered for Goods and Services Tax (GST)?	No
Date from which GST registration was effective?	
Registered office address	LEONGATHA AERODROME LEONGATHA VIC 3953 Australia
Relevant business place	Leongatha Aerodrome 105 Aerodrome Rd LEONGATHA SOUTH VIC 3953 Australia

The Commonwealth

The Commonwealth of Australia represented by the
Department of Industry, Science, Energy and Resources
of 10 Binara Street CANBERRA ACT 2600
ABN 74 599 608 295

The Department of Industry, Science, Energy and Resources will manage the Agreement on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with a Grant for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the Commonwealth General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to the Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details RAPI000099

A. Purpose of the Grant

The Grant is being provided as part of the Regional Airports Program Round 1 grant opportunity.

The purpose of the Grant is to

- improve the safety and accessibility of airports or aerodromes in regional areas of Australia by assisting airport or aerodrome owners/operators to undertake essential works, promoting aviation safety and access for regional communities

The intended outcome of the program is to support critical air infrastructure that provides a significant benefit to local communities and the region. The benefits will include:

- improving the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitating improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improving the connectivity of Australia's regions to domestic and global market opportunities
- meeting the operational requirements of aeromedical and other emergency services in the region

B. Activity

The Activity is made up of the Grantee's project and all eligible project activities as specified in these Grant Details.

Project title

Leongatha Aerodrome Airside Upgrade

Project scope and description

To upgrade Leongatha Aerodrome to an all weather facility to support the local community including agriculture, medical and fire fighting services.

The project scope includes the upgrade and repair of two runways, apron and two taxiways.

Activities include:

Preliminaries. Spray all grass and weeds impinging on the runways, apron and taxiways. Clear all dead material with grader.

Task 1. Runway 22/04. The wearing surface has become tired and needs resealing, and also requires the centre line and piano keys to be repainted. Preliminary works and the reseal of 30mm hot mix asphalt compacted to 10mm over 16,630m² @ approx. 40.00/m².

Task 2. Runway 18/36 needs to be fully constructed and sealed. The runway will have excess grass and unsuitable materials removed, the existing compacted base spot filled, 30mm hot mix asphalt compacted to 10mm over 12,042m² @ approx. \$60.00/m². Centre line and piano keys will need painting.

Task 3. Main Apron and Taxiway A. The surface is breaking up, needs repairs and a reseal, as there are areas that hold water after rain. The main apron and taxiway will have soft areas and broken seal repaired, 9,000m² @ approx. \$41.00/m², together with concrete pads in front of the AVGAS and AVTUR bowsers, as spilt fuel will 'melt' the hotmix.

Task 4. Taxiway D. This is a poorly constructed compacted gravel taxiway at present with very poor drainage. The existing compacted base will be spot filled, with 100mm fibrecrete concrete installed 10m wide by 315m – 3,150 m² and a centre line painted.

The project budget is based on quotes for all tasks to be completed by contractors. The grantee has significant in-kind labour to complete the labour component of the tasks, and the two

contractors (one for Tasks 1 – 3, and another for Task 4) will provide equipment, materials and machine operator/supervisor.

The works being supplied in-kind include the preliminary works - \$242,950, plus the labour component of the contractor works - \$718,000. Any other costs above the grant amount will be met by the grantee.

Project outcomes

To upgrade Leongatha Aerodrome Runways, Apron and Taxiways to an all-weather facility to grow its strong commercial base and support local agricultural industries, and to provide community security through Air Ambulance, Police Air Wing and Aerial Fire Fighting services, as well as providing Charter, Training, Maintenance and Recreational Aviation opportunities.

In undertaking the Activity, the Grantee must comply with the requirements of the grant opportunity guidelines (as in force at the time of application).

The Grantee must notify the Commonwealth about events relating to the project and provide an opportunity for the Minister or their representative to attend.

C. Duration of the Grant

The Activity starts on 01 October 2020 and ends on 31 May 2021, which is the **Activity Completion Date**.

The Agreement ends on 07 November 2021 which is the **Agreement End Date**.

Activity Schedule

In undertaking the Activity, the Grantee will meet the following milestones by the due dates.

Milestone number	Milestone name and description	Due date
001	Preparation Preliminaries. Spray all grass and weeds impinging on the runways, apron and taxiways. Clear all dead material with grader.	30/11/2020
002	Task 1. Runway 22/04. The wearing surface has become tired and needs resealing, and also requires the centre line and piano keys to be repainted. Preliminary works and the reseal of 30mm hot mix asphalt compacted to 10mm over 16,630m ² @ approx. 40.00/m ² .	07/03/2021
003	Task 4. Taxiway D. Poorly constructed compacted gravel taxiway at present with very poor drainage. The existing compacted base spot filled, with 100mm fibrecrete concrete installed 10m wide by 315m – 3,150 m ² and a centre line painted.	14/03/2021

Milestone number	Milestone name and description	Due date
004	Task 2. Runway 18/36 needs to be fully constructed and sealed. The runway will have excess grass and unsuitable materials removed, the existing compacted base spot filled, 30mm hot mix asphalt compacted to 10mm over 12,042m2 @ approx. \$60.00/m2. Centre line and piano keys painting.	31/03/2021
005	Task 3. Main Apron and Taxiway A. The surface is breaking up, needs repairs and a reseal, as there are areas that hold water after rain. The main apron and taxiway will have soft areas and broken seal repaired, 9,000m2 @ approx. \$41.00/m2, together with concrete pads (with 100mm fibrecrete concrete) in front of the AVGAS and AVTUR bowsers as spilt fuel will 'melt' the hotmix.	09/05/2021
006	Linemarking Completion of all necessary line marking	31/05/2021

D. Payment of the Grant

The total amount of the Grant is \$975,950 (plus GST if applicable).

The Grant will be provided at up to 50.00 per cent of eligible expenditure as defined in the grant opportunity guidelines.

The Grant will be paid over the following financial years subject to sufficient Program funding being available. The Commonwealth is not obliged to make a payment if it would result in the amount paid in a financial year exceeding the annual capped amount for that financial year as specified in this table.

Financial year	Annual capped amount (GST excl)
2020/21	\$900,000
2021/22	\$75,950
2022/23	\$0
Total	\$975,950

The Grant will be paid according to the following schedule. Payments are subject to satisfactory progress on the project and compliance by the Grantee with its obligations under this Agreement.

Payment event	Payment amount (GST excl)	Anticipated payment date
Initial payment	\$400,000	28/10/2020

Progress payment	\$500,000	28/02/2021
Final payment	\$75,950	28/07/2021
Total	\$975,950	

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

The Grantee agrees not to issue tax invoices in respect of any taxable supplies.

The Grantee acknowledges that where it is registered for Goods and Services Tax (GST) it will notify the Commonwealth if it subsequently ceases to be registered for GST.

GST means a tax that is payable under GST law as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

E. Reporting

The Grantee agrees to provide the following reports to the Commonwealth representative in accordance with the reporting requirements (Schedule 2).

Report type	Period start date	Period end date	Agreed evidence	Due date
Progress report	01/10/2020	31/12/2020	Evidence to demonstrate project progress, expenditure eligibility and payment of suppliers	31/01/2021
End of project report	01/01/2021	31/05/2021	Independent audit report, Evidence to demonstrate project completion, expenditure eligibility and payment of suppliers	30/06/2021

During the Agreement period, the Commonwealth may ask the Grantee for ad-hoc reports on the project. The Grantee must provide these reports in the timeframes notified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	s22(1)(a)(ii)
Position	Managing Director
Address	PO Box 310 Leongatha VIC 3953

Business hours telephone	03 5664 3288
Mobile	s22(1)(a)(ii)
Email	was@dcsi.net.au

Commonwealth representative and address

Name of representative	s22(1)(a)(ii)
Position	
Postal address	GPO Box 2013 CANBERRA ACT 2601
Physical address	10 Binara Street CANBERRA ACT 2600
Business hours telephone	s22(1)(a)(ii)
Email	s47E(d)

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Supplementary Terms

G1 Other Contributions

G1.1 In this Agreement, Other Contributions means the financial or in-kind contributions other than the Grant set out in the following table:

Contribution	Contribution type	Amount	Due date
Leongatha Aerodrome Users Unit Trust			
	Cash	\$975950	01/12/2020

G1.2 The Grantee agrees to provide, or to ensure the provision of, the Other Contributions and to use them to undertake the Activity. If the Other Contributions are not provided in accordance with this clause, then the Commonwealth may:

- (a) suspend payment of the Grant until the Other Contributions are provided; or
- (b) terminate this Agreement in accordance with clause 18 of the Commonwealth General Grant Conditions.

G2 Activity Budget

G2.1 The Grantee agrees to use the Grant and any Other Contributions and undertake the Activity consistent with the following budget:

Financial year 2020/21

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Contractor Costs	\$990,950
Project expenditure	Independent Audit Report	\$15,000
Project expenditure	Employee Labour Costs	\$945,950
Project expenditure	Aviation-safety related staff training	\$0
Project expenditure	Capital expenditure	\$0
Project expenditure	Drainage	\$0
Project expenditure	Materials	\$0
Project expenditure	Other Eligible Costs	\$0
Financial year total		\$1,951,900

All financial years

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Aviation-safety related staff training	\$0
Project expenditure	Capital expenditure	\$0
Project expenditure	Contractor Costs	\$990,950
Project expenditure	Drainage	\$0
Project expenditure	Employee Labour Costs	\$945,950
Project expenditure	Independent Audit Report	\$15,000
Project expenditure	Materials	\$0
Project expenditure	Other Eligible Costs	\$0
All financial years total		\$1,951,900

Figures in the above table are GST inclusive amounts less GST credits that can be claimed in relation to the expenditure.

G3 Record keeping

G3.1 The Grantee agrees to:

- (a) maintain records that identify the receipt and expenditure of the Grant and any Other Contributions separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
- (b) keep financial accounts and records relating to the Activity so as to enable all receipts and payments related to the Activity to be identified and reported.

G3.2 The Grantee agrees to maintain the records for five years after the Activity Completion Date and provide copies of the records to the Commonwealth representative upon request.

G3.3 Term G3 survives the termination, cancellation or expiry of the Agreement.

G4 Audit and acquittal

G4.1 The Grantee may be required to provide the Commonwealth with an independent audit report verifying that the Grant was spent in accordance with this Agreement.

G4.2 Independently audited financial acquittal reports must be audited by:

- (a) a Registered Company Auditor under the *Corporations Act 2001* (Cth); or
- (b) a Certified Practising Accountant; or
- (c) a member of the Institute of Public Accountants; or
- (d) a member of Chartered Accountants Australia and New Zealand

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

G5 Activity Material

Not applicable

G6 Access

G6.1 The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth, access to premises where the Activity is being performed and to permit those persons to inspect and take copies of any Material relevant to the Activity.

G6.2 The Auditor-General and any Information Officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are persons authorised for the purposes of clause G6.1.

G6.3 Term G6 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

G7 Equipment and Assets

G7.1 The Grantee agrees to obtain the Commonwealth's prior written approval to use the Grant to purchase any item of equipment or Asset for more than \$5,000 (including GST), apart from those listed in the Activity Budget and/or detailed below:

- (a) Not applicable

G7.2 The Grantee agrees to maintain a register of all Assets with a value of \$5,000 (including GST) or more at the time of the Asset's purchase, lease, creating or bringing into existence in the form specified below and to provide the register to the Commonwealth upon request.

Item number	Description	Total cost (including GST)
<i>Reference</i>	<i>Description of the equipment or asset</i>	<i>Total cost of the equipment or asset</i>

G7.3 The Grantee agrees to use the equipment and assets for the purposes of the Activity.

G7.4 The Grantee must ensure that it owns any equipment and Assets purchased with the Grant for the purposes of the Activity

G7.5 The Grantee agrees that the proceeds of any equipment and assets purchased with the Grant disposed of during the Activity, must be treated as part of the Grant and used for the purposes of the Activity.

G8 Relevant qualifications or skills

Not applicable

G8A Child safety

G8A.1 If the Activity or any part of the Activity involves the Grantee employing or engaging a person (whether as an officer, employee, contractor or volunteer) that is required by State or Territory law to have a working with children check to undertake the Activity or any part of the Activity, the Grantee agrees:

- (a) to comply with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children in relation to the Activity, including mandatory reporting and working with children checks however described; and
- (b) if requested, provide the Commonwealth, at the Grantee's cost, with an annual statement of compliance with clause G8A in such form as may be specified by the Commonwealth.

G9 Activity specific legislation, policies and industry standards

G9.1 Without limiting the generality of Item G11 below, the Grantee agrees to comply with the requirements of the following legislation, policies and industry standards when undertaking the Activity:

- (a) [The Building Code 2016](#)¹ (Building Code) and [The Australian Government Building and Construction WHS Accreditation Scheme](#)² (WHS Accreditation Scheme).
- (b) The *Work Health and Safety Act 2011 (Cth)*, any corresponding regulations made under that Act and any relevant Code of Practice approved for the purpose of that Act ('WHS Laws').

Note: The Grantee must ensure the Activity is undertaken in a safe manner. The Grantee must not, and must ensure its Personnel do not, by act or omission place the Commonwealth in breach of its obligations under the WHS Laws or any other relevant State or Territory legislation.

G9A Fraud

Not applicable

G10 Commonwealth Material, facilities and assistance

Not applicable

G11 Jurisdiction

G11.1 This Agreement is governed by the law of the Australian Capital Territory.

¹ The Building Code 2016 can be found at <https://www.abcc.gov.au/building-code/building-code-2016>

² The Australian Government Building and Construction OHS Accreditation Scheme can be found at <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>.

G12 Grantee trustee of a Trust (if applicable)

G12.1 In this clause, 'Trust' means the trust specified in the Parties to the Agreement section of this Agreement.

G12.2 The Grantee warrants that:

- (a) it is the sole trustee of the Trust
- (b) it has full and valid power and authority to enter into this Agreement and perform the obligations under it on behalf of the Trust
- (c) it has entered into this Agreement for the proper administration of the Trust;
- (d) all necessary resolutions, consents, approvals and procedures have been obtained or duly satisfied to enter into this Agreement and perform the obligations under it; and
- (e) it has the right to be indemnified out of the assets of the Trust for all liabilities incurred by it under this Agreement.

Signatures

Executed as an agreement:

Commonwealth

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Industry, Science, Energy and Resources.

Name	s22(1)(a)(ii)
Position	State Manager Queensland
Date	17 September 2020

Grantee

Full legal name of the Grantee	The trustee for LEONGATHA AERODROME USERS UNIT TRUST ABN: 98706683485
Name of Authorised Representative	s22(1)(a)(ii)
Date	17 September 2020

Schedule 1 Commonwealth General Grant Conditions

1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 Each Party agrees to notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of its other requirements under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

3.3 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 7

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Agreement.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 Subject to clause 12.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

12.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

12.3 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any

Existing Material that is incorporated in or supplied with the Activity Material. .

- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Asset** means any item of property purchased wholly, or in part, with the use of the Grant, excluding Activity Material and Intellectual Property Rights.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee.
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material

Schedule 2 Reporting requirements

Appendix 1

Regional Airports Program Round 1 - progress report requirements

You will need to provide the following information in your progress reports. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

Project progress

- a. Complete the following table, updating for all milestones shown in the Activity Schedule of your grant agreement.

Milestone	Agreed end date	Actual/ anticipated end date	Current % complete	Progress comments – work undertaken and impact of any delay

- b. Where applicable, describe any project activities completed during the reporting period that are not captured in the table above.
- c. Is the overall project proceeding in line with your grant agreement?
If no, identify any changes or anticipated issues. Comment on any impacts on project timing and outcomes and how you expect to manage these.
- d. Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?
If yes, provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.

Project outcomes

- a. Outline the project outcomes achieved to date.

Project expenditure

Provide the following information about your eligible project expenditure. Eligible expenditure is divided into the same categories as the budget in your application.

All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

- a. What is the eligible expenditure you have incurred in this reporting period?
- b. What is the estimated eligible expenditure for the next reporting period?
- c. What is the estimated eligible expenditure for remaining reporting periods in current financial year (if applicable)?
- d. What is the estimated total eligible expenditure for future financial years?
- e. What is the estimated total eligible expenditure for the project?
- f. Briefly explain the reason for any changes between the forecast and actual expenditure for the current reporting period, and any significant changes to the forecast budget for the remainder of the project.
- g. Is the project expenditure broadly in line with the activity budget in the grant agreement?
If no, explain the reasons.

Attachments

- a. Attach any agreed evidence required with this report to demonstrate project progress.
- b. Attach copies of any published reports and promotional material, relating to the project.

Certification

You must ensure an authorised person completes the report and can certify the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The activities undertaken and the expenditure incurred is in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Appendix 2

Regional Airports Program Round 1 end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

Project achievements

- a. Complete the following table, updating for all milestones shown in the Activity Schedule of your grant agreement.

Milestone	Agreed end date	Actual/ anticipated end date	Current % complete	Progress comments – work undertaken and impact of any delay

- b. Where applicable, describe any project activities completed during the reporting period that are not captured in the table above.

Project outcomes

- a. Outline the project outcomes achieved by the project end date.
- b. Do the achieved project outcomes align with those specified in the grant agreement?
If no, explain why.
- c. Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?
If yes, provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.
- d. Overall, has the project enhanced the safety and accessibility of your aerodrome?
Explain how.

Project benefits

- a. What benefits has the project achieved?
- b. What ongoing impact will the project have?
- c. Did the project result in any unexpected benefits?

If yes, explain why.

- d. Is there any other information you wish to provide about your project?

If yes, provide details.

Total eligible project expenditure

- a. Indicate the total eligible project expenditure incurred. Eligible expenditure is divided into the same categories as the budget in your application.

All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

- b. Provide any comments you may have to clarify any figures.
- c. Was the expenditure incurred in accordance with the activity budget in the grant agreement?

If no, explain the reason for a project underspend or overspend, or any other significant changes to the budget.

Project funding

- a. Provide details of all cash contributions to your project. This includes your own contributions as well as any contributions from government (except this grant), project partners or others.

Updated business indicators

- a. Provide the following financial data for your organisation for your latest complete financial year

These fields are mandatory and entering \$0 is acceptable if applicable.

- Financial year completed
- Sales revenue (turnover)
- Export revenue
- R&D expenditure
- Taxable income
- Number of employees including working proprietors and salaried directors (headcount)
- Number of independent contractors (headcount)

Attachments

- a. Attach any agreed evidence required with this report to demonstrate progress or successful completion of your project.
- b. Attach copies of any published reports and promotional material, relating to the project.

Certification

You must ensure an authorised person completes the report and can certify the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The activities undertaken and the expenditure incurred is in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

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Appendix 3

Regional Airports Program Round 1 - Independent audit report

Background

These templates assist Grantees (and their auditors) to understand the audit requirements under a Commonwealth grant agreement administered by the Department of Industry, Science, Energy and Resources. For further information contact us on 13 28 46 or at business.gov.au.

When an independent audit report is required under our grant agreements the Grantee must provide us with:

- a statement of grant income and expenditure against the expenditure categories under the grant agreement (attachment A)
- an independent audit report on the statement of grant income and expenditure (attachment B)
- certification of certain matters by the auditor (attachment C).

You can find additional information on the grant opportunity relevant to your grant at business.gov.au or by calling us on 13 28 46.

Eligible expenditure

Advice on eligible expenditure for projects under the grant opportunity can be found in grant opportunity guidelines. These guidelines are revised from time to time and therefore more than one version of the document may exist. The relevant guidelines are those that were effective at the time the Grantee's application was accepted.

It is essential that Grantees and their auditors understand the eligible expenditure requirements because these determine whether, and the extent to which, certain costs are reportable and claimable.

The amount of grant funding we approve is based on the Grantee's estimated eligible expenditure, as provided in their application. However, the grant funding any Grantee is ultimately entitled to receive is determined against actual eligible expenditure incurred and paid for on the project. The grant amount specified in the grant agreement is the **maximum** amount the Grantee may be paid.

The expenditure reported in the 'statement of grant income and expenditure' at attachment A must represent actual 'eligible expenditure' paid on the project during that period.

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Attachment A – Statement of grant income and expenditure

Grant opportunity name	[grant opportunity name]
Project number	[project number]
Grantee	[organisation]
Project title	[project title]
Reporting period start date	[project start date or other reporting period start date]
Reporting period end date	[project end date or other reporting period end date]

This statement of grant income and expenditure must be prepared by the Grantee and contain the following:

- Statement of funds, Grantee contributions and other financial assistance*
- Statement of eligible expenditure*
- Notes to the statement of eligible expenditure, explaining the basis of compilation
- Certification by directors of the Grantee

*We will compare this information to that detailed in the grant agreement.

1. Statement of funds, Grantee contributions and other financial assistance

Complete the following table for all cash [and in-kind] contributions for your project for the period in question, including

- the grant
- other government funding
- your own contributions
- partner or other third party contributions
- any additional private sector funding.

Insert rows as required.

Contributor	Cash amount (GST excl)	[Estimated in-kind amount (GST excl)]	Total (GST excl)
Grant	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
Grantee	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
[enter contributor]	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
[enter contributor]	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
Total	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]

2. Statement of eligible expenditure

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You must provide detail of the eligible expenditure that has been incurred and paid for during the reporting period in the 'Statement of eligible expenditure' spreadsheet.

Comment on any variance between the expenditure items and amounts detailed in the grant agreement and the actual items and amounts detailed in the attached statement of eligible expenditure.

[enter details]

3. Note to the statement of eligible expenditure

3.1 Eligible expenditure

The eligible expenditure as reported in the statement of eligible expenditure is in accordance with the grant opportunity guidelines.

3.2 Basis of compilation

This statement of eligible expenditure has been prepared to meet the requirements of the grant agreement between [enter Grantee name] and the Commonwealth represented by the Department of Industry, Science, Energy and Resources. Significant accounting policies applied in the compilation of the statement of grant income and expenditure include the following:

[enter details]

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4. Certification by directors [if not director, replace with appropriate equivalent]

[Grantee name]

[Project number]

For the period [dd/ mm/yyyy] to [dd/ mm/yyyy]

We confirm that, to the best of our knowledge and believe, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

Statement of grant income and expenditure

- a. We have fulfilled our responsibilities for the preparation of the statement of grant income and expenditure in accordance with the cash basis of accounting and the terms of the grant agreement with the Commonwealth, represented by the Department of Industry, Science, Energy and Resources dated [enter date]; in particular, the statement of grant income and expenditure presents fairly in accordance therewith.
- b. All events subsequent to the date of the statement of grant income and expenditure which require adjustment or disclosure so as to present fairly the statement of grant income and expenditure, have been adjusted or disclosed.
- c. [Where applicable] The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the statement of grant income and expenditure as a whole. A list of the uncorrected misstatements is attached to this representation letter.
- d. That all Grantee contributions and other financial assistance were spent for the purpose of the project and in accordance with the grant agreement and that the Grantee has complied with the grant agreement and relevant accounting policies.
- e. That salaries and allowances paid to persons involved in the project are in accordance with any applicable award or agreement in force under any relevant law on industrial or workplace relations.

Signature

Name [enter name]

Director

Date [dd/mm/yyyy]

Signature

Name [enter name]

Director

Date [dd/mm/yyyy]

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5. For Auditor use only

I certify that this statement of grant income and expenditure is the one used to prepare my independent audit report dated [enter date] for the Department of Industry, Science, Energy and Resources.

Signature

Name [enter name]

Position [enter position]

Auditor's employer [enter employer name]

Date [dd/mm/yyyy]

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Attachment B - Independent audit report

Background for auditors

The purpose of the independent audit report is to provide us with an auditor's opinion on the Grantee's statement of grant income and expenditure. The statement of grant income and expenditure is prepared by the Grantee to correspond with the expenditure reported to the department by the Grantee for the same period, in the process of claiming grant payments.

The independent audit report must be prepared by a person who is an approved auditor.

An approved auditor is a person who is:

- a. registered as a company auditor under the *Corporations Act 2001* or an appropriately qualified member of Chartered Accountants Australia and New Zealand, or of CPA Australia or the Institute of Public Accountants; and
- b. not a principal, member, shareholder, officer, agent, subcontractor or employee of the Grantee or of a related body corporate or a Connected Entity.

The audit should be undertaken and reported in accordance with Australian Auditing Standards.

The independent audit report must follow the required format and include any qualification regarding the matters on which the auditor provides an opinion. We may follow up any qualifications with the Grantee or auditor. The independent audit report must be submitted on the auditor's letterhead.

Auditors must comply with the professional requirements of Chartered Accountants Australia and New Zealand, CPA Australia and the Institute of Public Accountants in the conduct of their audit.

If the auditor forms an opinion that the statement of grant income and expenditure does not give a true and fair view of the eligible expenditure for the period, the independent audit report should be qualified and the error quantified in the qualification section of the independent audit report.

The required independent audit report format follows.

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Auditor's report

Independent audit report in relation to [Grantee name]'s statement of grant income and expenditure to the Commonwealth, represented by the Department of Industry, Science, Energy and Resources (the department).

We have audited:

- a. the accompanying statement of grant income and expenditure of [Grantee name] for the period [dd/mm/yyyy] to [dd/mm/yyyy], a summary of significant accounting policies and other explanatory information, and management's attestation statement thereon (together "the financial statement"). The financial statement has been prepared by management using the cash basis of accounting described in note 3.2 to the financial statement; and
- b. [Grantee name]'s compliance with the terms of the grant agreement between [Grantee name] and the Commonwealth dated [date of agreement] for the period [dd/mm/yyyy] to [dd/mm/yyyy] (the grant agreement).

We have:

- a. reviewed [Grantee name]'s statement of labour costs in support of its claim of eligible expenditure; and
- b. performed limited assurance procedures on [Grantee name]'s statement of employee numbers under the grant agreement].

Management's responsibility

Management is responsible for:

- a. the preparation and fair presentation of the financial statement in accordance with the basis of accounting described in note 3.2, this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in accordance with the grant agreement;
- b. compliance with the terms of the grant agreement;
- c. the preparation of the statement of employee numbers and labour costs in support of eligible expenditure; and
- d. such internal control as management determines is necessary to:
 - i enable the preparation of the financial statement and the statement of [employee numbers and]labour costs that are free from material misstatement, whether due to fraud or error; and
 - ii enable compliance with the terms of the grant agreement.

Auditor's responsibility

Our responsibilities are:

- a. To express an opinion, based on our audit, on:
 - i the financial statement; and
 - ii [Grantee name]'s compliance, in all material respects, with the terms of the grant agreement; and

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- b. To conclude based on:
 - i our review procedures, on the statement of labour costs; and
 - ii our limited assurance procedures on the statement of employee numbers.

We conducted our audit of the financial statement in accordance with Australian Auditing Standards; our audit of compliance with the grant agreement in accordance with ASAE 3100, our review of the statement of labour costs in accordance with ASRE 2405; and our limited assurance procedures on employee numbers in accordance with ASAE 3000]. The applicable Standards require that we comply with relevant ethical requirements and plan and perform our work to:

- a. obtain reasonable assurance about whether the financial statement is free from material misstatement and that [Grantee name] has complied, in all material respects, with the terms of the grant agreement; and
- b. obtain limited assurance as to whether anything has come to our attention that causes us to believe that the statements of employee numbers and labour costs are materially misstated.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement and about the Grantee's compliance with the grant agreement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Grantee's preparation and fair presentation of the financial statement, and to the Grantee's compliance with the grant agreement, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Grantee's internal control. An audit also includes evaluating the appropriateness of accounting policies used by management, as well as evaluating the overall presentation of the financial statement.

A review consists of making enquiries and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion on the statement of labour costs.

A limited assurance engagement undertaken in respect of the statement of employee numbers, in accordance with ASAE 3000 involves [level of detail about procedures to be determined by the auditor]. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement; and consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion, review and limited assurance conclusions.

Opinion

In our opinion:

- a. the financial statement presents fairly, in all material respects, the grant income and expenditure of [Grantee name] for the period [dd/mm/yyyy] to [dd/mm/yyyy] in accordance with the cash basis of accounting described in note 3.2 and the terms of the grant agreement, dated [date of agreement], with the Commonwealth; and

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- b. [Grantee name] has complied, in all material respects, with the requirements of the grant agreement between the organisation and the Commonwealth dated [date of agreement], for the period [dd/mm/yyyy] to [dd/mm/yyyy].

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to note 3.2 to the financial statement, which describes the basis of accounting. The financial statement is prepared to provide information to the department in accordance with the grant agreement, dated [date of agreement]. As a result, the financial statement may not be suitable for another purpose.

Use of Report

This report has been prepared for [Grantee name] and the department in accordance with the requirements of the grant agreement between [Grantee name] and the Commonwealth, dated [date of agreement]. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than [Grantee name] and the department, or for any purpose other than that for which it was prepared.

Conclusions

Based on:

- a. Our review, which is not an audit, nothing has come to our attention that causes us to believe that the statement of labour costs in the period [dd/mm/yyyy] to [dd/mm/yyyy] is not, in all material respects, fairly presented in accordance with the grant agreement dated [date of agreement] with the Commonwealth; and
- b. The procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the statement of employee numbers as at [dd/mm/yyyy] is not prepared, in all material respects, in accordance with the grant agreement dated [date of agreement] with the Commonwealth].

Auditor's signature

Name [enter name]

Auditor's employer [enter employer name]

Employer's address [enter address]

Qualifications [enter qualification]

Position [enter position]

Date [dd/mm/yyyy]

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Attachment C - Certification of certain matters by the auditor

The department also requires a certification of certain matters by the auditor in addition to the independent audit report. This should be submitted with the statement of grant income and expenditure and independent audit report.

The auditor who signs this certification must also initial and date a copy of the Grantee's statement of eligible expenditure. The department will not accept an independent audit report that lacks this attachment.

The required format of certification is on the following page.

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[print on auditor letterhead]

[addressee]

Department of Industry, Science, Energy and Resources
 GPO Box 2013
 Canberra ACT 2601

I understand that the Commonwealth, represented by the Department Industry, Science, Energy and Resources and [Grantee name] have entered into a grant agreement for the provision of financial assistance under the [grant opportunity name] to the Grantee for the project. A condition of funding under the grant agreement is that the Grantee provides a statement of grant income and expenditure certifying that expenditure on approved project items has been incurred within the relevant audit period and paid in accordance with the grant opportunity guidelines, and is supportable by appropriate documentation.

In fulfilment of the condition, I hereby certify that:

- a. I am a member of Chartered Accountants Australia and New Zealand/ CPA Australia/ the Institute of Public Accountants (as a Public Practice Certified Member).
- b. I have prepared the independent audit report on [Grantee name]'s, statement of grant income and expenditure in accordance with the details of the grant agreement between the Grantee and the Commonwealth, project no [project no] dated [dd/mm/yyyy].
- c. I have reviewed the grant agreement between the Grantee and the Commonwealth, project no [project no] dated [dd/mm/yyyy], and related grant opportunity guidelines and understand the requirements pertaining to financial reporting and eligible expenditure contained therein.
- d. I have signed the attached copy of [Grantee name]'s statement of eligible expenditure that I used to prepare the independent audit report.
- e. I have complied with the professional independence requirements of Chartered Accountants Australia and New Zealand/ CPA Australia/the Institute of Public Accountants. I specifically certify that I:
 - i am not, and have not been, a director, office holder, or employee of [Grantee name] or related body corporate of [Grantee name]
 - ii have not been previously engaged by [Grantee name] for the purpose of preparing their [grant opportunity name] application or any report required under the grant agreement
 - iii have no financial interest in [Grantee name].

Signature.....

Name [enter name]
 Qualifications [enter qualification]
 Position [enter position]
 Date [dd/mm/yyyy]



Australian Government
**Department of Industry, Science,
 Energy and Resources**

Deed of Novation

Regional Airports Program Round 1 RAPI000099

Details

Parties

The 'Parties' to this deed of novation, including any schedules ("Deed") are:

1. the Commonwealth as represented by Department of Industry, Science, Energy and Resources ("Commonwealth");
2. the Grantee ("Retiring Party") under the Grant Agreement with number RAPI000099 on 17 September 2020 under the Regional Airports Program Round 1 ("Grant Agreement"); and
3. Leongatha Aerodrome Users Pty Ltd ACN: 091 466 670 as trustee of the Leongatha Aerodrome Users Unit Trust ABN: 98 706 683 485.

Definition

Capitalised words used in this Deed have the same meaning as provided under the Grant Agreement, unless otherwise provided in this Deed.

Background

The Parties agree to novate the Retiring Party's obligations and rights under the Grant Agreement to the New Grantee with effect from the date the last Party signs this Deed ("Effective Date"), on the terms and conditions of this Deed.

Operative clauses

1. From the Effective Date the Retiring Party:
 - a. novates the Grant Agreement to the New Grantee and all references to the "Grantee" in the Grant Agreement are to be read as references to the New Grantee ("Novation"); and
 - b. releases the Commonwealth from all obligations under the Grant Agreement; and
 - c. continues to be bound by clauses 10,12,13,14,16,20 and 21 of the Grant Agreement
2. The New Grantee and the Commonwealth consent to the Novation.
3. The New Grantee agrees that it will be bound by the Grant Agreement as if it were the Grantee for the Duration of the Grant Agreement under Clause C of the Grant Details. This includes (but is not limited to) the Indemnity under clause 16 of the Commonwealth General Grant Conditions.

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4. The Retiring Party indemnifies the New Grantee against any claim, action, damage, loss, liability, expense or payment ("Claim") incurred where the Claim arises from the Grant Agreement before the Effective Date.
5. Without limiting the generality of each indemnity in this Deed or the Grant Agreement, each indemnity extends to all legal costs and expenses incurred by the indemnified Party.
6. This Deed may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument. A party may execute this Deed by signing any counterpart.
7. This Deed is governed by the laws of the Australian Capital Territory.
8. Each Party will pay their own costs associated with this Deed.

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Signatures

Executed as a deed:

Commonwealth

Executed as a deed for and on behalf of the Commonwealth of Australia as represented by the Department of Industry, Science, Energy and Resources by:

Name (print)	s22(1)(a)(ii)
Position (print)	State Manager Queensland
Signature and date	s22(1)(a)(ii) 8 April 2021
Witness name (print)	s22(1)(a)(ii)
Signature and date	s22(1)(a)(ii) 8/04/2021

New Grantee

Executed as a deed for and on behalf of Leongatha Aerodrome Users Pty Ltd ACN: 091 466 670 as trustee of the Leongatha Aerodrome Users Unit Trust ABN: 98 706 683 485.

Name of company	Leongatha Aerodrome Users Pty Ltd ACN: 091 466 670 as trustee of the Leongatha Aerodrome Users Unit Trust ABN: 98 706 683 485
Director name (print)	s22(1)(a)(ii)
Signature and date	s22(1)(a)(ii) 22/03/2021
Witness name (first director) (print)	s22(1)(a)(ii)
Signature and date	s22(1)(a)(ii) 22/03/2021
Director/ Company Secretary name (print)	s22(1)(a)(ii)

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Signature and date	s22(1)(a)(ii) [Redacted]	22/03/2021
Witness name (second director/secretary) (print)	s22(1)(a)(ii) [Redacted]	
Signature and date	s22(1)(a)(ii) [Redacted]	22/03/2021

Retiring Party

Executed as a deed by The Trustee for Leongatha Aerodrome Users Unit Trust

ABN: 98 706 683 485

Full legal name of the Retiring Party	The Trustee for Leongatha Aerodrome Users Unit Trust ABN: 98 706 683 485	
Name (print)	s22(1)(a)(ii) [Redacted]	
Signature and date	s22(1)(a)(ii) [Redacted]	22/03/2021
Witness name (print)	s22(1)(a)(ii) [Redacted]	
Signature and date	s22(1)(a)(ii) [Redacted]	22/03/2021

s22(1)(a)(ii)

From: Woorayl Air Sevices on behalf of Woorayl Air Sevices <woorayl@outlook.com>
Sent: Monday, 8 August 2022 10:50 AM
To: s47E(d)
Subject: RE: RAPI000099- Formalisation of Variations to Grant Agreement [SEC=OFFICIAL]

Categories: s22(1)(a)(ii)

We accept the variation

Kind regards

s22(1)(a)(ii)

Director
 Woorayl Air Services
 PO Box 310
 Leongatha Vic 3953.

s22(1)(a)(ii)

From: s47E(d)
Sent: Friday, 5 August 2022 11:04 AM
To: Woorayl Air Sevices ; s47E(d)
Subject: RAPI000099- Formalisation of Variations to Grant Agreement [SEC=OFFICIAL]
Importance: High

Please reply confirming acceptance of the Variation Agreement and submit your due progress, end of project and independent audit report highlighted below.

Dear s22(1)(a)(ii)

I refer to the Regional Airport grant agreement between LEONGATHA AERODROME USERS PTY. LTD. (the Grantee) and the Commonwealth.

Further to correspondence regarding the need to formalise your most recent variation request, please see below Variation Agreement details for your review and acceptance.

[Once accepted we will complete the variation and update the Portal.](#)

The variation below has been approved by the program delegate.

This email constitutes a formal variation to the current agreement. In consideration for this variation, the Grantee agrees to pay, on demand, the sum of \$1 to the Commonwealth. For this variation to take effect, you must confirm your acceptance of the terms of this variation by return email.

The grant agreement is varied as follows:

Variation Agreement details:

Clause D (Payment of Grant) is varied by deleting the clause and replacing it with the following:

D. Payment of the Grant

The total amount of the Grant is \$975,950 (plus GST if applicable).

The Grant will be provided at up to 50per cent of eligible expenditure as defined in the grant opportunity guidelines.

The Grant will be paid over the following financial years subject to sufficient Program funding being available. The Commonwealth is not obliged to make a payment if it would result in the amount paid in a financial year exceeding the annual capped amount for that financial year as specified in this table.

Financial year Annual capped amount (GST excl)

Financial year	Annual capped amount (GST excl)
2020/21	\$900,000
2021/22	\$0
2022/23	\$75,950
Total	\$975,950

The Grant will be paid according to the following schedule. Payments are subject to satisfactory progress on the project and compliance by the Grantee with its obligations under this Agreement.

Payment event	Payment amount	Expect payment date
Initial Payment	\$400,000	28/10/2020 - Paid
Progress Payment	\$500,000	28/02/2021 - Paid
Final Payment	\$75,950	19/08/2022
Total	\$975,950	

The Grantee agrees to provide the following reports to the Commonwealth representative in accordance with the reporting requirements.

Report type	Period start date	Period end date	Agreed evidence	Due date
Progress	1/10/2020	31/12/2020	Evidence to demonstrate project progress, expenditure eligibility and payment of suppliers	31/01/2021
Progress	1/01/2021	31/10/2021	Evidence to demonstrate project progress, expenditure eligibility and payment of suppliers	28/11/2021
Final	1/11/2021	30/04/2022	Evidence to demonstrate project completion	28/05/2022

			expenditure eligibility and payment of suppliers	
Independent Audit	1/11/2021	30/04/2022	An independently audited financial acquittal report verifies that you spent the grant in accordance with the grant agreement.	28/05/2022

Regards

s22(1)(a)(ii)

Grants Manager
Regional Airports Program
Corporate and Digital Division | Business Grants Hub | QLD State Office and Program Delivery
Department of Industry, Science and Resources

Phone s22(1)(a)(ii)

Mobile s22(1)(a)(ii)

Internet: business.gov.au | [Subscribe to news updates](#)

Department of Industry, Science, Energy and Resources
100 Creek Street, Brisbane QLD 4000
GPO Box 2013, Canberra ACT 2601
ABN 74 599 608

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THE FOLLOWING IS A SINGLE PDF
GENERATED FOR ARCHIVAL
PURPOSES FROM MULTIPLE FILES
THAT MAKE UP THE FINAL
PROJECT REPORT.

PROJECT:

RAPI000099 – Leongatha Aerodrome
Airside Upgrade

GENERATION DATE:

09.11.2022

Application RAPI000099

Report Summary

Report

End of project report

Report Type

Final

Due Date

28/05/2022 12:00:00 AM

Status

Submitted

Submitted Date

16/08/2022 12:13:57 PM

s22(1)(a)(ii)

Project achievements

Complete the following table, updating all milestones shown in your grant agreement.

Milestones

001 - Preparation

Description

Preliminaries. Spray all grass and weeds impinging on the runways, apron and taxiways. Clear all dead material with grader.

Expected End Date

Actual End Date

4/05/2022

Current % Complete

100

Progress Comments

ALL PREPARATION IS NOW COMPLETE.

Agreed End Date

31/05/2021

Previous % Complete

80

002 - Task 1. Runway 22/04.

Description

The wearing surface has become tired and needs resealing, and also requires the centre line and piano keys to be repainted. Preliminary works and the reseal of 30mm hot mix asphalt compacted to 10mm over 16,630m2 @ approx. 40.00/m2.

Expected End Date

10/03/2021

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Actual End Date

13/12/2020

Current % Complete

100

Progress Comments

Rescheduled due to weather and availability of plant and equipment

Agreed End Date

31/05/2021

Previous % Complete

100

003 - Task 4. Taxiway D.**Description**

Poorly constructed compacted gravel taxiway at present with very poor drainage. The existing compacted base spot filled, with 100mm fibrecrete concrete installed 10m wide by 315m – 3,150 m2 and a centre line painted.

Expected End Date**Actual End Date**

4/05/2022

Current % Complete

100

Progress Comments

CONSTRUCTION OF TAXIWAY IS NOW COMPLETE

Agreed End Date

31/05/2021

Previous % Complete

0

004 - Task 2. Runway 18/36 needs to be fully constructed and sealed.**Description**

The runway will have excess grass and unsuitable materials removed, the existing compacted base spot filled, 30mm hot mix asphalt compacted to 10mm over 12,042m2 @ approx. \$60.00/m2. Centre line and piano keys painting.

Expected End Date**Actual End Date**

4/05/2022

Current % Complete

100

Progress Comments

CONSTRUCTION & SEALED, RUNWAY NOW COMPLETE.

Agreed End Date

31/05/2021

Previous % Complete

20

005 - Task 3. Main Apron and Taxiway A.**Description**

The surface is breaking up, needs repairs and a reseal, as there are areas that hold water after rain. The main apron and taxiway will have soft areas and broken seal repaired, 9,000m2 @ approx. \$41.00/m2, together with concrete pads (with 100mm fibrecrete concrete) in front of the AVGAS and AVTUR bowsers as spilt fuel will 'melt' the hotmix.

Expected End Date**Actual End Date**

4/05/2022

Current % Complete

100

Progress Comments

RESURFACING & LINE MARKING DONE & NOW COMPLETE.

Agreed End Date

31/05/2021

Previous % Complete

5

006 - Linemarking**Description**

Completion of all necessary line marking

Expected End Date**Actual End Date**

4/05/2022

Current % Complete

100

Progress Comments

ALL LINE MARKING DONE & NOW COMPLETE.

Agreed End Date

31/05/2021

Previous % Complete

0

Project outcomes**Outline the project outcomes achieved by the project end date.**

RUNWAY 04/22 HAS BEEN RESEALED & LINE MARKED.

RUNWAY 18/36 HAS BEEN CONSTRUCTED, SEALED & LINEMARKED.

TAXIWAY HAS BEEN CONSTRUCTED, SEALED & LINEMARKED.

A CONCRETE PAD HAS BEEN CONSTRUCTED, LINE MARKED & COMPLETED IN FRONT OF THE FUEL BOWSERS.

THE MAIN APRON HAS BEEN RESEALED, LINE MARKED & SECURITY FENCE REPLACED.

Do the achieved project outcomes align with those specified in the grant agreement?

Yes

Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?

No

Overall, has the project enhanced the safety and accessibility of your aerodrome? Explain how.

YES. A NEW SECURITY FENCE OF 1.8M HAS REPLACED THE PREVIOUS FENCE OF 1M, THUS DECREASING THE ACCESSIBILITY BY GENERAL PUBLIC AIR SIDE AND INCREASING SECURITY TO AIRCRAFT & HANGERS.

WITH THE CONSTRUCTION OF RUNWAY 18/36 THE AERODROME IS NOW ACCESSIBLE TO ALL AIRCRAFT AND EMERGENCY SERVICES UNDER ALL WEATHER CONDITIONS.

ALL AIRCRAFT OWNERS NOW HAVE AN ALL WEATHER ACCESS TO THEIR HANGERS WITH THE CONSTRUCTION OF THE NEW TAXIWAY.

EMERGENCY SERVICES HAVE DIRECT ACCESS TO FUEL AND SAFER LANDINGS WITH RUNWAY 18/36 NOW SEALED 24 HRS A DAY.

Project benefits**What benefits has the project achieved?**

HAVING ALL WEATHER ACCESS HAS INCREASED THE SAFETY AND UTILITY OF THE AIRPORT. BEING THE ONLY FULLY SEALED AIRPORT WITHIN THE SHIRES OF SOUTH GIPPSLAND AND BASS COAST, SERVING A COMBINED POPULATION OF 70,000 PEOPLE, DEMAND HAS SEEN THE ADDITION OF A FURTHER EIGHT HANGARS BEING CONSTRUCTED, RESULTING IN MANY MORE AIRCRAFT BEING BASED HERE WITH A CONSEQUENT INCREASE IN AIRPORT ECONOMIC ACTIVITY.

What ongoing impact will the project have?

THE PROJECT HAS HAD AN IMMEDIATE IMPACT IN SEVERAL WAYS. FOR THE RESIDENT AIRCRAFT OWNERS AND OPERATORS IT HAS PROVIDED AN INCREASE IN A SENSE OF PRIDE IN THEIR HOME BASE, WITH MANY VISITORS COMMENTING ON HOW SMART AND PROFESSIONAL THE AIRPORT LOOKS WHEN FLYING IN. THIS HAS LED TO AN INCREASE IN ENQUIRIES FOR AIRCRAFT TO BE BASED AT LEONGATHA WHICH WILL LEAD TO AN INCREASE IN BUSINESS FOR THE AVIATION SERVICE PROVIDERS BASED AT THE AIRPORT. INCREASED AVAILABILITY TO THE INTERNATIONAL FLIGHT SCHOOLS OPERATING OUT OF MOORABBIN AIRPORT, AND EMERGENCY SERVICES NOW HAVE ALL WEATHER ACCESS FOR REFUELLING AND OTHER OPERATIONS.

Did the project result in any unexpected benefits?

Yes

If yes, explain why.

THE SURPRISE HAS BEEN THE SPEED WITH WHICH NON-RESIDENT TRAFFIC HAS INCREASED NOW THAT THERE IS ALL WEATHER ACCESS TO FUEL, ESPECIALLY FROM POLICE, AIR AMBULANCE AND OTHER PUBLIC SERVICE USERS, (E.G. POWER LINE INSPECTIONS ETC). MANY MORE TRAINING FLIGHTS FROM MOORABBIN AIRPORT BASED FLIGHT SCHOOLS ARE NOW MAKING FULL STOP LANDINGS.

Is there any other information you wish to provide about your project?

Yes

If yes, provide details.

WHILE THE WORKS WERE UNDERWAY, IT PROVED A GREAT OPPORTUNITY TO UPGRADE SECURITY WITH THE ADDITION OF A FURTHER FIVE SECURITY CAMERAS (NOW TEN IN TOTAL), AND THE REPLACEMENT OF EXISTING ONE METRE AIRSIDE FENCE, WITH A HIGHER QUALITY 1.8M SECURITY FENCE. THIS WORK WAS NOT INCLUDED IN THE PROJECT FUNDING AND WAS PAID FOR BY THE AIRPORT OWNING COMPANY.

Project expenditure

Provide the following information about your eligible project expenditure.

All expenditure should be GST inclusive, less GST credits you can claim. We may ask you to provide evidence of costs incurred.

Refer to the grant opportunity guidelines or contact us if you have any questions about eligible expenditure.

ReportStartDate

1/11/2021

ReportEndDate

30/04/2022

Head of Expenditure	Cost Type	Financial Year	Agreed project budget	Expenditure approved prior to this reporting period	Expenditure claimed in this reporting period	Expenditure claimed to date	Estimated total project expenditure
Project expenditure			\$1,951,900	\$853,991	\$0	\$853,991	\$853,991
	Aviation-safety related staff training		\$0	\$7,500	\$0	\$7,500	\$7,500
		2020/21	\$0	\$7,500	\$0	\$7,500	\$7,500
		2021/22	\$0	\$0	\$0	\$0	\$0
	Capital expenditure		\$0	\$0	\$0	\$0	\$0
		2020/21	\$0	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0
	Contractor Costs		\$990,950	\$846,491	\$0	\$846,491	\$846,491
		2020/21	\$990,950	\$846,491	\$0	\$846,491	\$846,491
		2021/22	\$0	\$0	\$0	\$0	\$0
	Drainage		\$0	\$0	\$0	\$0	\$0
		2020/21	\$0	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0

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Head of Expenditure	Cost Type	Financial Year	Agreed project budget	Expenditure approved prior to this reporting period	Expenditure claimed in this reporting period	Expenditure claimed to date	Estimated total project expenditure
	Employee Labour Costs		\$945,950	\$0	\$0	\$0	\$0
		2020/21	\$945,950	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0
	Independent Audit Report		\$15,000	\$0	\$0	\$0	\$0
		2020/21	\$15,000	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0
	Materials		\$0	\$0	\$0	\$0	\$0
		2020/21	\$0	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0
	Other Eligible Costs		\$0	\$0	\$0	\$0	\$0
		2020/21	\$0	\$0	\$0	\$0	\$0
		2021/22	\$0	\$0	\$0	\$0	\$0
Total			\$1,951,900	\$853,991	\$0	\$853,991	\$853,991

Was the expenditure incurred in accordance with the activity budget in the grant agreement?

Yes

Project funding

Outline the sources of funding used to complete your project other than this grant.

Report Period Start Date

1/11/2021

Report Period End Date

30/04/2022

Contributions

Leongatha Aerodrome Users Unit Trust

Source Type

Applicant's contribution

Contributions

Contribution Type	Contribution This Period	Total Previously Reported	Contribution to Date	Agreed Total Contribution	Comments
Cash	\$0	\$453,991	\$453,991	\$975,950	

Contribution Type	Contribution This Period	Total Previously Reported	Contribution to Date	Agreed Total Contribution	Comments
Total	\$0	\$453,991	\$453,991	\$975,950	

Other non-Commonwealth government grants

Source Type

Other non-Commonwealth government grants

Contributions

Contribution Type	Contribution This Period	Total Previously Reported	Contribution to Date	Agreed Total Contribution	Comments
Cash	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	

Other non-government contribution

Source Type

Other non-government contribution

Contributions

Contribution Type	Contribution This Period	Total Previously Reported	Contribution to Date	Agreed Total Contribution	Comments
Cash	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	

Other than the grant, was the project funded as outlined in the grant agreement?

Yes

Updated business indicators

Updated business indicators

Provide the following financial data for your organisation for your latest complete financial year.

We collect the following data from all beneficiaries across all programs. We use this data to better understand your organisation and to help us develop better policies and programs.

Has the grantee existed for a complete financial year?

No

Enter the number of months completed in the financial year to date

2

Sales revenue (turnover)

s47G(1)(a)

Export revenue

\$ 0

R&D expenditure

\$ 0

s47G(1)(a)^e**Number of employees including working proprietors and salaried directors (headcount)**

0

Number of independent contractors (headcount)

1

Bank account details

Have your bank account details changed since your last payment or since you last provided them?

If yes, we will provide you with a form to complete your new bank account details.

If you are not due any further payments, select not applicable.

No

Attachments

Agreed evidence

Evidence to demonstrate project completion, expenditure eligibility and payment of suppliers

Appropriate evidence may include:

- tender documentation
- quotes
- commercial invoices
- purchase orders
- payment confirmation
- before / after photos
- certification of works and other reports

Please provide a spreadsheet that provides a breakdown of the expenditure and evidence provided – preferably use the attached spreadsheet template for your reports.

This template includes notes on types of expenditure and GST and captures:

- Eligible expenditure category (as per grant agreement)
- Eligible expenditure item (proof of payment may be requested)
- Supplier name
- Supplier invoice number
- Invoice amount (GST exclusive)
- Date invoice paid (if applicable)
- Reference to your evidence provided

The spreadsheet template also provides guidance on:

- eligible labour – wage costs
- eligible in-kind labour (volunteer)
- eligible in-kind goods (gifts) and

Comments

Copy of reporting expenditure workbook template. s47G(1)(a)

s47G(1)(a)

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- eligible in-kind labour (volunteer)
- eligible in-kind goods (gifts) and

Copy of Reporting Eligible Expenditure workbook TEMPLATE v1.2 March 2021.xlsx

s47G(1)(a)



Independent audit report

An independently audited financial acquittal report verifies that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure which you must also attach. The audit report template is available from business.gov.au.

Independent audit report

An independently audited financial acquittal report verifies that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure which you must also attach. The audit report template is available from business.gov.au.

FINAL Attachment A Statement of Grant Income and Expenditure 29072022 - signed.pdf

FINAL Attachment B Independence Audit Report and Attachment C Certificate of Certain Matters by the Auditor 31072022 - signed.pdf

Evidence to demonstrate project completion, expenditure eligibility and payment of suppliers

Appropriate evidence may include:

- tender documentation

- quotes
- commercial invoices
- purchase orders
- payment confirmation
- before / after photos
- certification of works and other reports

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- Date invoice paid (if applicable)
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The spreadsheet template also provides guidance on:

- eligible labour – wage costs
- eligible in-kind labour (volunteer)
- eligible in-kind goods (gifts) and

Comments

Copy of reporting expenditure workbook template. ~~§47G(1)(a)~~

~~§47G(1)(a)~~

Evidence to demonstrate project completion, expenditure eligibility and payment of suppliers

Appropriate evidence may include:

- **tender documentation**
- **quotes**
- **commercial invoices**
- **purchase orders**
- **payment confirmation**
- **before / after photos**
- **certification of works and other reports**

Please provide a spreadsheet that provides a breakdown of the expenditure and evidence provided – preferably use the attached spreadsheet template for your reports.

This template includes notes on types of expenditure and GST and captures:

- **Eligible expenditure category (as per grant agreement)**
- **Eligible expenditure item (proof of payment may be requested)**
- **Supplier name**
- **Supplier invoice number**
- **Invoice amount (GST exclusive)**
- **Date invoice paid (if applicable)**
- **Reference to your evidence provided**

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- **eligible labour – wage costs**
- **eligible in-kind labour (volunteer)**
- **eligible in-kind goods (gifts) and**

Copy of Reporting Eligible Expenditure workbook TEMPLATE v1.2 March 2021.xlsx

~~§47G(1)(a)~~

s47G(1)(a)

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FINAL Attachment A Statement of Grant Income and Expenditure 29072022 - signed.pdf

FINAL Attachment B Independence Audit Report and Attachment C Certificate of Certain Matters by the Auditor 31072022 - signed.pdf

Additional documents

Additional supporting information

If you need to provide additional documents such as copies of published reports etc related to the project, you should attach them here.

0.jpg
1.jpg
2.jpg
3.jpg
8.jpg
9.jpg
10.jpg
11.jpg
12.jpg
13.jpg
14.jpg
17.jpg
19.jpg
22.jpg
21.jpg
23.jpg
28.jpg
concrete slab complete.jpg
taxiway D.jpg
DJI_0427.JPG
DJI_0428.JPG
DJI_0431.JPG
DJI_0435.JPG
DJI_0436.JPG
01.jpg
02.jpg
complete aerodrome.jpg
before aerodrome works.jpg

Declaration

I am authorised by the grantee to submit this report and certify that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth)

- the activities undertaken and the expenditure incurred is in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Yes

RECEIPT

Leongatha Aerodrome Users Group
 105 Aerodrome Road
 LEONGATHA SOUTH VIC 3953

Payment Date
 4 Feb 2022

Sent Date
 8 May 2022

s47G(1)(a)

Total AUD paid s47G(1)(a)

Invoice Date	Reference	Payment Reference	Invoice Total	Amount Paid	Still Owing
28 Jan 2022	s47G(1)(a)	Payment - Payment Thankyou	s47G(1)(a)		0.00
			Total AUD	s47G(1)(a)	0.00

* Includes additional invoice activity

Additional invoice activity

Date	Reference	Payment Reference	Invoice Total	Amount Paid	
28 Jan 2022	s47G(1)(a)	Payment - Payment Thankyou	s47G(1)(a)		
4 Feb 2022					
<i>Additional invoice activity</i>					
31 Jan 2022		Payment - Part pay		s47G(1)(a)	
			Total Paid	s47G(1)(a)	
				Invoice amount still owing	s47G(1)(a)

s47G(1)(a)

PAID 4 FEB 22

s47G(1)(a)

Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

RECEIPT

Leongatha Aerodrome Users Group
 105 Aerodrome Road
 LEONGATHA SOUTH VIC 3953

Payment Date
 31 Jan 2022

Sent Date
 8 May 2022

s47G(1)(a)

Total AUD paid s47G(1)(a)

Invoice Date	Reference	Payment Reference	Invoice Total	Amount Paid	Still Owing
28 Jan 2022	s47G(1)(a)	Payment - Part pay	s47G(1)(a)		0.00
			Total AUD	s47G(1)(a)	0.00

* Includes additional invoice activity

Additional invoice activity

Date	Reference	Payment Reference	Invoice Total	Amount Paid
28 Jan 2022	s47G(1)(a)	Payment - Part pay	s47G(1)(a)	
31 Jan 2022				s47G(1)(a)
<i>Additional invoice activity</i>				
4 Feb 2022		Payment - Payment Thankyou		s47G(1)(a)
			Total Paid	s47G(1)(a)
			Invoice amount still owing	s47G(1)(a)

s47G(1)(a)

PAID 31 JAN 22

s47G(1)(a)

Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s47G(1)(a)

Experienced Contractors
specialising in,

- Hay and Silage Conservation
- Rural and Civil Earthmoving

TAX INVOICE

Leongatha Aerodrome Users Group
105 Aerodrome Road
LEONGATHA SOUTH VIC 3953

Invoice Date

28 Jan 2022

s47G(1)(a)

Invoice Number

s47G(1)(a)

Reference

Runway Construction

Description	Quantity	Unit Price	GST	Amount AUD
-------------	----------	------------	-----	------------

Construct Northern end of runway 18-36 as per estimate November 2020 including but not limited to the following,
Inspect, GPS plan and survey entire runway to determine fall and slope & liaise with airport safety officer to plan runway access & closures. Float grader, water truck, bobcat and rollers to site, Find cross slope 300mm to be rectified. Strip northern end and inspect subgrade, proof roll and grade to allow sub-base construction. Supply & deliver 20mm class3 crushed rock (meeting Vicroads specifications AS4026) to airfield including awaiting traffic control and safety officer access times. Spread & grade with 3D GPS grader including water truck hire to a sub-base depth of approximately 350mm. (water supplied by client) Compact and roll to approximate grade and inspect. Redesign intersection with runway 04-22 to reduce aircraft impact. Supply and deliver increased quantity of crushed rock and prepare as previous.

1.00

s47G(1)(a)

Find taxiway insufficiently compacted due to moisture in subgrade. Dig out, replace, grade and roll. Supply and deliver 20mm class 3 crushed rock to site as per runway conditions. Find drainage insufficient and require further set out and construction. Set GPS, water, grade and roll until suitable final trim, compaction and slope obtained for asphaltting.

Find Apron area requires rectification to enable asphaltting over previous spray seal surface. Rip with grader and shape to correct fall. Supply and

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Description	Quantity	Unit Price	GST	Amount AUD
-------------	----------	------------	-----	------------

deliver 20mm class 3 crushed rock to build to correct height. GPS grade, shape, trim and compact surface reading for sealing.

NOTE; Traffic control and airport safety officer employment was clients responsibility as per agreement.

Subtotal s47G(1)(a)

TOTAL GST 10%

TOTAL AUD s47G(1)(a)

Due Date: 15 Feb 2022

s47G(1)(a)

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 Department of Infrastructure, Transport, Regional Development, Communications and the Arts

✂️ -----
PAYMENT ADVICE

To: s47G(1)(a)

Customer	Leongatha Aerodrome Users Group
Invoice Number	s47G(1)(a)
Amount Due	s47G(1)(a)
Due Date	15 Feb 2022
Amount Enclosed	

Enter the amount you are paying **104 of 144**



TAX RECEIPT

s47G(1)(a)



Receipt Number s47G(1)(a)

11/06/2021

Leongatha Aerodrome Users Group
105 Aerodrome Road
Leongatha South VIC 3953
Australia

s47G(1)(a)

Amount in English: s47G(1)(a)

Payment; Leongatha Aerodrome Users Group

Payment Method: Cheque

Payment Particulars

INVOICE NO.	INV.DATE	ORIGINAL AMOUNT	ALLOCATION AMOUNT
s47G(1)(a)	5/30/2021	s47G(1)(a)	

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s47G(1)(a)

s47G(1)(a)

Tax Invoice

Leongatha Aerodrome Users Group
105 Aerodrome Road
Leongatha South VIC 3953
Australia

Invoice No.: s47G(1)(a)
Date: 30/05/2021
Terms: C.O.D.
Purchase Order No:

DATE	QTY	UNIT	NOTES	RATE	AMOUNT inc-GST
30/05/2021	1		Supply sand, gravel, reo mesh, wire & wooden stakes, concrete brooms, rakes & shovels Storm water pipes for drainage. Preparation for drainage & concrete slab Equipment Hire Labour for drainage and concrete slab construction	s47G(1)(a)	s47G(1)(a)

Subtotal:	s47G(1)(a)
GST:	
Total(inc-GST):	s47G(1)(a)
Paid to Date:	
Balance Due:	s47G(1)(a)

How to Pay

Powered by **MYOB**

by mail
Detach this section and mail your cheque to...
s47G(1)(a)

Bendigo Bank
s47G(1)(a)

Invoice No: s47G(1)(a) Amount Due: s47G(1)(a)

Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



TAX RECEIPT

s47G(1)(a)



Receipt Number

s47G(1)(a)

26/04/2022

Leongatha Aerodrome Users Group
105 Aerodrome Road
Leongatha South VIC 3953
Australia

Amount in English:

s47G(1)(a)

s47G(1)(a)

Payment; Leongatha Aerodrome Users Group

Payment Method: Bank Transfer

Payment Particulars

INVOICE NO.	INV.DATE	ORIGINAL AMOUNT	ALLOCATION AMOUNT
s47G(1)(a)	2/4/2022	s47G(1)(a)	

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s47G(1)(a)

s47G(1)(a)

Tax Invoice

Leongatha Aerodrome Users Group
105 Aerodrome Road
Leongatha South VIC 3953
Australia

Invoice No.: s47G(1)(a)
Date: 4/02/2022
Terms: C.O.D.
Purchase Order No:

DATE	QTY	UNIT	NOTES	RATE	AMOUNT inc-GST
4/02/2022	1		Supply & delivery of extra 20 mm class 3 crushed rock for runway 18 - 36 requested by the contractor due to poor weather conditions	s47G(1)(a)	s47G(1)(a)

Subtotal:	s47G(1)(a)
GST:	
Total(inc-GST):	s47G(1)(a)
Paid to Date:	
Balance Due:	s47G(1)(a)

PAID
DATE: 26.7.22
CHK No: Transfer

How to Pay



by mail

Detach this section and mail your cheque to...

s47G(1)(a)

Powered by **MYOB**

Bendigo Bank

s47G(1)(a)

Invoice No: s47G(1)(a) Amount Due: s47G(1)(a)

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s47G(1)(a)



INVOICE

INVOICE s47G(1)
DATE: OCTOBER 27, 2014

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

woorayal Air Services

DESCRIPTION	AMOUNT
Received 5 5/5/22	Sub gst
For invoice	s47G(1)(a)
s47G(1)(a)	
TOTAL	s47G(1)(a)

Accessed under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s47G(1)(a)

s47G(1)(a)

Sales Receipt

INVOICE TO

Leongatha Aerodrome Users Unit
Trust
Leongatha South,
Victoria, 3953

SALES NO.	DATE
s47G(1)(a)	10/05/2022

DATE	DESCRIPTION	GST	AMOUNT
29/04/2022	Linemark Leongatha Aerodrome, including, runway numbers, taxi way, 100mm of 855LM of yellow lines, 300mm wide parking strip with red, runway lines, red lines, yellow line 50mm wide by 50LM long.	GST	s47G(1)(a)

Thank - you for your business,
please note your invoice number
as reference.

SUBTOTAL
GST TOTAL
TOTAL
BALANCE DUE

s47G(1)(a)

s47G(1)(a)

s47G(1)(a)

s47G(1)(a)

Tax Invoice

INVOICE TO

s22(1)(a)(ii)

Woorayl Air Services
Leongatha South, Vic
3953 Aus

INVOICE NO. s47G(1)(a)

DATE 26/04/2022

DUE DATE 26/05/2022

TERMS Net 30

DESCRIPTION

AMOUNT

Linemark Woorayl Air Services at Leongatha, including, runway numbers, taxi way, 100mm of 855LM of yellow lines, 300mm wide parking strip with red, runway lines, red lines, yellow line 50mm wide by 50LM long.

s47G(1)(a)

Thank - you for your business,
please note your invoice number
as reference.

SUBTOTAL
GST TOTAL
TOTAL
BALANCE DUE

s47G(1)(a)

1410

PAID
DATE 29.4.22 CHQ. No. 202904642

s47G(1)(a)

TAX RECEIPT

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s22(1)(a)(ii)

s22(1)(a)(ii)

Tax Receipt

Bill To: Leongatha Aerodrome Users Unit Trust
was@dcsi.net.au
Leongatha Airport

Tax Invoice No: s22(1)(a)(ii)
Invoice Date: 25/01/2022
Payment Date: 10/02/2022

Description

Amount

PAYMENT 08/02/2022
PAYMENT 09/02/2022
FULL PAYMENT RECEIVED FOR INVOICE 974 10/02/2022

Final stage of resurfacing at Leongatha Aerodrome. Runway, Apron &

Taxiway 14,410sqm. @ \$23.40

GST 10%

Total

PAID

Payment Details

s22(1)(a)(ii)

Balance Due

\$

s22(1)(a)(ii)

Comments

Thank you for your business.

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s47G(1)(a)

s47G(1)(a)

Tax Invoice

Bill To: Leongatha Aerodrome Users Unit Trust
was@dcsi.net.au
Leongatha Airport

Tax Invoice No: s47G(1)(a)
Date: 25/01/2022
Terms: NET 0
Due Date: 25/01/2022

Description

Amount

Asphalt surfacing of runway apron and taxiway at Leongatha Airport.
14,410sqm. @ \$23-40

s47G(1)(a)

Payment Details

s47G(1)(a)

Subtotal
GST 10%
Total
PAID

Balance Due

s47G(1)(a)

Please include your invoice number as payment reference.

Comments

Thank you for your business. Prompt payment would be greatly appreciated.
Please provide your invoice number as reference.

s47G(1)(a)

Information used under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s47G(1)(a)

s47G(1)(a)

Tax Receipt

Bill To: Leongatha Aerodrome Users Unit Trust
was@dcsi.net.au
Leongatha Airport

Tax Invoice No: s47G(1)(a)
Invoice Date: 30/05/2021
Payment Date: 17/06/2021

Description

Amount

PAYMENT 16/06/2021

PAYMENT 17/06/2021

FULL PAYMENT RECEIVED FOR INVOICE 899

Progress payment for second stage of resurfacing at Leongatha Aerodrome.

Approx. 8,500sqm. @ \$23.40

GST 10%

Total

PAID

Payment Details

s47G(1)(a)

Balance Due

\$

s47G(1)(a)

Comments

Thank you for your business.

Accessed under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s47G(1)(a)

s47G(1)(a)

Tax Invoice

Bill To: Leongatha Aerodrome Users Unit Trust
was@dcsl.net.au
Leongatha Airport

Tax Invoice No: s47G(1)(a)
Date: 30/05/2021
Terms: NET 0
Due Date: 30/05/2021

Description

Amount

Progress payment for second stage of resurfacing at Leongatha Aerodrome.

Approx. 8,500sqm. @ \$23.40

s47G(1)(a)

Payment Details

s47G(1)(a)

Subtotal

GST 10%

Total

PAID

Balance Due

s47G(1)(a)

Please include your invoice number as payment reference.

Comments

Thank you for your business. Prompt payment would be greatly appreciated.
Please provide your invoice number as reference.

s47G(1)(a)

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s47G(1)(a)

s47G(1)(a)

Tax Receipt

Bill To: Leongatha Aerodrome Users Unit Trust
was@dcsi.net.au
Leongatha Airport

Tax Invoice No: s47G(1)(a)

Invoice Date: 12/12/2020

Payment Date: 09/03/2021

Description

Amount

PAYMENT	23/12/2020	
PAYMENT	05/03/2021	
PAYMENT	09/03/2021	

s47G(1)(a)

FULL PAYMENT RECEIVED FOR INVOICE 842

Asphalt resurfacing of Main runway at Leongatha Aerodrome.

GST 10%

Total

Approx. 17,910 sqm. @ \$23.40

PAID

Balance Due

\$

s47G(1)(a)

Payment Details

s47G(1)(a)

Comments

Thank you for your business.

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s47G(1)(a)

s22(1)(a)(ii)

Liability limited by a scheme approved under Professional Standards Legislation.

s47G(1)(a)

s47G(1)(a)

s47G(1)(a)

Leongatha Aerodrome Users Unit Trust
Leongatha Aerodrome
105 Aerodrome Drive
LEONGATHA VIC 3952

TAX INVOICE

CLIENT CODE	DATE	INVOICE NO.
s47G(1)(a)	31/07/2022	s47G(1)(a)

SERVICES PROVIDED	AMOUNT
Professional services in relation to the acquittal audit of the funding provided by the Commonwealth Department of Industry, Science, Energy and Resources under the Regional Airports Program Round 1 for the Leongatha Aerodrome Airside Upgrade per the grant agreement dated 1 October 2020. - as per quoted fee	s47G(1)(a)

PAID
DATE 1.8.22 CHO. No. 232878132

Payment Terms

This Account is due for payment on presentation

EFTPOS facilities available

s47G(1)(a)

Subtotal

GST Total

TOTAL

s47G(1)(a)

REMITTANCE ADVICE

Please detach and return payment to:

s47G(1)(a)

CLIENT CODE:

AMOUNT DUE:

s47G(1)(a)

s47G(1)(a)

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Payment Receipt

3/08/2022 9:43 AM

s47G(1)(a)

Date Received 01/08/2022
Reference No.
Payment Method direct credit
Payment Amount s47G(1)(a)
Credits Applied 0.00

Customer:Job s47G(1)(a) LEONGATHA AERODROME USERS TRUST:500429 - AUD

Type	Date	Number	Orig.Amt.	Amount Due	Payment	Balance Due
Tax Invoice	31/07/2022	s47G(1)(a)				

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**LEONGATHA AERODROME USERS UNIT TRUST
ACQUITTAL AUDIT SUMMARY OF TRANSACTIONS**

INCOME

		ex GST	GST	TOTAL
22/10/2020	Department of Industry	400,000.00	-	400,000.00
28/04/2021	Department of Industry	500,000.00	50,000.00	550,000.00
Total received		900,000.00	50,000.00	950,000.00

EXPENSES

		ex GST	GST	TOTAL
29/04/2022	s47G(1)(a)			
23/03/2022				
4/02/2022				
28/01/2022				
25/01/2022				
30/01/2021				
30/05/2021				
10/01/2021				
31/12/2020				
31/12/2020				
31/12/2020				
31/12/2020				
12/12/2020				
30/11/2020				
18/11/2020				
Total paid				
31/07/2022				



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Under the Freedom of Information Act, 1982 by the
Hobby, Regional Development, Communications and the Arts



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Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



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Please submit the completed workbook with your Progress/Final reports and supporting evidence.

Eligible expenditure : the GST inclusive amount less any GST credits that can be claimed in relation to that expenditure.

Please note that in accordance with Section E of your Grant Agreement and as stated in the Grant Guidelines, evidence must be lodged with your reports to demonstrate both project expenditure and progress.

To approve your report we need: 1) evidence of PAID expenditure (not unpaid/planned expenditure); and 2) proof that the payment was used for the purposes of this project (generally an invoice).

Generally two types of appropriate evidence are required per report and for associated payment; proof of payment and proof of purpose. Please also note that the 'Project Expenditure table' in the Portal only includes eligible project expenditure that was paid for during the reporting period.

1 Total -Summary Eligible Expenditure
This is the final tab (red). Once the other worksheets are completed, please input the TOTALS of your eligible expenditure into the appropriate Eligible Expenditure category.

The worksheet tabs are colour coded to make it easier to understand which worksheet to fill in before providing the totals for the summary table

2 Eligible Labour - Employee Wage costs
The Green Tab.
Note - use this calculation template when the your own employees are being paid to perform some of the eligible project activities (that are considered eligible expenditure).

3 Eligible In-Kind Labour Expenditure (volunteer) & In-Kind Equipment
This is the purple tab.
Note - use this calculation template when you have In-Kind expenditure in your Grant Agreement. This is work done by people that you do not pay for their labour - it is In-Kind (volunteer labour). Also include in-kind equipment use where relevant. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind labour should be estimated at \$39/hour.

NOTE: Where you choose an alternative In-Kind per hour value for your volunteer labour please explain the basis of your calculations.

Transfer the TOTAL for this expenditure category into the Total - Summary sheet under In-Kind Labour & Equipment.

4 Eligible In-Kind Goods Expenditure (gifts)
This is the orange tab
Note - use this calculation template when you have In-Kind expenditure in your Grant Agreement. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind provision of goods is to be calculated at the retail or market price that the goods would have been purchased for.

Transfer the TOTAL for this expenditure category into the Total - Summary sheet under In-Kind Goods.

5 All Other Eligible Expenditure - remaining categories
This is the blue tab.
Input the details of the remaining eligible expenditure paid and claimed this reporting period.
Choose the category (as detailed in your grant agreement budget) from the drop down menu: Capital, Contract, Materials, Aviation related safety training, Other, Independent Audit

Please use the separate worksheets for Eligible Labour - wage costs, Eligible In-Kind Labour (volunteer) and Eligible In-Kind Goods (gifts).

Note: Transfer the TOTAL for each expenditure category into the Total - Summary sheet

Note: claim GST Exclusive if the grantee is registered for GST
Note: claim GST Inclusive if the grantee is not registered (or required to be registered) for the GST.

Eligible expenditure: the GST inclusive amount less any GST credits that can be claimed in relation to that expenditure.

Total Eligible Expenditure	
Project number	
Grantee Organisation name	
See GST information below and in the Instructions tab	
Eligible expenditure category (as per grant agreement)	Total eligible expenditure
Capital	
Contract	
Materials	
Aviation related safety training	
Other	
Independent Audit	
Labour (Employee wage costs)	
In-Kind Labour (volunteer) & Equipment	
In-Kind Goods (Gifts)	
TOTAL	\$ -

Important GST information
If the grantee:
is registered for GST only claim GST exclusive cost
is not registered for GST claim the eligible cost including the GST that you have paid to the supplier

GST

Important GST information

If you are registered for the Goods and Services Tax (GST), **where applicable** we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

GST does not apply to grant payments to government related entities[1] (this includes local councils).

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

[1] See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

Note: claim **GST Exclusive** if the grantee **is registered for GST**
Note: claim **GST Inclusive** if the grantee **is not registered** (or required to be registered) for the GST.

Eligible expenditure : the GST inclusive amount less any GST credits that can be claimed in relation to that expenditure.

In this context, government related entities include:

- Commonwealth departments or agencies
- State/Territory departments
- Other organisations established by the Commonwealth, a State or a Territory (whether under a law or not) to carry on an enterprise or established for a public purpose by an Australian law
 - This includes CSIRO, government schools and public universities
- Local government bodies established by or under a State or Territory law.

Audit If an Independent Audit Report is specified as a requirement in your Grant Agreement, you must have this completed and uploaded in the Portal with your final report – we will send you the template that must be used.

Useful reference information
When reviewing your eligible expenditure please check this against your **Grant Agreement and the Program Grant Opportunity Guidelines**

Eligible Labour - Employee Wage costs

Note - use this calculation template when the your own employees are being paid to perform some of the eligible project activities (that are considered eligible expenditure).
 Transfer the TOTAL for this expenditure category into the Total - Summary sheet under **Labour (Employee wage costs)**. Note, we may request evidence of calculations such as PAYEE summaries / payslips .

EXAMPLE					B	E	F	
Number	Name of Employee	Position in Organisation	Position for Project	For the current Reporting Period (# weeks or part weeks worked on the project)	Project Activites	Hourly cost	Number of hours spent on Project (hours)	Claimed amount <i>F = (D*F)</i>
example	Amy Pond	Airport Engineer	Project Manager	6	preparing the tender documentation	\$73.00	15	\$1,095.00

Grants Hub Use Only

Number	Name of Employee	Position in Organisation	Position for Project	For the current Reporting Period (# weeks or part weeks worked on the project)	Project Activites	D Hourly cost	E Number of hours spent on Project (hours)	F Claimed amount <i>F = (D*F)</i>
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
16								\$ -
17								\$ -
18								\$ -
19								\$ -
20								\$ -
21								\$ -
22								\$ -
23								\$ -
24								\$ -
							TOTAL	\$ -

Proof of eligible expenditure

Proof of payment

Eligible In-Kind Labour (volunteer) & Equipment Expenditure

Note - use this calculation template when you have **In-Kind expenditure in your Grant Agreement**. This is work done by people that you do not pay for their labour - it is In-Kind (volunteer labour). Also include in-kind equipment use where relevant. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind labour should be estimated at \$39/hour.

Transfer the TOTAL for this expenditure category into the Total - Summary sheet under **In-Kind Labour**.

NOTE: Where you choose an alternative *In-Kind per hour value* for your volunteer labour please explain the basis of your calculations.

EXAMPLE								
Number	Name of Person providing In-Kind labour	Position for Project	For the current Reporting Period (# weeks or part weeks worked on the project)	Project Activites	A In-Kind value per hour (\$39.00 Standard rate)	B Number of hours spent on Project (hours)	C Claimed amount C = (A*B)	Evidence reference
example	Janet Jones	Labourer	2	clearing runway of roots and rocks	\$39	15	\$585	Attachment page 3
example	Sam Fredricks	grader operator & grader use	2	grading airstripxx/xx	\$160	15	\$2,400	Attachment page 5

Number	Name of Person providing In-Kind labour	Position for Project	For the current Reporting Period (# weeks or part weeks worked on the project)	Project Activites	A In-Kind value per hour (\$39.00 Standard rate)	B Number of hours spent on Project (hours)	C Claimed amount C = (A*B)	Evidence reference	
1									
2									
3									
4									
5	s47G(1)(a)	line mark all runways & taxiway	1571	line mark all runways & taxiway	as per invoice	as per invoice	\$ s47G(1)(a)	payment receipt attached	
6							\$ -		
7							\$ -		
8							\$ -		
9							\$ -		
10							\$ -		
11							\$ -		
12							\$ -		
13							\$ -		
14							\$ -		
15							\$ -		
16							\$ -		
17							\$ -		
18							\$ -		
19							\$ -		
20							\$ -		
21							\$ -		
22							\$ -		
23							\$ -		
24							\$ -		
25							\$ -		
26							\$ -		
27							\$ -		
28							\$ -		
29							\$ -		
30							\$ -		
31							\$ -		
32							\$ -		
TOTAL								\$ 26,846.33	

Grants Hub Use Only

Proof of eligible expenditure

Eligible In-Kind Goods (gifts) Expenditure

Note - use this calculation template when you have **In-Kind expenditure in your Grant Agreement**. Where you provide in-kind contributions, you must calculate the equivalent dollar value.

In-kind provision of goods is to be **calculated at the retail or market price that the goods would have been purchased for**.

Transfer the TOTAL for this expenditure category into the Total - Summary sheet under **In-Kind Goods**.

Number	Name of Company providing In-Kind Goods	Name of person providing In-Kind goods	In-kind item	In-Kind claimed amount	Evidence reference
<i>example</i>	<i>Jacob engineering</i>	<i>Oliver Justin</i>	<i>gravel xx</i>	<i>\$475</i>	<i>Attachment page 5</i>

Grants Hub Use Only

Number	Name of Company providing In-Kind Goods	Name of person providing In-Kind goods	In-kind item	In-Kind claimed amount	Evidence reference
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
TOTAL				\$	-

Proof of eligible expenditure

Total Eligible Expenditure

Project number _____

Grantee Organisation name _____

See GST information below and in the Instructions tab

Grants Hub Use Only

Eligible expenditure category (as per grant agreement)	Total eligible expenditure
Capital	
Contract	\$ s47G(1)(a)
Materials	
Aviation related safety training	
Other	
Independent Audit	
Labour (Employee wage costs)	
In-Kind Labour (volunteer) & Equipment	
In-Kind Goods (Gifts)	
TOTAL	\$ s47G(1)(a)

Important GST information

If the grantee:

is registered for GST only claim GST exclusive cost

is **not** registered for GST claim the eligible cost including the GST that you have paid to the supplier

Eligible expenditure: the GST inclusive amount less any GST credits that can be claimed in relation to that expenditure.