



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

15 April 2020 at 4:30pm

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Confidential items provided under separate confidential cover.



MINUTES FOR THE ORDINARY COUNCIL MEETING

18 MARCH 2020

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
18 MARCH 2020 COMMENCING AT 4.30PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President GJ Cosgrove declared the meeting open at 4:30pm and welcomed all in attendance.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
COUNCILLORS**

GJ Cosgrove	President	Town Ward
RW Newton	Deputy President	Rural Ward
JD Bagley	Councillor	Rural Ward
HR McTaggart	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
AR Smyth	Councillor	Town Ward

APOLOGIES

CV Farr	Councillor	Town Ward
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STAFF

N Hay	Chief Executive Officer
J Clapham	Finance Manager
E Greaves	Governance Officer

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 19 FEBRUARY 2020

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 7.1 - Resolution 18032001

Moved: Cr AR Smyth

Seconded: Cr JD Bagley

That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 19 February 2020 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 DECLARATIONS OF INTEREST

As the responsible officer for the tasks which are to be audited and reported on the 2020 Compliance Audit Return, Erin Greaves, Governance Officer disclosed an Impartiality Interest.

Nils Hay, CEO also disclosed an Impartiality Interest relating to the Regulation 17 Audit (Item 5.2), as the reporting officer on matters that are audited on.

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 3 MARCH 2020

COMMITTEE RECOMMENDATION AND COUNCIL DECISION - ITEMS 10.1.1 - Resolution 18032002

Moved: Cr AR Smyth

Seconded: Cr JD Bagley

That the Council receives the Minutes of the Local Emergency Management Committee meeting held 3 March 2020.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

COMMITTEE RECOMMENDATION AND COUNCIL DECISION - ITEMS 10.1.2 - Resolution 18032003

Moved: Cr JD Bagley

Seconded: Cr AR Smyth

That Council supports a funding application be prepared and submitted to the Department of Fire and Emergency Services (DFES) for a new Fire Shed to be designed (based on the DFES-endorsed design) and installed on suitable Council-owned land (further analysis be undertaken to determine most appropriate and feasible location).

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

COMMITTEE RECOMMENDATION AND COUNCIL DECISION - ITEMS 10.1.3 - Resolution 18032004

Moved: Cr AR Smyth

Seconded: Cr HM Newton

That Council endorses the Response Vehicle Identifier (RVI) Stickers Procedure to assist in the management and control of personnel / vehicles accessing a fire ground or incident site.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

10.2 AUDIT & RISK COMMITTEE MEETING HELD 11 MARCH 2020

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 10.2.1 - Resolution 18032005

Moved: Cr HM Newton

Seconded: Cr RW Newton

That Council receives the Minutes of the Audit & Risk Committee meeting held 11 March 2020.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

NOTE: The following discussion points and outcomes were raised by Committee members for Council's information:

- Item 5.3 Workforce Plan 2020-2024 was laid on the table with the matter to be referred to a future Council Forum with significant changes, including:
 - Contractor vs Employee
 - Less detail
 - More strategic, positive approach
- Investment of Surplus Funds Policy and Procedure to be reviewed to ensure it reflects the current financial environment and recommended practice.
- Investigate a purchasing panel for contracted services to improve governance and practicality of purchasing procedures and oversight.

COMMITTEE RECOMMENDATION AND COUNCIL DECISION ENCLOC - ITEMS 10.2.2 TO 10.2.6 - Resolution 18032006

Moved: Cr HM McTaggart

Seconded: Cr RW Newton

That the Council:

1. a) adopts the 2019 Compliance Audit Return (CAR) for the period 1 January to 31 December 2019 as presented in the Attachment Booklet subject to the response to Question 27 of the Tenders for Providing Goods and Services section be amended to state "One occasion where only 1 quote (of required 3) received..."; and

b) Authorises the Shire President and Chief Executive Officer to sign the certification of the CAR, and lodge it with the Department of Local Government, Sport and Cultural Industries as required.
2. receives the CEO's Regulation 17(1) Report, reviewed by the Audit & Risk Committee, as required under Regulation 17(3) of the Local Government (Audit) Regulation 1996.
3. receives the updated Shire of Mingenew Risk Register and Internal Audit Plan.
4. receives the Shire of Mingenew Business Continuity Plan 2020, as presented in the Attachment Booklet – February 2020 and recommends to Council that it be adopted subject to the following amendments:

- A response to the impact of a pandemic on personnel be to include flexible working arrangements (i.e. working remotely from home)
- That the Contact List in the Appendix be updated with the current LEMC contacts

And that the CEO is to develop and implement a Working From Home Policy and Procedure to manage risk associated with ensuring a safe working environment outside of the ordinary workplace.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

10.3 BUSHFIRE ADVISORY COMMITTEE MEETING HELD 11 MARCH 2020

COMMITTEE RECOMMENDATION AND COUNCIL DECISION - ITEMS 10.3 - Resolution 18032007

Moved: Cr JD Bagley

Seconded: Cr HM Newton

That Council:

1. Receives the Minutes of the Bushfire Advisory Committee meeting held 11 March 2020;
2. Appoints the following persons to the position of Captain or Deputy Captain for the following Bush Fire Brigades:

Yandanooka

Captain:_ N Duane

Deputy Captain:___ J Bagley

Lockier

Captain:_ D Michael

Deputy Captain:_ P Flanders

Guranu

Captain:_ B Cobley (TBC)

Deputy Captain:___ G Elsegood (TBC)

Mingenew North

Captain:_ A Pearse

Deputy Captain:_ A Green

Mingenew Town

Captain:_ A Smyth

Deputy Captain:_ T Anderson (TBC)

3. Appoints Murray Thomas to the position of Bushfire Control Officer and Nick Duane to the position of Deputy Bushfire Control Officer for the Shire of Mingeneu.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER
11.1 GIFTED PROPERTY TRANSFER – RATES WRITE OFF

Location/Address: Shire of Mingenew
Name of Applicant: Mr T Finnegan
File Reference: A308, A349, A350, A351, A502 and A503
Disclosure of Interest: Nil
Date: 10 March 2020
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To write-off the outstanding rates owed by Mr Finnigan following the gifting of the property, as endorsed by Council in October 2019.

Key Points

- Council resolved to purchase property from Mr Finnigan at the 16 October 2020 Ordinary Council meeting.
- Mr Finnigan's outstanding rates debt is \$3,850.98.
- The CEO currently has delegated authority to write-off debts up to the value of \$1,000 therefore Council endorsement is sought for the rates write-off.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 11.1 - Resolution 18032008

Moved: Cr JD Bagley

Seconded: Cr RW Newton

That Council authorises the outstanding rates owed by Mr Finnigan totalling \$3,850.98 to be written off, in lieu of the property being gifted to the Shire of Mingenew, as per Council resolution 16011905 at the 16 October 2019 Ordinary Council meeting.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Background

At the 16 October Ordinary Council meeting it was resolved:

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.2 - Resolution 16101904

Moved: Cr Eardley Seconded: Cr Cosgrove

- That Council endorses the acquisition of the following lots as gifted assets from Mr. Terrence Finnigan: Lot 14 King Street and Lots 176, 177, 178 Oliver Street and Lots 163, 164 Broad Street Mingenew.
- That Council authorises the Chief Executive Officer to proceed with the transfer of this land to the Shire of Mingenew

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

- That Council makes available of a budget of \$5,000.00 from reserves for the purpose of land transfer costs.

VOTING DETAILS:

CARRIED BY ABSOLUTE MAJORITY: 7/0

The resolution has been enacted. The execution date for the Deed and Transfer was 20 January 2020.

Comment

The CEO's delegated authority is conditional with regard to writing off debts, as per the extract from the Delegation - CD02 Debts, Waiver, Concessions, Write Off and Recovery:

Conditions.

1. The power to waive or write off debt and grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge.
2. A debt may only be waived where:
 - a) in accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and
 - b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.
3. A concession may only be granted where:
 - a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and
 - b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.
4. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Mingenew.
5. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision.
6. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995.
7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

Statutory Environment

The Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Rates and Charges (Rebates and Deferrals) Act 1992

Policy Implications

1.3.9 Debt Collection Policy

Financial Implications

The valuation of the property, as presented to Council in October 2019, exceeds the outstanding value of rates owed by Mr Finnigan and the cost of the property transfer.

Strategic Implications

Community Strategic Plan:

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

11.2 GIFTING OF COOLROOM BY MINGENEW TURF CLUB

Location/Address: Mingenew Turf Club / Recreation Centre
Name of Applicant: Mingenew Turf Club
File Reference: ADM0012
Disclosure of Interest: Nil
Date: 11 March 2020
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To consider the proposal from the Mingenew Turf Club to gift the Coolroom located at the rear of the Mingenew Turf Club bar, to the Shire of Mingenew.

Key Points

- The Mingenew Turf Club has approached the Shire with a proposal to gift the Coolroom, located at the Turf Club, to the Shire for appropriate management.
- The Turf Club request first rights to use and charges be waived for their use (in recognition of their contribution to providing the facility).
- It is proposed that, should Council resolve to accept the Club's proposal, that a Policy and Fee be determined and adopted by Council to clarify management arrangements of the Coolroom.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 11.2 - Resolution 18032009

Moved: Cr HM Newton

Seconded: Cr AR Smyth

That Council:

- Accepts the gifted Coolroom, donated by the Mingenew Turf Club for the purpose of making it available for community use;**
- Gives the Mingenew Turf Club first rights use of the Coolroom facility for the Mingenew Races and other activities, as approved by Council Policy (to be prepared and presented to Council at a future meeting), at no cost for the life of the current coolroom; and**
- Considers setting a hire charge for the use of the Turf Club Coolroom for inclusion in Council's Fees and Charges 2020/21.**

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Attachment

Attachment 11.4.1 Correspondence from Mingenew Turf Club

Background

The Mingenew Turf Club have indicated to the Shire that they would like to gift the Coolroom, located at the rear of the Turf Club, to the Shire. Reasoning being that it can then be available for broader community use and more easily managed through the Shire's current administrative procedures.

The Turf Club's Vice President has indicated that it is their expectation that the Turf Club would have first rights of use at no cost, for the life of the coolroom.

The Turf Club have offered to provide assistance to any hirers in operating and accessing the coolroom to ensure the correct operation and management by new users. They are also proposing to install a coded lock box.

Comments

The Coolroom is approximately 25 years old and has had the refrigeration unit replaced 5 years ago (with 7 year warranty) which was purchased for \$13,000 including GST by the Turf Club. Initial research suggests that replacement costs would be \$7,000 - \$10,000 second-hand or from \$12,000 new. Insurance costs would require a replacement valuation which would be sought before taking ownership.

In taking ownership of the coolroom, the Shire takes on the responsibility of maintenance and administration as well as insurance. Should there be any operating issues with the coolroom an appropriate tradesperson would need to be contracted to travel and repair which is an additional expense to the Shire. It is also worth considering that should the coolroom require replacing, the replacement costs (or whether or not the Shire would replace the unit at all) need to be determined. Therefore, it is recommended that staff research anticipated replacement and maintenance costs to then inform any cost recovery through the setting of hire charges.

To ensure the consistent and fair management of the facility it is also proposed that a Policy be developed to clarify any requirements around the Turf Club's ongoing use and broader management. It is suggested that the Turf Club would have first rights, as requested but usage would still need to be communicated through the Shire to ensure booking management, cleaning and maintenance is efficient and consistent.

Consultation

Mr David Bagley, Vice President - Mingenew Turf Club
Leadership Team

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

* Absolute majority required.

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

(c) subject to section 5.94, providing information from local government records;

(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e) supplying goods;

(f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed during a financial year; and*

(b) amended from time to time during a financial year.*

* Absolute majority required.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications

Council will need to clarify any usage expectations for the Mingenew Turf Club and it is suggested that a policy be developed that sets out the usage arrangements (similar to the Community Bus policy). It will be appropriate to clarify first rights and fee waivers to apply to the Mingenew Turf Club's use of the Coolroom, as well as any usage arrangements for the broader community. To ensure good booking management practices, it is recommended that all access to the Coolroom be managed exclusively through the Shire's booking and key system, rather than the maintenance of a lockbox.

Financial Implications

In conjunction with the obvious social benefits this proposal may provide, it is important that Council considers the ongoing financial (lifetime) costs and implications, as well as the associated income from any hire fee charged.

Should Council wish to set a fee for community or commercial use of the coolroom, a Council resolution is required. However, so the Shire can appropriately off-set any anticipated expense and calculate a reasonable fee it is proposed that a hire fee be set as part of the 2020/21 Budget process.

Strategic Implications

Community Strategic Plan:

Strategy 1.1.2 Provide buildings, facilities and services to meet community needs

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 11 March 2020
Author: Jeremy Clapham – Finance & Administration Manager

Summary

This report recommends that the Monthly Financial Report for the period ending 29 February 2020 as presented to the Council be received.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 12.1 - Resolution 18032010

Moved: Cr HM Newton

Seconded: Cr HR McTaggart

That the Monthly Financial Report for the period 1 July 2019 to 29 February 2020 be received.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Attachment

12.1.1 Monthly Financial Report for period ending 29 February 2020

Background

The Monthly Financial Report to 29 February 2020 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 29 February 2020	
Municipal Funds	\$1,793,006
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$147,814
Trust Fund	\$1
Reserve fund (3 Month Term Deposit) @ 2.50%	\$310,035

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2019/20 financial year.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Nil

12.2 LIST OF PAYMENTS FOR THE PERIOD 1 FEBRUARY 2020 TO 29 FEBRUARY 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – February 2020
Disclosure of Interest: Nil
Date: 12 January 2020
Authorising Officer: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period 1 February 2020 to 29 February 2020 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 12.2 - Resolution 18032011

Moved: Cr RW Newton

Seconded: Cr HM Newton

That Council receive the attached list of payments for the period of 1 February 2020 to 29 February 2020 as follows:

\$14,683.66	Municipal Cheques;
\$174,122.61	Municipal EFT's;
\$56,991.30	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$20,458.14	Municipal Direct Debit Other;
\$1,385.33	Municipal Other Charges.

Totalling \$267,641.04 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$68,396.62

Total of all payments - \$336,037.66.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

12.3 BUDGET REVIEW – 2019/20

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0130
Attachment/s: Budget Review for the period ended 29 February 2020
Date: 11 March 2020
Author: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Absolute majority

Summary

Council is requested to review and adopt the documentation tabled for the 2019/2020 Budget Review.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 12.3 - Resolution 18032012

Moved: Cr HM McTaggart

Seconded: Cr AR Smyth

That Council

1. Adopts the 2019/2020 Budget Review as tabled; and
2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted and proposed in "Note 4" within the 2019/20 Budget Review document.

VOTING DETAILS:

CARRIED BY ABSOLUTE MAJORITY: 6/0

Background

Regulation 33A of the Local Government (Financial Management) Regulation 1996 requires Council to conduct a review of its budget between 1 January and 31 March in each financial year. The Regulation requires that the results be submitted to Council to determine whether to adopt the review and recommendations made. Within 30 days of the review a copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries.

Comment

The attached budget review is to comply with the Shire's statutory obligations.

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

This report provides information by program and nature or type and is based on the eight month period from 1 July 2019 to 29 February 2020.

The budget review reflects a view of the position of the Shire of Mingenew, projected full year revenue and expenditure against full year original budget.

The projected actuals are based on the information provided for each program, with an estimated zero increase/decrease in the closing funding surplus/(deficit) compared to original budget.

In the attachment is an explanation of identified major expenditure and revenue expectations of specific projects not proceeding, reduction in revenue or timing issues.

Consultation

Nils Hay; Chief Executive Officer
Helen Sternick; Senior Finance Officer
Concept Forum; February 2020

Statutory Environment

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

Policy Implications

Nil

Financial Implications

While the proposed amended budget does re-allocate funds across several areas, the final result provides a balanced budget.

Strategic Implications

The Budget Review process is an integral part of the integrated planning frameworks and risk management processes carried out by Council.

12.4 LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION - 29 FEBRUARY 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0059
Date: 11 March 2020
Author: Jeremy Clapham – Finance & Administration Manager
Voting Requirements: Simple Majority

Summary

To consider variations to the Trust Deed for the Local Government House Trust.

Key Points

- Council's consent is sought, to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Shire of Mingenew is a unit holder and beneficiary to the Local Government House Trust, holding 3 units as advised in WALGA's recent Quarterly Report Q4 2019.
- The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.
- As a beneficiary, the Shire of Mingenew is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, to consent for the Trustee to formally execute the Deed

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 12.4 - Resolution 18032013

Moved: Cr h Newton

Seconded: Cr Bagley

That, with respect to the Local Government House Trust – Deed of Variation, Council:

1. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in Attachment 12.4.1; and
2. Communicate this consent in writing to the Local Government House Trust's Board of Management.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Attachment/s

12.4.1. Email from WALGA CEO Nick Sloan

12.4.2. Deed of Variation (Draft)

12.4.3. Clause 12 of Trust Deed 1994

Background

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust- ~~The Subject to clause 22.3, the~~ right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and
- (b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

Comment

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the

transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Consultation

Nil

Statutory Environment

There are no relevant statutory provisions.

Policy Implications

Nil

Financial Implications

There are no relevant financial implications upon the Council's Budget or Long Term Financial Plan.

One Seventy (170) Railway Parade, (local government house), where WALGA is located, is owned by the Association. The Shire of Mingenew owns six (3) units in the Trust that owns the 'local government house', which were valued at \$17,517.11 each (as at 30/6/18 as advised by WALGA).

Supporting the Deed of Variation will only strengthen WALGA's financial position, of which the Shire of Mingenew is a financial member.

Strategic Implications

Nil

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

Nil.

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

COUNCIL DECISION - ITEMS 14.0 - Resolution 18032014

Moved: Cr HM Newton

Seconded: Cr AR Smyth

That Council consents to the Late Item 14.1 Mid West Secondary Grain Freight Network being accepted for consideration in accordance with clause 3.13 of the Shire of Mingenew Standing Orders Local Law 2017.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

14.1 MID WEST SECONDARY GRAIN FREIGHT NETWORK

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0180
Disclosure of Interest: Nil
Date: 16 March 2020
Author: Nils Hay, Chief Executive Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To endorse the Regional Road Group's proposed project listing for the Mid West Secondary Grain Freight Network.

Key Points

- List collated and endorsed by North Midland and Coastal Zone local governments with assistance from Main Roads WA
- List intended to be provided to Federal Government to be funded as part of a major regional road infrastructure project

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEMS 14.1 - Resolution 18032015

Moved: Cr JD Bagley

Seconded: Cr RW Newton

That Council endorses the priority list of road work projects identified in the Mid West Secondary Grain Freight Network as prepared by Main Roads WA.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 6/0

Attachment

Attachment 14.1.1 Mid West Secondary Grain Freight Network listing

Background

The Mid West Regional Road Group has, over the past two years, been compiling a list of regional road networks (typically routes across individual Shire boundaries) with the intent of seeking external (State or Federal) funding to assist in the delivery of significant road upgrades to support our region's grain freight network.

We have had recent communication from both Melissa Price and the Deputy Prime Minister seeking details of potential transport infrastructure projects.

This list has been presented to Regional Road Group meetings and it has been indicated that endorsement from individual local governments would assist with strengthening the final application or presentation to the Federal Government.

Comments

Main Roads and the Regional Road Group – including their Technical Working Group – have developed this listing based upon consultation with member local governments and through a multi-criteria analysis of the freight networks in this area (which resulted in the priority designations below). One of the key deliverables is a consistent network with an 8m seal on 10m pavement.

The roads identified in the Shire of Mingenew for this widening of formation and seal are:

Road		Section Details				
Road Name	Road Section	From	To	Dist	Priority	Est. Cost
Allanooka Springs Rd	Irwin Boundary to Depot Hill Rd	0	7.24	7.24	Med	\$724,000
Depot Hill Rd	Allanooka Springs to Mingenew-Mullewa	0	15.58	14.57	Med	\$3,642,500
Mingenew Mullewa Rd	Mingenew to Walkaway Nangetty Rd	0	31.09	31.09	High - Med	\$7,772,500
Mingenew South Rd	Midlands Rd to Yandanooka W Rd	0	2.5	2.5	Med	\$625,000
Mingenew South Rd	Midlands Rd to Yandanooka W Rd	2.5	8.88	6.38	Med	\$1,276,000
Mingenew South Rd	Midlands Rd to Yandanooka W Rd	8.88	10.8	1.92	Med	\$192,000
Mingenew South Rd	Midlands Rd to Yandanooka W Rd	10.8	11.9	1.1	Med	\$330,000
Mingenew South Rd	Midlands Rd to Yandanooka W Rd	11.9	17.06	5.16	Med	\$516,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	0	6.04	6.04	Low	\$604,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	6.04	7.18	1.14	Low	\$285,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	7.18	8.37	1.19	Low	\$119,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	8.37	8.85	0.48	Low	\$120,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	8.85	10.5	1.65	Low	\$165,000
Nanekine Rd	Coalseam Rd to Morawa Shire boundary	10.5	13.87	3.37	Low	\$842,500
Yandanooka North East Rd	Midlands Rd to Mingenew Morawa Rd	0	4.7	4.7	High - Med	
Yandanooka North East Rd	Midlands Rd to Mingenew Morawa Rd	4.7	8.33	3.63	High - Med	\$726,000
Yandanooka North East Rd	Midlands Rd to Mingenew Morawa Rd	8.33	9.4	1.07	High - Med	\$321,000
Yandanooka North East Rd	Midlands Rd to Mingenew Morawa Rd	9.4	21.58	12.18	High - Med	\$3,654,000
					TOTAL	\$21,914,500

Whilst the list above does not include some items in our 5 year road plan, it represents a number of our key transport networks (and ultimately not every Shire can have every road which requires widening listed).

Consultation

- Main Roads WA
- Mid West RRG Technical Working Group

Statutory Environment

It is not entirely clear through which funding agency or arrangement this project will be delivered, but it would be anticipated there will be funding agreements to be put in place – with appropriate guidelines – for allocation, control and acquittal purposes. Whether those agreements are managed by individual local governments, or Main Roads at a regional level, remains to be determined.

Policy Implications

Some of these roads form part of the Shire's 5 year road plan. Should this proposal be funded, the plan may need to be revised in accordance with those changes.

Financial Implications

The precise financial implications are unknown at the time of writing the report, as no clear guidelines for the funding exist. At this stage, no financial contribution is being offered by the participating Mid West local governments.

Should co-funding be required, Council will need to consider this as part of future budget/budget review processes and when reviewing the 5 year road plan.

Should little, or no, co-funding be required, this would represent a significant opportunity to the Shire – and region more broadly.

Strategic Implications

Community Strategic Plan:

Strategy 1.1.1 Provide and support cost effective transport networks

15.0 CONFIDENTIAL ITEMS

Nil.

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 April 2020 commencing at 4.30pm.

17.0 CLOSURE

The meeting was declared closed at 5:02pm.

These minutes were confirmed at an Ordinary Council meeting on 15 April 2020.

Signed _____
Presiding Officer

Date: _____



MINUTES FOR THE SPECIAL COUNCIL MEETING

26 MARCH 2020

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11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 BUDGET AMENDMENT – ICT UPGRADE TO MANAGE REMOTE WORKFORCE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 26 March 2020
Author: Nils Hay Chief Executive Officer
Voting Requirements: Absolute Majority

Summary

Consideration is requested to permit unbudgeted expenditure to allow for the upgrade of the Shire's current server to a cloud-based system. This is being requested to provide for efficiency of a remote workforce as a result of COVID-19.

Key Points

- As a result of COVID-19, Shire staff are moving to work from home
- Connection through the current on-site server is slow, resulting in reduced efficiency
- Given currently unknown period of remote operations a cloud-based server will remedy this issue and can be introduced rapidly
- We have the option to revisit in 12 months

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1 - Resolution S26032001

Moved: Cr HR McTaggart Seconded: Cr CV Farr

That Council authorises the expenditure of \$8,381 (excluding GST) from Municipal Funds to facilitation the prompt transition of Council's ICT to a cloud-based environment for 12 months; and

That Council note there will be an annual cost of \$39,923 for this service which will need to be accommodated in the FY2020-2021 Budget.

VOTING DETAILS: 5/2

CARRIED BY ABSOLUTE MAJORITY: 5/2

Cr RW Newton and Cr HM Newton voted against the motion

Attachment

Attachment 11.1.1 – New Server Price Comparison

Background

As discussed at the February 2020 Concept Forum, Council's current server is aging to a point where it is becoming difficult to patch and manage contemporary software and our more modern hardware set-up. At that point, the preferred option was to replace the on-site server.

Fast-tracking that option has been investigated but supplies of new server equipment are scarce and suppliers are unable to provide timeframes (beyond "some months") as much of the stock originates from China. This leaves us with two options:

- a) Do nothing; noting that staff will be both inefficient and frustrated for an indeterminate period of time; this option is not recommended
- b) Move to the cloud for 12 months (the minimum allowable time) and reassess in 9-10 months' time to determine the optimal long-term solution

It should be noted that the cloud-based system will, in addition to greater access speed for staff, provide a range of improved back-up and redundancy options to assist with our ongoing business continuity. It also allows for staff to securely log in to the system from any location, as all activity must be conducted inside a secure portal.

Comment

Whilst it is more expensive than an on-site server – and we retain the option to return to on-site in 12 months time – in terms of managing a remote workforce, a cloud-based system will be far more efficient and provide greater user security.

Whilst the current situation is far from one we would choose, if we provide staff with reasonable digital facilities it will help us to ensure that work is completed efficiently over the weeks and months that we have officers working from home. We will, however, have to look for some corresponding savings for FY20-21 to offset the additional expenditure.

Consultation

- Finance and Administration Manager
- Office Staff
- IT Suppliers

Statutory Environment

Local Government Act 1995 s6.8 Expenditure from municipal fund not included in annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution; or
 - (c) is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil. Our existing ICT-related policies will continue to apply.

Financial Implications

As per the attachment, if endorsed, the move would require an additional \$8,381 (ex GST) to be made available in the current financial year.

This is made up of \$5,481 of additional operational costs and \$2,900 of additional capital/up-front costs (total set-up costs for this option is \$8,900).

Ongoing operational costs will be \$39,923 per annum. This represents an increase of \$21,010 per annum above the current year's budget and \$12,882 per annum more than the on-site server option. The exactly quantum will depend upon whether Council elect to continue with a cloud-based server or revert to an on-site server in 12 months time.

Strategic Implications

Community Strategic Plan

- Strategy 1.2.1 Manage organisation in a financially sustainable manner
- Strategy 1.2.4 Seek innovating awys to improve organisational efficiency and effectiveness.

Corporate Business Plan:

- 1.2.4b – Review and upgrade ICT Environment

12.0 REPORTS BY THE FINANCE AND ADMINISTRATION MANAGER

Nil

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

Nil.

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

15.0 CONFIDENTIAL ITEMS

Nil

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 15 April 2020 commencing at 4.30pm.

17.0 CLOSURE

Meeting was closed at 5.32pm

These minutes were confirmed at an Ordinary Council meeting on 15 April 2020.

Signed _____
Presiding Officer

Date: _____



MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**MINUTES OF THE MEETING TO BE HELD AT THE MINGENEW SHIRE COUNCIL CHAMBERS
10:30 AM THURSDAY 26 MARCH 2020**

1.0 DECLARATION OF OPENING

The meeting was declared open at: 10:37am

2.0 RECORD OF ATTENDANCE / APOLOGIES

2.1 ATTENDEES

- Cr Anthony Smyth (Chair)
- Cr Robert Newton
- Cr Gary Cosgrove
- Nils Hay, CEO Shire of Mingenew
- Sarah Christie, St. John's Ambulance / Mingenew CRC
- Keith Shaw (Department of Communities – on phone)
- Patrick Whitehouse (MRWA – on phone)
- Tayna Grantham (Mingenew Primary School)
- Sarah-Jane Grieve (Mingenew Silver Chain)
- Rick Ryan (DFES – on phone)
- Neal Boonzaaier (Mingenew Police)
- Michal Krizanek (Mingenew Police)
- Malcolm Taylor (DBCA – on phone)
- Collette Newton (CBH – on phone)
- Moira McKinnon (WA Health – on phone)
- Dr Stu Adamson (Midwest Aero Medical – on phone)
- Dr Rosie Stroud (Midwest Aero Medical – on phone)

2.2 APOLOGIES

- Murray Thomas, CBFCO

3.0 OBJECTIVES

Limited to discussion of Mingenew's response to, and management of, COVID-19

4.0 PREVIOUS MINUTES

4.1 BUSINESS ARISING FROM PREVIOUS MINUTES

The minutes of the meeting 3 March 2020 can be discussed and endorsed at the next ordinary Mingenew LEMC meeting.

5.0 AGENCY REPORTS

Local agencies provided reports:

1. Nils Hay (Shire of Mingenew)
 - Shire staffing; skeleton staff in office from Monday 30/3 with closure for lunch break
 - Contact with local businesses to help build directory of current services
 - Staged approach to changes in local service delivery; currently outside crews working as normal with increased hygiene and distancing precautions
 - Ongoing public messaging (letterbox drop at start of week, website, facebook and text updates)
 - Promotion of mental health services

2. Moira McKinnon (WA Health Department)
 - Change in testing criteria; now wider and based on risk groups
 - Increased testing allowed for remote communities; generally requires a call to WA Public Health to get a code. Unsure if Silver Chain feel comfortable with testing, but if they do there might be some assistance that can be provided in form of PPE.
 - WA has tested about 7000; currently about 220 positive tests – many off cruise ships
 - Majority of cases have been traceable to overseas travellers/sources; many younger but expecting that to change
 - Cases now in the region; currently 3 notified for the Mid West but only one physically in the Mid West (Geraldton). Contact tracing is under way.
 - Country resources have been pulled to assist with Metro overload at present
 - Key is to use the value of the lockdowns to chase down contacts
 - Local Governments being turned to to assist communities with regards to social assistance
 - Mental health are looking at ways to assist
 - WA Department have to follow State directives on communication, LGs are encouraged to act in this regard as they have more flexibility
 - By law notification of LG or others is not possible when cases are confirmed due to confidentiality of information – the greatest granularity is ‘Mid West Region’
 - o The patient is able to provide consent, but without that consent it is not possible. WA Health can ask patients if they are willing for people to be made aware of their diagnosis.
 - o Disclosure may however become necessary due to contact tracing activities contacting people who might be at risk

3. Stu Adamson & Rosie Stroud (Midwest Aero Medical)
 - As of Monday all patients will have access to tele-consults, instead of coming to Mingenew and to minimise travel, Mingenew clinic will be conducted by teleconference – still on Wednesdays
 - o 90% of requirements (e.g. scripts etc.) can be done over the phone
 - o Where patients absolutely need physical review, they will have to come to Geraldton
 - o Geraldton patients also largely being seen by telephone
 - o Rosie conducted about 20 telephone consultations yesterday, it ran smoothly and people seemed generally happy. Video options exist. Ability to coordinate with Silver Chain where required.
 - Silver Chain also has access to RFDS triage where required
 - Rosie to continue providing the clinic until at least the end of July
 - As elective surgery has closed down, Stu also has increased capacity in the near term
 - Mingenew has a very high risk population (~20% aged 65+)
 - o Suggest that we try to minimise unnecessary travel in and out of town
 - o Emphasise need for social distancing
 - As soon as the flu vaccines become available the best thing will be for Mid West Aero to come down and immunise the town (sometime in the next month)
 - o Sarah also has a supply coming through to Silver Chain with over 65s to be targeted

4. Sarah-Jane Grieve (Silver Chain)
 - Comfortable to conduct testing if test kits are available
 - o Have some PPE but not a big supply; could not conduct mass testing at present
 - No closures planned
 - Will be by appointment only so people aren't sitting around in the waiting room
 - Flu shots on order for those over 65
 - Encouraging people where possible to isolate
 - Endorsing good cough etiquette/good hygiene
 - Waiting on some public communique from Silver Chain to be provided to share out

5. Neal Boonzaaier (Mingenew Police)
 - Neal and Michal can possibly be used as drivers for St. John when required
 - Receive instructions from the state
 - o Business as Usual at present
 - o Social distancing; request people call before coming into the station
 - o Midwest-Gascoyne Incident Management Team has been setup under the State's COVID-19 Response team
 - o Business continuity plans in place
 - Working closely with licenced premises to avoid panic buying of alcohol etc
 - Have not seen any spike in crime as yet, but are prepared should things increase as isolation measures grow
 - Supportive of community initiatives (e.g. We'll Help You in Mingeneew)
 - Can lend a hand and provide welfare checks where requested
 - Currently no arresting powers for people breaching quarantine, this will have to be a directive from higher up
 - Similarly, no scope to move people on at this stage
 - Any lockdown decisions must come through the Commissioner of Police via the Emergency Management Act
 - Reminder to ensure fake news is kept under control; deal in facts
 - No direction yet regarding regional travel restrictions

6. Keith Shaw (Department of Communities)
 - Currently people must isolate when they come into WA or are awaiting results (or have tested positive)
 - DoC is looking for alternative accommodation for those who lack places to do so
 - o Mingeneew Pub and Caravan Park are potentially available – for local people only
 - Supportive of volunteer register; would like to be hooked in
 - In regards to confidentiality of positive tests, that information may well be provided to Police as well as DoCs moving forwards

7. Tayna Grantham (Mingenew Primary)
 - Guided by the Department, daily updates from the Director General
 - Increased cleaning taking place
 - Hygiene education for the students
 - o Regular hand-washing and sanitising throughout the day
 - o Music instruction has stopped
 - Social distancing as best you can; challenging with younger students
 - No assemblies involving parents; now conducted outside with social distancing in place
 - Creating a Facebook page to provide an online presence
 - In conjunction move towards an online learning environment
 - o Will be providing hard copies of materials for those who need it
 - Regular Zoom meetings with P&C
 - Attendance currently at 48%
 - Directing parents to keep all unwell children at home

- Looking at health/mental health resources that can be put out through Schoolbag
 - School term ends in 2 weeks
8. Malcolm Taylor (DBCA)
- Parks remain open; business as usual
 - Emphasis on staff and visitor safety through encouragement of hygiene and social distance
 - No hosts at Coalseam; they wouldn't start until later in the year
 - Camping is still permitted
 - Regular, but not frequent, patrolling of park and servicing of facilities
 - Council would need to make representation to DBCA if they wanted camping facilities closed
9. Sarah Christie (St. John / CRC)
- SJA:
- Upgraded alerts for respiratory matters
 - Have gone from 7 volunteers on-road to 2; seeding, Easter Holidays and COVID-19 has hit numbers
 - o Remaining volunteers still working, but do have children
 - If unable to respond, response will come from Dongara
 - o It's believed they are also down on number
 - If it's a priority 1 call-out, the Police are able to drive the ambulance (assuming the volunteers are comfortable)
- CRC:
- Getting volunteers for We'll Help You in Mingenew
 - Nobody as yet requested help, but a list of those who may need assistance is being compiled all the same, and will likely be pro-actively contacted
 - Sarah's time is not currently being spent organising events, so focus will be shifting to this
10. Collette Newman (CBH)
- Currently BAU based on government advice
 - o Essential service as part of food supply chain
 - Have increased hygiene and social distancing and are following government guidelines across those generally
 - Otherwise operating as normal
 - No trucks should be loading at Mingenew (no outloading at present; trains scheduled for Weekend, Monday, Tuesday – no road transport planned)
11. Rick Ryan (DFES)
- Business as usual with response only for Brigades
 - No meetings taking place
 - Brigades are advised to keep checking appliances; no more than 2 people at a time
 - o Maintain social distancing and hygiene
 - 000 operators will have additional questions which will incorporate COVID-19-related info
 - As with WAPOL, have an IMT in place and are working with the DEMC
 - Managing response via business continuity plan
12. Patrick Whitehouse (MRWA)
- Business as usual at present
 - Maintenance crew still on the road
 - Office is still open
 - Some pressure on rest areas, particularly to the north following Exmouth and Coral Bay closures
 - o Raising hygiene issues due to numbers and theft of toilet paper etc
 - VMS boards being utilised for public messaging to execute road closures
 - Traffic control companies on stand-by should road closures need to be implemented

6.0 GENERAL BUSINESS

6.1 Discouraging visitation to Mingenew

In response to recent reports that some people from outside the Shire (who don't have family or connections within the Shire) are looking to relocate to Mingenew to self-isolate it is suggested we discuss messaging and measures to discourage activities which may bring COVID-19 into our community and place unnecessary load on our resources at this time.

We can:

- Encourage people not to travel to Mingenew
- Potentially close down camping at Enanty Barn, Yandanooka Hall
- Request that DBCA close camping at Coalseam
- Can seek assurance from Pub and Caravan Park to actively discourage visitation
- If there are no valid camping areas available, Police potentially have ability to move people on

This matter will be discussed further by Council later on 26 March.

6.2 Encouraging Self-Isolation and Greater Social Distancing

Given the relatively high proportion of at-risk residents in Mingenew, it is suggested that we discuss greater messaging to:

- encourage those who are at-risk to self-isolate
- ensure that the wider community is aware current (and likely future) social distancing requirements and are going above and beyond to protect the welfare of our vulnerable citizens
 - o The Local Government has no powers to enforce measures above and beyond those mandated by the State/Federal Government, but we are in a position to ask our community to voluntarily adopt stricter measures out of a desire to look after those at risk.
- There was general support for stronger messaging; Silver Chain are already providing messaging to patients to stay home unless they have to.
- Potential to discourage use of Shire facilities (e.g. football ovals) although it is not believed they are currently receiving much usage

6.3 We'll Help You in Mingenew Initiative

The Shire and CRC have jointly prepared an initiative to capture a list of volunteers to assist those who are vulnerable or simply in need of assistance due to either mandatory or voluntary self-isolation. This will be promoted from the afternoon of 25 March 2020 onwards.

It has been met positively and the volunteer register is being populated.

7.0 FUTURE MEETING DATE AND TIME

Next scheduled LEMC meeting to take place at: Wednesday 3 June 2020, 10am. Options remain open for future emergency meetings if required.

8.0 CLOSURE

The meeting was closed at 11:55am



Electronic Council and Committee Meeting Guide

This guide relates to all Council meetings (Ordinary and Special) and any Committee meeting for which that Committee has delegated authority to perform a function of the local government, that are to be conducted by electronic means

Selecting the electronic means

Selecting an appropriate platform for attending an electronic meeting will have regard to:

- Detection if/when a person is connected to the meeting for the effective management of departures and returns, including security of unauthorised access
- Communicating with members/staff who have left the meeting, where appropriate
- Ability for visual and sound contact
- Ability to share screens (controlled)
- Ability for consultation between the President/Council and CEO and Minute Taker
- The chosen means must be authorised in writing by the Shire President and CEO or by Council resolution

Opening the meeting

Proposed wording for opening meeting:

Prior to commencement of this electronic meeting the connections by electronic means for all Council Members and other attendees were tested and confirmed.

The Presiding Member declared the meeting open at ____pm.

Attendance

The Presiding Member should confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance. For example:

Presiding Member: "Council Members and staff please respond when your name is called to confirm that you are in attendance. ...Cr _____?"

Cr Response: "Cr _____ is here!"

The Presiding Member calls on the next person to confirm their attendance and awaits their response, continuing until all persons expected to attend are confirmed.

Presiding Member: "Is there anyone in attendance that has not yet been recorded?"

Proposed wording for confirming attendance by electronic means

The Presiding Member asked Council Members and staff to verbally confirm that they are connected and in attendance, with the following attendees so confirmed:

(List attendees)

The Presiding Member will need to periodically evidence that eMeeting attendees (Council Members, CEO and the Minute Taker) remain connected and in attendance throughout an eMeeting. Checks may be required more frequently if there have been technical

difficulties during the meeting. Regular checks ensure that the Minutes evidence a quorum has been maintained throughout the meeting. A check may take the form of a 'roll call' after every couple of agenda items, with the Minutes recording the outcome.

For example (roll call):

At _____pm the Presiding Member checked with each attendee and confirmed that all attendees remained connected and in attendance at the electronic meeting.

If a Council Member loses connection to an eMeeting, the Presiding Member should advise the meeting the time the absence of the Member is noted for recording in the Minutes. The Presiding Member should ask the meeting to wait until the Council Member is reconnected.

Public Question Time

Council may adopt a Procedure for Public Question Time Including for Electronic Meetings (eMeetings). See Appendix 2.

Suspension of Standing Orders Local Law

A number of the Shire's Standing Orders may not be complied with or are not practical in the running of an eMeeting therefore there may be occasion where the Council may suspend any Standing orders by decision of Council.

Proposed motion to be inserted following Public Question Time:

"That Council suspends Clause [insert clause number/s] of the *Shire of Mingenew Standing Orders Local Law 2017* for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member"

Variation of Standing Orders

Clause 3.4 Public Statement Time

Statements may be submitted to the CEO in writing at least 4 hours prior to the scheduled meeting commencement time. Failure to comply may result in the statement being referred to the next Ordinary Council or Committee meeting or dealt with as "normal business correspondence" and referred to the CEO for a response outside of the meeting.

During a declared public health or state emergency, any presentations or statements may be restricted and referred to the next available meeting or as directed by the Presiding Member, in consultation with the CEO.

Clause 3.5 Petitions

Petitions may be dealt with in accordance with the Shire of Mingenew Standing Orders Local Law 2017.

Clause 3.6 Presentations and Announcements and 3.7 Deputations

In-person presentations, announcements and deputations will be excluded from eMeetings. The Presiding member and CEO may make allowance for these activities to be made in written form as deemed appropriate. Any request must be made at least 24 hours prior to the scheduled meeting commencement time.

Clause 7.2 Members to Occupy Own Seats

This Clause cannot be complied with for the purposes of an eMeeting and may be suspended at the commencement of a meeting.

Clause 7.3 Leaving Meetings

Members wishing to leave need to ensure that the time and reason for leaving/returning is acknowledged and appropriately recorded for the Minutes. The below procedure is advised:

- State your name and wait until the Presiding Member acknowledges you. Restate your name if the Presiding Member has not heard you at first.

- When acknowledged by the Presiding Member, advise the meeting of the reason for leaving the meeting, for example:

- *I have disclosed an interest and am required to leave the meeting for discussion of this item.*

Dependent on the functionality of your electronic means, you may be disconnected from the meeting and then reconnected once the item in which you have an interest has been resolved. When you return, state your name so the Presiding Member can acknowledge the time you returned to the meeting for the Minutes.

OR

- *I wish to leave the meeting for a short period and I will advise the Presiding Member when I return.*

If you are leaving the place approved for connection to the eMeeting, make sure that no-one else is able to access or interfere with your eMeeting connection and when you return, state your name so the Presiding Member can acknowledge the time your returned to the meeting for the Minutes.

OR

- *I wish to leave the meeting and will not be returning.*

Ensure the Presiding Member acknowledges the time of your departure from the eMeeting for recording in the Minutes, before you disconnect from the eMeeting.

Clause 7.6 Disturbance by Members and Clause 7.10 Prevention of Disturbance Generally

To ensure the requirements of Clause 7.6 can be facilitated, meeting participants must ensure that they comply with a 'suitable place' and make reasonable efforts to ensure that any background noise or disturbance is reduced. This may be done by:

- Placing the microphone for the device used to access the meeting on "mute" when not speaking
- Ensuring that any family members or other persons that are sharing the building/space are aware
- Mobile phones are switched off, or if using to attend the meeting, have notifications turned off so that any chimes/sounds are not heard

Voting and Clause 9.3 Unopposed Business

The current Standing Orders provide for a motion to be carried should no member signify opposition to a motion.

If one or more Council Members are against, the Presiding Member will obtain the names of each Council Member wishing to vote against the motion, and deduce whether this results in the vote being carried or lost. In this case, the number of votes for and against must be announced for minute-taking purposes.

Should Council wish to amend this procedure, it is necessary to resolve to suspend Clause 9.3. It is important that a change to this procedure be well defined and communicated prior to the commencement of eMeetings.

Alternative Procedure:

Voting by all Council Members – Each Council Member is asked to advise the meeting of their vote. For example:

Presiding Member: "I will put the motion and ask Council Members to state their vote as either 'for' or 'against', when I call their name."

The Presiding Member calls each Council Member by name and in turn, awaits each Member's response.

Cr Response: "I, Cr _____, votes FOR the motion."

Presiding Member: "Thank you Cr _____, your vote FOR the motion is noted."

The Presiding Member then calls on the each remaining Council Member to vote, continuing this process until all votes have been recorded.

Presiding Member: "The motion is (CARRIED or LOST)"

with the number of votes for and against announced for minute-taking purposes.

Disclosures of Interest

Any Disclosures of Interest are to be submitted to the CEO, in writing (including by email) prior to the scheduled meeting commencement time, preferably in the required form (Disclosure of Interest Form). Should a member or officer require advice on the appropriate actions to deal with a potential or perceived conflict, that person must ensure adequate time is provided to make that enquiry prior to the meeting.

Notice will ensure that adequate provision can be made to ensure the member or officer can depart the meeting if required and the logistics for the purposes of an electronic meeting can be arranged. Any person leaving a meeting must verbally advise and be acknowledged by the Presiding Member before they leave a meeting. They must also be contactable to enable instantaneous notification that they can return to the meeting (as per Clause 7.3 Leaving Meetings above).

Leave of Absence

Submit Leave of Absence requests by email to the CEO before an eMeeting commences. The CEO may then collate requests and prepare an officer recommendation for inclusion in the Agenda or for tabling, further improving meeting efficiency.

Confidentiality

Members and officers must ensure that members of the public or persons nearby are not privy to any confidential information or discussions held behind closed doors.

Leading eMeetings

The Presiding Member role is to lead and facilitate the smooth transaction of the business of Council. It is recommended Presiding Members consider the following advice to ensure eMeetings are as effective and efficient as possible:

Slow the meeting down! Participating in an electronic meeting will be more difficult for Council Members to follow; this particularly so for the Minute Taker.

- Introduce each agenda item, stating item number and title - this will help Council Members and the public (if the meeting is broadcast) to follow the eMeeting's progress.
- After each Item, ask attendees to indicate if they are ready to move to the next item and allow a pause to enable time for attendees to respond (if required).
- If not in visual contact, select junctures throughout the eMeeting to conduct a 'role call' to ensure Council Members have connectivity with the meeting.

Dealing with Technical Difficulties –

It may be necessary for the Presiding Member to adjourn the meeting for a short period to allow technical difficulties to be resolved.

- Adjourn the meeting for a specified period of time estimated for the technical difficulties to be resolved (i.e. 15 Minutes), advising Members and the public of the time that the meeting will reconvene.
- Before adjourning the meeting, the Presiding Member must take a 'roll call' so that the Minutes record each person in attendance at the point of adjournment.
- When the meeting is reconvened, the Presiding Member must announce the time the meeting is reconvened and again take a 'roll call' so the Minutes record each person in attendance at the meeting at the point the meeting is reconvened.

APPENDIX 1 – MEETING CHECKLIST

Prior to meeting Checklist

- Prepare any questions from the public – CEO to liaise with Presiding Member on whether those submitting questions have complied with the PQT Procedure and how the questions will be dealt with at the meeting
- Check if there are any Disclosures of Interest to be made or requests for Leave of Absence
- Ensure all Council Members and staff are connected to the eMeeting at least 10 minutes before the scheduled meeting time. Use this time to test each connection to ensure each person can be heard by, and can hear the Presiding Member, CEO and each other.
- CEO to ensure that technical staff are available to assist in resolving issues that may occur during the meeting.
- CEO to ensure that the Minute Taker is able to communicate with the Presiding Member, so the accuracy of Minutes can be facilitated.
- Presiding Member to remind Council Members of the Local Government's agreed protocols for participating in an eMeeting (as outlined in the Local Government' eMeeting guide).

During the meeting

- Check that all attendees are confirmed upon commencement
- Confirm attendees are present throughout the meeting
- Check appropriate attendees when a meeting has been closed to the public and again when reopening, if applicable
- Check attendance and procedure if a conflict disclosure has been made
- Final roll call at closure of meeting

Following the meeting

- Any document tabled at the meeting, including circulated by electronic means, must be made available for public inspection in accordance with Admin. Regulations 14 and 14E(5).
- Unconfirmed Minutes of a Council Meeting, including an eMeeting, are to be available for public inspection within 10 business days of the meeting - Admin Regulation 13(a).
- Unconfirmed Minutes of a Committee Meeting, including an eMeeting, are to be available for public inspection within 5 business days of the meeting – Admin Regulation 13(b).

APPENDIX 2 – PROCEDURE FOR PUBLIC QUESTION TIME INCLUDING FOR ELECTRONIC MEETINGS (EMEETINGS)

General Provisions

Section 5.24 of the *Local Government Act 1995* requires that a minimum of 15 minutes is allocated for members of the public to ask questions at Council Meetings and Committee meetings that are open to the public. Guided by the *Local Government (Administration) Regulations 1996* and the *Shire of Mingenew Standing Orders Local Law 2017* the following procedures are to apply to Public Question Time:

- When the President calls for any questions from the public, please stand and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, then ask the question.
- Questions are to be put to the Presiding Member. The Presiding Member may answer the question or refer it to another Councillor or the CEO. No questions can be put to individual Councillors or staff.
- Questions must relate to the business of the Council or the Committee.
- Questions must not take the form of a statement or a personal opinion.
- Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of elected members or employees may be ruled inappropriate by the Presiding Member and therefore not considered.
- Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
- Members of the public may submit questions in writing (on this form) and handed to the Chief Executive Officer or emailed to governance@mingenew.wa.gov.au prior to the commencement of the Council or Committee Meeting.
- If the author of the questions submitted in advance is not present at the meeting the Presiding Member may determine if the questions are to be read aloud and responded to or taken on notice, or dealt with as “normal business correspondence” and referred to the CEO for a response outside of the meeting.
- A question may be taken on notice by Council or Committee for later response
- The Presiding Member may reject a question that is considered either offensive or reflects adversely upon the Shire, the Council or an employee. Any such questions or remarks will be omitted from the meeting Minutes.

For Electronic Meetings

- Questions by members of the public are to be submitted, in writing (including by email), to the CEO at least 4 hours prior to the scheduled meeting commencement time. Failure to comply may result in the questions being referred to the next Ordinary Council or Committee meeting or dealt with as “normal business correspondence” and referred to the CEO for a response outside of the meeting.
- the Presiding Member may determine if the questions are to be read aloud and responded to at the meeting or taken on notice, or dealt with as “normal business correspondence” and referred to the CEO for a response outside of the meeting.
- A copy of the response provided at a meeting must be provided to the author of the submitted questions
- In accordance with Admin Reg 14E(4)(b)(ii) under a declared public health or state emergency, the Presiding Member may deem it inappropriate to respond to any question at the meeting.



PUBLIC QUESTION TIME (INC EMEETINGS) FORM

Name:

Address:

- Ordinary Council Meeting
 Committee Meeting: _____(Committee name)
 Special Council Meeting
 Electors' Meeting

Meeting Date:

This Question Relates to: If applicable, identify the item number and title from the Agenda.

Question:

Please provide your question(s) here or attach a copy in full to this form, in a legible, clear and concise manner.

Thank you for your participation.

APPENDIX 3 – PROCESS OF MOTIONS FOR EMEETINGS (WALGA)

Process of Motions for eMeetings (Voting by Exception)

Process of Motions	eMeeting Practices
INTRODUCE the Item	<p>Presiding Member announces: <i>“(Item number and report title)”</i></p>
Call & Name MOVER and SECONDER	<p>Presiding Member asks: <i>“Council Members, please indicate by stating your name, if you wish to MOVE the officer recommendation.”</i></p> <p>Council Members state their name and the Presiding Member select the Mover and states: <i>“The officer recommendation as stated in the agenda is moved by Cr XXXX.”</i></p> <p><i>“Council Members, please indicate by stating your name if you wish to second the motion.”</i></p> <p>Council Members state their name and the Presiding Member select the Mover and states: <i>“The motion is seconded by Cr YYYY.”</i></p>
Invite MOVER to SPEAK	<p>Presiding Member asks: <i>“Cr XXXX, as the Mover, would you like to open debate?”</i></p> <p>Cr Response: <i>“(State your name), thank you Presiding Member, I wish to speak to the motion... (Proceed to speak on the motion).”</i></p>
Invite SECONDER to SPEAK	<p>Presiding Member asks: <i>“Cr YYYY, as the Seconder, would you like speak in the debate?”</i></p> <p>Cr Response: <i>(State your name), thank you Presiding Member, I wish to speak to the motion... (Proceed to speak on the motion).</i></p>
Identify COUNCIL MEMBERS to Participate in Debate	<p>Presiding Member asks: <i>“Council Members, when I call your name please indicate if you wish to speak in this debate and if so, whether you wish to speak FOR or AGAINST the motion.”</i></p> <p>Cr Response: Council Members respond by stating their name and debating intention, i.e. <i>“(State your name) I wish to speak FOR / AGAINST the motion.”</i></p> <p><u>OR</u></p>

Process of Motions	eMeeting Practices
	<p><i>"(State your name) I do not wish to speak on the motion."</i></p> <p>Stating names when responding may help to avoid confusion.</p>
Determine the ORDER of DEBATE	The Presiding Member (or CEO) records a list of speakers FOR and AGAINST the motion. The Presiding Member determines the "call / order of debate".
Call Members to Speak ALTERNATE between speakers AGAINST and FOR	The Presiding Member calls on the speakers listed, alternating between a speaker AGAINST the motion and a speaker FOR the motion, until all speakers have spoken.
Check for any further Speakers / Questions	<p>After all previously recorded speakers have spoken, the Presiding Member may ask:</p> <p><i>"Any other Council Member, who has not previously spoken, now wishes to speak, please state your name now."</i></p>
Ask the Mover to CLOSE DEBATE	<p>Once all speakers have spoken the Presiding Member offers the Mover the Right of Reply:</p> <p><i>"Cr XXXX, as the Mover of the motion, would you now like to take the 'Right of Reply' and close the debate?"</i></p> <p>Cr Response:</p> <p><i>"(States their name), thank you Presiding Member, I do (OR do not) wish to take my 'Right of Reply'..."</i></p>
Read or Summarise the MOTION	<p>Presiding Member states:</p> <p><i>"The debate is now closed and I remind Council Members that this motion is to (re-state or summarise the motion)."</i></p>
Put the MOTION to the VOTE	<p>Presiding Member states:</p> <p><i>"I will put the motion. Is anyone against the motion?"</i></p>
DECLARE the RESULT BY EXCEPTION	<p>If no-one is against, the Presiding Member states:</p> <p><i>"I declare the motion carried unanimously"</i></p>
DECLARE the RESULT VOTERS FOR and AGAINST	<p>If there are voters against the motion, the Presiding Member to acknowledge each vote by stating:</p> <p><i>"Thank you Councillors XXX, YYY and ZZZ your votes Against the motion are noted."</i></p> <p>Presiding Member states:</p> <p><i>"I declare the motion (CARRIED/LOST including the number of votes) i.e. '6/3'.</i></p>

APPENDIX 4 - STATUTORY REQUIREMENTS

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(ba) the holding of council or committee meetings by telephone, video conference or other electronic means;

Local Government (Administration) Regulations 1996

14A. Attendance by telephone etc. (Act s. 5.25(1)(ba))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the person is in a suitable place; and (c) the council has approved* of the arrangement.

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

disability has the meaning given in the *Disability Services Act 1993* section 3;

suitable place —

(a) in relation to a person with a disability — means a place that the council has approved* as a suitable place for the purpose of this paragraph; and

(b) in relation to any other person — means a place that the council has approved* as a suitable place for the purpose of this paragraph and that is located —

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;

townsite has the same meaning given to that term in the *Land Administration Act 1997* section 3(1).

14B. Attendance by telephone etc. after natural disaster (Act s. 5.25(1)(ba))

(1) If a council member is prevented from being physically present at a meeting of the council because of fire, flood, lightning, movement of land, storm, or any other natural disaster the member is to be taken to be present at the meeting if —

(a) the member is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the member is authorised to be present by —

- (i) the Mayor; or
- (ii) the President; or
- (iii) the council.

(2) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(3) A place where a person referred to in this regulation is physically present during a meeting is not a place that is open to members of the public under section 5.23(1).

(4) In this regulation — person referred to in this regulation, in respect of a meeting, means a council member who is prevented from being physically present at that meeting.

14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

(1) In this regulation — meeting means —

- (a) an ordinary meeting of the council; or
- (b) a special meeting of the council; or
- (c) a meeting of a committee of the council; or
- (d) a meeting of an audit committee of a local government.

(2) A member of a council or committee may attend a meeting by electronic means if —

- (a) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
- (b) because of the public health emergency or state of emergency, the member is unable, or considers it inappropriate, to be present in person at a meeting; and
- (c) the member is authorised to attend the meeting by electronic means by —
 - (i) the mayor; or
 - (ii) the president; or
 - (iii) the council.

(3) A person who attends a meeting by electronic means is taken to be present at the meeting.

14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

(1) In this regulation — meeting means —

- (a) an ordinary meeting of the council; or
- (b) a special meeting of the council; or
- (c) a meeting of a committee of the council; or
- (d) a meeting of an audit committee of a local government.

(2) A meeting may be held by electronic means —

- (a) if —

(i) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and

(ii) because of the public health emergency or state of emergency, the mayor, president or council considers it appropriate for the meeting to be held by electronic means; or

(b) if —

(i) a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and

(ii) the mayor, president or council authorises the meeting to be held by electronic means.

(3) The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communication, as determined by —

(a) the mayor; or

(b) the president; or

(c) the council.

(4) The CEO must be consulted before a determination is made under subregulation (3).

14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

(1) In this regulation — electronic meeting means a meeting held by electronic means under regulation 14D.

(2) If a council or a committee is to hold an electronic meeting, the council or committee is taken to have complied with the requirement to give notice of the place of the meeting under section 5.5 and regulation 12 if the local government gives notice that the meeting will be conducted by electronic means.

(3) If a council or a committee holds an electronic meeting —

(a) a person who attends the meeting by the electronic means determined under regulation 14D(3) is taken to attend the meeting for the purposes of the Act and these regulations; and

(b) the meeting is open to the members of the public under section 5.23(1) if —

(i) the council or committee complies with the requirement to make the unconfirmed minutes of the meeting available for public inspection under regulation 13; or

(ii) the council or committee publicly broadcasts the meeting on a website; or

(iii) the meeting or a broadcast of the meeting is otherwise accessible to the public.

(4) If a council or a committee holds an electronic meeting, section 5.24 is modified so that the council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if —

(a) the council or committee provides a means to submit a question prior to the meeting; and

(b) the council or committee determines at the meeting —

(i) to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the council or committee; or

(ii) that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.

(5) If a council or a committee holds an electronic meeting, for the purposes of regulation 14, a notice paper, agenda, report or other document may be —

(a) tabled at the meeting, or produced by the local government or a committee for presentation at the meeting, in any manner determined by the council or committee, including by electronic means; and

(b) made available to members of the council or committee, or for inspection by members of the public, in any manner determined by the council or committee, including by electronic means.

***This Guide will assist Local Governments
prepare for and implement electronic meeting (eMeeting) practices.***

The Guide is a starting point only and Local Governments should consider this information in context with Meeting Procedures (Standing Orders) Local Laws and practices to facilitate a meeting on the eMeeting selected platform.

[Regulations 14C, 14D, 14E of the Local Government \(Administration\) Regulations 1996](#)

1. Preparing for an Electronic Meeting

1.1. Selecting the Electronic Means – Admin. Regulation 14D

- 1.1.1. Identify an eMeeting platform suitable to your Local Government's needs and capacity. Consider if the selected platform provides the Presiding Member and CEO with oversight of who is / is not connected to an eMeeting – this enables effective management of; departure and return to the meeting (i.e. conflicts of interest), identifying if a Council Member is disconnected during the meeting and closing the meeting to the public.
- 1.1.2. Consider how the Local Government will comply with Admin. Regulation 14E(3) which prescribes that eMeetings will be considered as being open to the public if:
 - The meeting is instantaneously publicly broadcast on a website; OR
 - The meeting or a broadcast of the meeting is otherwise instantaneously accessible to the public; OR
 - The unconfirmed Minutes are made publicly available in accordance with Admin. Regulation 13.
- 1.1.3. The Mayor or President (in writing) or Council (by resolution) must determine the eMeeting method, and must do so in consultation with the CEO [Admin. Reg. 14D(3) & (4)].
- 1.1.4. Before recommending a preferred eMeeting platform, it is recommended the CEO test the proposed eMeeting system, for example:
 - Arrange to have a number of staff conduct a 'mock eMeeting', including debate / voting, to ensure the system is suitable and, if not, eliminated as a means. Any system limitations or nuisances can be included in guidance to Council Members on how to use the selected system and on requirements for conduct and participation in the meeting.

1.2. Public Question Time for eMeetings – Admin. Regulation 14E(4)

- 1.2.1. If the Council provides a means to submit a question prior to the meeting [Admin. Reg. 14E(4)(a)] Council can then determine at the meeting to respond to the question [Admin.Reg.14E(4)(b)(i)] or not respond to the question [Admin.Reg.14E(4)(b)(ii)].
- 1.2.2. The adopted eMeeting Public Question Time Procedure should be publicised so as to inform the community of this opportunity.

1.3. Potential Suspension of Meeting Procedures (Standing Orders) Local Law

- 1.3.1. The CEO should identify if any clauses in the Local Government's Meeting Procedures (Standing Orders) Local Law cannot be complied with or require modification when conducting an eMeeting. For example; requirement for voting by show of hands or for Members to stand when speaking.
- 1.3.2. The CEO to provide an officer recommendation in the eMeeting Agenda, to suspended specified Local Law clauses that may limit eMeeting effectiveness or efficiency.
- 1.3.3. The Presiding Member may then determine how these matters are managed in the eMeeting.

Example Officer Recommendation:

That Council suspend the operation of clauses (<<insert clause numbers>>) of the (<<insert Local Government Name>>) Meeting Procedures Local Law for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member.

NOTE: Insert the officer recommendation into the eMeeting Agenda at a point after the 'Public Question Time' Agenda Item to comply with Administration Regulation 7(2).

1.4. Preparing Council Members for eMeetings

- 1.4.1. Once Council has approved the eMeetings platform, the CEO may prepare a Council Member eMeeting Guide outlining practices for how eMeetings will be facilitated. Consider guidance on:
 - Establishing connection to an eMeeting and what to do if connection is lost (include screen shots for visual navigation to assist those who may not be 'tech savy').
 - Council Member conduct and participation in an eMeeting, including the application of the Local Government's Meeting Procedures Local Law.
 - Disclosing interests and how to depart and re-join eMeetings.
 - Voting protocols – see also **Item 3.2**.
- 1.4.2. The Local Government may choose to conduct a 'mock eMeeting' with Council Members, CEO and the Minute Taker, to familiarise participants with eMeeting practices.
 - Use a previous Council agenda and encourage Council Members to debate items, call points of order, move amendments and alternative motions and generally practice in an eMeeting setting, circumstances that apply to any Council Meeting.
 - The 'mock eMeeting' will help to iron out any issues and could be used to update, if necessary, the Council Member eMeeting Guide (refer **Item 1.4.1**).

1.5. Assessment of 'suitable place' prior to eMeeting

1.5.1. Administration Regulation 14A specifically defines a 'suitable place' to be used by a Council Member, which must be approved before they can attend a meeting by telephone. The same principle applies to eMeetings too, as the suitability of the 'place' may impact the confidentiality of matters behind closed doors, and otherwise risk Council Members being interrupted during the meeting. Therefore, the following assessment should be applied to an eMeeting:

- The Presiding Member and CEO should work collaboratively with Council Members to assist them to make suitable place arrangements.
- Council Members should advise the Presiding Member by email (cc'd to the CEO for records capture), the place they will use to connect to an eMeeting and how this place controls the risk of a confidentiality breach and limits the potential for interruptions.
- The Presiding Member should review each Council Member's 'place' arrangements and if considered a suitable place, the Presiding Member provides approval of the place by return email to the Council Member (cc'd to the CEO for evidence of compliance).

Additionally, the requirements of Administration Regulation 14A for a suitable place to be within a 'townsite' or 'residential area' do not apply to an eMeeting.

Lastly, a Council Member cannot attend an eMeeting outside the State of Western Australia as it is outside the jurisdiction of the *Local Government Act 1995*.

2. Principles for Everyone Participating in eMeetings

2.1. Before an eMeeting (...well before the day of the eMeeting!)

2.1.1. Make sure you have taken time to prepare to participate in an eMeeting.

- Familiarise yourself with your Local Government's eMeeting guidance and seek advice from the CEO to clarify matters you are unsure about.
- Read the agenda and prepare notes to help you address key issues in debate. Participate in an Agenda Briefing if this practiced by your Local Government.

2.1.2. Asking complex questions during an eMeeting may reduce efficiency and effectiveness. Council Members should email questions to the CEO at the earliest opportunity before an eMeeting, so the CEO can provide advice and information before the Meeting commences.

2.1.3. **Disclose conflicts of interest** by email to the CEO before the meeting commences. Early disclosure will contribute to an efficient eMeeting, permit the Presiding Member to prepare for your departure from the meeting in the case of a pecuniary interest and, crucially, will ensure you do not commit a serious breach of the Local Government Act by failing to make an appropriate declaration or participate and vote on a matter in which you have an interest..

2.1.4. Submit Leave of Absence requests by email to the CEO before an eMeeting commences. The CEO may then collate requests and prepare an officer recommendation for inclusion in the Agenda or for tabling, further improving meeting efficiency.

2.2. Behaviour Protocols for eMeetings

- 2.2.1. Remember, it is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.
- 2.2.2. The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:
- Speak clearly and slowly, as connections may be distorted or delayed.
 - Always **state your name** to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first.
 - In debate, only speak after the Presiding Member has acknowledged you. Then **state your name**, so that others know who is speaking.
 - Follow the Presiding Member's directions and rulings.
 - If you are unclear about what is happening in an eMeeting, immediately **state your name** to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member.
 - Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

2.3. Leaving and Returning to an eMeeting

- 2.3.1. If you have disclosed an interest or need to leave an eMeeting for any other reason, you **MUST** advise and be acknowledged by the Presiding Member before you leave and when you return. Admin. Regulation 11(b) prescribes this information must be recorded in the Minutes.
- **State your name** and wait until the Presiding Member acknowledges you. Restate your name if the Presiding Member has not heard you at first.
 - When acknowledged by the Presiding Member, advise the meeting of the reason for leaving the meeting, for example:

- *I have disclosed an interest and am required to leave the meeting for discussion of this item.*

Dependent on the functionality of your electronic means, you may be disconnected from the meeting and then reconnected once the item in which you have an interest has been resolved. When you return, **state your name** so the Presiding Member can acknowledge the time you returned to the meeting for the Minutes.

OR

- *I wish to leave the meeting for a short period and I will advise the Presiding Member when I return.*

If you are leaving the place approved for connection to the eMeeting, make sure that no-one else is able to access or interfere with your eMeeting connection and when you return, **state your name** so the Presiding Member can acknowledge the time you returned to the meeting for the Minutes.

OR

- *I wish to leave the meeting and will not be returning.*

Ensure the Presiding Member acknowledges the time of your departure from the eMeeting for recording in the Minutes, before you disconnect from the eMeeting.

Example text for Minutes:

Insert before the relevant item:

6.35pm Cr Brown had previously disclosed a financial interest in Item 9.3 'Lease of 23 Green Street' and was disconnected and left the electronic meeting.

Inserted after the resolution of the relevant item:

6.48pm Cr Brown was reconnected and re-joined the electronic meeting.

3. Additional Guiding Principles for Presiding Members

3.1. Leading eMeetings

- 3.1.1. The Presiding Member role is to lead and facilitate the smooth transaction of the business of Council. It is recommended Presiding Members consider the following advice to ensure eMeetings are as effective and efficient as possible:
- 3.1.2. Slow the meeting down! Participating in an electronic meeting will be more difficult for Council Members to follow; this particularly so for the Minute Taker.
 - Introduce each agenda item, stating item number and title - this will help Council Members and the public (if the meeting is broadcast) to follow the eMeeting's progress.
 - After each Item, ask attendees to indicate if they are ready to move to the next item and allow a pause to enable time for attendees to respond (if required).
 - If not in visual contact, select junctures throughout the eMeeting to conduct a 'role call' to ensure Council Members have connectivity with the meeting.

3.2. Facilitating Motions and Voting

- 3.2.1. When calling for movers / seconders, there may be multiple Council Members speaking at once - try to be fair and ensure you are not always selecting the same Council Member/s.
- 3.2.2. The Meeting Procedures (Standing Orders) Local Law may specify how a vote must be taken i.e. show of hands. A Council resolution at the start of the meeting may be appropriate to suspend specific Local Law clauses for eMeetings – see **Item 1.3**
- 3.2.3. The method of calling for a vote may be specified in the Meeting Procedure Local Law, and may need modification for eMeetings. Consider if one of the following voting practices may be appropriate:
 - Voting by exception – Ask Council Members to indicate if they wish to vote **against** the motion. If no Council Member responds, the motion is declared **carried unanimously** and minuted accordingly.

If one or more Council Members are against, the Presiding Member will obtain the names of each Council Member wishing to vote **against** the motion, and deduce whether this

results in the vote being **carried** or **lost**. In this case, the number of votes for and against must be announced for minute-taking purposes.

- Voting by all Council Members – Each Council Member is asked to advise the meeting of their vote. For example:

Presiding Member: *“I will put the motion and ask Council Members to state their vote as either ‘for’ or ‘against’, when I call their name.”*

The Presiding Member calls each Council Member by name and in turn, awaits each Member’s response.

Cr Response: *“I, Cr Fernandez, votes FOR the motion.”*

Presiding Member: *“Thank you Cr Fernandez, your vote FOR the motion is noted.”*

The Presiding Member then calls on the each remaining Council Member to vote, continuing this process until all votes have been recorded.

Presiding Member: *“The motion is (CARRIED or LOST)”*

with the number of votes for and against announced for minute-taking purposes.

4. Conducting the eMeeting

4.1. Immediately before an eMeeting commences

- 4.1.1. If recording or live streaming the eMeeting to the public, the CEO should ensure the relevant systems are tested off-line before Council Members connect to the eMeeting platform.
- 4.1.2. Ensure all Council Members and staff are connected to the eMeeting at least 10 minutes before the scheduled meeting time. Use this time to test each connection to ensure each person can be heard by, and can hear the Presiding Member, CEO and each other.
- 4.1.3. CEO to ensure that technical staff are available to assist in resolving issues that may occur during the meeting.
- 4.1.4. CEO to ensure that the Minute Taker is able to communicate with the Presiding Member, so the accuracy of Minutes can be facilitated.
- 4.1.5. Presiding Member to remind Council Members of the Local Government’s agreed protocols for participating in an eMeeting (as outlined in the Local Government’ eMeeting guide).
- 4.1.6. If all systems are go... await the meeting commencement time.

Example text for Minutes:

Prior to commencement of this electronic meeting Council Member and other attendee connections by electronic means were tested and confirmed.

The Presiding Member declared the meeting open at 6.00pm.

4.2. During an eMeeting

- 4.2.1. **Welcome and Announcements** – If the eMeeting is live streamed broadcast, the Presiding Member should advise members of the public about how the eMeeting will be conducted.

Example text for Minutes:

1. Declaration of Opening

The Presiding Member declared the meeting open at 6.00pm.

2. Announcements from the Presiding Member

The Presiding Member welcomed Council Members, staff and members of the public receiving the broadcast of this electronic meeting, which is conducted in accordance with the *Local Government (Administration) Regulations 1996*.

The Presiding Member advised that the *[Shire's / Town's / City's]* meeting procedures will be modified to ensure Council Members and the public can follow and participate in the meeting as it progresses.

(other announcements can then be made and recorded in the Minutes i.e. Acknowledgement of Country)

- 4.2.2. **Attendance** - The Presiding Member should confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance. For example:

Presiding Member: *“Council Members and staff please respond when your name is called to confirm that you are in attendance. ...Cr Smith?”*

Cr Response: *“Cr Smith is here!”*

The Presiding Member calls on the next person to confirm their attendance and awaits their response, continuing until all persons expected to attend are confirmed.

Presiding Member: *“Is there anyone in attendance that has not yet been recorded?”*

Example text for Minutes:

3. Attendance

The Presiding Member asked Council Members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:

(List attendees)

- 4.2.3. **Public Question Time** – The Presiding Member should announce at the meeting the procedures for the public to submit questions to eMeetings and receive responses.

Example text for Minutes:

4. Public Question Time

The Presiding Member advised that the *[Shire / Town / City]* had implemented the following procedures for members of the public to submit questions and receive responses:

(Insert the procedures in the Minutes for the public record)

The Presiding Member then read aloud the questions received from members of the public and the [Shire's / Town's / City's] response.

(Insert the public questions and responses as per the Local Government's usual minute practices)

- 4.2.4. **Matters Behind Closed Doors** - Whether an eMeeting is live-streamed or not, the Council must pass a motion to go behind closed doors, so that the closure and re-opening of the meeting and the matters behind closed doors can be appropriately recorded in Minutes.

"This meeting will now proceed behind closed doors, I ask the CEO to suspend the live streaming / recording of this meeting now and confirm when this has occurred... I note for the Minutes that the meeting was closed to the public at 0.00pm."

If live streaming, the normal process of coming out from behind closed doors, reconnecting with the public and informing them of the confidential resolutions will still apply.

4.3. Conflicts of Interests in an eMeeting

- 4.3.1. At the Declaration/Disclosure of Interest Item of Business, the Presiding Member will read aloud each disclosure of interest received before the meeting.

- The Presiding Member will then ask if there are any further disclosures to be made. Council Members should ensure they make any additional disclosures at this point so that the Minute Taker can record the relevant Agenda Items.
- Subsequently, the Presiding Member will announce disclosed interests just prior to the relevant Agenda Item.

- 4.3.2. Example process for disclosing interests in an eMeeting:

- **State your name** and wait for the Presiding Member to acknowledge you.
- Once acknowledged by the Presiding Member, **state the conflict of interest** being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.
- The Presiding Member will acknowledge the interest by repeating the Council Member's name and the details of the interest for recording in the Minutes.
- After the meeting, Council Members must provide the disclosure of interest in writing by email to the CEO.

Example text for Minutes:

The Presiding Member read aloud the following listed disclosures of interest received before the meeting:

(List disclosures as per usual practice)

The Presiding Member asked if Council Members had any further conflicts of interest to disclose in regard to any item included in the agenda.

No further declarations were made by Council Members.

OR

The following additional declarations were provided by Council Members: *(List disclosures as per usual practice)*

4.4. Maintaining Attendee Connection to an eMeeting

- 4.4.1. Presiding Members will need to periodically evidence that eMeeting attendees (Council Members, CEO and the Minute Taker) remain connected and in attendance throughout an eMeeting. Checks may be required more frequently if there have been technical difficulties during the meeting. Regular checks ensure that the Minutes evidence a quorum has been maintained throughout the meeting. A check may take the form of a 'roll call' after every couple of agenda items, with the Minutes recording the outcome.

Example text for Minutes:

Attendance Check

6.35pm The Presiding Member checked with each attendee and confirmed that all attendees remained connected and in attendance at the electronic meeting.

- 4.4.2. If a Council Member loses connection to an eMeeting, the Presiding Member should advise the meeting the time the absence of the Member is noted for recording in the Minutes. The Presiding Member should ask the meeting to wait until the Council Member is reconnected.
- 4.4.3. **Dealing with Technical Difficulties** - It may be necessary for the Presiding Member to adjourn the meeting for a short period to allow technical difficulties to be resolved.
- Adjourn the meeting for a specified period of time estimated for the technical difficulties to be resolved (i.e. 15 Minutes), advising Members and the public of the time that the meeting will reconvene. Check your Meeting Procedures Local Law for relevant provisions.
 - Before adjourning the meeting, the Presiding Member must take a 'roll call' so that the Minutes record each person in attendance at the point of adjournment.
 - When the meeting is reconvened, the Presiding Member must announce the time the meeting is reconvened and again take a 'roll call' so the Minutes record each person in attendance at the meeting at the point the meeting is reconvened.

Example text for Minutes:

Adjournment

7.25pm The Presiding Member advised that the meeting is adjourned and will reconvene in 15 Minutes, to enable technical difficulties associated with the electronic meeting to be resolved, with the following in attendance at the time of the adjournment:

(List Attendees)

7.40pm *The Presiding Member reconvened the electronic meeting, with the following in attendance:*

(List Attendees)

- 4.4.4. **Closing the Meeting** – Before closing the meeting, the Presiding Member should undertake a final 'roll call' so the Minutes evidence continued attendance of Elected Members.

5. After the Meeting

- 5.1.1. Any document tabled at the meeting, including circulated by electronic means, must be made available for public inspection in accordance with Admin. Regulations 14 and 14E(5).
- 5.1.2. Unconfirmed Minutes of a Council Meeting, including an eMeeting, are to be available for public inspection within 10 business days of the meeting - Admin Regulation 13(a).
- 5.1.3. Unconfirmed Minutes of a Committee Meeting, including an eMeeting, are to be available for public inspection within 5 business days of the meeting – Admin Regulation 13(b).

Tip: **Good Governance Practice:**

If the office of Mayor or President is vacant, or the Mayor or President is not available or is unable or unwilling to perform the functions of the Mayor or President, then s.5.34 of the Act provides that the Deputy Mayor or Deputy President may perform the Mayor or President's functions.

Further, if the office of Deputy Mayor or Deputy President is vacant, or the Deputy Mayor or Deputy President is not available or is unable or unwilling to perform the Mayor or President's functions for a time known to the Council, then s.5.35 of the Act provides that the Council may appoint a Councillor to perform the functions of Mayor or President during that time.

If the CEO is unavailable or unable to perform the CEO's functions, then the Council may resolve to appoint a person as the Acting CEO if the Council believes the person to be suitably qualified and experienced to perform the CEO's functions [s.5.36(2)].

6. Process of Motions for eMeetings (Voting by Exception)

Process of Motions	eMeeting Practices
INTRODUCE the Item	<p>Presiding Member announces: <i>“(Item number and report title)”</i></p>
Call & Name MOVER and SECONDER	<p>Presiding Member asks: <i>“Council Members, please indicate by stating your name, if you wish to MOVE the officer recommendation.”</i></p> <p>Council Members state their name and the Presiding Member select the Mover and states: <i>“The officer recommendation as stated in the agenda is moved by Cr XXXX.”</i></p> <p><i>“Council Members, please indicate by stating your name if you wish to second the motion.”</i></p> <p>Council Members state their name and the Presiding Member select the Mover and states: <i>“The motion is seconded by Cr YYYY.”</i></p>
Invite MOVER to SPEAK	<p>Presiding Member asks: <i>“Cr XXXX, as the Mover, would you like to open debate?”</i></p> <p>Cr Response: <i>“(State your name), thank you Presiding Member, I wish to speak to the motion... (Proceed to speak on the motion).”</i></p>
Invite SECONDER to SPEAK	<p>Presiding Member asks: <i>“Cr YYYY, as the Seconder, would you like speak in the debate?”</i></p> <p>Cr Response: <i>(State your name), thank you Presiding Member, I wish to speak to the motion... (Proceed to speak on the motion).</i></p>
Identify COUNCIL MEMBERS to Participate in Debate	<p>Presiding Member asks: <i>“Council Members, when I call your name please indicate if you wish to speak in this debate and if so, whether you wish to speak FOR or AGAINST the motion.”</i></p> <p>Cr Response: Council Members respond by stating their name and debating intention, i.e. <i>“(State your name) I wish to speak FOR / AGAINST the motion.”</i></p> <p><u>OR</u></p> <p><i>“(State your name) I do not wish to speak on the motion.”</i></p> <p>Stating names when responding may help to avoid confusion.</p>

Process of Motions	eMeeting Practices
Determine the ORDER of DEBATE	The Presiding Member (or CEO) records a list of speakers FOR and AGAINST the motion. The Presiding Member determines the “call / order of debate”.
Call Members to Speak ALTERNATE between speakers AGAINST and FOR	The Presiding Member calls on the speakers listed, alternating between a speaker AGAINST the motion and a speaker FOR the motion, until all speakers have spoken.
Check for any further Speakers / Questions	After all previously recorded speakers have spoken, the Presiding Member may ask: <i>“Any other Council Member, who has not previously spoken, now wishes to speak, please state your name now.”</i>
Ask the Mover to CLOSE DEBATE	Once all speakers have spoken the Presiding Member offers the Mover the Right of Reply: <i>“Cr XXXX, as the Mover of the motion, would you now like to take the ‘Right of Reply’ and close the debate?”</i> Cr Response: <i>“(States their name), thank you Presiding Member, I do (OR do not) wish to take my ‘Right of Reply’...”</i>
Read or Summarise the MOTION	Presiding Member states: <i>“The debate is now closed and I remind Council Members that this motion is to (re-state or summarise the motion).”</i>
Put the MOTION to the VOTE	Presiding Member states: <i>“I will put the motion. Is anyone against the motion?”</i>
DECLARE the RESULT BY EXCEPTION	If no-one is against, the Presiding Member states: <i>“I declare the motion carried unanimously”</i>
DECLARE the RESULT VOTERS FOR and AGAINST	If there are voters against the motion, the Presiding Member to acknowledge each vote by stating: <i>“Thank you Councillors XXX, YYY and ZZZ your votes Against the motion are noted.”</i> Presiding Member states: <i>“I declare the motion (CARRIED/LOST including the number of votes) i.e. ‘6/3’.</i>

Special State Council Meeting

Minutes

27 March 2020

NOTICE OF MEETING

Special Meeting of the Western Australian Local Government Association State Council was held via video / teleconference on Friday 27 March 2020. The meeting commenced at 4:33pm.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1 Attendance

Members	President of WALGA, Chair Deputy President of WALGA, Northern Country Zone Avon-Midland Country Zone Central Country Zone Central Metropolitan Zone Central Metropolitan Zone East Metropolitan Zone East Metropolitan Zone Goldfields Esperance Country Zone Gascoyne Country Zone Great Eastern Country Zone Great Southern Country Zone Kimberley Country Zone Murchison Country Zone North Metropolitan Zone North Metropolitan Zone North Metropolitan Zone Peel Country Zone Pilbara Country Zone South East Metropolitan Zone South East Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South West Country Zone	Mayor Tracey Roberts JP - In Person President Cr Karen Chappel JP President Cr Ken Seymour President Cr Phillip Blight Cr Jenna Ledgerwood Cr Paul Kelly Cr Catherine Ehrhardt Cr Cate McCullough President Cr Malcolm Cullen President Cr Cheryl Cowell President Cr Stephen Strange Cr Ronnie Fleay Cr Chris Mitchell JP Cr Les Price Mayor Mark Irwin Cr Frank Cvitan – Deputy – In Person Cr Russ Fishwick JP President Cr Michelle Rich Mayor Peter Long Cr Julie Brown Mayor Ruth Butterfield Cr Doug Thompson Mayor Carol Adams OAM Mayor Logan Howlett JP President Cr Tony Dean
Ex Officio	Chair Commissioner, City of Perth Local Government Professionals WA Deputy	Mr Andrew Hammond Ms Annie Riordan
Secretariat	Chief Executive Officer EM Strategy, Policy & Planning EM Governance & Organisational Services EM Commercial & Communications EM Infrastructure Manager Strategy & Association Governance Manager, Environment Policy Manager, Emergency Management Economics Policy Manager Manager Governance Executive Officer Governance	Mr Nick Sloan - In Person Mr Mark Batty - In Person Mr Tony Brown - In Person Mr Zac Donovan - In Person Mr Ian Duncan - In Person Mr Tim Lane - In Person Nicole Matthews - In Person Melissa Pexton - In Person Nebojsa Franich - In Person Mr James McGovern – In Person Ms Margaret Degebrodt - In Person
1.2 Apologies	Local Government Professionals WA	Mr Jamie Parry

ORDER OF PROCEEDINGS

1. The Chair declared the meeting open at 4:33pm.
- **Acknowledgement of Country**
The Chair acknowledged the Whadjuk Nyoongar people who are the Traditional Custodians of the land we met on today and paid respects to their Elders past, present and future.
- The Chair welcomed all State Councillors and WALGA Secretariat
- Welcome also to:
 - Cr Frank Cvitan, Deputy North Metropolitan Zone
 - Ms Annie Riordan, Deputy President, Local Government Professionals WA

APOLOGIES

Mr Jamie Parry, Local Government Professionals WA

2.1 DECLARATIONS OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

Nil

2.2 ANNOUNCEMENTS

WALGA Chief Executive Officer – Presentation

Mr Nick Sloan addressed the meeting.

3. MATTER FOR DECISION

- 3.1 Local Government Sector's Response to the COVID-19 Pandemic.

4. CLOSURE

3. MATTER FOR DECISION

3.1 Local Government Sector's Response to the COVID-19 Pandemic

By Nick Sloan, Chief Executive Officer

Suspension of Standing Orders

Moved: President Cr Michelle Rich
Seconded: Mayor Logan Howlett

That the State Council Standing Orders be suspended.

RESOLUTION 40.1/2020

CARRIED

Discussion held.

President Cr Stephen Strange left the meeting at 5:33pm and did not return.

Resumption of Standing Orders

Moved: Cr Julie Brown
Seconded: Cr Chris Mitchell

That the State Council Standing Orders be resumed.

RESOLUTION 41.1/2020

CARRIED

Moved: Cr Paul Kelly
Seconded: Mayor Carol Adams

That WALGA:

- 1. Notes the significant contribution of Local Governments in supporting their communities through the COVID-19 pandemic from a financial, economic, community and social perspective.**
- 2. Requests each Local Government give consideration to the following suite of actions, for Local Governments with the capacity to do so, to provide a coordinated and consistent response to the COVID-19 pandemic:**
 - a. Consider not increasing rates for the 2020-21 financial year**
 - b. Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy**
 - c. Consider rate relief options to support small businesses affected by the COVID-19 pandemic**
 - d. Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic**

- e. **Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing**
 - f. **Prioritise Local Government spending with businesses and contractors located within the Local Government**
 - g. **Implement business friendly payment terms to support business cash flow**
 - h. **Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges**
 - i. **Redeploy staff affected by facility closures to tasks that support the community**
3. **Notes the State Government is urgently drafting legislative and regulatory amendments to support the actions outlined in point 2 above**
4. **Notes the advocacy for the following:**
- a. **An increase in Local Government borrowing capacity beyond current Western Australian Treasury Corporation borrowing limits**
 - b. **Suspension of the Western Australian Treasury Corporation's borrowing guarantee charge of 0.7 percent on top of the loan interest rate for the 2020-2021 financial year**
 - c. **No increase to street lighting and utility tariffs in 2020-2021**
 - d. **Deferral of revaluations for the 2020-2021 financial year**
 - e. **Request the Office of the Auditor General to cease performance audits for the 2020-2021 financial year**
 - f. **Freezing of the waste levy for the 2020-2021 financial year**

RESOLUTION 42.1/2020

CARRIED

President Cr Phillip Blight requested that his opposition to the resolution be recorded.

Executive Summary

- The world that we know and understand has changed dramatically with the COVID-19 virus spreading through our community at an unprecedented rate.
- A National Cabinet has been established to coordinate the national response and the Western Australian community is now looking to Local Government to show leadership and support.
- Anything short of an ambitious and courageous response from the sector and its leadership will have dire implications for the health, social and economic future of our State.

Attachments

- Letter from the WA Premier to WALGA President, Mayor Tracey Roberts, dated 17 March 2020 – attachment 1, via link below:

<https://walga.asn.au/getattachment/News,-Events-and-Publications/Media/COVID-19/Premier-Correspondence-17-March.pdf?lang=en-AU>

- Letter from WALGA President, Mayor Tracey Roberts, to the WA Premier dated 23 March 2020 – attachment 2.
- Letter from WALGA President, Mayor Tracey Roberts, to Local Government Mayors and Presidents dated 23 March 2020 – attachment 3.
- List of proposed Legislative and Regulatory Amendments – attachment 4.

Background

The Premier wrote to WALGA President, Mayor Tracey Roberts, on 17 March 2020, requesting that all Local Governments freeze rates fees and charges, in order to provide much needed financial support to households and businesses during the COVID-19 crisis. WALGA President, Mayor Tracey Roberts, replied to the Premier on 23 March 2020 and informed him that:

- The Local Government sector is acutely aware of the added financial pressure and uncertainty facing households, small businesses and the self-employed as a result of COVID-19.
- In order to realise a net zero rates, fees and charges increase, the sector needs support from the State Government in relation to a range of financial, regulatory and governance considerations.

On 23 March 2020, WALGA President, Mayor Tracey Roberts, wrote to all Councils and informed them of the above correspondence.

On 24 March 2020, a State and Local Government Partnership Agreement meeting was held. At this meeting, the Premier informed attendees that the COVID-19 situation had escalated, with expectations that the economic impact would be without precedent. The Premier urged the sector to consider the immediate implementation of any initiatives that would provide relief and economic stimulus for local economies, including the provision of financial support and relief to households and businesses,

Priority regulatory and legislative amendments to give effect to freeing up sector capacity has been tested informally with a working group of Local Government CEOs. The State Government has indicated that these changes will be given legislative priority (see attachment).

Comment

Initially, the economic impacts of COVID-19 were expected to be restricted to the sectors that relied on exports and imports from Asia. This primarily included the education, tourism, hospitality and construction sectors.

Over the past days and weeks, however, it has become an accepted view that the economic impacts of COVID-19 on the Australian and Western Australian economies will be severe. This is primarily due to the social distancing and business operating restrictions imposed by the Commonwealth Government, and uncertainty surrounding how long these restrictions will be in place. In addition, there is an expectation that further restrictions will be imposed, and the majority of businesses and schools will have to close their doors. This is weighing considerably on economic expectations.

Forecasts that aim to predict the extent of the economic impact of COVID-19 are constantly changing due the fluid nature of this event. This includes the extreme speed at which cases of COVID-19 transmission are occurring in Australia and the uncertain nature of any future Government response.

The most recent forecasts from Westpac expect job losses of over 800,000 across Australia by June and an unemployment rate of over 11% at this time. It is noted that only one week ago, the forecast from Westpac was that the unemployment rate would peak at 7%. The significant worsening of these forecasts were a result of widespread shutdowns announced by the Government.

The Bankwest Curtin Economics Centre has forecast similar job losses to Westpac in the immediate term, but expects the national unemployment rate will reach 12.7% in May 2021. This would mean

an additional one million people will be unemployed across Australia as a result of COVID-19. In WA, job losses of more than 100,000 are expected in the immediate term.

When travel restrictions and shutdowns eventually ease, the economy will rebound. It will, however, take a significant amount of time for the hundreds and thousands of people who lost their jobs due to COVID-19 to gain employment once again.

Although the Commonwealth and WA Governments have already announced economic stimulus measures, their ability to deliver future necessary stimulus will be compromised by their record levels of debt.

Given the unprecedented circumstances, there is a critical need for the Local Government sector to supplement the economic stimulus packages provided by the State and Federal Governments. In the immediate term, this is in the form of local level economic relief and support that focuses on:

- Ensuring that all Local Government employees maintain their employment;
- Providing financial relief and cash flow support to households and businesses;
- Making it easier for businesses to instill necessary changes to their operating models;
- Supporting local businesses and suppliers through additional spending; and
- Maintaining household and business confidence in the community.

A coordinated and widespread introduction of initiatives will demonstrate significant leadership from the sector. It will also demonstrate the Local Government sector's commitment to work together and do everything in its capacity to support local households and business during these highly uncertain times.

To assist the sector in undertaking the above initiatives, WALGA is looking at what it can do to ease financial pressure on members. A number of regulatory reforms are being progressed, and discussions with the Valuer General and Office of the Auditor General on matters critical to the sector are advanced. Furthermore, a special meeting of the LGIS Board will be held shortly with the goal of finalising a strategy to re-assign funds held in reserve to provide immediate financial relief for member councils in their 2020-21 contributions.

4 CLOSURE

There being no further business the Chair declared the meeting closed at 6:50pm.

DECLARATION

These minutes were confirmed at the meeting held on _____

Signed: Mayor Tracey Roberts

Person presiding at the meeting at which these minutes were confirmed

Attachment 2 – Letter to Premier from WALGA President.

23 March 2020

Hon. Mark McGowan MLA
Premier; Minister for Public Sector Management;
State Development, Jobs and Trade; Federal-State Relations
1 Parliament Place
West Perth
Western Australia 6005

e-mail: WA-Government@dpc.wa.gov.au

Dear Premier

State and Local Government response to COVID-19

Thank you for your correspondence dated 17 March 2019 regarding COVID-19.

The Local Government sector is acutely aware of the added financial pressure and uncertainty facing households, small businesses and the self-employed as a result of COVID-19.

I have written to all Councils advising of your request for their support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21.

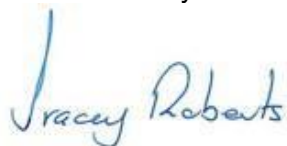
Many Councils are already demonstrating strong leadership and support for your initiative. However, in order to realise a net zero increase, we will need support from the State Government in relation to a range of financial, regulatory and governance considerations that need taking into account in complying with the request. Areas requiring resolution include, but are not limited to, the waste levy, electricity and street lighting tariffs and the planned revaluation of Gross Rental Values by the Valuer General in June 2020.

I have briefed the Local Government Minister on these measures, including options we have developed to further boost spending in our communities in the short to medium term. The team at WALGA are working carefully through the detail on these initiatives with your Ministerial colleagues and their agencies.

Please be assured that WALGA will continue to work with the State Government in support of WA's communities and households throughout this period of heightened uncertainty.

I am of the view that close collaboration between our two levels of Government is essential in ensuring that the State is in the best possible position to combat the economic and social impacts of COVID-19.

Yours sincerely



**Mayor Tracey Roberts
President**

Attachment 3 – Letter to all Councils from WALGA President

23/03/2020

Dear _____

COVID-19 and the Premiers request for a Local Government Rate Freeze

I am in receipt of a letter from the Premier requesting support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21 (see attached).

As Local Government we are acutely aware of the negative impact COVID-19 is having on our communities. The added financial pressure and uncertainty facing households, small businesses and self-employers, as well as our individual Councils, is of significant concern.

I have responded to the Premier, advising that Local Government understands the hardship facing many households and local businesses, and are already demonstrating strong leadership.

However, in order to realise a net zero increase, we will need support from the State Government in relation to a range of financial, regulatory and governance considerations that need taking into account in complying with the request. Areas requiring resolution include, but are not limited to, the waste levy, electricity and street lighting tariffs and the planned revaluation of Gross Rental Values by the Valuer General in June 2020.

I can assure you that I, and the team at WALGA are working through these issues with the relevant Government Ministers, Departments and Agencies to have these addressed as expeditiously as possible.

I am of the view that close collaboration between our two levels of Government is essential in ensuring that the whole State is in the best possible position to combat the economic and social impacts of COVID-19. Consideration of a net zero increase to Council rates, fees and charges is an important element in reducing the pressure that our communities are facing.

I look forward to working with you in supporting WA's communities, businesses and households throughout this period of heightened uncertainty.

Should you or your staff require additional information on COVID-19, I refer you to the WALGA website: <https://walga.asn.au/News,-Events-and-Publications/Media/COVID-19>

Yours sincerely



**Mayor Tracey Roberts
President**

Attachment 4. – List of Proposed Legislative and Regulatory Amendments

The WA State Government are proposing the following legislative and regulatory amendments:

- Section 3.12 – Provide LGs the ability to suspend, by resolution, certain parts of a local law during a state of emergency or public health emergency.
- A power for the Minister to defer any election and extend the appointment of any Commissioners, notwithstanding the other provisions in the Act, for the duration of the State of Emergency.
- Power to be provided to Minister to waive requirement for absolute majority decision during a State of Emergency declared under the Emergency Management Act 2005
- All public meetings are suspended during a State of Emergency declared under the Emergency Management Act 2005.
- Where a state of emergency is declared under the Emergency Management Act 2005, all time periods specified in the Act are suspended and recommence after the time specified in the declaration has expired or it is revoked by the Minister.
- Minister (for Local Government) has power to waive requirements for giving public notice during a State of Emergency declared under the Emergency Management Act 2005.
- Purchasing/Tenders – Amendments to Local Government Function & General Regulations as per below;
 - Regulation 11(1) Tender Threshold: Increase the tender threshold to \$250,000 : This will permit Local Governments to extend the use their Purchasing Policy and apply local content provisions more readily to goods and services acquired via verbal and written quotations;
 - Regulation 11(2) Tender Exemptions: Introduce new tender exemption criteria for any goods or services associated with the state of emergency declaration (similar to purchases from expenditure authorised by Mayor / President in an emergency under s. 6.8(1)(c);
 - Regulation 21A(b) Varying a contract for the supply of goods or services: Currently limits renewal or extension of contracts where Regulation 11(2)(j) applies i.e. when renewal/extension clauses in contracts are exhausted. Recommend amending this Regulation to permit contract renewal or extension for an additional 12 months as a consequence of state of emergency, and for any existing contract at the discretion of the Local Government (that is, don't regulate rules such as 'essential services' as this proposal is more about business continuity and supporting existing suppliers esp. local)

WALGA has also requested consideration of the following two issues:

- Developer Contributions - Need ability to utilise Developer contributions funds set aside for emergency use in respect to COVID-19 - This will require an amendment to the Planning and Development Act 2005, Section 154: Money paid in lieu of open space
- Government Grants – Ability for Local Governments who have received Government Grants for projects (State and Commonwealth), for the funds be re-purposed to address COVID-19 issues. For example a LG has been provided grant funds to build a recreation centre, these funds could and the Councils own contribution could be re-purposed under State of Emergency provisions.

COUNCIL POLICY

1.3.10

Finance

Title:	1.3.10 FINANCIAL HARDSHIP POLICY
Adopted:	15 April 2020
Reviewed:	N/A (new Policy)
Associated Legislation:	Local Government Act 1995
Associated Documentation:	1.3.9 Debt Collection Policy
Review Responsibility:	Finance and Administration Manager
Delegation:	Chief Executive Officer

NOTE: This policy is based on the WALGA Model Purchasing Policy Template with some modifications

Previous Policy Number/s N/A

Objectives:

- To give effect to the Shire's commitment to support the whole community to meet the unprecedented challenges arising from declared State of Emergencies, the Shire of Mingenew recognises that these challenges may result in financial hardship for ratepayers or debtors of the Shire.
- This Policy is intended to ensure that the Shire offers fair, equitable, consistent and dignified support to ratepayers or debtors suffering hardship, while treating all members of the community with respect and understanding at these difficult times.

Scope:

This policy applies to:

1. Outstanding rates, debtors and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied during any period where a declared State of Emergency is in force.

It is a reasonable community expectation, as the Shire deals with the effects of any declared State of Emergency, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide relief to ratepayers or debtors who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Policy Statement:

1 Payment difficulties, hardship and vulnerability

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Mingenew recognises the likelihood that a declared State of Emergency will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers or debtors experiencing financial hardship.

2 Financial Hardship Criteria

While evidence of hardship is required, the Shire recognises that not all circumstances are alike, and will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment

- Sickness or recovery from sickness
- Loss of primary source of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers or debtors are encouraged to provide as much information as possible to support their individual circumstances, which will be taken into consideration during the assessment process. Preference will be for ratepayers or debtors to enter into a reasonable payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying statutory responsibilities.

3 Payment Arrangements

Payment arrangements facilitated in accordance with Clause 2 of this Policy, and Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the Shire of Mingenew of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, the Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

4 Interest Charges

A ratepayer or debtor that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

5 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

6 Debt recovery

Debt recovery processes may be suspended whilst negotiating a suitable payment arrangement with a ratepayer or debtor. Where a ratepayer or debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the 3rd due payment, then the Shire will continue to suspend debt recovery processes.

Where a ratepayer or debtor has not reasonably adhered to an agreed payment plan, then for any Rates, debtors and Service Charges that remain outstanding on 1 July of any financial year, the Shire may offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year.

Rates, debtors and service charges that remain outstanding at the end of the said financial year, may be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995, and Council Policy 1.3.9.

7 Review

The Shire will advise ratepayers or debtors of all decisions made under this policy and advise them of their right to seek a review by the full Council.

8 Communication and Confidentiality

The Shire will maintain confidential communications at all times and undertakes to communicate with a nominated support person or other third party at the ratepayer's or debtor's request.

The Shire recognises that applicants during the times of a declared State of Emergency are experiencing additional stressors, and may have complex needs, and will provide additional time to respond to communication and will communicate in alternative formats where appropriate. All communication with applicants is to be clear and respectful.

9 Conflict of Interest

Where the ratepayer or debtor has a close relationship with any staff member, or Councillor, that staff member or Council must remove themselves from any decision-making process.

SHIRE OF MINGENEW – COUNCIL DELEGATION

Title:	CD02 Debts, Waiver, Concessions, Write Off and Recovery		
Delegation No.:	CD02		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20/06/2018	Date Last Reviewed:	15 April 2020

Statutory power to delegate:	Local Government Act 1995 Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power delegated:	Local Government Act 1995 Section 6.12(1)(b) and (c) and (3) - Power to defer, grant discounts, waive or write off debts. Section 6.56- Rate or service charges recoverable in court
Function Delegated: This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].	Authority to: <ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Mingenew [s6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Mingenew [s6.12(3)]. 3. Write off an amount of money which is owed to the Shire of Mingenew [s6.12(1)(c)] 4. Recover debts
<u>Conditions:</u>	
<ol style="list-style-type: none"> 1. The power to waive or write off debt and grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge. 2. A debt may only be waived where: <ol style="list-style-type: none"> a) in accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 3. A concession may only be granted where: <ol style="list-style-type: none"> a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 4. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Mingenew. 5. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision*. 6. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995. 7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month. 8. * During a State-declared emergency, the CEO may waive, grant a concession or write off individual debts valued below \$500 or cumulative debts of a debtor valued below \$500 (excluding rates and rate interest), and, in the case of outstanding rates, waive or write off up to the value of the total interest on rates incurred in the current year, provided the applicant satisfies the definition of financial hardship in accordance with Council's Financial Hardship Policy. Debts greater than these values must be referred for Council decision. 	

CROSS REFERENCES:

Procedure No.	N/A	Policy No.	1.3.10
Compliance links:	Local Government Act 1995		

Finance

Title:	1.3.1 PURCHASING POLICY
Adopted:	21 March 2018
Reviewed:	15 April 2020
Associated Legislation:	Local Government Act 1995 s5.42, s5.44, s5.46, s6.2(4a), s6.8 Local Government (Functions and General) Regulations 1996 Part 4 Local Government (Financial Management) Regulations 1996 Part 4 State Records Act 2000
Associated Documentation:	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
Review Responsibility:	Governance Officer Finance and Administration Manager
Delegation:	Chief Executive Officer

NOTE: This policy is based on the WALGA Model Purchasing Policy Template with some modifications

Previous Policy Number/s 3007, 3008

Policy Statement:

The Shire of Mingenew (the "Shire") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996* (The Regulations).

1.1 Objectives:

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Efficiencies (time and resources) for the Shire of Mingenew
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 Ethics & Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 Value For Money

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 Purchasing Thresholds and Practices

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and

- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works.
OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

NOTE:

When considering a variation in scope during a contract, it should be remembered that the change must be minor. It is recommended that, at best, it should be within a 10% tolerance of the original value.

It should not also be of a nature that changes methodology or approach to a project, opening up the possibility that different suppliers may have tendered if they had been aware of the new approach.

Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

The following list provides the Order of Process that should be utilised to undertake the procurement:

- Shire's Prequalified Supplier Panel
- Preferred Supplier Arrangement
- Common Use Arrangement
- RFQ to selected group as per this policy or RFT through public advertisement

If there is a Preferred Supplier Arrangement (PSA) in place that meets the requirements of the Shire, then the Shire requires that the PSA be considered in the first instance, irrespective of threshold.

If the Shire's Officer does not consider the PSA to be appropriate, then approval for an alternative approach needs to be given by the Shire's CEO or delegated authority.

Reasons for consideration of not using the PSA may include:

- Local supplier availability (who are not suppliers within the PSA);
- Social procurement – preference to use Aboriginal business or Disability Enterprise;

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999*	<p>No quotations are required if the expenditure is approved in the Budget however officers are bound to value for money principles. The following factors are to be considered in the decision-making process for all purchasing;</p> <ul style="list-style-type: none"> • Value for money • Knowledge of general cost of item / service • Buy local principles • Sustainable procurement principals • Ongoing good relationship with supplier • Reliability of supplier
\$5,000 to \$9,999*	Obtain at least one (1) verbal or written quotation from suitable suppliers.
\$9,999 - \$39,999*	<p>Obtain at least two (2) written quotations from suitable suppliers.</p> <p>OR</p> <p>Obtain at least two (2) quotations directly from WALGA Preferred Supplier Program via eQuotes;</p>
\$40,000 - \$149,999*	<p>Obtain at least three (3) written quotations from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain at least three (3) quotations via the WALGA Preferred Supplier Program. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p>
\$150,000* and above (or up to \$250,000 during an emergency)	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures prescribed under the Shire's Pre-qualified Suppliers Policy and Procedure.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR • If quotes are not being sought from a WALGA Preferred Supplier Arrangement, three (3) quotations are to be sought, where suitable suppliers are available, from the WA Disability Enterprises; OR

	<ul style="list-style-type: none"> • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations.
Emergency Purchases	<p>(Within Budget) Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.</p> <p>(Not Included in Budget) Only applicable where, authorised in advance by the President in accordance with s.6.8 of the Local Government Act 1995 and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best value and sustainable. Purchase threshold actions must be adhered to where reasonable and practical to do so and are to be in accordance with Regulations.</p>
WALGA Services (excluding Preferred Supplier Program)	<p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.</p>
LGIS Services	<p>LGIS Services are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining insurance services from LGIS is not a procurement activity and is not subject to this Policy.</p> <p>Should Council wish to seek quotations from other insurance suppliers, this activity will be subject to the above listed Purchase Value Thresholds and associated activities.</p>

The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.

Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures outlined within the Prequalified Suppliers Policy and Procedure.

Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement,
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from an Australian Disability Enterprise and represents Value for Money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

OR

- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

Other Procurement Processes

- **Expressions of Interest**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;

- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

- **Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

- **Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

- **Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

A decision to approve a sole source of supply arrangement must be made by the Council, unless decision making under Functions and General Regulations 11(2) (f) has been delegated to the CEO.

- **Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Local Economic Benefit

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criterion will relate to local economic benefits that result from Tender processes.

The Shire will also consider adopting KPIs for successful suppliers that encourage the placement of the local workforce.

The Shire has adopted a Regional Price Preference Policy in accordance with Part 4A of the *Local Government (Functions and General) Regulations 1996*, which provides a price weighting when evaluating and awarding contracts with Council via the Tendering process.

NOTE:

In the qualitative criteria section of the evaluation criteria, a Local Government cannot have both weighted price and Local Economic Benefit clauses. They are mutually exclusive.

However, a Local Government can have a Local Economic Benefit criteria and non-weighted price as part of its evaluation.

Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

Purchasing from Aboriginal Businesses

An Aboriginal Business registered on the WA Aboriginal Business Directory may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

Other Relevant Policies

1.2.9 Prequalified Suppliers

1.3.7 Regional Price Preference

SHIRE OF MINGENEW – COUNCIL DELEGATION

Title:	CD04 Expressions of Interest, Tenders and Tender Exempt Procurement		
Delegation No.:	CD04		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20/06/2018	Date Last Reviewed:	15 April 2020

Statutory power to delegate:	Local Government Act 1995 Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power delegated:	<i>Local Government Act 1995</i> Section 3.57(1) - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> Regulations 11 - When tenders have to be publicly invited Regulations 13 - Requirements when local government invites tenders though not required to do so. Regulation 14 - Publicly inviting tenders Regulation 18 - Rejecting and accepting tenders (<i>note- is not delegation to award a tender</i>) Regulation 20 - Variation of requirements before entry into contract Regulation 21A – Varying a contract for the supply of goods or services Regulation 21(1) - Limiting who can tender Regulation 23 - Rejecting and accepting expressions of interest to be an acceptable tenderer Regulation 24AH – Rejecting and accepting applications to join panel of pre-qualified suppliers
Function Delegated: This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r23]. 3. Authority to call tenders [F&G r11(1)]. 4. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r11(f)]. 5. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&G.r11(2)]. 6. Authority to undertake tender exempt procurement during a State of Emergency, in accordance with Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget or the expenditure has been authorized by the Shire President [LGA s6.8(1)(c) and F&G r] 7. Authority to invite tenders although not required to do so [F&G r13]. 8. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r14(2a)]. 9. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r14(4)(a)].

	<p>10. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].</p> <p>11. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r18(4)]. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].</p> <p>12. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>13. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r18(4a)].</p> <p>14. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r20(2)]</p> <p>15. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation does not change the scope of the original contract ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r11(2)(j). [F&G r21A]. <p>16. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r18(6) & (7)].</p>
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Conditions:

1. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the proposed procurement is
 - a) required to fulfil a routine contract related to the day the day operations of the Shire,
 - b) current supply contract expiry is imminent,
 - c) the value of the proposed contract has been included in the draft annual budget papers, and
 - d) the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council.
2. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.
3. This delegation is subject to Part 4 Division 2 of the Local Government (Functions & General) Regulations 1996
4. This delegation is to be carried out in accordance with the Shire of Mingenew Internal Purchasing Procedures.
5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

CROSS REFERENCES:

Procedure No.	1.3.1	Policy No.	1.3.1
Compliance links:	Local Government (Functions and General) Regulations 1996 Part 4		

Request Tender:	for	Management of Mingenew Resource Recovery Park (Transfer Station and Landfill)
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Deadline:	9.00am, Tuesday 3 March 2020
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Address Delivery:	for	Tenders shall be submitted as detailed in this Request
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RFT Number:	RFT2 2019/20
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1 Overview

1.1 Introduction

The Shire of Mingenew (the Shire) is undertaking a Request for Tender (RFT) process to source onsite facility management of the day to day operations of the Mingenew Resource Recovery Park (“Transfer Station and Landfill”). The transfer station is sited on the landfill premises and the Shire is seeking responses from interested individuals, organisations or businesses to undertake attendant and some site management duties for the facility.

The Contractor will be expected to operate, manage and maintain the transfer station and landfill and provide supervision for all activities associated with it in a safe and efficient manner, in accordance with the provisions of all relevant legislation and any policies of the Shire pertaining to the operation of the transfer station.

Per the Service Requirements, the Contractor will also be required to conduct other duties and activities pertaining to the operation and supervision of the landfill.

The initial period of the contract is for two years, with an option to apply to extend the contract for an additional two years at the discretion of the Shire.

The contract is expected to commence in April 2020.

1.2 Electronic Tender

Tenderers are to note that this Request for Tender (RFT) is conducted within an electronic environment, with submissions to be made via email to tenders@mingenew.wa.gov.au.

2 Conditions of Tendering

2.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

- Attachments:** The documents you attach as part of your Tender.
- Contractor:** Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
- Deadline:** The deadline for lodgement of your Tender as detailed on the front cover of this Request.
- General Conditions of Contract:** Means the General Conditions of Contract for the nominated in Part 4
- Offer:** Your offer to supply the Requirements.
- Principal:** Shire of Mingenew
- Request or RFT or Request for Tender:** This document.
- Requirement:** The Goods and Services requested by the Principal.
- Selection Criteria:** The Criteria used by the Principal in evaluating your Tender.
- Special Conditions:** The additional contractual terms.
- Specification:** The Statement of Requirements that the Principal requests you to provide if selected.
- Tender:** Completed Offer form, Response to the Selection Criteria and Attachments.
- Tenderer:** Someone who has or intends to submit an Offer to the Principal.
- Tender Open Period:** The time between advertising the Request and the Deadline.

2.2 Request for Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Contract Overview.

Part 2 – Conditions of Tendering.

Part 3 – Specification.

Part 4 – General Conditions of Contract (read and keep this part).

Separate Documents

- a) RFT 2 2019/20 General Conditions Departures Table
- b) RFT 2 2019/20 Schedule of Prices Tables and Regional Price Preference
- c) RFT 2 2019/20 Demonstrated Experience Table and Reference Table
- d) Shire of Mingenew Resource Recovery Park Environmental Management Plan
- e) Addenda and any other special correspondence issued to Tenderers by the Principal.
- f) Any other policy or document referred to but not attached to the Request.

2.3 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer in all respects and include all Attachments in your electronic submission;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

2.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the persons listed below:

Name:	Nils Hay (Primary Contact: Will be unavailable from 22/01/20 to 9/2/20)
Telephone:	08 9928 1102
Email:	ceo@mingenew.wa.gov.au
Name:	Jeremy Clapham (Alternative Contact for period 22/1/20 to 9/2/20)
Telephone:	08 9928 1102
Email:	finmanager@mingenew.wa.gov.au

2.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender. Written clarifications must be made using the email address on the tender details page and may be subject of an addendum to this Request.

No requests for information or clarification to the RFT Documents will be accepted later than four (4) days prior to the Deadline of this Request.

2.6 Tender Briefing/Site Inspection

Tenderers may visit the Mingenew Resource Recovery Park site to familiarise themselves with it. Site visits are encouraged, but not mandatory.

The site visit may also provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

2.7 Lodgement of Tenders and Delivery Method

Your Tender is to be:

- a) lodged by the Deadline; and
- b) lodged via email to tenders@mingenew.wa.gov.au

Hard copy Tenders may also be accepted but must be received by the Principal before the deadline.

Tenders submitted by Facsimile will **not** be accepted.

2.7.1 Assistance

- a) The Contact Person as nominated in Clause 2.4 of this Request can provide advice regarding the correct submission of your response.
- b) Tenderers should allow sufficient time for Tender lodgement, including time that may be required for any problem analysis and resolution prior to the Deadline.

2.7.2 Security

Tenderers acknowledge that although the Shire has implemented security measures, it does not warrant that unauthorised access to information and data transmitted via the Internet will not occur.

2.8 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or

- b) It is not submitted at the place specified in the Request; or
- c) Where the electronic submission of a Tender has commenced prior to the Deadline and is not completed successfully by the Deadline, the Tender will not be accepted and will be deemed to be a Late Tender; or
- d) Tenders submitted with electronic files that cannot be read or decrypted; or
- e) Tenders which the Principal believes to potentially contain any virus, malicious code or anything else that might compromise the integrity or security of the Principal's computing environment.
- f) It may be rejected if it fails to comply with any other requirements of the Request.

2.9 Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will **not** be accepted for evaluation.

2.10 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

2.11 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s), or be advised that no Tender was accepted.

2.12 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

2.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

2.14 Alternative Tenders

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "Alternative Tender".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

2.15 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

2.16 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

2.17 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

2.18 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Compliance: Qualitative and then Pricing. Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.

- c) The most suitable Tenderers may be short-listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection.
- d) Due diligence checks (including financial checks) will be undertaken prior to the selection of the successful Tenderer. Referees may also be contacted prior to the selection of the successful Tenderer.
- e) A Value for Money decision that includes qualitative ranking cost affordability, and the risk of each Tender will then be made.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

2.19 Selection Criteria

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

2.20 Compliance Criteria

The criteria are detailed below will not be point scored. Each Tender will be assessed on a Compliant/Non-Compliant basis as to whether the criterion is satisfactorily met. An assessment of "Non-Compliant" against any criterion may eliminate the Tender from consideration.

The criteria contained are for information purposes. Tenderers must respond to these criteria within their submission.

a)	<p>Tenderer Profile</p> <ul style="list-style-type: none"> i. Provide the Tenderers Australian Business Number (ABN) and Registered Entity Name. ii. Provide details of the Tenderer's person authorised to prepare your response to this Request including; full name, position title, postal address, phone number and email address. iii. Provide a minimum of two project referees, including the name, position, telephone, email address and type of service provided. Describe the nature of the relationship and relevance to this Request.
b)	<p>Tenderer's Declaration</p> <ul style="list-style-type: none"> i. By indicating our compliance, I (The Tenderers Authorised Person) / We (The Tenderer) agree that I am/We are bound by and will comply with the Conditions of Tender contained in this Request. I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Request irrespective of its outcome. ii. In submitting a Tender to this Request for Tender the Tenderer acknowledges and agrees that it is subject to the Western Australian Building and Construction Industry Code of Conduct 2016, and must apply with each of the obligations described in the Code.
c)	<p>Financial Position</p> <ul style="list-style-type: none"> i. Does your organisation have the ability to pay all debts in full as and when they fall due? (If no, please provide details). ii. Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details). iii. Will you co-operate with an independent financial assessor during the conduct of financial assessments? (If no, please outline your reason why).
d)	<p>Conflict of Interest</p> <p>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?</p>
e)	<p>Electronic Signature</p> <ul style="list-style-type: none"> i. If successful, do you consent to signing the contract electronically through and appropriate method? (If no, please outline your reason why). ii. Provide details of your organisations signatories to execute this Contract under the section 127 of the Corporations Act 2001 (Cth) (http://www.austlii.edu.au/au/legis/cth/consol_act/ca2001172/s127.html)

	<p>(Note: If you are a sole director only one signatory is required)</p> <ul style="list-style-type: none"> • Full Name: • Position Title • Direct email address <p>The email account must be the account for the authorised signatory and cannot be a generic email such as admin@, info@, customer@ etc.</p>
f)	<p>Insurance Details</p> <p>i. Please provide your organisational insurance details for:</p> <ul style="list-style-type: none"> • Public Liability Insurance, Value (\$20M or greater) / Expiry Date; • Motor vehicle, plant & equipment (owned, leased or hired) Value (\$)/ Expiry Date; • Workers Compensation Insurance Value (\$50M or greater) / Expiry Date.
g)	<p>Alternative Tenders</p> <p>Tenderers are to provide their proposed alternative solution if applicable.</p>
h)	<p>Departures</p> <p>Tenderers are to provide their departures from the proposed General Conditions of Contract (a separate attachment has been provided for this purpose and is available from the Shire. It is entitled RFT 2 2019/20 General Conditions Departures Table).</p>
i)	<p>Addendums / Acknowledgement</p> <p>Tenderers are to acknowledge receipt of any addendums issued and whether you have allowed for any price adjustments resulting in any issued addendum.</p>
j)	<p>Critical Assumptions</p> <p>Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.</p>
k)	<p>Registrations/Certifications</p> <p>Highlight your registrations/certifications that will support your credentials: (E.g. OSH certifications, Supervisory credentials etc).</p>
l)	<p>Pricing</p> <p>Complete the pricing schedule “Schedule of Prices” (a separate attachment has been provided for this Criterion and is available from the Shire).</p>

2.21 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed below. Each criterion is weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

The criteria are for information purposes. Tenderers must respond to these criteria within their submission

Qualitative Criteria		Weighting
a)	<p>Service Methodology</p> <p>The Tenderer will be assessed on the degree to which</p> <ul style="list-style-type: none"> i. the proposed service methodology will facilitate the achievement of the outcome, service specific outcomes and meet the service requirements described in Part 3; ii. the Respondent demonstrates adequate appreciation and understanding of the Requirements of this RFT iii. provide a comprehensive methodology that will be used to achieve the outcomes/service requirements. 	20%
b)	<p>Skills and Experience</p> <p>The Respondent will be assessed on the degree to which it has the skills and experience to perform the required service and must provide:</p> <ul style="list-style-type: none"> i. information regarding organisational skills to perform the proposed requirements set out in Part 3 including; <ul style="list-style-type: none"> a. evidence of experience in similar facility management; b. staff allocated to the contract (onsite and supervisory) and their experience in this industry. ii. brief details of any previous similar or relevant experience. 	20%
c)	<p>Equipment and Machinery</p> <ul style="list-style-type: none"> i. Provide a description of all equipment and machinery to be used onsite in respect to meeting the obligations of the contract including fire response, green waste processing, and processing recyclables. ii. In addition to the above list details of backup equipment available to the Contractor within two (2) business days of breakdown of normally operational plant and equipment to executive the requirements of the Contract in the case of machine downtime. 	10%
d)	<p>Administrative Capacity and Customer Service</p> <ul style="list-style-type: none"> i. Provide details of your support equipment and/or IT capacity that you possess that will facilitate your reporting and accounting requirements under the Contract; ii. Describe in what format how you will provide data to the Principal for reporting waste quantities as per clause 3.1 of the RFT; 	10%

e)	<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> i. Demonstrate understanding of safety issues specific to managing a waste facility of this size and scope; ii. Provide details of your recent safety record; iii. Confirm any training in OS&H that your company and employees have undertaken. 	20%
f)	<p>Local Economic Benefit</p> <p>The Tenderer must provide details of the benefits to the local community (within the Shire boundaries) from their involvement in this contract. Examples may include, but should not be limited to things such as:</p> <ul style="list-style-type: none"> • Local Employment; • Use of local service providers; • Use of local food and beverage providers; • Use of local accommodation for work crews; and • Sourcing of materials and consumables locally. 	20%

2.22 Value Considerations

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract.

The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Tenderer;
- b) the pricing submitted by each Tenderer;
- c) Risk assessment;
- d) Regional Price Preference Policy; a copy is available; and
- e) any other criteria that may affect the value for money.

Once Tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

2.23 Regional Price Preference

Tenderers for the Contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Principals Regional Preference Policy.

A copy of the Shire's Policy is included in the Price Schedule document attached to this RFT.

2.24 Price Basis

Tenderers must complete and attach the Price Schedule which has been attached to this RFT.

Price is NOT weighted for Tender evaluation purposes but assessed on a value for money basis.

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

2.25 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become, upon submission, the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process provided that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.26 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Officers or Councillors (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

2.27 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer within your Tender. Upon acceptance of the Tender, the Tenderer will become the Contractor.

2.28 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

2.29 Tender Opening

Tenders will be opened at the Shire offices at 21 Victoria Street, Mingenew, WA 6522 as soon as practicable following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the Request for Tender opening. No discussions will be entered into between Tenderers, members of the public and the Principal's officers present or otherwise, concerning the Tenders submitted.

2.30 In House Tenders

The Principal does not intend to submit an In-House Tender.

3 Specification/Brief/Requirements

3.1 Contract Requirements in Brief

The Contractor shall:

- Manage the site in accordance with the provisions of the following;
 - Environmental Protection Act 1986;
 - Landfill Waste Classification and Waste Definitions 1996 (as amended 2018);
 - Environmental Protection (Rural Landfill) Regulations 2002;
 - Council's Occupational Health and Safety policies, practices and procedures;
 - the Environmental Management Plan; and
 - other relevant statute

such that no breaches occur as a result of the Contractor's failure to provide the agreed services; Note: The site does not currently have or require a Licence as it accepts less than 500 tons of material per annum, however the site is generally being managed in accordance (where relevant) with the conditions of a previous licence number 6923/5 issued on 17th November 2001 and subsequently withdrawn by the environment agency.

- Keep written records of all vehicle movements and weight assessments of materials into and out of the facility (weights to be calculated as directed by the Shire from time to time);
- Record the number and dates of transfer bins taken to the landfill;
- Record the quantity of any type of recycled material sold through the transfer station.
- Provide monthly reports on the operation including vehicle movements, weights of recycling and other materials received and processed at the facility, fees taken (if any), incidents and other information as requested from time to time by the Shire;
- Ensure that the transfer station and recycling area is open and supervised to receive waste, at minimum, for 10 hours over the course of the weekend (can be spread over Saturday and Sunday) and 8 hours mid-week (can be spread over the days of Tuesday, Wednesday and Thursday). These are minimum requirements; the Contractor may increase supervised operating hours in consultation and written agreement with the Principal.
- Only allow acceptance of material in accordance with the provisions of the site's classification and the Landfill Waste Classification and Waste Definitions 1996 (as amended 2018);
- Where transfer bins are in use, they shall be supplied by the Shire (or its collection contractor) and the contractor shall monitor the bins to ensure that at

least one bin is available for use at all times (the Shire will, at its own expense, transport each full transfer bin to and have it emptied at a suitable landfill site).

- Establish appropriate recycling systems and facilities, in consultation with the Principal;
- Maximise the processing of recyclables received, other than green waste, into a form that is marketable, including sorting and baling or otherwise compacting each material;
- Provide, and be responsible for, all equipment and expertise necessary to give effect to this;
- Ensure that;
 - recyclables are regularly removed from the transfer station;
 - the areas in which recyclables are stored within the facility are kept tidy at all times; and
 - quantities of recyclable materials are not permitted to build up to such an extent that they overflow the area allocated to them.
- Of its own volition, elect to bulk haul unsorted material to market.
- The Contractor will be required to monitor the stockpiles of green waste to ensure that the material is at all times confined within the area allocated to it and shall advise Shire if the piles are building up to unmanageable levels.
- If green waste is mulched by the Contractor, move mulched green waste off the transfer station as soon as practicable after the completion of mulching. Green waste is not to be composted at the transfer station without approval by Shire and the relevant agencies. A small amount of mulched green waste may be kept at the transfer station in a suitable bay for sale to the public.
- At its own expense provide the necessary labour, plant, vehicles and equipment for the proper and efficient performance of its obligations under this agreement including the necessary implements, tools and appliances for the effective maintenance of the vehicles, apparatus, appliances and equipment.
- Pay all wages and on-costs relating to its employees.
- Promptly pay all water, gas, electricity, telephone and other utility charges that may be due and payable in relation to the transfer station;
- Maintain a diary of events, which shall at least include the following:
 - time and dates of all significant events at the transfer station which have the potential to cause damage to the environment, and
 - time and dates of all accidents or near accidents at the transfer station, together with a report on the circumstances surrounding each such incident;
- Keep a register of all complaints about the operation of the facility;
- Ensure that the entrance gate to the transfer station is securely locked when the facility is not attended;
- Be accredited, or be willing to obtain accreditation, for inspection of triple rinsed used chemical drums under the drum muster scheme and co-ordinate with Shire to run up to two collection days each calendar year;
- Provide such equipment, amenities, approvals and all else that is required by any lawful authority for any employee, agent or sub-contractor of the Contractor; and

- Undertake the various other duties and activities specified in Schedule 3 to this Agreement, and also those responsibilities specified for the Facility Attendant in the current version of the Mingenew Resource Recovery Park EMP.

At its own expense:

- keep the transfer station and all improvements (including fencing) thereon in good repair and condition (fair wear and tear excepted) and promptly make good any damage which the Contractor or any employee or agent of the Contractor may cause to the transfer station or any improvement thereon;
- maintain the transfer station in a neat, clean and tidy condition to the satisfaction of Shire's CEO and Works Supervisor, including:
 - maintaining any landscaped areas within the transfer station free of weeds with a minimum cover of 50mm of mulch,
 - picking up from around the perimeter fence of the transfer station on a weekly basis all windblown rubbish, and
 - regularly cleaning the transfer bin area, ensuring that rubbish is swept into bins and that no water is used for cleaning purposes in this area;
 - carry out minor repairs where no expenditure of funds is required;
 - spray, as required, with equipment and insecticide provided by the Shire, flies in the vicinity of the transfer bin area; and
 - carry out rat and other vermin baiting programs as required, with bait supplied by the Shire.
- If the Shire adopts disposal fees, make a separate provision for:
 - Collection of disposal fees as fixed from time to time by the Shire and issue such tickets or other evidence of payment of that fee as the Shire shall from time to time require;
 - Implementation of cash handling procedures as required;
 - Payment of all disposal fees each month, less the agreed percentage, to the Shire's bank account; and
 - Common users to pay the disposal fee by a monthly account.

It should be noted that:

- The Contractor shall have the exclusive scavenging rights to all waste or recyclables deposited at the transfer station.
- Any buildings constructed by the Contractor on the transfer station shall remain the property of the Contractor during the currency of the agreement. On termination of the agreement, unless otherwise negotiated, ownership of the buildings will pass to Shire.
- During the currency of the contract, the Contractor shall be responsible, at its own expense, for maintaining its improvements in good condition.
- In carrying out its obligations under this agreement, the Contractor will be required to comply with the terms of any statute affecting the transfer station or any operation on the transfer station, all notices, orders or other lawful directions issued to it by the state environmental agency or the Shire or any other statutory

body and the lawful instructions of authorised officers and other delegates of relevant Public Authorities.

4 General Conditions of Contract

The proposed Conditions of Contract are The General Conditions of Contract for the Provision of Goods and Services.

RFT Number and Title:	RFT 2 2019/20 - Management of Mingenew Resource Recovery Park (Transfer Station and Landfill)
Tenderer Name:	

Clause Number	Change Type (Addition / Amendment / Deletion)	Suggested amended or additional clause	Principal's Response	Contractors Response	Final Position



RFT Number and Title:	RFT 2 2019/20 - Management of Mingenew Resource Recovery Park (Transfer Station and Landfill)
Tenderer Name:	

Completion Instructions:	<ol style="list-style-type: none"> 1. Complete "Tenderer Name" in the field above. 2. Complete the table below entitled "List of Projects" for the last 5 years 3. Select 3 recent and relevant projects from this list to demonstrate Tenderers performance in providing projects similar to this requirement. Complete all details required for each project as Projects 1 to 3. Add as much information as you see required. 4. Save the document and submit as part of Request for Tender response
---------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

List of Projects				
Project Description	Services Provided	Contract Value	Contract Duration (include dates)	Client Details (name of business, name of client and phone number)

Project 1:

Client (Business) Details	
Client Name:	
Client Address:	
Client Representatives Name:	
Client Representatives Position Title:	
Client Representatives Contact Number:	
Client Representatives Email address:	

Project Details:	
Project Description:	
Site Location:	
Project Value (\$):	
Project Commencement Date:	
Project Completion Date:	
Scope of Services provided:	
Project Team / Resources Utilised:	
Sub-consultant's details: (business name, lead consultant details, scope of consultancy, etc)	
Design Considerations	

Project 2:

Client (Business) Details	
Client Name:	
Client Address:	
Client Representatives Name:	
Client Representatives Position Title:	
Client Representatives Contact Number:	
Client Representatives Email address:	

Project Details:	
Project Description:	
Site Location:	
Project Value (\$):	
Project Commencement Date:	
Project Completion Date:	
Scope of Services provided:	
Project Team / Resources Utilised:	
Sub-consultant's details: (name, lead consultant details, scope of consultancy, etc)	
Design Considerations	

Project 3:

Client (Business) Details	
Client Name:	
Client Address:	
Client Representatives Name:	
Client Representatives Position Title:	
Client Representatives Contact Number:	
Client Representatives Email address:	

Project Details:	
Project Description:	
Site Location:	
Project Value (\$):	
Project Commencement Date:	
Project Completion Date:	
Scope of Services provided:	
Project Team / Resources Utilised:	
Sub-consultant's details: (name, lead consultant details, scope of consultancy, etc)	
Design Considerations	



Request for Tender No. 2 2019/20

RFT 2 2019/20 - Management of Mingenew
Resource Recovery Park (Transfer Station and
Landfill)

SCHEDULE OF PRICES AND REGIONAL PRICE PREFERENCE

NAME OF THE TENDERER:

Tenders Close: 5.00PM on Friday 31 January 2020

Enquiries: Nils Hay
Telephone: (08) 9928 1102
Email: ceo@mingenew.wa.gov.au.

REQUEST FOR TENDER NO. 2 2019/20
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1.3.7 REGIONAL PRICE PREFERENCE..... 10

SCHEDULE OF PRICES TENDER NO: 2 2019/20

The Tenderer must complete all separate sections of this Contract Sum Schedule, Part A to Part E.

This price schedule must be completed in the format presented below and submitted as per the Request for Tender Document.

Where the Tenderer, in submitting an alternative Tender, considers that the Contract Sum Schedule does not cover items integral in the tendered system offered, such items are to be included in a revised Schedule and this revised Schedule must be completed and submitted with the Tender.

Note:

1. The prices in this Contract Sum Schedule are deemed to be inclusive of all overheads and profit, including, but not restricted to, wage rates and allowances, pick-up, delivery, loading, unloading, packing, marking, levies, duties, taxes and charges, statutory overheads, superannuation fund contributions, tools, materials, labour, equipment and consumables normally used in the day-to-day working of the trade, administration and supervision charges and the like. Any charge not stated in the Tender as being additional will not be allowed as a charge against any transaction under any resultant Contract.
2. If the Tender includes materials or equipment which are to be imported from overseas, the price of purchase and delivery to site will not be subject to adjustment for Rise and Fall.
3. The successful Tenderer will be permitted to request pricing variations during the life of any Contract where a change in legislation or Council Policy is deemed to require such. Any pricing modification will be considered in good faith by the Principal.

**CONTRACT SUM SCHEDULE
PART A – LUMP SUM CONTRACT SUM**

The Tenderer must tender an annual contract sum and processing costs of Green Waste per cubic metre, as shown in the following table:

Item	Description	Price (Ex – GST) \$	GST	Price (Inc – GST) \$
1	Management of the Transfer Station and (open to the public at least 18 hours per week) as per the specifications – Annual Rate lump sum			
2	Mulch processing of Green Waste (with Shire approval) - \$/m ³ (cubic metre)			
3	Processing costs of Recyclables for CDS- \$/tonne			

The Principal may choose to accept any or all of the above items at its discretion.

**CONTRACT SUM SCHEDULE
PART B – BREAKDOWN OF LUMP SUM CONTRACT SUM**

The Tenderer must provide in this Part of the Schedule a breakdown of the typical costs of the Annual Contract Sum in Part A.

This breakdown is for the purpose only of assisting, where possible, the:

1. assessment of progress claims; and
2. Valuation of variations.

The Tenderer must complete Part B by inserting rates or prices and, where applicable, extended amounts. The Tenderer may add and/or expand items.

The Tenderer is responsible for inclusion of all items which are necessary for the complete and proper performance of the Contract.

No payment will be made for claims arising out of inaccuracies in the Tenderer's computation of items included.

B1

Price to operate at current site opening hours.

Item	Description	Unit	Amount (excl GST) \$	GST	Amount \$
1	Transfer Station/Site Attendant	Item			
2					
3					
4					
5					
TOTAL FOR B1 - GENERAL					

**CONTRACT SUM SCHEDULE
PART C – DAY WORK RATES**

The rates included in this part of the Schedule may be used as a basis of valuation of day work as directed by the Shire which is outside of the scope of works to be carried out on an hourly or day rates basis.

C1 - HOURLY RATES FOR LABOUR

Tenderers must complete the following price schedule:

Item No	Labour Classification	Labour Rates (including site allowances)					
		Normal \$/hr			Penalty \$/hr		
		\$/hr exclusive of GST	GST	Total \$/hr	\$/hr exclusive of GST	GST	Total \$/hr
1	Transfer Station/ Site Attendant						
2							
3							
4							
5							
TOTAL FOR C1 – DAYWORK RATES							

Note:

1. Penalty hourly rates may only apply to all hours outside of the normal hours.

C2 - RATES FOR PLANT

Tenderers must complete the following price schedule which provides the indicative pricing for any tenderer-supplied equipment, plant and vehicles used for the conduct of the audit. In addition, please include prices for the supply of equipment available to the tenderer which can be used as a basis of valuation of day work as directed/requested by the Shire which is outside of the scope of works to be carried out on an hourly or day rates basis:

Item No	Details of Plant and Vehicles			Rate (including fuel)		
	Make	Model	Description	\$/hr (ex. GST)	GST	Total \$/hr
	e.g. Case	e.g. 721F XT	e.g. Front End Loader			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

NOTES:

1. Examples of plant may include skid steer loader, excavator, shredder, chipper, post hole digger
2. waste handling dozer, dozer / small / large, fire truck, truck - onsite, car – on site, landfill compactor; and if Plant requires an operator, above and beyond the Transfer Station/ Site Attendant, then the rate/hour must include an operator and all operating costs.

**CONTRACT SUM SCHEDULE
PART D – BASIS OF PRICING**

Prices are:

Firm - the Contract prices are unalterable in all respects.

Settlement Discount

Nil.

**CONTRACT SUM SCHEDULE
PART E – PAYMENTS**

A Shire of Mingenew Preferred Option

It is the Shire of Mingenew's preferred option to pay the Contractor on a four-weekly schedule based on the value of work assessed to be completed.

B Alternative

The Tenderer may propose alternative progress payment options and advise the impact the options have on the contract sum.

SHIRE OF MINGENEW REGIONAL PRICE PREFERENCE POLICY

Title:	1.3.7 REGIONAL PRICE PREFERENCE
Adopted:	<2009
Reviewed:	May 2017 March 2018- Inserted into Management Procedure 1.3.1.
Associated Legislation:	Local Government Act (1995) as amended; State Records Act 2000 Local Government (Functions and General) Regulations 1996, Part 4A
Associated Documentation:	Shire of Mingenew Code of Conduct Shire of Mingenew Policy 1.3.1- Purchasing Shire of Mingenew Management Procedure 1.3.1- Purchasing
Review Responsibility:	Council

Previous Policy Number/s – 3008

Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

Policy:

In order to promote sub-regional development, the Shire of Mingenew will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process.

Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including Construction (building) Services) to the Shire of Mingenew, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:

Goods and Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

Stipulated Area-

1. 10% to all suppliers located within the Shire of Mingenew
2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
3. 2.5% to all suppliers located within the Midwest Region

Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

Stipulated Area-

1. 5% to all suppliers located within the Shire of Mingenew
2. 2.5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin.
3. 1% to all suppliers located within the Midwest Region

Goods and Services, including Construction (building) Services tendered for the first time where Council previously supplied the Goods or Services – up to a maximum price reduction of \$500,000 unless a lower amount is stipulated in the tender document.

Stipulated Area-

1. 10% to all suppliers located within the Shire of Mingenew
2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
3. 2.5% to all suppliers located within the Midwest Region

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than six months prior to the advertising date of the tender.

Located within the stipulated areas is defined as having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

SUMMARY OF LOCAL CONTENT:

Role in Contract	Description of the Good or Service provided	Business Name & Location	Contact Name and Phone Number	Anticipated \$ of Contract Spend	Anticipated % of Contract Spend
Total					

Note: please ensure values are exclusive of GST



ENVIRONMENTAL MANAGEMENT PLAN

MINGENEW RESOURCE RECOVERY PARK (TRANSFER STATION & LANDFILL) (MRRP)

January 2020

Document Control					
VERSION A1.0	Date	Revision Details		Author	Reviewer
Rev No					
01	20/5/2019	Draft		G Houston	Internal - CEO
02	30/5/2019	Addition of various OPs		G Houston	Internal
03	11/6/2019	Additional Ops and map		G Houston	Internal - CEO
03a	11/6/2019	Version 3 incorporating CEO comments		G Houston	Internal - CEO
04	26/6/2019	Amend 2.5.13 and OP 16.4 Sundry formatting		G Houston	Internal - CEO
05	7/1/20	Review all references of responsibilities to reflect Facility Operator responsibilities		G Houston	Internal - CEO

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ABBREVIATIONS/DEFINITIONS

ABBREVIATIONS

EMP	Environmental Management Plan
OP's	Operational Procedures
OSH	Occupational Safety and Health
RRP	Resource Recovery Park
WTS	Waste Transfer Station

DEFINITIONS

Compostables: Organic material that can be biologically decomposed.

Contaminant: Undesirable substance or object in contact or mixed with a material.

E-Waste: Waste electrical and electronic equipment that is dependent on electric currents or electromagnetic fields in order to function (including all components, sub-assemblies and consumables which are part of the original equipment at the time of discarding).

Facility Operator: Delegated Shire staff or contracted person or entity tasked with managing the day to day operations of the RRP in accordance with this document, and in the case of a third party person or entity, also in accordance with the additional requirements included in the relevant contract documents.

Greenwaste: Includes leaves, twigs, small branches, grass, tree trimming and garden trimmings.

Hazardous Waste*: Any unwanted or discarded material (excluding radioactive material), which because of its physical, chemical or infectious characteristics can cause significant hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

Recyclable: Able to be recovered, processed and/or used as a raw material for the manufacture of new product(s) via a commercial process.

Waste: Any discarded solid, semi-solid, liquid or contained gaseous material.

1. INTRODUCTION

1.1. INTRODUCTION

Resource recovery centres or parks (RRPs) (which generally include transfer stations) perform an essential service to local communities by providing a designated location to aggregate, sort and consolidate waste and recyclable materials. Where viable, RRP's divert these materials away from landfill through either recycling or resource recovery.

To reduce the volume of material being sent to landfill, the Shire of Mingenew ("the Shire") has been operating a transfer station at the Mingenew landfill facility for at least 10 years. A new transfer area has been constructed and this management plan has been prepared to address the operational aspects of the transfer and resource recovery activities and the ongoing landfill activities proposed for the site.

Central to this plan is the premise that the site's principal purpose is as a resource recovery facility first and a transfer station second. While the inert landfill area on the site will remain, recovery and transfer will be the preferred pathways for future accepted materials. To this end, the facility will be recognised as the Mingenew Resource Recovery Park (the "RRP") which incorporates the following activities:

- material recovery, reuse and recycling;
- waste transfer; and
- inert landfill.

In line with better practice principles, this management plan aims to ensure that the RRP will be operated and managed so that, wherever practicable, it:

- maximises the value of recovered recyclable materials;
- complies with local, state and federal regulations, legislation, guidelines and infrastructure plans;
- meets the social and environmental expectations of the community; and
- is economically sustainable.

Managing the facility to industry best practice should realise the following benefits:

- improved environmental performance;
- improved resource diversion from landfill;
- reduced risk of community complaints;
- reduced environmental risk;
- improved occupational health and safety (OHS);
- improved operational efficiencies;
- assistance when developing a long-term sustainable business;
- assistance when applying for funding or grants;
- improvements to a facility's overall cost structure; and
- potentially helping to mitigate against changes required by future licensing requirements.

This Environmental Management Plan (EMP) details the procedures required to manage and operate the RRP (including the waste transfer station and inert landfill) in an environmentally appropriate and responsible manner.

1.2. THE EMP

An EMP contains site specific strategic approaches that an organisation can implement to ensure a facility is managed and operated in an environmentally responsible manner. These approaches are based on industry best practice guidelines and licence obligations.

This EMP is performance based (rather than prescriptive) and is designed to encourage the ongoing development of integrated, appropriate and relevant solutions for the facility that will achieve sustainable and environmentally beneficial outcomes in a cost-effective manner.

The EMP is an evolving document and is reviewed on a regular basis. This allows Council to consider and adapt the site's operations and services to reflect the changing community concerns and expectations as well as changing practices and technologies within the waste industry.

1.3. PURPOSE OF THE EMP

The purpose of this EMP is to:

- describe the relevant legislation, policies, guidelines and standards which apply to the operation of the RRP and influence the environmental management principles and procedures to be used on the site;
- identify key environmental management issues relating to the operation of the RRP; and
- provide operating procedures for the management of the site that will ensure that the RRP is operated in a manner that meets the following goals:

Environmental

- Preventing pollution of waters by leachate
- Managing stormwater to reduce sediment loads and discharge velocities to prevent scouring downstream of the site
- Managing wastewater to prevent pollution of surface waters

Land Management and Conservation

- Assuring quality of operation
- Assuring quality of incoming waste
- Recording of waste received
- Maximising recycling and reuse

Hazards and Loss of Amenity

- Preventing unauthorised entry
- Preventing degradation of local amenity
- Preventing environmental pollution
- Adequate firefighting response
- Adequate staffing and training
- Providing and maintaining a safe work environment

The EMP highlights the techniques to be used by the Shire or the Shire's Facility Operators, in managing the RRP in an environmentally appropriate manner.

The EMP will assist the Shire in the process of continual improvement of the RRP operations as well as addressing the requirements of the regulatory authorities.

1.4. GUIDE TO THIS EMP

The information in this EM has been set out as follows:

- Section 1 (This Section) - Provides an introduction and background to the EMP.
- Section 2 Provides an overview of the site, any constraints and physical characteristics and the RRP operations.
- Section 3 Outlines the types and quantities of waste being received at the RRP and the movement of these materials offsite.
- Section 4 Details the current regulatory controls, policies and guidelines.
- Section 5 Outlines the key environmental management issues.
- Section 6 Provides an overview of the management structure and techniques to be employed on the site.
- Section 7 Outlines the environmental management operational procedures to be employed on the site.

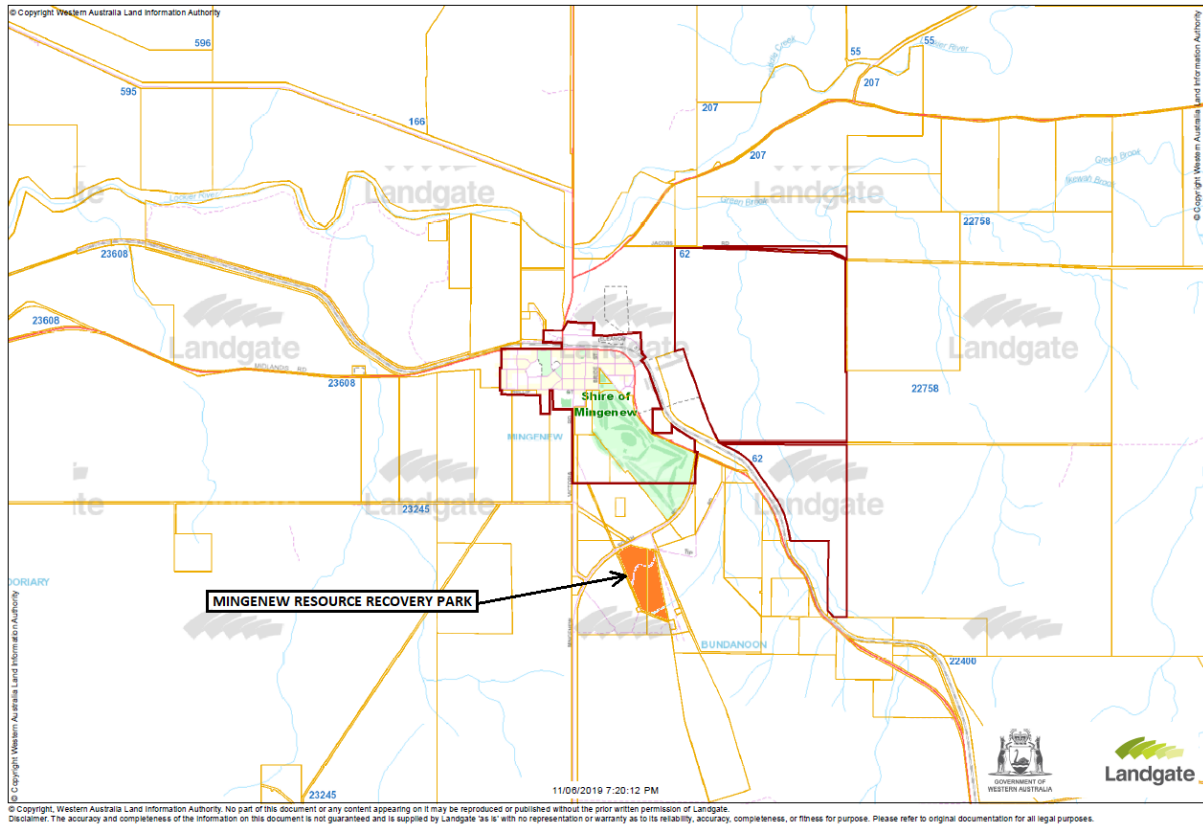
2. SITE OVERVIEW

2.1. INTRODUCTION

The Shire of Mingenew is the authority responsible for the management and operations of the RRP.

The RRP is located on the southern side of the Mingenew townsite on Mingenew South Road, approximately 2.5 kilometres from the town centre (see Figure 2.1).

Figure 2.1 – Location Plan



2.2. REAL PROPERTY DESCRIPTION

The RRP is located on Lot 6272 which forms part of Reserve No. 9693 and the cadastral description of the lot on which the RRP is located is Lot 6272 on P217619.

The reserve is bounded on the north by Mingenew South Road, on the west by a Water Corporation Easement.

2.3. PREVIOUS USE OF THE SITE

Prior to the development of the site as a landfill, the site was an undeveloped crown reserve.

2.4. CONSTRAINTS TO CURRENT LAND USE

2.4.1. Surrounding Land Use

The property is surrounded by various undeveloped state reserves, principally in the control of the Water Corporation.

2.4.2. Cultural Heritage

No information was found to confirm that a cultural assessment of the site had been undertaken, however this could be assumed from the successful transfer of the reserve from the State Government to the Shire for its intended purpose.

However, the Shire has operational procedures in place so that if any previously undetected Aboriginal site or relic is uncovered or unearthed during excavation or rehabilitation work at the site, work at that location must cease immediately so that advice on appropriate action can be obtained from the relevant agencies.

2.5. SITE FEATURES AND OPERATIONS

2.5.1. Introduction

The RRP provides facilities for the acceptance, aggregation and transfer of a range of materials including:

- Domestic waste (i.e. "trailer waste" from residents - excludes material from the kerbside collection contract)
- Batteries
- Oil (utilising the existing moveable disposal facility at the site)
- E-waste
- Scrap Metal
- White Goods
- Small swappable items
- Other small valuable items
- Greenwaste
- Small quantities of commercial and industrial (C&I) waste
- Small quantities of construction and demolition (C&D) waste
- Clean fill
- Tyres
- Mattresses
- Large items including furniture
- Asbestos
- Chemicals
- Dead animals

These materials can either be placed in recovery (or materials storage) areas for particular items or materials or in skip bins located in loading bays for non-recyclables and putrescible waste for removal to Meru Landfill in Geraldton or other suitable destination.

The other facilities on the site are the existing gate house and staff facilities and in the future, it is projected that a "Tip Shop" including a processing shed or area may be constructed for the processing of recyclables and repair and sale of reusable items to the public.

The main elements of the site are described below. (See also Appendix D)

2.5.2. Skip Bin Facilities

Skip bins are provided for the transfer of putrescible and mixed waste. These skip bins are located adjacent to an elevated platform in the materials transfer area. This provides for ease of loading into the skip bins. Several bays have been provided for the placement of the skip bins.

Bins may also be provided for separated recyclables that are commonly accepted by available markets (e.g. paper and cardboard, glass, aluminium, steel cans and plastics). One or two bays will be provided for the collection of these materials on either a co-mingled basis or segregated basis.

2.5.3. Metals Storage

An area has been allocated adjacent to the receival area for all scrap metal. Separate areas have also been provided for the deposit of white goods and car bodies. This material is regularly collected by scrap steel merchants and transported to their recycling facilities.

2.5.4. Greenwaste Storage

An area has been allocated west of the receival area for the deposit of clean greenwaste. Currently this material is burnt on an irregular basis but consideration is being given to treatment alternatives which will see a more beneficial use of this material.

2.5.5. Used Motor Vehicle Oil Storage Facility

A used motor vehicle oil storage facility is located on the site. The used oils and their containers are collected periodically by an oil recycler and transported to a recycling facility.

2.5.6. E-waste Storage

An E-waste storage facility is located within the covered concrete bays located on the western side of the receival area. These materials are collected periodically and transported to a recycling facility.

2.5.7. Batteries Storage Area

A used vehicle batteries storage area is located within the first recovery bay located on the western side of the Gate House. The batteries are collected periodically and transported to a recycling facility.

2.5.8. Site Office

A site office (gate house) is located at the entrance to the transfer station.

The office area includes staff ablutions which are serviced by the building's rainwater tank. Wastewater from the facilities are drained to a small septic system.

2.5.9. Water Supply

Roof water from the gatehouse is collected and stored in a rainwater tank for use in personnel wash down or ablutions. This water is available for first action in the event of a fire.

When required due to weather conditions, the tank is to be filled by water tanker to maintain an appropriate service level.

2.5.10. Wastewater Management System

A wastewater management system, utilising a septic tank and absorption trench, has been provided onsite to accept wastewater from the toilet facilities and the handbasin/sink within the office.

2.5.11. Litter Management

Litter management is a primary environmental concern and is to be a focus of the operation of the facility.

To assist in windblown litter control, litter fencing has been erected around the perimeter of the transfer area. In addition, moveable litter barriers (i.e. chicken wire and star pickets) are to be used where required around discreet material storage areas.

Under the operational procedures for the RRP, these fences are required to be regularly inspected and litter removed.

Similarly, the operational procedures require regular inspections of the approach road and adjacent properties and the removal of any litter.

2.5.12. Traffic Management

The design of the facility accommodates the requirements for waste receipt and disposal during peak periods (e.g. Weekday and Saturday mornings).

Vehicular access in and around the RRP has been provided for trucks, cars and trailers.

While waste will generally be delivered in vehicles weighing less than 2 tonnes, allowance has been made for vehicles delivering plant to assist with the maintenance and operation of the RRP, vehicles delivering larger loads of greenwaste or inert material (e.g. sand fill, rubble etc) and for the trucks which will transfer the putrescible waste to Meru and (in future) the recyclables to a recycling facility.

All trafficable areas around the facility have a compacted surface to control the movement of sediment and waste.

Vehicular parking is provided for staff, public (including disabled) and transfer vehicles.

To assist with traffic management on the site, fencing and gates are provided to limit vehicular access to the operational non-public areas.

2.5.13. Fire Management

In the event of an onsite fire, the local brigade would be mobilised. Because of the close proximity of the site to the Mingenew townsite, the response time would be minimal.

Fire extinguishers are also provided in the gatehouse.

2.5.14. Site Security

Site security for the RRP consists of boundary fencing with lockable gates.

The main entry gate is located near the gatehouse off the unnamed site access road which leads off Mingenew South Road and all vehicles have to pass this point.

2.6. OPERATION TIMES

The facility will, at minimum, be open to the public for 18 hours per week:

- 10 hours over the course of the weekend (can be spread over Saturday and Sunday)
- 8 hours mid-week (can be spread over Tuesday, Wednesday and Thursday)

Council's staffing arrangements accommodate these times.

Any maintenance and management operations are limited to between the hours of 6.00am to 5.00pm on weekdays, unless otherwise approved by the CEO.

2.7. SITE STAFFING

The RRP is to have a Facility Operator onsite during the public operating hours of the facility.

Staff members and/or contractors, who are to be onsite at other times to maintain the site and manage the transfer operations, are to ensure that:

- The Works Supervisor has provided direction for and approves of the tasks to be undertaken;
- Gates to the RRP remain closed and locked while the required tasks are performed;
- Tasks are undertaken only between 6.00am and 5.00pm; and
- The gates are locked upon leaving the RRP.

2.8. ENVIRONMENTAL MONITORING

2.8.1. Surface and Groundwater Quality

Currently no monitoring of groundwater occurs on site.

2.8.2. Gas Emissions

The regular removal of putrescible waste from the site in the skip bins minimises the chance of the escape of offensive odours from the site.

It is anticipated that the relatively small quantities of waste stored onsite prior to its transfer to a disposal facility will generate only minimal gas production.

2.8.3. Stormwater Runoff and Sedimentation

Controls aimed at minimising soil erosion and turbid runoff from the RRP PAD have been implemented.

2.8.4. Noise

There are no nearby sensitive receptors and noise emissions from the operations would be negligible due to the minimal heavy machinery/truck movements.

Council has no records of noise complaints being received as a result of its operations on the site to-date.

2.8.5. Dust

Due to the small number of vehicle movements and limited earthmoving activities, averaged dust emissions from the site would likely be significantly below the observed background levels.

Council has no record of dust complaints being received as a result of its operations on the site to-date.

3. WASTE QUANTITIES AND MOVEMENTS

3.1. WASTE AND RECYCLING QUANTITIES

As part of the development of this Plan, an estimate of the quantities of waste and recyclables that are accepted at the site was prepared.

The annual waste stream to currently accepted at the RRP was estimated as being less than 500 tonnes:

Actual quantities have not been recorded as the site has been unmanned but once recording begins at the gate, detailed data for the inwards and outwards moving materials will be collected.

Council has estimated that the average annual growth rate in the catchment population of the RRP will be ~1%. Based on the current level of diversion, the estimated growth rate to be applied to the waste streams for disposal and recycling would be 1% resulting in the estimated annual tonnages as detailed in Table 3.1.

Table 3.1 Estimated Annual Tonnages

Waste Steam	Currently	In 5 yrs	In 10 yrs	In 20 yrs	In 50 yrs
Waste Stream for Disposal					
Waste Stream for Recycling					

This table to be populated after one year of attended operation

3.2. WASTE MOVEMENTS

The RRP has been designed to accommodate at least 12 x 6m³ skips for both waste and recyclables.

The provision of this number of skips means that:

- a) for waste disposal;
 - 1. only one (1) service, for each of the 6m³ waste skips per seven (7) day period will be required.

4. REGULATION

4.1. REGULATORY AUTHORITY

The regulatory authority for the facility is the State's environmental agency (currently named the Department of Water and Environment Regulation).

4.2. STATUTE

The facility is to be operated in accordance with:

- Environmental Protection Act 1986;
- Landfill Waste Classification and Waste Definitions 1996 (as amended 2018);
- Environmental Protection (Rural Landfill) Regulations 2002;
- the current registration;
- Council's Occupational Health and Safety policies, practices and procedures;
- this EMP; and
- other relevant statute.

5. KEY ENVIRONMENTAL MANAGEMENT ISSUES

The key environmental management issues related to the management and operation of materials recovery operations and waste transfer stations have been identified as:

- Site management
- Site security
- Traffic and pedestrian movement
- Control, monitoring and recording of incoming waste
- Waste handling and management
- Hazardous waste
- Surface water
- Leachate
- Wastewater
- Odour
- Dust
- Noise
- Pest, vermin and noxious weeds
- Litter
- Fire
- Spills
- Occupational health and safety
- Complaints
- Incident reporting
- Staff training
- Document and records control

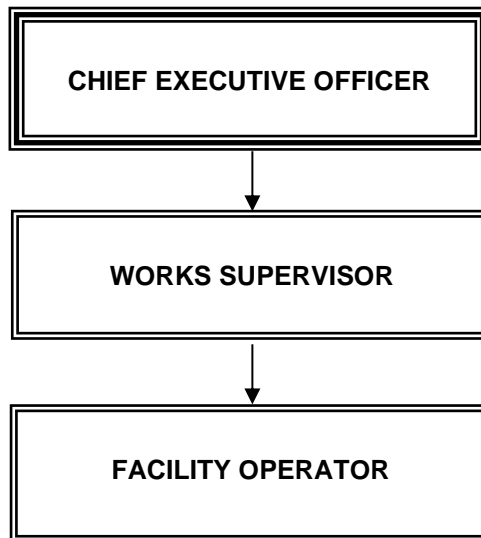
Operational Procedures (OPs) have been drafted for each of these key environmental management issues and are included in Section 7 of this EMP. These procedures form an integral part of each site activity and the overall management of the RRP and its environmental impacts.

6. FACILITY MANAGEMENT

6.1. MANAGEMENT STRUCTURE

The management structure for the RRP is shown in Figure 6.1 below. The responsibility assignments nominated in the OP's in Section 7 relate to the positions shown in the structure chart.

Figure 6.1 Facility Management Structure



6.2. MANAGEMENT TECHNIQUES

Table 6.1 on the following page provides a summary of the management techniques to be employed at the RRP and relates them to the principle environmental goals and management issues for the RRP relating to:

- Water pollution
- Air pollution
- Land management and conservation
- Hazards and loss of amenity.

6.3. RESPONSIBILITIES

Section 7 Operation Procedures outlines the responsibilities of the CEO, Works Supervisor and Facility Manager. Where a third party has been contracted to fulfil the Facility Manager function, any references in the following Operational Procedures (or elsewhere in the EMP) to "*Works Supervisor or Facility Operator is responsible for..*" is an allocation of the subsequent responsibilities to the contracted Facility Manager.

Table 6.1 Environmental Goals and Management Techniques

ENVIRONMENTAL GOALS AND MANAGEMENT TECHNIQUES			
Primary Environmental Issue	Primary Environmental Goal	Benchmark Technique	Location in EMP
Water Pollution	Preventing pollution of water	Leachate collection system	OP.8
		Surface water controls	2.9, OP.7, OP.14
		Leachate monitoring	-
	Detecting water pollution	Groundwater monitoring	2.10
		Surface water monitoring	2.10
	Remediating water pollution	Water containment remediation plan	-
Air Pollution	Preventing gas emissions	Fire prevention	2.10, OP.15
		Controlled burning	2.10
Land Management and Conservation	Assuring quality of design, construction and operation	Assurance of quality	All
	Assuring quality of incoming waste	Assuring quality of incoming waste	OP.3, OP.4, OP.5
	Recording of waste received	Measurement of quantities of waste received	OP.3, OP.4
		Recording of quantities, types and sources of waste received	OP.3, OP.4
	Maximisation of recycling	Recycling	2.6, 3, 4, OP.4
Hazards and Loss of Amenity	Preventing unauthorised entry	Security of the site	2.6, OP.2
	Preventing degradation of local amenity	Litter control	2.6, OP.12
		Dust control	OP.11
		Pest, vermin and noxious weed control	OP.13
		Odour controls	OP.10
		Spill Management	OP.14
	Preventing noise pollution	Noise controls	2.7, 2.8, OP.12
	Adequate firefighting capacity	Firefighting capacity	OP.15
	Adequate staff and training	Staff and training requirements	OP.20

7. OPERATIONAL PROCEDURES

OP 1. RESOURCE RECOVERY PARK MANAGEMENT

RESOURCE RECOVERY PARK MANAGEMENT		OP 1
Primary Environmental Goal	❖ Clearly identified primary activities and controls that assure environmentally responsible operation of the RRP.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Preventing unauthorised entry ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 1.1	Overview	<p>The primary activities carried out in the RRP shall include:</p> <ul style="list-style-type: none"> • Receiving of waste in accordance with the registration • Retrieval of recyclable resources and their redistribution • The separation, storage and transfer of received waste • Monitoring of waste movement and maintenance of records of that movement • The control of the aspects of the RRP and its operations that may affect the environment • Management of the RRP to ensure the safety of the public, the operators and the environment
OP 1.2	Opening Hours	<p>The RRP shall be open to the public as advertised by Council/Facility Operator.</p> <p>The RRP will be closed on nominated public holidays and as advertised by Council/Facility Operator.</p> <p>The CEO may direct staff to open the RRP outside of normal operating hours for special circumstances e.g. emergency disposal of waste, organised special burials etc.</p>
OP 1.3	Traffic Control	<p>The Facility Operator is empowered to direct the movement of vehicular and pedestrian traffic to ensure their safety. This shall be noted as a condition of entry on the gate signage.</p> <p>Traffic control signage shall be erected. The signage shall include:</p> <ul style="list-style-type: none"> • Conditions of entry • Hours of operation • Acceptable and prohibited wastes signage • Speed restriction signage (10kph max) • Directional signage • Material drop off points signage
OP 1.4	Public and Staff Safety	<p>The safety of the public and staff is a prime consideration in all aspects of the operations of the RRP.</p> <p>Operational plant and equipment will be operated in such a way as to minimise risk to persons disposing, delivering or loading waste for transfer.</p> <p>All information and directional signs and their locations will be subject to approval of the CEO.</p>
OP 1.5	Scavenging	<p>There are to be no scavenging arrangements unless encompassed in future contracts for the operation of any reuse facility.</p> <p>All resource recovery shall be undertaken by Council or parties authorised by Council.</p>

OP 1.6	Site Security	<p>Council or its nominated Facility Operator will maintain adequate security on the RRP during its life. This will include:</p> <ul style="list-style-type: none"> • Access gates being locked at all times outside opening hours • Maintenance of boundary fences • Maintenance of lockable gates
OP 1.7	Monitoring	<p>Monitoring of day to day operations will be undertaken by the Works Supervisor or other nominated Works staff.</p> <p>Overall monitoring of the RRP will be undertaken by the CEO.</p>
OP 1.8	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor or Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Day to day management of the RRP and the activities carried out in the RRP • Regular monitoring of day to day operations to ensure compliance with the EMP • Ensuring all staff conduct themselves in a courteous and professional manner • Ensuring that the nominated officers have been trained in the requirements of this procedure • Implementing this procedure <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Overall management of the RRP and the activities carried out in the RRP • Approving access to the RRP outside normal operating hours • Auditing the RRP on a regular basis to ensure compliance with the EMP

OP 2. SITE SECURITY

SITE SECURITY		OP 2
Primary Environmental Goal	❖ Preventing unauthorised entry to the RRP	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of incoming waste ❖ Recording of waste received ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 2.1	Overview	Access to the RRP and its operations are managed to ensure there is no unauthorised entry to the site.
OP 2.2	Site Security	<p>Site security will be maintained by ensuring:</p> <ul style="list-style-type: none"> • All fences, gates and facilities are maintained and locked when the RRP is not open • Appropriate cash handling policies and procedures are being implemented and followed • Communication systems are available for staff working onsite.
OP 2.3	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Securing the RRP at the end of each day the facility is open to the public • Inspecting the fences, gates and buildings for damage and possible access points • Advising the Works Supervisor of any repairs needed to the fences, gates and facilities • Following appropriate cash handling policies and procedures • Complying with the procedures and practices outlined in the EMP <p>• Monitoring the fences, gates and buildings for damage and possible access points</p> <p>• Regular monitoring of day to day operations to ensure compliance with the EMP</p> <p>• Day to day management of the activities carried out in the RRP</p> <p>• Ensuring that the nominated staff have been trained in the requirements of this procedure</p> <p>• Implementing this procedure</p> <p>Works Supervisor is responsible for:</p> <ul style="list-style-type: none"> • Arranging repairs to fences, gates and structures <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with the EMP • Overall management of the RRP and the activities carried out in the RRP

OP 3. CONTROL, MONITORING AND RECORDING OF INCOMING WASTES

CONTROL, MONITORING AND RECORDING OF INCOMING WASTES		OP 3
Primary Environmental Goal	❖ The waste and recyclables received by the RRP are identified, not hazardous and recorded.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of incoming waste ❖ Recording of waste receipt ❖ Maximising of recycling and reuse ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 3.1	Overview	Wastes entering the RRP are inspected to ensure they meet the class permitted, and their entry is to be recorded.
OP 3.2	Inspection of waste received	Each load presented at the RRP is to be inspected prior to the material being deposited in the RRP.
OP 3.3	Hazardous Waste	Waste material specifically prohibited from entering the RRP (see Appendix A) shall be refused entry and diverted where possible to the appropriate facility.
OP 3.4	Recording of Waste	All waste accepted at the RRP shall be recorded on Council's waste receipt recording forms.
OP 3.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Inspecting waste as it enters the RRP • The recording of incoming waste on Council's waste receipt recording forms • Directing waste to the appropriate storage or disposal area • Identifying and redirecting hazardous waste before it enters the RRP • Complying with the procedures and practices outlined in the EMP • Day to day management of the RRP • Ensuring that the nominated staff have been trained in the requirements of this procedure • Implementing this procedure <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Collection and monitoring of waste receipt recording forms • Regular monitoring of operations to ensure compliance with the EMP <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with the EMP • Overall management of the RRP and the activities carried out in the RRP.

OP 4. WASTE HANDLING/MANAGEMENT

WASTE HANDLING/MANAGEMENT		OP 4
Primary Environmental Goal	❖ The sorting, storage and transfer of waste and recyclables are managed and monitored to assure environmentally responsible operation of the RRP	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of incoming wastes ❖ Maximising of recycling and reuse ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 4.1	Overview	The incoming waste and recyclables, and the facilities that accept them, are monitored and controlled.
OP 4.2	Storage of Waste	<p>Each load presented at the RRP is to be directed to the appropriate storage facility/area.</p> <p>Presenters are to be asked to deposit their loads in the bins or in the nominated storage or disposal area.</p> <p>When mixed loads are presented, the presenter is to be asked to place the appropriate materials in the appropriate bin, storage or disposal area.</p> <p>Waste identified as hazardous or unacceptable is to be managed in accordance with OP 5 Hazardous Waste Acceptance Prevention and Response.</p>
OP 4.3	Management of Waste Storage Facilities	<p>Storage bins and storage areas are to be fenced off with temporary fencing (barricades) as they reach capacity.</p> <p>Appropriate signage is to be erected on the bin or storage area next designated to accept the waste diverted from the full bin or storage area.</p>
OP 4.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Management of the storage of waste • Advising Council's Works Supervisor when the waste and recyclables bins are reaching capacity and require transfer and replacement • Complying with procedures and practices outlined in the EMP • Ensuring recyclable and waste materials are removed or processed and removed in a timely manner • Ensuring the storage areas are maintained and controlled • Ensuring all staff conduct themselves in a courteous and friendly manner • Day to day management of the RRP and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure • Implementing this procedure <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with the EMP • Overall management of the RRP and the activities carried out in the RRP.

OP 5. HAZARDOUS WASTE ACCEPTANCE PREVENTION AND RESPONSE

HAZARDOUS WASTE ACCEPTANCE PREVENTION AND RESPONSE		OP 5
Primary Environmental Goal	❖ Ensuring no hazardous waste (other than those permitted) is present at the RRP	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 5.1	Overview	<p>Incoming wastes are monitored and any hazardous wastes detected are diverted in accordance with this procedure.</p> <p>Hazardous waste found at the RRP are reported and managed as an environmental or safety incident.</p>
OP 5.2	Waste Acceptance	<p>Gates are to be kept locked and fences secure on days when the RRP is not open to the public.</p> <p>Each load presenting at the RRP is to be inspected for hazardous waste prior to the material being deposited onsite.</p> <p>Waste material specifically prohibited from entering the RRP (see Appendix A) shall be refused entry and diverted where possible to the appropriate facility.</p>
OP 5.3	Identification of Prohibited Waste	<p>Waste material that is found to have been deposited in the RRP and is listed in Appendix A as prohibited waste, shall cause:</p> <ul style="list-style-type: none"> • The receival facility (bin or storage area) to be fenced off and closed to the general public • The Works Supervisor to be notified immediately • The RRP to be closed should the Works Supervisor and/or CEO deem the hazard to be such as to warrant such action
OP 5.4	Management of Prohibited Wastes	<p>The DWER is to be advised of any incident that poses a threat to the environment as soon as practical after the incident occurs.</p> <p>Waste material identified as hazardous in Appendix A is to be managed in accordance with the relevant environmental management guidelines.</p> <p>The hazardous wastes are to be isolated and banded to prevent runoff if required. Arrangements are to be made for the removal of the waste to an appropriate facility.</p>
OP 5.5	Incident Reports	<p>Any incident relating to the identification of a prohibited waste at the RRP shall be reported in accordance with OP 18 Incident Reporting.</p>
OP 5.6	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Monitoring of incoming wastes to ensure no hazardous waste is accepted on the days that the RRP is open to the public • Reporting any incident or advice received from an outside party of an incident, to the Works Supervisor Taking immediate steps where practical to contain and/or ameliorate the effects of the incident • Complying with the procedures and practices outlined in the EMP • Day to day management of the RRP and the activities carried out in the RRP Implementing this procedure <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of waste entering the RRP to ensure no hazardous waste is accepted • Advising the CEO of any incident involving the acceptance or discovery of hazardous waste • Coordinating with the CEO to act on the incident • Where required, reporting the incident and all relevant details of the incident and Council's response to the incident to the DWER

		<ul style="list-style-type: none">• Completion of an incident report form• Investigating the incident• Documenting the results of the investigation and the actions taken• Maintaining the records of the incidents•
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OP 6. TRAFFIC MANAGEMENT

TRAFFIC MANAGEMENT		OP 6
Primary Environmental Goal	❖ Traffic is controlled to minimise any adverse effects caused by traffic entering, circulating and leaving the RRP.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Preventing degradation of the local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 6.1	Overview	The movement of vehicular and pedestrian traffic in and around the RRP are managed to ensure user safety and prevent damage to Council and public property.
OP 6.2	Traffic Control Signage	<p>Traffic control signage shall be erected and maintained as detailed in the EMP and shall include:</p> <ul style="list-style-type: none"> • Hours of operation • “Conditions of Entry” including the Facility Operator’s right to direct traffic and pedestrian movement within the RRP • Acceptable and prohibited waste signage • Speed instruction signage (10kph max.) • Directional signage
OP 6.3	Traffic Movements	Traffic movements into and out of the RRP are to be in a forward direction.
OP 6.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Implementation of the procedures designed to control traffic and minimise risk to RRP users • Traffic control and safety in the RRP • Directing the movement of vehicular and pedestrian traffic • Inspecting the signage on a daily basis and advising the Works Supervisor of any repairs needed to the signage • Cleaning of the signage on a monthly basis • Complying with the procedures and practices outlined in the EMP • Ensuring all staff conduct themselves in a courteous and professional manner • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day management of the RRP and the activities carried out in the RRP <p>Implementing this procedure</p> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of the RRP to ensure that traffic and pedestrian movement is managed and safe • Arranging maintenance of all signage •

OP 7. SURFACE WATER MANAGEMENT

SURFACE WATER MANAGEMENT		OP 7
Primary Environmental Goal	❖ Stormwater generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training 	
PROCEDURES		
OP 7.1	Overview	Stormwater gathered on the RRP is managed to ensure it is not contaminated and is free of sediment prior to discharge.
OP 7.2	Surface Water Management	Surface Water will be managed by: <ul style="list-style-type: none"> • Maintaining the surface water structures • Maintaining the revegetated zones • Controlling litter • Controlling vehicle movements
OP 7.3	Monitoring	Surface water management will be monitored by: <ul style="list-style-type: none"> • Daily inspection of the surface water management structures on the days the RRP is open to the public • Regular monitoring of the RRP • Surface water quality complaints received Any surface water management complaints received are to be referred to the Works Supervisor.
OP 7.4	Recording	Records of surface water management complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 7.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Monitoring for damage to the surface water management structures on the days the RRP is open to the public • Removal of litter from the surface water drainage structures on a weekly basis • Reporting damage to surface water management structures to the Works Supervisor. • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day management of the RRP and the activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Regular monitoring for damage to the surface water management structures • Arranging for the cleaning/desilting of surface water management structures • Regular monitoring of litter build up in or on the surface water drainage structures • Coordinating the repair of surface water management structures • Completion of a complaint form if water management complaint is received • Advising the CEO of any surface water management complaint received • Investigating the surface water management complaint • Documenting the results of the investigation and the actions taken • Maintaining the records of the surface water management complaints • Liaison with the complainant regarding the steps to be taken to minimise further surface water management complaints where appropriate •

OP 8. LEACHATE MANAGEMENT

LEACHATE MANAGEMENT		OP 8
Primary Environmental Goal	❖	Leachate generated by the landfill or RRP shall not adversely affect the site or its surrounds
Related Environmental Goals	❖	Assuring quality of operations
	❖	Preventing degradation of local amenity
	❖	Adequate staffing and training
PROCEDURES		
OP 8.1	Overview	Leachate generated by the site shall be minimised.
OP 8.2	Leachate Management	Leachate from the RRP will be managed by: <ul style="list-style-type: none"> • Diversion of stormwater around the waste receival bays and RRP generally • Minimising the amount of water used to clean the RRP facilities and storage areas generally • Denying the deposition of prohibited wastes
OP 8.3	Monitoring	Leachate management will be monitored by: <ul style="list-style-type: none"> • Regular site monitoring
OP 8.4	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Day to day management of the RRP and the activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Regular monitoring of day to day operations to ensure compliance with the EMP • Auditing the RRP on a regular basis to ensure compliance with the EMP • Overall management of the RRP and the leachate management activities carried out in the RRP CEO is responsible for; <ul style="list-style-type: none"> • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 9. WASTEWATER MANAGEMENT

WASTEWATER MANAGEMENT		OP 9
Primary Environmental Goal	❖ Wastewater generated in the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training 	
PROCEDURES		
OP 9.1	Overview	Wastewater generated in the RRP shall be collected, treated and disposed of onsite.
OP 9.2	Monitoring and Management	Wastewater will be managed in the RRP by ensuring that it is diverted to suitable collection facilities.
OP 9.3	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Monitoring of the wastewater management system in accordance with the service manual for the installed system • Advising the Works Supervisor of any evidence of system failure • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day management of the site and the activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of the wastewater management system • Arranging for maintenance of the wastewater management system in accordance with the service manuals for the installed system • Arranging for repairs to the wastewater management system in the event of reduced operational performance • Arranging for the installation of temporary toilet facilities (e.g. portable toilet) should the wastewater management system be inoperable during the period the facility is open to the public <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with the EMP • Overall management of the site and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 10. NOISE CONTROL

NOISE CONTROL		OP 10
Primary Environmental Goal	❖ Noise generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 10.1	Overview	Noise generation is monitored during loading and processing operations and control activities are implemented as required.
OP 10.2	Noise Management	Noise will be controlled by: <ul style="list-style-type: none"> • Operations utilising machinery being generally limited to daylight hours • Limiting the machinery used to that which meets noise generation guidelines for this type of operation • The correct operation and maintenance of machinery
OP 10.3	Monitoring	Noise will be monitored by: <ul style="list-style-type: none"> • Regular monitoring of the RRP • Noise complaints received Any noise complaints received are to be referred to the CEO.
OP 10.4	Recording	Records of noise complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 10.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Monitoring of noise at the RRP on the days the RRP is open to the public • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Ensuring that the machinery used is correctly maintained and operated • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Regular monitoring of noise levels at the RRP • Restricting plant operations to between defined hours if required to prevent exceedances • Ensuring that variations to the operational hours are approved in advance by the CEO • Completion of a complaint form if a noise complaint is received • Advising the CEO of any noise complaint received

OP 11. ODOUR CONTROL

ODOUR CONTROL		OP 11
Primary Environmental Goal	❖ Odours generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operations ❖ Adequate staffing and training	
PROCEDURES		
OP 11.1	Overview	Sources of odour are monitored and control activities implemented as required.
OP 11.2	Odour Management	Odour will be controlled by: <ul style="list-style-type: none"> • Ensuring removal of waste and recyclables on a timely basis • Regular cleaning of the waste receival bays and the RRP generally
OP 11.3	Monitoring	Odour will be monitored by: <ul style="list-style-type: none"> • Regular monitoring of the RRP • Odour complaints received Any odour complaints received are to be referred to the Works Supervisor.
OP 11.4	Recording	Records of odour complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 11.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Monitoring of odour on the days that the RRP is open to the public • Cleaning of the waste and recyclables receival bin bays and the RRP generally • Advising the Works Supervisor of the need to remove waste or recycling bins • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day management of the RRP and the odour management activities carried out in the RRP • Implementing this procedure • Arranging removal of waste and recyclables from the waste receival bin bays • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Regular monitoring of odour levels at the RRP • Completion of a complaint form if an odour complaint is received • Advising the CEO of any odour complaint received • Investigating the odour complaint <ul style="list-style-type: none"> • Documenting the results of the investigation and the actions taken • Maintaining the records of the odour complaints • Liaison with the complainant regarding the steps to be taken to minimise further odours where appropriate CEO is responsible for; <ul style="list-style-type: none"> • Overall management of the RRP and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 12. DUST CONTROL

DUST CONTROL		OP 12
Primary Environmental Goal	❖	Dust generated by the RRP shall not adversely affect the site or its surrounds.
Related Environmental Goals	❖	<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment
PROCEDURES		
OP 12.1	Overview	Dust generation is monitored and control activities are implemented as required.
OP 12.2	Dust Management	Dust generation will be controlled by: <ul style="list-style-type: none"> • Maintaining the road surfaces on the trafficable areas • Restricting traffic to the access roads and sealed storage areas • Erecting speed restriction signage within the RRP • Minimising disturbed areas
OP 12.3	Monitoring	Dust generation will be monitored by: <ul style="list-style-type: none"> • Regular monitoring of the RRP • Dust complaints received • Monitoring the revegetation zones and their mulch cover Any dust complaints received are to be referred to the Works Supervisor.
OP 12.4	Recording	Records of dust complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 12.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Monitoring of dust generation on the days that the RRP is open to the public • Monitoring vehicle speed and movements • Advising the Works Supervisor of the need to maintain the roads when required • Advising the Works Supervisor of the need for cleaning of the sealed areas to reduce dust when required • Restricting vehicular access to unsurfaced areas by the placement of barriers or by constructing controlling bund walls • Maintaining the revegetation zones • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> o The nature of the complaint o The date and time of the complaint o The name and address of the complainant • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day management of the RRP and the dust control activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Regular monitoring of the dust levels at the RRP • Arranging for maintenance of the gravel and/or sealed pavement when required • Arranging for the cleaning of the sealed areas when required • Completion of a complaint form if a dust complaint is received • Advising the CEO of any dust complaint received • Investigating the dust complaint • Documenting the results of the investigation and the actions taken

		<ul style="list-style-type: none">• Maintaining the records of the dust complaints• Liaison with the complainant regarding the steps to be taken to minimise further dust where appropriate <p>CEO is responsible for;</p> <ul style="list-style-type: none">• Overall management of the RRP and the activities carried out in the RRP• Ensuring that the nominated officers have been trained in the requirements of this procedure
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OP 13. LITTER CONTROL

LITTER CONTROL		OP 13
Primary Environmental Goal	❖ Litter generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Adequate staffing and training 	
PROCEDURES		
OP 13.1	Overview	Litter is monitored and control activities are implemented as required.
OP 13.2	Litter Management	<p>Litter will be controlled by:</p> <ul style="list-style-type: none"> • Collecting litter on a regular basis • By patrolling litter fences and fence lines and removing the litter for disposal on a weekly basis • By inspecting the approach roads for dumped waste and litter and by organising its collection and disposal • By visually inspecting adjacent properties for litter and by organising its collection and disposal
OP 13.3	Monitoring	<p>Litter will be monitored by:</p> <ul style="list-style-type: none"> • Regular monitoring of the RRP • Litter complaints received <p>Any litter complaints received are to be referred to the Works Supervisor.</p>
OP 13.4	Recording	Records of litter complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 13.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Monitoring of litter on the days that the RRP is open to the public • Collection of litter on a weekly basis and as directed • Inspecting the approach road and road boundaries of the RRP for deposited waste on the days the RRP is open to the public • Advising the Works Supervisor of any waste deposited outside or on the approach road to the RRP • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Coordinating litter collection and disposal • Day to day management of the RRP and the litter management activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor or Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of the amount of litter at the RRP • Regular monitoring of day to day operations to ensure compliance with the EMP • Completion of a complaint form if a litter complaint is received • Advising the CEO of any litter complaint received • Investigate the litter complaint • Documenting the results of the investigation and the actions taken • Maintaining the records of the litter complaints • Liaison with the complainant regarding the steps to be taken to minimise further litter deposition where appropriate • Auditing the RRP on a regular basis to ensure compliance with the EMP <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Overall management of the RRP and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 14. PEST, VERMIN AND NOXIOUS WEED CONTROL

PEST, VERMIN AND NOXIOUS WEED CONTROL		OP 14
Primary Environmental Goal	❖ Pests, vermin and weeds generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 14.1	Overview	Pest, vermin and noxious weed generation are monitored and control activities implemented as required.
OP 14.2	Pest, Vermin and Noxious Weed Management	Pests vermin and noxious weeds will be controlled by : <ul style="list-style-type: none"> • Removal of waste and recyclables in a timely fashion from the transfer station • Regular cleaning of the waste receival bin bays • Litter removal on a weekly basis • Surface drainage minimising ponding on the site • Populations being controlled as appropriate • Noxious weeds being reported to Works Supervisor for control
OP 14.3	Monitoring	The presence of pests, vermin and noxious weeds will be monitored by: <ul style="list-style-type: none"> • Regular monitoring of the RRP • Pest, vermin and noxious weed complaints received. Any pest, vermin and noxious weed complaints received are to be referred to the Works Supervisor.
OP 14.4	Recording	Records of eradication programs undertaken and pest, vermin and noxious weed complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 14.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Monitoring for pests, vermin and noxious weeds on the days the RRP is open to the public • Cleaning of the receival bin bays • Removal of litter on a weekly basis • Reporting the presence of pests, vermin and noxious weeds to the Works Supervisor • On receipt of a complaint documenting and advising the Work Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Regular monitoring for pests, vermin and noxious weeds throughout the RRP • Arranging removal of waste from the waste receival bays • Day to day management of the RRP and the pest management activities carried out in the RRP • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Coordinating the eradication of pests, vermin and noxious weeds • Completion of a complaint form if a pest, vermin and noxious weed complaint is received • Advising the CEO of any pest, vermin and noxious weed complaint received • Investigating the pest, vermin and noxious weed complaint • Documenting the results of the investigation and the actions taken • Maintaining the records of pest, vermin and noxious weed complaints

		<ul style="list-style-type: none">• Liaison with the complainant regarding the steps to be taken to minimise further pest, vermin and noxious weed complaints where appropriate• <p>CEO is responsible for;</p> <ul style="list-style-type: none">• Overall management of the RRP and the activities carried out in the RRP• Ensuring that the nominated officers have been trained in the requirements of this procedure
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OP 15. SPILL MANAGEMENT

SPILL MANAGEMENT		OP 15
Primary Environmental Goal	❖ Stop any spillage of waste material from adversely affecting the site and its surrounds	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 15.1	Overview	The RRP is regularly assessed to determine the level of risk of material spills that may adversely affect the site, its surrounds and the environment.
OP 15.2	Spill Prevention	<p>The potential for spills will be minimised by:</p> <ul style="list-style-type: none"> • Inspecting incoming containers for possible leakage or spill during cartage & transfer • Inspection and maintenance of liquid storage facilities • Inspection and maintenance of liquid transport vehicles • Provision of Spill Kits and the training of personnel in their use • Consultation with the local Fire Brigade
OP 15.3	Incident Reporting	<ul style="list-style-type: none"> • All spills that occur at the RRP shall be reported using Councils Incident Reporting System (see OP 18 Incident Reporting).
OP 15.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Monitoring for spills on the days that the RRP is open to the public • Reporting any spill to the Works Supervisor • Taking immediate steps to minimise the spill utilising the spill kit onsite • Restoring the RRP to full operation in accordance with the EMP after removal of the spill • Regular monitoring of day to day operations to ensure compliance with the EMP • Auditing the RRP on a regular basis to ensure compliance with the EMP • Auditing of the availability and operability of spill containment resources provided at the RRP • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor or Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of the potential for spills at the RRP • Ensuring the spill containment resources are available, operable and adequately maintained to ensure their effectiveness • Coordinating the cleanup of the site after the spill • Completion of the incident report • Advising the CEO of the spill incident • Investigating the spill incident • Documenting the results of the investigation and the actions taken • Maintaining the records of spill incidents <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Overall management of the RRP and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 16. FIRE MANAGEMENT

FIRE MANAGEMENT		OP 16
Primary Environmental Goal	❖ Minimising the risk of fire damage to the RRP and its surrounds	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 16.1	Overview	The RRP and surrounding areas are assessed for fire risk levels and preventive/minimisation activities implemented as required.
OP 16.2	Fire Prevention	<p>The potential for fires will be minimised by:</p> <ul style="list-style-type: none"> • Access gates being locked at all times outside opening hours • Maintenance of boundary fences and associated fire breaks • Maintenance of lockable gates • Accepting only permitted wastes • Regularly removing waste and recyclables from the RRP area • Conducting regular litter patrols • Maintaining machinery in good working order to minimise the risk of sparks • Maintenance of firefighting equipment • Consultation with the Volunteer Fire Brigade
OP 16.3	External Risk	The Works Supervisor shall monitor external bush fires in the area and take preventive measures when the RRP appears to be threatened.
OP 16.4	Firefighting	<p>Fire fighting shall be undertaken in association with the local Volunteer Bush Fire Brigade.</p> <p>Telephone: (08) 9928 1102 or 000</p> <p>Small fires within the waste bays are to be extinguished using the fire extinguisher provided on the site in the first instance.</p> <p>Larger fires will be controlled using water and soil as appropriate and fires elsewhere on the facility will be managed by the local fire brigade.</p>
OP 16.5	Incident Reporting	<p>Following containment of the fire, an Incident Report Form is to be completed (see OP 18 Incident Reporting). This report is to be recorded on Councils Corporate Records System and is to include as a minimum:</p> <ul style="list-style-type: none"> • Time and date of the start of the fire • Cause of the fire (if known) • Time and date the fire was extinguished • How the fire was extinguished • Location of the fire • Weather conditions at the time of the fire • Details and observations of the direction and dispersion rate of the smoke from the fire • Details of any complaints from the public regarding the smoke • Actions that could be taken in future to prevent future occurrences

OP 16.6	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Monitoring for the potential for fires on the days the RRP is open to the public • Ensuring security of the RRP • Reporting any fire to the Works Supervisor and VBFB. • Taking immediate steps to extinguish the fire utilising the firefighting equipment onsite • Restoring the RRP to full operation in accordance with the EMP after extinguishment of the fire • Regular monitoring of day to day fire management operations to ensure compliance with the EMP • Day to day management of the RRP and the activities carried out in the RRP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of the potential for fires at and near the RRP • Ensuring the firefighting appliances are available, operable and adequately maintained to ensure their effectiveness • Consultation with the VBFB • Auditing of the availability and operability of firefighting equipment provided onsite • Coordinating inspection of the fire with the VFBF • Aiding the VFBF where requested • Completion of the incident report • Advising the CEO of any fire incident • Investigating the fire incident • Documenting the results of the investigation and the actions taken • Advising the DWER of any incident that poses a threat to the environment as soon as practical after the incident occurs • Maintaining the records of fire incidents • Ensuring that where required the incident and all relevant details of the incident and the actions taken are reported to the DWER <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Overall management of the RRP and the activities carried out in the RRP • Ensuring that the nominated officers have been trained in the requirements of this procedure
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OP 17. COMPLAINTS HANDLING

COMPLAINTS HANDLING		OP 17
Primary Environmental Goal	❖	Environmental problems identified by complaints are investigated and acted upon if required
Related Environmental Goals	❖	<ul style="list-style-type: none"> ❖ Preventing degradation of local amenity ❖ Adequate firefighting capacity ❖ Adequate staffing and training
PROCEDURES		
OP 17.1	Overview	Complaints received from an outside party are reported, investigated and appropriate action taken/implemented as required.
OP 17.2	Reporting	All complaints received are to be referred to the Maintenance Supervisor - West.
OP 17.3	Investigations	<p>Any complaint received will be investigated including:</p> <ul style="list-style-type: none"> • The cause of the complaint • The climatic conditions at the time of the incident which is the cause of the complaint • If known, the date and time the incident took place • The occurrence of similar complaints in the past • Actions taken in the past to overcome similar complaints
OP 17.4	Recording	Details of the complaint received, investigations and actions taken are to be recorded on Councils Corporate Records System and kept for at least five years.
OP 17.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Taking immediate steps where practical to contain and/or ameliorate the cause of the complaint • On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> ○ The nature of the complaint ○ The date and time of the complaint ○ The name and address of the complainant • Regular monitoring of day to day operations to ensure compliance with the EMP • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Completion of a complaint form if a complaint is received • Advising the CEO of any complaint received • Investigating the complaint • Documenting the results of the investigation and the actions taken • Maintaining the records of the complaints • Liaison with the complainant regarding the steps to be taken to minimise further complaints where appropriate <p>CEO is responsible for;</p> <p>Ensuring that the nominated officers have been trained in the requirements of this procedure</p>

OP 18. INCIDENT REPORTING

INCIDENT REPORTING		OP 18
Primary Environmental Goal	❖ Reporting incidents so that potential environmental hazards are identified.	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Preventing pollution of water by leachate ❖ Management of stormwater ❖ Management of wastewater ❖ Prevention of degradation of local amenity ❖ Preventing unauthorised entry ❖ Adequate firefighting capacity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment 	
PROCEDURES		
OP 18.1	Overview	Systems and procedures are in place to allow the documentation and investigation of incidents.
OP 18.2	Internal Reporting	In all cases where an incident or accident occurs which has the potential to harm the environment, the incident is to be reported immediately to the Assistant Engineer - Operations.
OP 18.3	External Reporting	<p>The State’s environmental agency (DWER) is to be advised of any incident that poses a threat to the general environment as soon as practical after the incident occurs.</p> <p>Formal written advice of the incident is to be forwarded to DWER within 14 days of the incident.</p>
OP 18.4	Reportable Incidents	<p>Reportable incidents can include:</p> <ul style="list-style-type: none"> • Dumping of a prohibited waste at the RRP • Failure of the wall of a sediment pond or leachate pond • Any other incident or observation that could pose an immediate environmental hazard that is not characteristic of the normal operations of the RRP
OP 18.5	Incident Reports	<p>Following containment and/or amelioration of the incident an Incident report is to be prepared. This report to be recorded on Councils Corporate Records System and should include:</p> <ul style="list-style-type: none"> • Time and date the incident occurred • Party reporting the incident • Nature, details, location and cause of the incident • Duration of the incident • Actions taken to contain and/or ameliorate the incident • Names, addresses and telephone numbers of witnesses to the incident • Actions that could be taken to minimise the risk of such an incident recurring • Records of the incident are to be kept for at least five years

OP 18.6	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Reporting any incident or advice received from an outside party of an incident to the Works Supervisor via an incident report form • Taking immediate steps where practical to contain and/or ameliorate the effects of the incident • Regular monitoring of day to day operations to ensure compliance with the EMP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Completion of an incident report form • Advising the CEO of the incident • Investigating the incident • Documenting the results of the investigation and the actions taken • Maintaining the incident records <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Advising the DWER of any incident that poses a threat to the environment as soon as practical after the incident occurs • Ensuring that where required the incident and all relevant details of the incident and the actions taken are reported to the DWER • Ensuring that the nominated officers have been trained in the requirements of this procedure
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OP 19. OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY		OP 19
Primary Environmental Goal	❖ Providing and maintaining a safe working environment	
Related Environmental Goals	<ul style="list-style-type: none"> ❖ Adequate staffing and training ❖ Assuring quality of incoming waste ❖ Recording of wastes received 	
PROCEDURES		
OP 19.1	Overview	Occupational Health and Safety training is provided to staff on an ongoing basis and risk levels are assessed and preventive/minimisation activities implemented as required.
OP 19.2	Staff Training	<p>All staff shall undertake training to enable them to competently and safely carry out their assigned duties. Specifically:</p> <ul style="list-style-type: none"> • All staff employed at the RRP are to be trained in Council's OH&S policies and procedures • All staff employed at the RRP are to be trained in the requirements and operational procedures of this EMP • Operators of equipment must be trained, skilled and accredited at undertaking the task allocated to them • Staff must be capable of identifying wastes that are not permitted to be disposed of at the RRP
OP 19.3	Incident Reporting	All incidents, or potential incidents, that occur onsite are to be recorded on Council's OH&S Incident Record Form.
OP 19.4	Monitoring	<p>Staff competence will be monitored through:</p> <ul style="list-style-type: none"> • Site audits • Annual staff assessments • Incident reports
OP 19.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • Complying with Council's OH&S policies and procedures • Regular monitoring of day to day operations to ensure compliance with the EMP • Day to day OHS management of the RRP and for the safety of all activities carried out in the RRP • Complying with the procedures and practices outlined in the EMP • Implementing this procedure <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Regular monitoring of management and operations to ensure compliance with this procedure • Ensuring all Shire staff conduct themselves in a safe manner and in accordance with Council's OH&S policies and procedures • Ensuring all Shire staff carry out tasks in a safe manner and in accordance with the procedures in which they have been trained <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Ensuring all staff employed at the RRP have been trained in Council's OH&S policies and procedures <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with Council's OH&S policies and procedures • Ensuring that the nominated officers have been trained in the requirements of this procedure. • Arranging staff competency assessments and training to ensure that all staff working at the RRP are able to perform their duties in a safe and competent manner

OP 20. WORKING ALONE ON A REMOTE SITE

WORKING ALONE ON A REMOTE SITE		OP 20
Primary Environmental Goal	❖ Providing and maintaining a safe work environment	
Related Environmental Goals	❖ Adequate staffing and training	
PROCEDURES		
OP 20.1	Overview	Communications at the RRP are managed to ensure that staff working alone can contact either the Council or an emergency contact phone number, should the need arise.
OP 20.2	Working Alone	<p>All staff are trained to enable them to competently and safely carry out their assigned duties. Specifically:</p> <ul style="list-style-type: none"> • Council shall ensure that a mobile phone is available at all times for use by employees on the site • All staff are to carry a fully charged Council mobile phone on their person at all times while on duty • All staff are to have emergency and Council contact phone numbers listed in the mobile phone address book • All staff employed at the RRP are to be trained in the requirements and operational procedures of this EMP • All staff employed at the RRP are to be trained in Council's OH&S policies and procedures
OP 20.3	Incident Reporting	All incidents, or potential incidents, that occur onsite are to be recorded on Council's OH&S Incident Record Form.
OP 20.4	Monitoring	<p>Staff competence will be monitored through:</p> <ul style="list-style-type: none"> • Site audits • Annual staff assessments • Incident reports
OP 20.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • Reporting any incident, or potential incident to the Works Supervisor • Complying with Council's OH&S policies and procedures and any specific on-site procedures • Ensuring all staff conduct themselves in a safe manner and in accordance with Council's OH&S policies and procedures • Day to day management of the RRP and the activities carried out in the RRP • Regular monitoring of day to day operations to ensure compliance with the EMP • Implementing this procedure • Complying with the procedures and practices outlined in the EMP <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Advising the CEO of an incident • Investigating the incident in conjunction with the CEO • Regular monitoring of management and operations to ensure compliance with this procedure <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Auditing the RRP on a regular basis to ensure compliance with the EMP • Ensuring all staff employed at the RRP have been trained in Council's OH&S policies and procedures • Auditing the RRP on a regular basis to ensure compliance with Council's OH&S policies and procedures • Ensuring that the nominated officers have been trained in the requirements of this procedure.

OP 21. STAFF TRAINING

STAFF TRAINING		OP 21
Primary Environmental Goal		❖ Staff are trained in these and referenced procedures to ensure the protection of the environment.
Related Environmental Goals		<ul style="list-style-type: none"> ❖ Assuring quality of operation ❖ Adequate firefighting capacity ❖ Providing and maintaining a safe work environment
PROCEDURES		
OP 21.1	Overview	Staff are fully trained to enable them to competently and safely carry out their duties.
OP 21.2	Staff Training	<p>All staff are to undertake training to enable them to competently and safely carry out their assigned duties. Specifically:</p> <ul style="list-style-type: none"> • All staff employed at the RRP are to be trained in the requirements and operational procedures of the EMP • Operators of equipment must be trained and skilled at undertaking the task allocated to them • Staff must be capable of identifying wastes that are not permitted to be disposed of at the RRP • All staff employed at the RRP are to be trained in Council's OH&S policies and procedures
OP 21.3	Monitoring	<p>Staff competency will be monitored through:</p> <ul style="list-style-type: none"> • Site audits • Annual staff competency assessments • Customer complaints received • Incident reports
OP 21.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • Regular monitoring of day to day operations to ensure compliance with the EMP • Complying with the procedures and practices outlined in the EMP • Implementing this procedure <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • Auditing the RRP on a regular basis to ensure compliance with the EMP and OH&S requirements • Arranging staff competency assessments and training to ensure that all staff working at the RRP are able to perform their duties in a safe and competent manner <p>CEO is responsible for;</p> <ul style="list-style-type: none"> • Ensuring that the nominated officers have been trained in the requirements of this procedure

OP 22. DOCUMENT CONTROL

DOCUMENT CONTROL		OP 22
Primary Environmental Goal	❖ The EMP is applicable to the RRP and its operations and describes procedures that monitor and maintain the local environment.	
Related Environmental Goals	❖ Adequate staffing and training	
PROCEDURES		
OP 22.1	Overview	A current version of the EMP is available at the RRP.
OP 22.2	EMP Distribution	The EMP is to be distributed to all appropriate staff involved in the operation and management of the RRP, and a copy is to be kept at the RRP. A register is to be maintained detailing the version number and date of the EMP and to who they have been issued to (see example in Appendix F).
OP 22.3	EMP Updates	Details of the version and date of issue must be recorded on each page of the EMP. Revised and updated versions of the EMP must be issued to all registered holders of the EMP with a memo summarising the changes. The memo is to include a section which requires the recipient to: <ul style="list-style-type: none"> • Acknowledge receipt of the updated pages • Return the superseded pages. A register is to be maintained detailing the new version number, the date of issue, who it has been issued to and the date the superseded pages were returned (see example in Appendix F).
OP 22.4	Records Management	Records generated from the management of the RRP shall be registered and maintained in Council's Record System.
OP 22.5	Monitoring	Periodic internal audits will be undertaken by the Works Supervisor to ensure that only the latest version of the EMP is in use.
OP 22.6	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"> • Ensuring that a copy of the EMP is kept onsite • Advising the Works Supervisor of the loss of, or damage to, the EMP at the RRP • Complying with the procedures and practices outlined in the EMP Works Supervisor is responsible for; <ul style="list-style-type: none"> • Ensuring an up to date copy of the EMP is available onsite at all times • Ensuring that all relevant staff have been trained in the requirements and operational procedures of the EMP • Ensuring that all updates to the EMP are communicated to the staff (and Facility Manager where applicable) and that all copies of the EMP are up to date • Undertaking periodic internal audits of the issued EMPs and documenting the date and result of the audit • Updating the EMP when required • Maintaining the EMP register or Facility Operator is responsible for <ul style="list-style-type: none"> • Regular monitoring of day to day operations to ensure compliance with the EMP • Auditing the RRP on a regular basis to ensure compliance with the EMP CEO is responsible for; <ul style="list-style-type: none"> • Ensuring that periodic audits of the issued EMP are undertaken and documented • Ensuring that the nominated officers have been trained in the requirements of this procedure

List of Prohibited Wastes

Prohibited Wastes

The following waste will be excluded from the RRP:

- a) Hazardous Waste
 - Radioactive substances other than smoke detectors and other low yield source commonly found in MSW
 - Sharps, cytotoxic waste, bulk blood, body fluids, recognisable body parts, infectious waste, microbiological and pathological wastes, laboratory chemicals, poisons and pharmaceutical waste
 - Any explosive or flammable material
 - Any refuse from leather processing, petrochemical, chemical, paint manufacturing and pharmaceutical plants
 - Any material containing arsenic, cyanide or sulphide.
 - Any toxic soluble salt of:
 - Barium
 - Boron
 - Cadmium
 - Chromium
 - Copper
 - Lead
 - Manganese
 - Mercury
 - Selenium
 - Silver
 - Zinc
 - Any Pesticide or weedicide and in particular:
 - Chlorinated hydrocarbons (organochlorines)
 - Fluorinated hydrocarbons
 - Organophosphates
 - Organophosphates
 - Phenols
 - Any soluble acid or alkali, acidic or basic compounds
 - Asbestos
- b) Liquid waste of any description (other than domestic quantities of motor oil)
- c) Tyres (other than from domestic sources and less than 5)
- d) Chemical drums (unless part of the drumMuster program)
- e) Commercial quantities of commercial and industrial (C&I) waste
- f) Commercial quantities of construction and demolition (C&D) waste unless inert and suitable for reuse as fill or cover material
- g) Chemicals

Waste Reveal Recording Form

Example only – to be re-populated and amended as required

Facility Name: _____

Operator's Name: _____

DATE	CAR/STATION WAGON					VAN/UTE/TRAILER					TRUCK <i>For trucks please notate if it is C&D waste, C&I waste, Greenwaste, Metals, Municipal waste or Other</i>					
	MW	GW	C&D	M	O	MW	GW	C&D	M	O	Single rear axle with two rear wheels or four small rear wheels	Single rear axle with four normal size wheels	Tandem rear axle (bogie drive)	Twin steer with twin rear axles	Tipping semi trailer	
Total																
Total																
Total																

MW: Mixed Waste; **GW:** Greenwaste; **C&D:** Construction and Demolition Waste; **M:** Metals; **O:** Other.

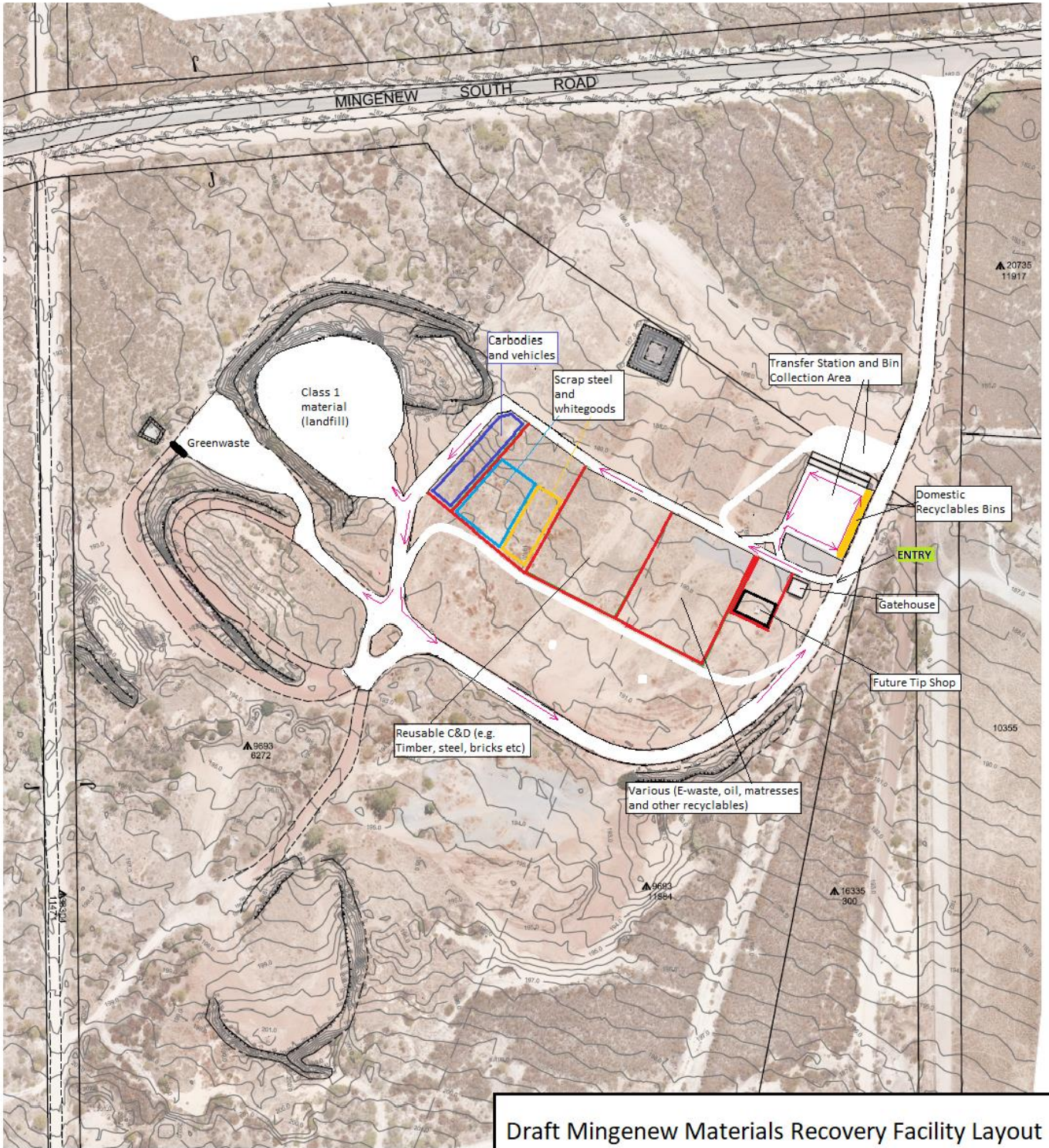
Notes: 1. Appropriate box to be marked as each vehicle enters the Facility to deposit waste

Weight Conversion Factors

Weight Conversion Factors

The weight conversion factors which are to be used to convert unweighed waste that enters the Facility are those approved by the CEO of the environment agency as required under Regulation 3 of the Waste Avoidance and Resource Recovery Levy Regulations 2008 in the document entitled *“Approved method for estimating the volume or weight of waste received at and disposed of to landfills”*.

Waste Transfer Station Plan



Waste Facility Operator- Position Description

(for use when site is not managed under third-party Facility Management contract)

Shire of Mingenew

POSITION DESCRIPTION

Position Title:	Waste Facility Operator
Division/Department:	Works
Location:	Mingenew Resource Recovery Park
Award Band & Level:	
Reporting Relationship:	Works Supervisor
Employee:	Vacant

1. PURPOSE OF THE POSITION:

To provide and maintain an effective resource recovery and transfer facility, operating in accordance with Council's waste management policies. To contribute to the continuing improvement process of the reduction and recycling of waste.

2. PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Supervise the public use of Council's landfill, Resource Recovery and Transfer Station.
2. Maximise the diversion of recyclable materials from the waste stream.
3. Manage the recycling facilities at the RRP.
4. Ensure the Station does not constitute an environmental or human health hazard.

Other Duties

1. Carry out all duties in a safe and healthy manner in accordance with the OH&S Act, DWER requirements, Council's Policies and all other Guidelines and directions.
2. Open and close the RRP for the designated operating periods.
3. To check that the users of the RRP are residents of the Shire (by requesting to see proof of address or Council's RRP pass) and the waste deposited is generated in the Shire.
4. Receive fees, as per the Council approved Schedule, from all users and provide receipt as applicable. Manage takings and receipts as directed.
5. Encourage the use of the recycling and drop off facilities at the RRP by advising users of the availability of the various bins/receptacles and, in the future, the shop facilities.
6. Take all measures necessary to prevent vermin and rodent activity at the RRP. Report any unusual incidences of flies, rats and other vermin.
7. Carry out regular testing of all firefighting and safety equipment held at the RRP and ensure that the equipment is maintained in good condition.
8. Minimise windblown litter by collecting escaped litter within the overall site and nearby road.
9. Inspect and check regularly the ponds, any stormwater drainage systems (including road culverts) are operating correctly. Report any repairs required to drainage systems or other landfill works including rehabilitation.
10. Arrange appropriate direction signs and/or signage for the information of users.
11. Refuse entry of toxic or dangerous materials.

12. Participate in production of RRP management and recycling business plans.
13. Report any dangerous or hazardous situations that may arise.
14. Be courteous but firm in the directions to users of the facility.
15. Be prepared to undertake training, if necessary, to operate machinery associated with maintenance and general waste management services.
16. Maintain the RRP in a neat and tidy condition.
17. Undertake other relevant duties as directed by the Works Supervisor which are consistent with the employee's skill, competence and training.
18. Contribute to the implementation and operation of Council's OH&S policies, procedures & risk management strategies in the workplace.
19. Comply with equal employment opportunity (EEO) Legislation and with council's policies and procedures for dealing with EEO.

3. QUALIFICATIONS, SKILLS & EXPERIENCE

1. Must hold a current Motor Vehicle Licence.
2. Must be of a state of health such as to be capable of undertaking the above duties.
3. Working knowledge of waste management and recycling issues relating to the job site.
4. Willingness to participate in training programs.
5. Ability to communicate effectively with customers.
6. Ability to work productively with limited supervision.
7. Must have achieved sufficient competency in the following:
 - OH&S fundamentals,
 - Manual Handling,
 - Care of Tools and Equipment,
 - Two-way Radio Communications,
 - Record Keeping,
 - Teamwork and Employee Relations,
 - Equipment Maintenance and Servicing fundamentals.

The position description contained herein is current and accurately reflects the requirements of the position.

Signed: _____ Date: _____
 (Manager/Director)

Signed: _____ Date: _____
 (Chief Executive Officer)

Acceptance (Employee):

Signed: _____ Date: _____
 (Employee)

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2020

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

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9/4/20



9/4/20

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 August 2019

Prepared by: Helen Sternick

Reviewed by: Jeremy Clapham

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

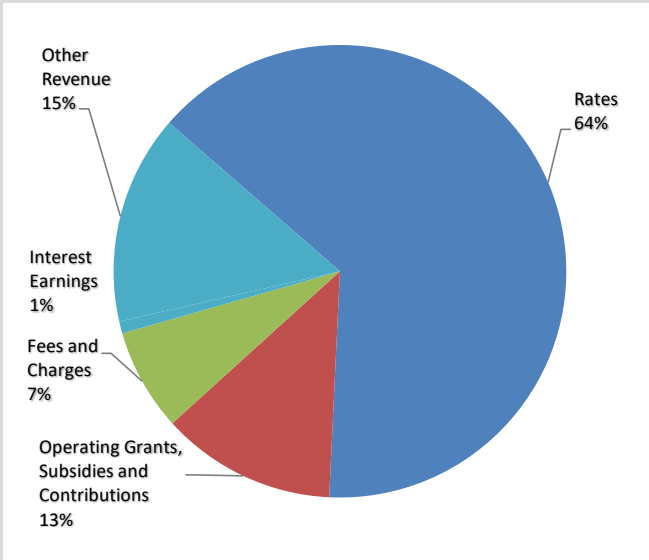
CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

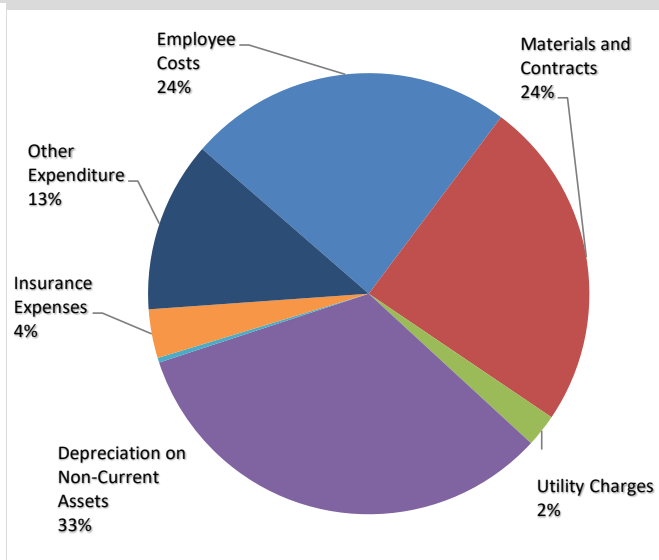
ROUNDING OFF FIGURES

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

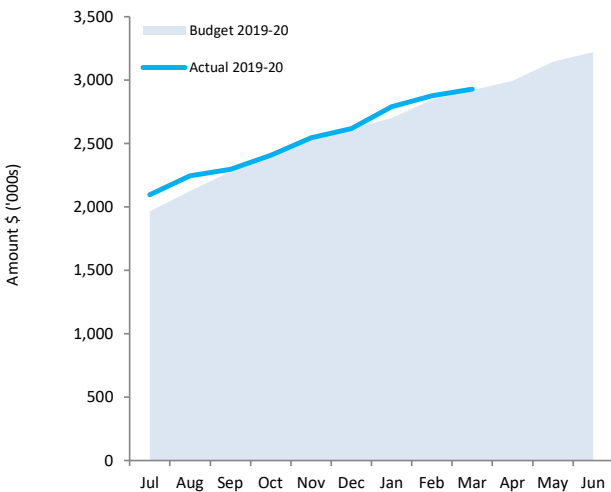
OPERATING REVENUE



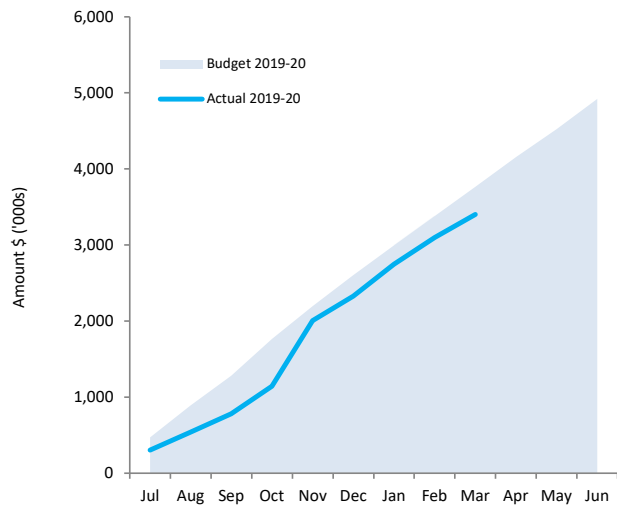
OPERATING EXPENSES



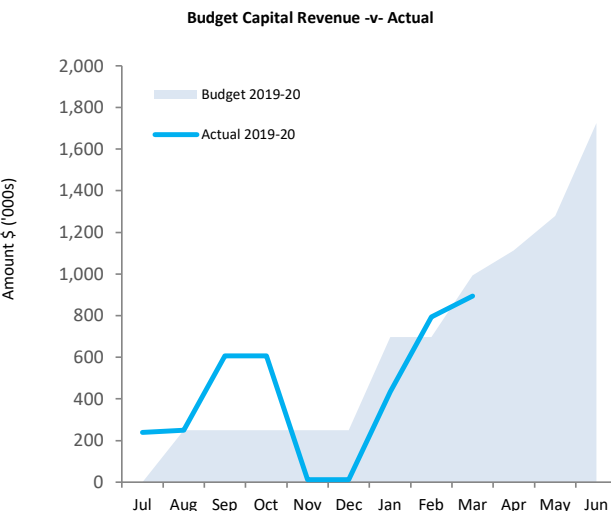
Budget Operating Revenues -v- Actual



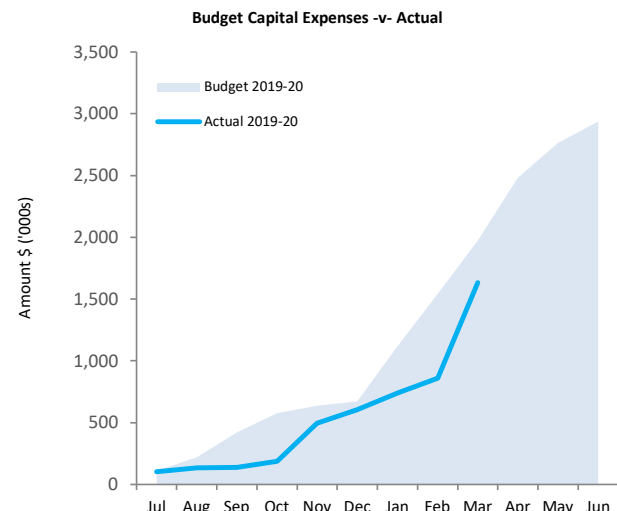
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2020**

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer community.</p>	Fire prevention, animal control and safety.
<p>HEALTH</p> <p>To provide services to help ensure a safer community.</p>	Food quality, pest control and inspections.
<p>EDUCATION AND WELFARE</p> <p>To meet the needs of the community in these areas.</p>	Includes education programs, youth based activities, care of families, the aged and disabled.
<p>HOUSING</p> <p>Provide housing services required by the community and for staff.</p>	Maintenance of staff, aged and rental housing.
<p>COMMUNITY AMENITIES</p> <p>Provide services required by the community.</p>	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
<p>RECREATION AND CULTURE</p> <p>To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.</p>	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
<p>TRANSPORT</p> <p>To provide effective and efficient transport services to the community.</p>	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and improve its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, building control and noxious weeds.
<p>OTHER PROPERTY AND SERVICES</p> <p>To provide effective and efficient administration, works operations and plant and fleet services.</p>	Private works operations, plant repairs and operational costs. Administration overheads.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	1,206,732	1,196,056	1,206,732	1,196,056	(10,676)	(0.88%)	
Revenue from operating activities								
Governance		17,449	44,104	43,522	43,287	(235)	(0.54%)	
General Purpose Funding - Rates	6	1,884,633	1,886,868	1,884,933	1,885,305	372	0.02%	
General Purpose Funding - Other		344,050	342,555	256,084	256,273	189	0.07%	
Law, Order and Public Safety		23,618	22,268	16,378	20,941	4,563	27.86%	
Health		371	371	278	144	(134)	(48.20%)	
Education and Welfare		1,755	905	830	565	(265)	(31.93%)	
Housing		103,035	95,253	71,652	82,243	10,591	14.78%	▲
Community Amenities		78,337	77,100	57,831	72,622	14,791	25.58%	▲
Recreation and Culture		38,335	38,014	29,256	37,559	8,303	28.38%	
Transport		656,375	654,427	491,449	462,469	(28,980)	(5.90%)	
Economic Services		9,945	10,165	7,631	4,602	(3,029)	(39.69%)	
Other Property and Services		63,325	78,871	59,144	63,161	4,017	6.79%	
		3,221,228	3,250,901	2,918,988	2,929,171	10,183		
Expenditure from operating activities								
Governance		(256,852)	(285,862)	(267,094)	(266,395)	699	0.26%	
General Purpose Funding		(90,742)	(93,597)	(68,456)	(57,860)	10,596	15.48%	▲
Law, Order and Public Safety		(155,559)	(161,250)	(121,993)	(116,361)	5,632	4.62%	
Health		(113,300)	(130,140)	(97,608)	(96,963)	645	0.66%	
Education and Welfare		(69,532)	(74,861)	(56,891)	(50,109)	6,782	11.92%	▲
Housing		(184,228)	(168,229)	(130,872)	(142,543)	(11,671)	(8.92%)	
Community Amenities		(272,077)	(267,285)	(200,721)	(192,468)	8,253	4.11%	
Recreation and Culture		(1,167,970)	(1,123,774)	(842,853)	(820,733)	22,120	2.62%	
Transport		(2,181,553)	(1,844,572)	(1,384,030)	(1,294,067)	89,963	6.50%	
Economic Services		(369,934)	(356,145)	(268,243)	(241,690)	26,553	9.90%	
Other Property and Services		(59,648)	(68,334)	(63,190)	(122,696)	(59,506)	(94.17%)	▼
		(4,921,395)	(4,574,049)	(3,501,951)	(3,401,885)	100,066		
Non-cash amounts excluded from operating activities	1(a)	1,838,261	1,497,385	1,117,193	1,134,736	17,543	1.57%	
Amount attributable to operating activities		138,094	174,237	534,230	662,022	127,792		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	12(b)	1,725,016	1,766,243	993,863	894,304	(99,559)	(10.02%)	▼
Proceeds from disposal of assets	7	43,000	41,800	38,000	21,818	(16,182)	(42.58%)	▼
Purchase of property, plant and equipment	8	(2,937,405)	(2,939,274)	(1,939,706)	(1,632,881)	306,825	15.82%	▲
Amount attributable to investing activities		(1,169,389)	(1,131,231)	(907,843)	(716,759)	191,085		
Financing Activities								
Transfer from Reserves	10	35,000	40,000	35,000	0	(35,000)	(100.00%)	▼
Repayment of Debentures	9	(158,164)	(158,164)	(118,623)	(118,268)	355	(0.30%)	
Transfer to Reserves	10	(52,273)	(120,898)	(17,395)	(1,545)	15,850	(91.12%)	
Amount attributable to financing activities		(175,437)	(239,062)	(101,018)	(119,813)	(18,795)		
Closing Funding Surplus / (Deficit)	1(c)	(0)	0	732,101	1,021,507	289,406		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus / (Deficit)	1(c)	\$ 1,206,732	1,196,056	1,206,732	\$ 1,196,056	\$ (10,676)	% (0.88%)	
Revenue from operating activities								
Rates	6	1,884,633	1,885,833	1,884,933	1,885,305	372	0.02%	
Operating grants, subsidies and contributions	12(a)	416,677	442,392	328,953	366,476	37,523	11.41%	▲
Fees and charges		249,008	248,881	186,816	213,949	27,133	14.52%	▲
Interest earnings		55,110	37,340	34,259	25,181	(9,078)	(26.50%)	
Other revenue		603,800	626,150	476,222	437,955	(38,267)	(8.04%)	
Profit on disposal of assets	7	12,000	10,305	7,805	305	(7,500)	(96.09%)	
		3,221,228	3,250,901	2,918,988	2,929,171	10,183		▲
Expenditure from operating activities								
Employee costs		(1,116,088)	(1,091,789)	(829,923)	(811,145)	18,778	2.26%	▲
Materials and contracts		(1,055,756)	(1,097,697)	(860,294)	(824,334)	35,960	4.18%	▲
Utility charges		(124,697)	(117,895)	(88,413)	(81,158)	7,255	8.21%	▲
Depreciation on non-current assets		(1,850,261)	(1,507,690)	(1,124,998)	(1,125,883)	(885)	(0.08%)	▲
Interest expenses		(15,819)	(18,532)	(13,898)	(11,793)	2,105	15.15%	▲
Insurance expenses		(121,123)	(117,798)	(117,311)	(121,694)	(4,383)	(3.74%)	▲
Other expenditure		(637,651)	(622,648)	(467,114)	(425,878)	41,236	8.83%	▲
		(4,921,395)	(4,574,049)	(3,501,951)	(3,401,885)	100,066		▲
Non-cash amounts excluded from operating activities	1(a)	1,838,261	1,497,385	1,117,193	1,134,736	17,543	1.57%	▲
Amount attributable to operating activities		138,094	174,237	534,230	662,022	127,792		▲
Investing activities								
Non-operating grants, subsidies and contributions	12(b)	1,725,016	1,766,243	993,863	894,304	(99,559)	(10.02%)	
Proceeds from disposal of assets	7	43,000	41,800	38,000	21,818	(16,182)	(42.58%)	
Payments for property, plant and equipment	8	(2,937,405)	(2,939,274)	(1,939,706)	(1,632,881)	306,825	(15.82%)	▲
Amount attributable to investing activities		(1,169,389)	(1,131,231)	(907,843)	(716,759)	191,085		▲
Financing Activities								
Transfer from reserves	10	35,000	40,000	35,000	0	(35,000)	(100.00%)	
Repayment of debentures	9	(158,164)	(158,164)	(118,623)	(118,268)	355	(0.30%)	▲
Transfer to reserves	10	(52,273)	(120,898)	(17,395)	(1,545)	15,850	(91.12%)	▲
Amount attributable to financing activities		(175,437)	(239,062)	(101,018)	(119,813)	(18,795)		
Closing Funding Surplus / (Deficit)	1(c)	(0)	0	732,101	1,021,507	289,406		

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Non-cash items excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(12,000)	(7,805)	(305)
Movement in inventory (non-current)			(35,000)
Movement in revaluation reserve			35,000
Movement in employee benefit provisions (non-current)	0	0	(10,797)
Movement in lease liabilities (non-current)	0	0	19,955
Add: Depreciation on assets	1,850,261	1,124,998	1,125,883
Total non-cash items excluded from operating activities	1,838,261	1,117,193	1,134,736

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

	Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 01 Apr 2019	Year to Date 31 Mar 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10 (308,491)	(308,491)	(413,855)	(310,036)
Less: Cost of acquisition	(40,394)	(40,394)	(40,394)	0
Add: Borrowings	9 158,165	158,166	1	39,898
Add: Provisions - employee	11 135,960	135,961	214,319	125,163
Add: Change in accounting policies - AASB 16 Leases	0	0	0	29,060
Total adjustments to net current assets	(54,760)	(54,758)	(239,929)	(115,915)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2 1,488,357	1,508,858	2,045,343	1,599,306
Rates receivables	3 30,715	22,809	38,819	52,481
Receivables	3 291,996	286,725	66,930	260,808
Inventories	0	0	3,065	0
Other current assets	4 59,331	59,331	40,394	0
Less: Current liabilities				
Payables	5 (314,781)	(332,783)	(100,129)	(108,078)
Borrowings	9 (158,166)	(158,166)	(1)	(39,898)
Lease liabilities	11 0	0	0	(2,936)
Contract liabilities	11 0	0	0	(499,098)
Provisions	11 (135,960)	(135,960)	(214,319)	(125,163)
Less: Total adjustments to net current assets	1(c) (54,760)	(54,758)	(239,929)	(115,915)
Closing Funding Surplus / (Deficit)	1,206,732	1,196,056	1,640,172	1,021,507

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash on Hand	Cash and cash equivalents	100	0	0	100		Nil	On Hand
At call deposits								
Municipal Funds	Cash and cash equivalents	195,995	17,779	0	213,774	NAB	0.75%	Cheque A/C
Municipal Funds	Cash and cash equivalents	104,737	0	0	104,737	NAB	0.90%	On Call
Municipal Funds	Cash and cash equivalents	505,151	0	0	505,151	Bendigo Bank	1.40%	On Call
Trust Bank Account	Cash and cash equivalents	0	0	0	0	NAB	1.00%	Cheque A/C
Term Deposits								
Municipal Funds	Cash and cash equivalents	0	164,067	0	164,067	NAB	1.70%	25/03/2020
Municipal Funds	Cash and cash equivalents	301,442	0	0	301,442	NAB	1.60%	8/04/2020
Reserve Funds	Cash and cash equivalents	0	310,035	0	310,035	NAB	1.70%	25/03/2020
Total		1,107,425	491,881	0	1,599,306			
Comprising								
Cash and cash equivalents		1,107,425	491,881	0	1,599,306			
Financial assets at amortised cost		0	0	0	0			
		1,107,425	491,881	0	1,599,306			

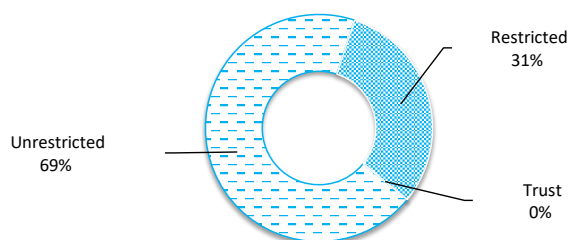
KEY INFORMATION

with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$1.6 M	\$1.11 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

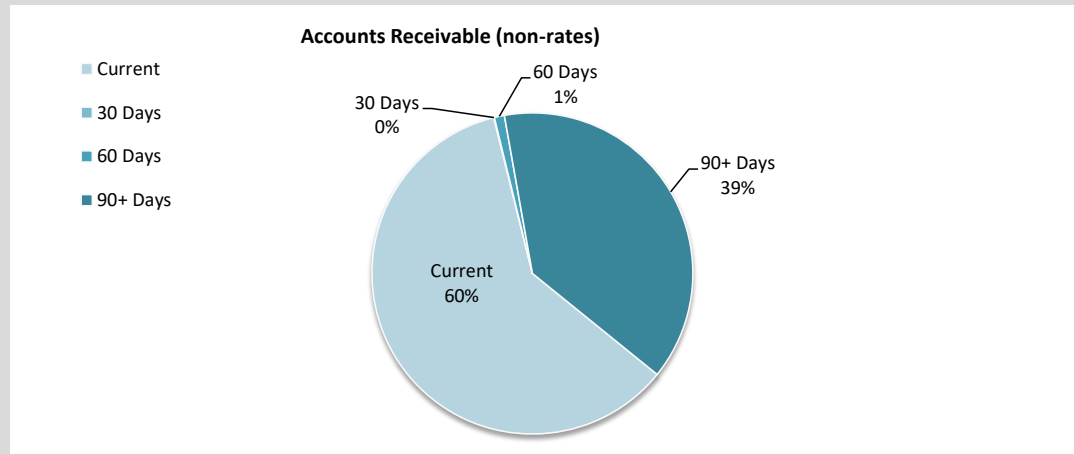
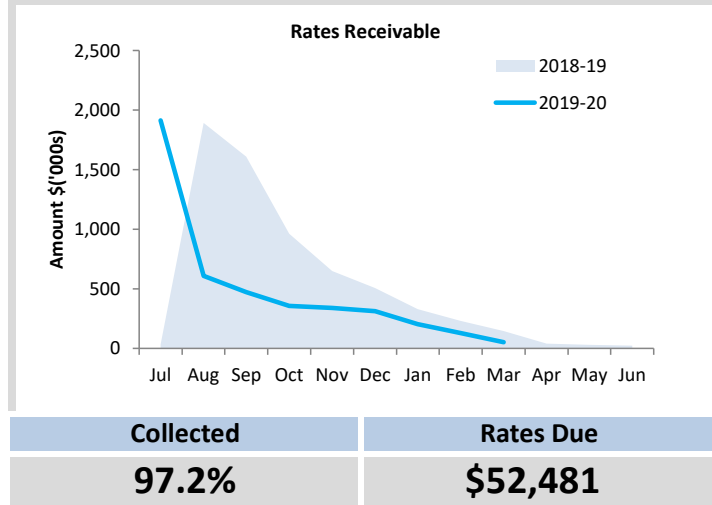
Rates Receivable	30 June 2019	31 Mar 20
	\$	\$
Opening Arrears Previous Years	44,775	22,809
Levied this year	1,857,448	1,885,305
Less - Collections to date	(1,879,414)	(1,855,633)
Equals Current Outstanding	22,809	52,481
Net Rates Collectable	22,809	52,481
% Collected	98.8%	97.2%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,912)	112,567	122	1,893	72,132	184,802
Percentage	-1%	60.9%	0.1%	1%	39%	
Balance per Trial Balance						
Sundry receivable						184,802
GST receivable						81,127
Allowance for impairment of receivables						(5,121)
Total Receivables General Outstanding						260,808

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$260,808
Over 30 Days
40%
Over 90 Days
39%

Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 March 2020
	\$	\$	\$	\$
Inventory				
Land held for resale	40,394	0	40,394	0
Prepayments				
Prepayments	18,937	0	18,937	0
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

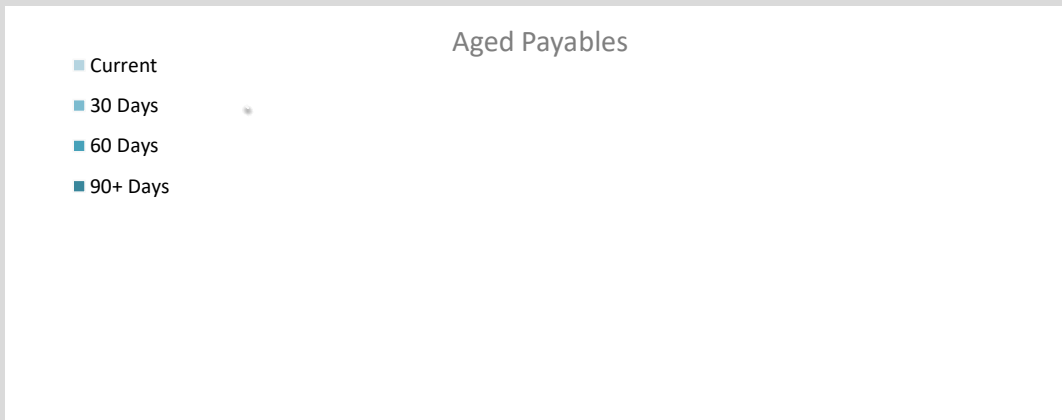
CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

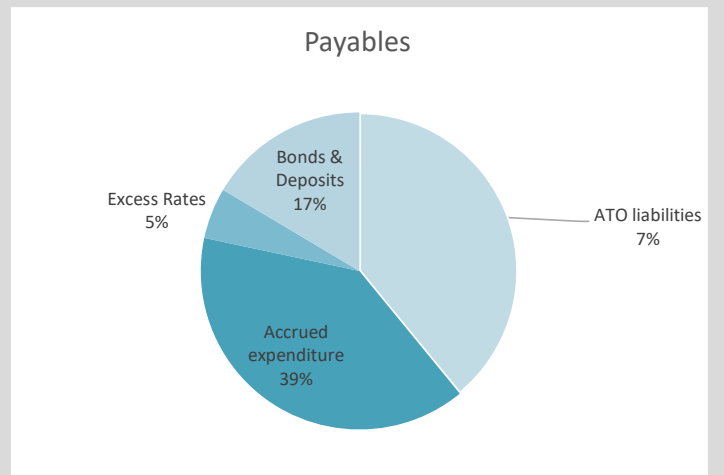
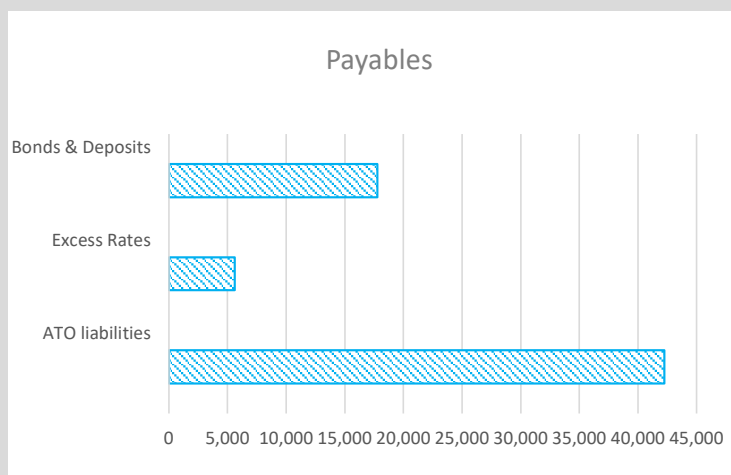
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
Balance per Trial Balance						
ATO liabilities						42,237
Accrued expenditure						42,439
Excess Rates						5,623
Bonds & Deposits						17,779
Total Payables General Outstanding						108,078
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Creditors Due
\$108,078
Over 30 Days
0%
Over 90 Days
0%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

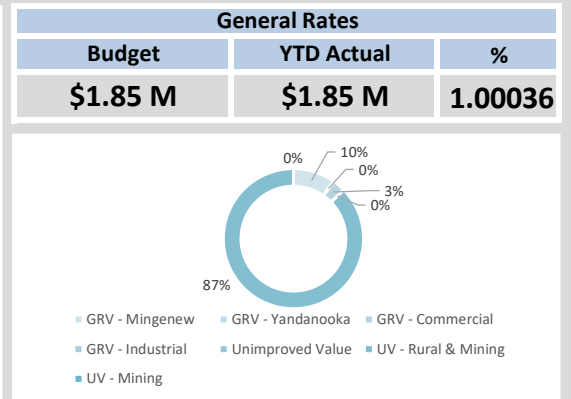
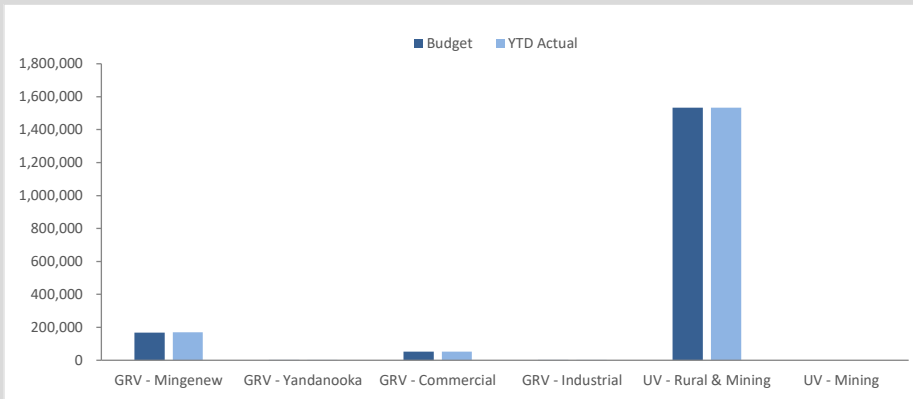
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General Rate Revenue

RATE TYPE	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$
General Rates											
Gross Rental Value											
GRV - Mingenew	0.150280	127	1,120,756	168,423	0	0	168,423	168,424	1,150	(65)	169,508
GRV - Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
GRV - Commercial	0.150280	14	346,632	52,090	0	0	52,090	52,090	0	0	52,090
GRV - Industrial	0.150280	1	12,480	1,875	0	0	1,875	1,875	0	0	1,875
Unimproved Value											
UV - Rural & Mining	0.012920	114	118,792,000	1,534,199	0	0	1,534,199	1,534,199	0	0	1,534,199
UV - Mining	0.012920	0	0	0	0	0	0	0	0	0	0
Sub-Total		258	120,285,752	1,758,673	0	0	1,758,673	1,758,674	1,150	(65)	1,759,758
Minimum Payment	Minimum \$										
Gross Rental Value											
GRV - Mingenew	707	67	27,780	47,369	0	0	47,369	47,369	0	0	47,369
GRV - Yandanooka	707	0	0	0	0	0	0	0	0	0	0
GRV - Commercial	707	9	6,200	6,363	0	0	6,363	6,363	0	0	6,363
GRV - Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
Unimproved Value											
UV - Rural & Mining	1,061	22	674,600	23,331	0	0	23,331	23,331	0	0	23,331
UV - Mining	1,061	9	27,548	9,545	0	0	9,545	9,545	(403)	0	9,142
Sub-Total		110	738,914	88,729	0	0	88,729	88,729	(403)	0	88,326
Concession							(1,035)				(1,043)
Amount from General Rates							1,846,367				1,847,041
Ex-Gratia Rates							38,266				38,264
Total General Rates							1,884,633				1,885,305

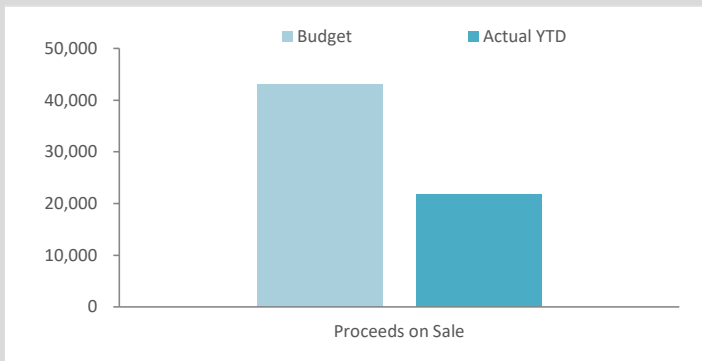
KEY INFORMATION

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



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
909	Finance Manager Vehicle	21,000	23,000	2,000	0	21,513	21,818	305	0
	Recreation and culture								
0560	Ride on Mower	10,000	20,000	10,000	0		0	0	0
		31,000	43,000	12,000	0	21,513	21,818	305	0

KEY INFORMATION



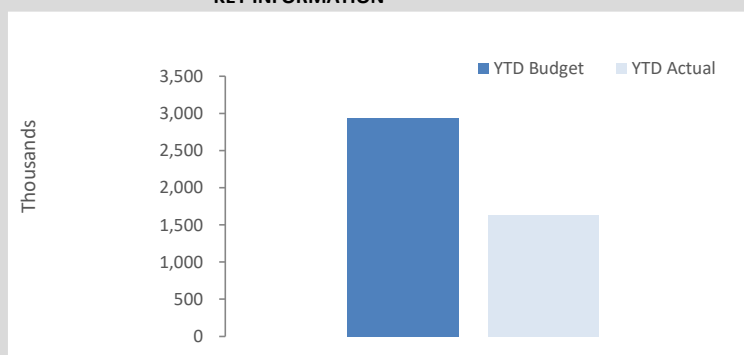
Proceeds on Sale		
Annual Budget	YTD Actual	%
\$43,000	\$21,818	51%

Capital Acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings - non-specialised	20,000	20,000	20,000	0	(20,000)
Plant and equipment	134,000	134,000	134,000	53,260	(80,740)
Infrastructure - Roads	2,588,605	1,745,706	1,745,706	1,578,247	(167,460)
Infrastructure - Bridges	147,000	0	0	0	0
Infrastructure - Recreation Areas	7,800	0	0	0	0
Infrastructure - Other	40,000	40,000	40,000	1,374	(38,626)
Capital Expenditure Totals	2,937,405	1,939,706	1,939,706	1,632,881	(306,825)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	1,725,016		993,863	894,304	(99,559)
Other (Disposals & C/Fwd)	43,000		38,000		(38,000)
Cash Backed Reserves					
Land and Building Reserve	5,000		(5,000)	0	5,000
Environment Reserve	10,000		(10,000)	0	10,000
RTC/PO/NAB Building Reserve	10,000		(10,000)	0	10,000
Economic Development & Marketing Reserve	10,000		(10,000)	0	10,000
Contribution - operations	1,134,389		942,843	738,577	(204,266)
Capital Funding Total	2,937,405		1,939,706	1,632,881	(306,825)

SIGNIFICANT ACCOUNTING POLICIES

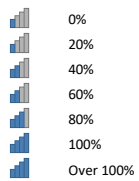
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget		YTD Actual	% Spent
	\$2.94 M		\$1.63 M	56%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$1.73 M		\$.89 M	52%

Capital Expenditure Total
Level of Completion Indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of
Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure						
	Buildings - specialised					
	0070 Old Railway Station	20,000	20,000	20,000	0	(20,000)
	Buildings - specialised Total	20,000	20,000	20,000	0	(20,000)
	Plant and equipment					
97%	A102 Finance Manager Vehicle	38,000	38,000	38,000	37,009	(991)
	PE002 Water Tanker	60,000	60,000	60,000	0	(60,000)
102%	PE001 Traffic Counters	16,000	16,000	16,000	16,251	251
	0176 Ride on Mower	20,000	20,000	20,000	0	(20,000)
40%	Plant and equipment Total	134,000	134,000	134,000	53,260	(80,740)
	Infrastructure - Roads					
	0001 Roadworks Construction - Own Resources (Gravel Sheeting)	295,301	263,740	197,801	0	(197,801)
	1221 R2R - Yandanooka NE Reconstruct	164,870	206,100	0	136,707	136,707
131%	CS001 Coalseam Road Upgrade - LGCFRFund	894,432	894,432	536,653	703,527	166,874
	RR65 RRG - Mingenew Mullewa Road	0	0	0	0	0
37%	RR66 RRG - Mingenew Mullewa Road - PN21115505	343,002	343,002	343,002	127,599	(215,403)
44%	1213 RRG - Coalseam Road - Widen & Realign	450,000	450,000	337,500	148,130	(189,370)
140%	C001 RRG - Coalseam Road - Stage 2	441,000	441,000	330,750	462,283	131,533
90%	Infrastructure - Roads Total	2,588,605	2,598,274	1,745,706	1,578,247	(167,460)
	Infrastructure - Bridges					
	1227 Yarragadee Bridge	47,000	47,000	0	0	0
	1229 Lockier River Bridge	100,000	100,000	0	0	0
	Infrastructure - Bridges Total	147,000	147,000	0	0	0
	Infrastructure - Recreation Areas					
	I001 Hockey Goals	7,800	0	0	0	0
	Infrastructure - Recreation Areas Total	7,800	0	0	0	0
	Infrastructure - Other					
	T1126 Waste Transfer Station	10,000	10,000	10,000	0	(10,000)
	I002 Public WIFI	10,000	10,000	10,000	0	(10,000)
7%	0142 Mingenew Hill Walk Trail (Installation)	20,000	20,000	20,000	1,374	(18,626)
3%	Infrastructure - Other Total	40,000	40,000	40,000	1,374	(38,626)
84%	Grand Total	2,937,405	2,939,274	1,939,706	1,632,881	(306,825)

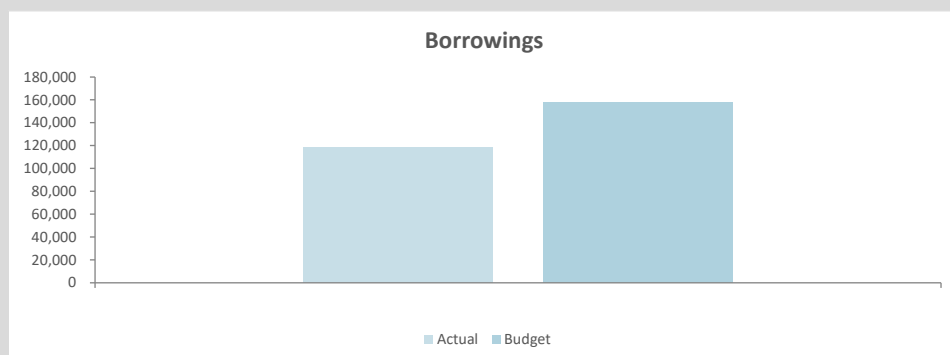
Repayments - Borrowings

Information on Borrowings Particulars	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare									
Loan 137 - Senior Citizens Building	66,645	0	0	16,215	21,685	50,431	44,960	1,328	2,500
Housing									
Loan 133 - Triplex	42,464	0	0	10,332	13,817	32,133	28,647	846	1,157
Loan 134 - Phillip Street	32,348	0	0	7,870	10,525	24,478	21,823	645	1,100
Loan 136 - Moore Street	80,671	0	0	19,627	26,248	61,044	54,423	1,608	2,198
Loan 142 - Field Street	37,228	0	0	9,064	12,121	28,165	25,107	725	1,014
Recreation and culture									
Loan 138 - Pavilion Fitout	63,980	0	0	15,566	20,817	48,414	43,163	1,275	2,300
Transport									
Loan 139 - Roller	15,683	0	0	3,816	5,103	11,868	10,580	313	550
Loan 141 - Grader	54,457	0	0	13,249	17,719	41,208	36,738	1,085	1,800
Loan 144 - Side Tipper	37,253	0	0	9,064	12,121	28,190	25,132	742	1,200
Loan 145 - Drum Roller	55,346	0	0	13,466	18,008	41,881	37,338	1,103	2,000
	<u>486,077</u>	<u>0</u>	<u>0</u>	<u>118,268</u>	<u>158,164</u>	<u>367,809</u>	<u>327,913</u>	<u>9,670</u>	<u>15,819</u>
Total	<u>486,077</u>	<u>0</u>	<u>0</u>	<u>118,268</u>	<u>158,164</u>	<u>367,809</u>	<u>327,913</u>	<u>9,670</u>	<u>15,819</u>
Current borrowings	158,164					39,898			
Non-current borrowings	<u>327,913</u>					<u>327,911</u>			
	<u>486,077</u>					<u>367,809</u>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	\$118,268
Interest Earned	\$25,181
Interest Expense	\$9,670
Reserves Bal	\$.31 M
Loans Due	\$.37 M

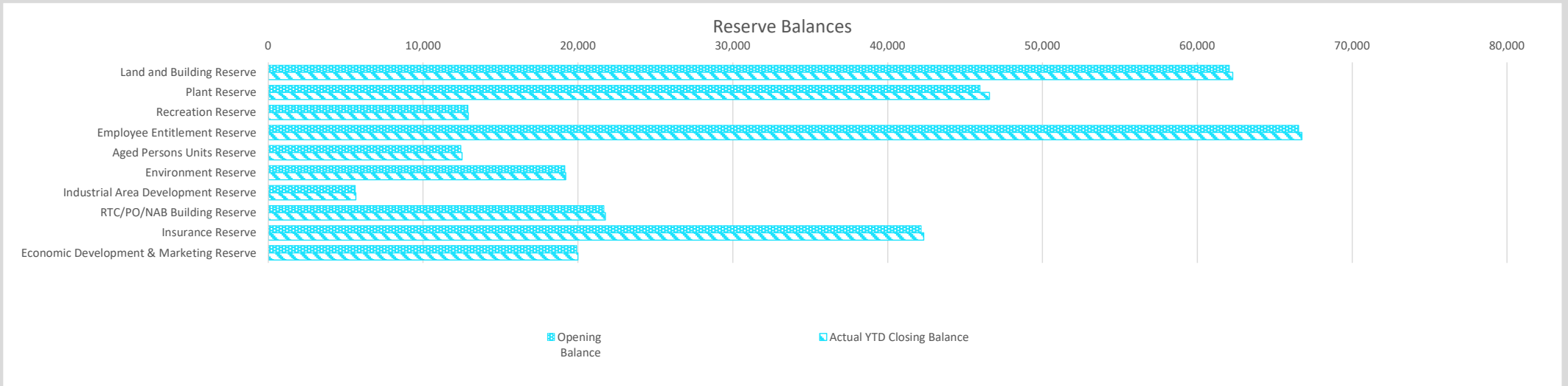
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$	\$	\$
Land and Building Reserve	62,066	1,500	800	232	10,000	10,000	0	(5,000)	(10,000)	0	62,866	62,298
Plant Reserve	45,978	3,875	1,500	603	32,413	106,308	0	0	0	0	153,786	46,581
Recreation Reserve	12,900	60	40	15	0	0	0	0	0	0	12,940	12,915
Employee Entitlement Reserve	66,544	1,250	600	201	0	0	0	0	0	0	67,144	66,745
Aged Persons Units Reserve	12,444	500	300	77	0	0	0	0	0	0	12,744	12,521
Environment Reserve	19,155	450	300	62	0	0	0	(10,000)	(10,000)	0	9,455	19,217
Industrial Area Development Reserve	5,626	125	100	31	0	0	0	0	0	0	5,726	5,657
RTC/PO/NAB Building Reserve	21,688	500	250	77	0	0	0	(10,000)	(10,000)	0	11,938	21,765
Insurance Reserve	42,171	1,100	500	170	0	0	0	0	0	0	42,671	42,341
Economic Development & Marketing Reserv	19,919	500	200	77	0	0	0	(10,000)	(10,000)	0	10,119	19,996
	308,491	9,860	4,590	1,545	42,413	116,308	0	(35,000)	(40,000)	0	389,389	310,036

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 March 2020
		\$	\$	\$	\$
Provisions					
Annual leave		74,656	0	0	74,656
Long service leave		61,304	0	(10,797)	50,507
Contract Liabilities					
Unspent grants, contributions and reimbursements		0	499,098		499,098
Lease liability		0	2,936	0	2,936
Total Other Current assets					627,197

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
Governance											
Traineeship and other Admin Grants	0	0	0	0	0	5,000	5,000	5,000	0	5,000	5,000
General purpose funding											
Grants Commission - General	0	0	0	0	0	149,955	111,891	149,955	0	149,955	112,466
Grants Commission - Roads	0	0	0	0	0	155,885	109,770	155,885	0	155,885	116,914
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	15,468	10,312	15,468	0	15,468	15,468
DFES - LGGS Administration Grant	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
Community amenities											
Department of Communities - Thank a Volunteer	0	0	0	0	0	1,000	747	1,000	0	1,000	0
Transport											
MRWA - Direct Grant	0	0	0	0	0	78,427	58,824	78,427	0	78,427	78,427
Street Lighting	0	0	0	0	0	2,500	2,500	2,500	0	2,500	0
	0	0	0	0	0	412,235	303,044	412,235	0	412,235	332,275
Operating Contributions											
Governance											
Reimbursements	0	0	0	0	0	1,000	750	1,000	0	1,000	599
Sundry Income	0	0	0	0	0	9,859	9,859	9,859	0	9,859	9,901
Education and welfare											
Contributions	0	0	0	0	0	100	100	100	0	100	100
Housing											
Reimbursements	0	0	0	0	0	9,556	7,164	9,556	0	9,556	9,556
Reimbursements	0	0	0	0	0	209	209	209	0	209	209
Recreation and culture											
Contributions	0	0	0	0	0	3,000	3,000	3,000	0	3,000	3,000
Reimbursements	0	0	0	0	0	407	306	407	0	407	486
Economic services											
DrumMuster	0	0	0	0	0	1,000	750	1,000	0	1,000	0
Reimbursements - RTC Building	0	0	0	0	0	0	0	0	0	0	90
Other property and services											
Reimbursements	0	0	0	0	0	3,500	2,628	3,500	0	3,500	3,500
Reimbursements	0	0	0	0	0	0	0	0	0	0	3,867
Expenses Recovered (Income)	0	0	0	0	0	0	0	0	0	0	1,368
Reimbursements	0	0	0	0	0	1,526	1,143	1,526	0	1,526	1,526
	0	0	0	0	0	30,157	25,909	30,157	0	30,157	34,201
TOTALS	0	0	0	0	0	442,392	328,953	442,392	0	442,392	208 366,476

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
General purpose funding											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666	0	0	0	0	0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000	0	0	0	0	0	0
Transport											
WANDRRA - Flood Damage	0	0	0	0	0	11,714	11,714	11,714	0	11,714	11,714
MRWA - Regional Road Group	168,169	0	(85,066)	83,103	83,103	654,000	534,933	654,000	0	654,000	167,044
Roads to Recovery	0	0	0	0	0	206,097	0	206,097	0	206,097	0
LG Commodity Freight Roads Funds	0	0	0	0	0	894,432	447,216	894,432	0	894,432	715,546
Economic services											
Department Local Government, Sport & Cultural Industries - North Midlands Trails Master Plan	2,889	0	0	2,889	2,889	0	0	0	0	0	0
	317,724	0	(85,066)	232,658	232,658	1,766,243	993,863	1,766,243	0	1,766,243	894,304
Total Non-operating grants, subsidies and contributions	317,724	0	(85,066)	232,658	232,658	1,766,243	993,863	1,766,243	0	1,766,243	894,304

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 13
BONDS & DEPOSITS**

In previous years, bonds and deposits were held as trust monies, they are now included in Restricted cash and shown as a current liability in Note 5. Below provides allocation of bonds and deposits:

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 Mar 2020
	\$	\$	\$	\$
Councillor Nomination Fees	160	240	(400)	0
BCITF Levy	1,249	90	0	1,339
BRB Levy	636	227	(692)	170
Autumn Committee	974	0	0	974
Community Bus	3,045	0	(1,685)	1,360
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mingenew Cemetery Group	4,314	0	0	4,314
Cool Room Bond	530	0	(390)	140
Outdoor Camera Bond	350	0	(350)	0
Other Bonds	200	0	0	200
Rates Incentive Prizes	100	0	(100)	0
Tree Planter - LCDC	88	0	(88)	0
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	0	6
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
Seniors Donations	50	0	(50)	0
NBN Rental	0	1,240	0	1,240
Railway Station Project	0	4,372	0	4,372
	15,365	6,169	(3,755)	17,779

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Amended Surplus				(10,678)
117050	Transfer from Reserve for the purpose of land transfer costs	19101605	Capital Revenue		5,000		(5,678)
105720	Land transfer costs	19101605	Operating Expenses			(5,000)	(10,678)
140020	Roads to Recovery (Yandanooka NE Recontruction)	19101612	Capital Expenses			(41,227)	(51,905)
142030	Roads to Recovery	19101612	Capital Revenue		41,227		(10,678)
100610	Non-payment Penalty	18032012	Operating Revenue			(3,000)	(13,678)
101210	Interim Rates Levied	18032012	Operating Revenue		1,200		(12,478)
101310	Rates Legal Fees Recovered	18032012	Operating Revenue		1,500		(10,978)
104720	Rating Valuations	18032012	Operating Expenses			(2,300)	(13,278)
104820	Rates Legal Costs	18032012	Operating Expenses			(1,000)	(14,278)
173020	Administration	18032012	Operating Expenses		323		(13,955)
100710	General Road Grants - Untied	18032012	Operating Revenue		766		(13,189)
100910	General Purpose Grant	18032012	Operating Revenue		9,524		(3,665)
109030	Property Enquiries	18032012	Operating Revenue		250		(3,415)
149030	Bank Interest on Investment	18032012	Operating Revenue			(10,000)	(13,415)
149050	Interest on Outstanding Debtors	18032012	Operating Revenue		500		(12,915)
172920	Administration	18032012	Operating Expenses		122		(12,793)
100220	Election Expenses	18032012	Operating Expenses		850		(11,943)
172820	Administration	18032012	Operating Expenses		437		(11,506)
105230	Reimbursements	18032012	Operating Revenue			(2,000)	(13,506)
107730	Other Admin Grants	18032012	Operating Revenue		5,000		(8,506)
107740	Paid Parental Leave - Revenue	18032012	Operating Revenue		26,600		18,094
147730	Insurance Reserve - Interest	18032012	Operating Revenue			(600)	17,494
148330	Accrued Leave Reserve - Interest	18032012	Operating Revenue			(650)	16,844
166410	Profit/(Loss) on Asset Disposal (S4)	18032012	Operating Revenue			(1,695)	15,149
102750	Paid Parental Leave - Expense	18032012	Operating Expenses			(26,600)	(11,451)
102920	Insurance	18032012	Operating Expenses			(4,791)	(16,242)
103720	Bank Charges	18032012	Operating Expenses			(500)	(16,742)
103820	Printing & Stationery	18032012	Operating Expenses		3,000		(13,742)
104120	Postage & Freight	18032012	Operating Expenses			(2,200)	(15,942)
104520	Office Maintenance	18032012	Operating Expenses		1,588		(14,354)
104620	Audit Fees	18032012	Operating Expenses			(3,000)	(17,354)
105320	Asset Management Expenditure	18032012	Operating Expenses		3,500		(13,854)
105620	Computer S/W Licensing & Support	18032012	Operating Expenses			(5,300)	(19,154)
105950	Proceeds of Sale - Plant & Equipment	18032012	Non Cash Item			(1,200)	(20,354)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
106140	Realisation of Sale of Plant & Equipment	18032012	Non Cash Item		1,200		(19,154)
106820	Less Admin Allocations	18032012	Operating Expenses		4,986		(14,168)
107720	Administration vehicle	18032012	Operating Expenses			(17,000)	(31,168)
107720	Administration vehicle	18032012	Operating Expenses	17,034			(31,168)
108420	Interest on Leased Assets	18032012	Operating Expenses			(2,712)	(33,880)
109920	Employee Expenses - Other	18032012	Operating Expenses		400		(33,480)
106530	Asset Depreciation (S4)	18032012	Non Cash Item	5,581			(33,480)
173120	Administration	18032012	Operating Expenses		717		(32,763)
107130	ESL Administration Grant	18032012	Operating Revenue			(400)	(33,163)
106020	ESL grant - maintenance of land	18032012	Operating Expenses			(17)	(33,180)
106320	ESL Grant - Mtce of Vehicles and Trailers	18032012	Operating Expenses			(4,172)	(37,352)
106420	ESL Grant - Insurance	18032012	Operating Expenses		4,665		(32,687)
106920	Fire Control expenses other - not grant funded	18032012	Operating Expenses			(747)	(33,434)
107220	Fire Control - Fire Fighting	18032012	Operating Expenses			(3,962)	(37,396)
107420	Community Emergency Services Manager	18032012	Operating Expenses			(500)	(37,896)
170020	Administration	18032012	Operating Expenses		304		(37,592)
108330	Dog/Cat Registration Fees	18032012	Operating Revenue			(1,000)	(38,592)
107520	Ranger Services	18032012	Operating Expenses			(500)	(39,092)
108320	Control Expenses Other	18032012	Operating Expenses			(800)	(39,892)
108630	Miscellaneous income - animal control	18032012	Operating Revenue		50		(39,842)
109320	Other expenses - rural watch	18032012	Operating Expenses			(8)	(39,850)
170120	Administration	18032012	Operating Expenses		62		(39,788)
110020	Maternal & Infant Health Clinic	18032012	Operating Expenses			(21,514)	(61,302)
170220	Administration	18032012	Operating Expenses		72		(61,230)
115720	Ambulance Site Expenses	18032012	Operating Expenses			(499)	(61,729)
170320	Administration	18032012	Operating Expenses		216		(61,513)
114920	Mosquito Control	18032012	Operating Expenses		4,843		(56,670)
170420	Administration	18032012	Operating Expenses		42		(56,628)
116220	Mingenew Primary School	18032012	Operating Expenses			(480)	(57,108)
116230	Contributions	18032012	Operating Revenue		150		(56,958)
116330	Seniors Week Community Grant	18032012	Operating Revenue			(1,000)	(57,958)
116520	Seniors Citizens Building	18032012	Operating Expenses			(3,335)	(61,293)
116620	Seniors Week	18032012	Operating Expenses		1,000		(60,293)
116720	Home & Community Care	18032012	Operating Expenses		200		(60,093)
116820	Community Christmas Tree	18032012	Operating Expenses		2,336		(57,757)
131120	Mingenew Mens Shed	18032012	Operating Expenses			(5,175)	(62,932)
170520	Administration	18032012	Operating Expenses		125		(62,807)
117330	Reimbursements	18032012	Operating Revenue		9,556		(53,251)
117430	Staff Housing Rent - 34 William St	18032012	Operating Revenue			(800)	(54,051)
118530	Staff Housing Rent - Triplex	18032012	Operating Revenue			(4,915)	(58,966)
117020	Maintenance 13 Moore St	18032012	Operating Expenses		3,683	212	(55,283)

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
117120	Building Maintenance (Inc Ins)	18032012	Operating Expenses		1,532		(53,751)
170620	Administration	18032012	Operating Expenses		171		(53,580)
117030	Rent - Karara Housing	18032012	Operating Revenue		1,300		(52,280)
117080	Rental Revenue - 13 Moore St	18032012	Operating Revenue		640		(51,640)
117530	Key Worker Housing Rent	18032012	Operating Revenue			(3,470)	(55,110)
117630	Contributions / Reimbursement	18032012	Operating Revenue		209		(54,901)
117730	Aged Persons Units	18032012	Operating Revenue			(9,220)	(64,121)
117830	Rental - Triplex	18032012	Operating Revenue		1,906		(62,215)
118230	Rent - 89 Victoria St	18032012	Operating Revenue			(2,088)	(64,303)
148430	Land & Building Reserve - Interest	18032012	Operating Revenue			(700)	(65,003)
148930	APU Maintenance Reserve - Interest	18032012	Operating Revenue			(200)	(65,203)
113450	Minor Assets - Other Housing	18032012	Operating Expenses		2,000		(63,203)
118020	Aged Persons Units	18032012	Operating Expenses			(536)	(63,739)
118320	Other Housing Expenditure	18032012	Operating Expenses			(2,469)	(66,208)
165800	Asset Depreciation (\$9)	18032012	Non Cash Item	11,446			(66,208)
170720	Administration	18032012	Operating Expenses		177		(66,031)
118030	Domestic Refuse Removal	18032012	Operating Revenue		228		(65,803)
117720	Rubbish Site Maintenance	18032012	Operating Expenses		4,691		(61,112)
165900	Asset Depreciation (\$10)	18032012	Non Cash Item	2,373			(61,112)
170820	Administration	18032012	Operating Expenses		48		(61,064)
119230	Commercial Refuse Removal	18032012	Operating Revenue		2,685		(58,379)
118720	Collection - Streets/Park	18032012	Operating Expenses			(8,534)	(66,913)
170920	Administration	18032012	Operating Expenses		48		(66,865)
171020	Administration	18032012	Operating Expenses		29		(66,836)
118820	Refuse Site Rehabilitation and Monitoring	18032012	Operating Expenses			(201)	(67,037)
120920	Asbestos Management	18032012	Operating Expenses			(167)	(67,204)
122330	Town Planning - Development Application	18032012	Operating Revenue			(3,000)	(70,204)
121420	Mingenew Revitalisation Plan Project	18032012	Operating Expenses		5,000		(65,204)
171120	Administration	18032012	Operating Expenses		119		(65,085)
123730	Contributions and Donations	18032012	Operating Revenue			(1,000)	(66,085)
149530	Environmental Rehabilitation Reserve - Interest	18032012	Operating Revenue			(150)	(66,235)
123020	Cemetery Operations & Maintenance	18032012	Operating Expenses			(1,902)	(68,137)
123220	Public Conveniences	18032012	Operating Expenses		2,103		(66,034)
123820	Thank A Volunteer	18032012	Operating Expenses		1,000		(65,034)
171220	Administration	18032012	Operating Expenses		185		(64,849)
124530	Charges - Hall Hire	18032012	Operating Revenue		120		(64,729)
114020	Minor Assets - Rec & Culture	18032012	Operating Expenses		3,500		(61,229)
124220	Public Halls	18032012	Operating Expenses			(4,766)	(65,995)
171320	Administration	18032012	Operating Expenses		147		(65,848)
127530	Charges - Rec Leases/Rentals	18032012	Operating Revenue		72		(65,776)
127430	Reimbursements	18032012	Operating Revenue		407		(65,369)
						213	(65,369)

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
129150	Grants & Contributions	18032012	Operating Revenue			(900)	(66,269)
148630	Sportsground Reserve Interest	18032012	Operating Revenue			(20)	(66,289)
113520	Minor Assets - Rec & Culture	18032012	Operating Expenses			(4,400)	(70,689)
126420	Public Gardens & Reserves	18032012	Operating Expenses		45,970		(24,719)
126520	Sporting Complex & Amenities	18032012	Operating Expenses		17,107		(7,612)
166000	Asset Depreciation (S11)	18032012	Non Cash Item	(17,124)			(7,612)
171420	Administration	18032012	Operating Expenses		314		(7,298)
171520	Administration	18032012	Operating Expenses		157		(7,141)
130820	Arts & Crafts Centre	18032012	Operating Expenses			(101)	(7,242)
130920	Museums	18032012	Operating Expenses		3,232		(4,010)
171620	Administration	18032012	Operating Expenses		163		(3,847)
135230	MRD Direct Maintenance Grant	18032012	Operating Revenue		427		(3,420)
133220	Maintenance Grading	18032012	Operating Expenses		7,284		3,864
133420	Asset Preservation Urban	18032012	Operating Expenses			(1,853)	2,011
133520	Asset Preservation Rural	18032012	Operating Expenses			(6,376)	(4,365)
133720	Bridge, Culvert, Pipe	18032012	Operating Expenses			(455)	(4,820)
134020	Depot Maintenance	18032012	Operating Expenses			(10,005)	(14,825)
134320	Street Cleaning	18032012	Operating Expenses		7,066		(7,759)
134520	Tree Pruning	18032012	Operating Expenses			(4,000)	(11,759)
134920	Drainage	18032012	Operating Expenses		8,866		(2,893)
166200	Asset Depreciation (S12)	18032012	Non Cash Item	333,799			(2,893)
171820	Administration	18032012	Operating Expenses		791		(2,102)
148530	Plant Reserve - Interest	18032012	Operating Revenue			(2,375)	(4,477)
171920	Administration	18032012	Operating Expenses		67		(4,410)
137720	Airstrip Maintenance Expense	18032012	Operating Expenses		1,766		(2,644)
172020	Administration	18032012	Operating Expenses		25		(2,619)
138420	Noxious Weeds/Pest Plants	18032012	Operating Expenses		9,700		7,081
139020	MIG Office Maintenance	18032012	Operating Expenses		3,399		10,480
172120	Administration	18032012	Operating Expenses		82		10,562
149830	Economic Development & Marketing Reserve Interest	18032012	Operating Revenue			(300)	10,262
139120	Area Promotion	18032012	Operating Expenses			(967)	9,295
140320	Information Bays	18032012	Operating Expenses			(2,472)	6,823
166300	Asset Depreciation (S13)	18032012	Non Cash Item	3,765			6,823
172220	Administration	18032012	Operating Expenses		362		7,185
141930	Swimming Pool Inspections	18032012	Operating Expenses		770		7,955
172320	Administration	18032012	Operating Expenses		246		8,201
151520	PO Building Maintenance	18032012	Operating Expenses			(313)	7,888
173220	Administration	18032012	Operating Expenses		27		7,915
148230	RTC/PO Reserve Interest	18032012	Operating Revenue			(250)	7,665
142220	DrumMuster Expenses	18032012	Operating Expenses			(67)	7,598
172420	Administration	18032012	Operating Expenses		28	214	7,626

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
142820	Private Works - Various	18032012	Operating Expenses		800		8,426
172520	Administration	18032012	Operating Expenses		40		8,466
148830	Industrial Area Development Reserve - Interest	18032012	Operating Revenue			(25)	8,441
144230	Reimbursements	18032012	Operating Revenue		3,500		11,941
143220	Works vehicle	18032012	Operating Expenses	8,670			11,941
143220	Works vehicle	18032012	Operating Expenses			(8,670)	3,271
143520	Supervisory Expenses Other	18032012	Operating Expenses			(8,000)	(4,729)
146320	Superannuation W/S, Outside Workers	18032012	Operating Expenses			(3,030)	(7,759)
143720	Sick & Holiday Pay	18032012	Operating Expenses	9,649			(7,759)
144220	Long Service Leave	18032012	Operating Expenses	(9,649)			(7,759)
144520	Staff Training	18032012	Operating Expenses		4,400		(3,359)
172620	Administration	18032012	Operating Expenses		921		(2,438)
174120	Tool Box Talks & Safety Team Meetings	18032012	Operating Expenses		1,260		(1,178)
174220	Less PWO Allocated to W&S	18032012	Operating Expenses			(1,051)	(2,229)
174420	Occ H.S. & Welfare	18032012	Operating Expenses		2,000		(229)
144530	Diesel Rebates	18032012	Operating Revenue		10,000		9,771
144930	Reimbursements	18032012	Operating Revenue		1,526		11,297
144920	Parts & Repairs	18032012	Operating Expenses			(30,000)	(18,703)
145120	Repairs Wages	18032012	Operating Expenses			(12,333)	(31,036)
145220	Insurance & Licenses	18032012	Operating Expenses			(2,385)	(33,421)
145420	Less POC Allocated to W&S	18032012	Operating Expenses		32,925		(496)
145620	Depreciation of Plant	18032012	Non Cash Item	(22,972)			(496)
148140	Plant Reserve	18032012	Capital Expenses			(73,400)	(73,896)
168900	Depreciation Written Back	18032012	Non Cash Item		22,972		(50,924)
172720	Administration	18032012	Operating Expenses		267		(50,657)
144630	Staff Fuel Card Reimbursements	18032012	Operating Revenue			(6,500)	(57,157)
148860	Lease Fees - Industrial Land	18032012	Operating Revenue		7,045		(50,112)
145520	Staff Fuel Cards	18032012	Operating Expenses		6,500		(43,612)
146620	Mid West Industry Road Safety Alliance	18032012	Operating Expenses			(1,000)	(44,612)
0001	Roadworks Const - Own Resources	18032012	Capital Expenses		31,561		(13,051)
1001	Hockey goals	18032012	Capital Expenses		7,800		(5,251)
148340	Accrued Leave Reserve - Interest	18032012	Operating Revenue		650		(4,601)
148440	Land and Building Reserve - Interest	18032012	Operating Revenue		700		(3,901)
148640	Sportsground Reserve Interest	18032012	Operating Revenue		20		(3,881)
148540	Plant reserve - interest	18032012	Operating Revenue		2,375		(1,506)
149140	APU Maintenance Reserve - Interest	18032012	Operating Revenue		200		(1,306)
148740	Industrial Area Development Reserve - Interest	18032012	Operating Revenue		25		(1,281)
145140	Environmental Rehabilitation Reserve - Interest	18032012	Operating Revenue		150		(1,131)
149440	RTC/PO Reserve Interest	18032012	Operating Revenue		250		(881)
148040	Insurance Reserve - Interest	18032012	Operating Revenue		600		(281)
144040	Marketing reserve - interest	18032012	Operating Revenue		300		215
							19

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Sundry account	18032012	Operating Expenses	\$	\$	\$	\$
	Depreciation	18032012	Non Cash Item	(342,572)		(19)	0
				0	410,947	(400,269)	0

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Housing	10,591	14.78%	▲	Permanent	Received additional rentals than anticipated
Community Amenities	14,791	25.58%	▲	Timing	Annual refuse charges invoiced with rate notices in July
Expenditure from operating activities					
General Purpose Funding	10,596	15.48%	▲	Timing	Administration costs allocated less than anticipated
Education and Welfare	6,782	11.92%	▲	Timing	Administration costs allocated less than anticipated
Other Property and Services	(59,506)	(94.17%)	▼	Timing	Allocations of public works overheads and plant operating costs not fully reallocated to other programs (such as Transport and Recreation & Culture). Will balance out over the rest of the Financial Year.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(99,559)	(10.02%)	▼	Timing	New regulation requirement to only receive funds once projects are completed
Proceeds from Disposal of Assets	(16,182)	(42.58%)	▼	Timing	Anticipated disposal of assets
Capital Acquisitions	306,825	15.82%	▲	Timing	Timing of capital road works; Anticipated purchase of plant & equipment
Financing Activities					
Transfer from Reserves	(35,000)	(100.00%)	▼	Timing	Anticipated transfer from reserves to be completed

List of Accounts Due & Submitted to Council for March 2020

Chq/EFT	Date	Name	Description	Amount	
8652	12/03/2020	CITY OF GREATER GERALDTON	2019/20 Midwest Industry Road Safety Alliance Contribution	-\$1,100.00	
8653	12/03/2020	SYNERGY	Shire Office Power Account, Power for Period 19/12/2019 to 21/02/2020	-\$6,296.70	-\$7,396.70
DD9223.1	01/03/2020	WA SUPER	Payroll deductions	-\$2,357.94	
DD9223.2	01/03/2020	Australian Super	Superannuation contributions	-\$695.25	
DD9223.3	01/03/2020	Sun Super	Superannuation contributions	-\$961.44	
DD9223.4	01/03/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9223.5	01/03/2020	ANZ Smart Choice Super	Superannuation contributions	-\$86.33	
DD9223.6	01/03/2020	Plum Personal Plan	Superannuation contributions	-\$132.50	
DD9223.7	01/03/2020	REST Super Fund	Superannuation contributions	-\$209.16	
DD9223.8	01/03/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$210.51	
DD9223.9	01/03/2020	PRIME SUPER	Superannuation contributions	-\$274.04	
DD9228.1	15/03/2020	WA SUPER	Payroll deductions	-\$2,269.72	
DD9228.2	15/03/2020	Australian Super	Superannuation contributions	-\$695.25	
DD9228.3	15/03/2020	Sun Super	Superannuation contributions	-\$961.44	
DD9228.4	15/03/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9228.5	15/03/2020	ANZ Smart Choice Super	Superannuation contributions	-\$63.75	
DD9228.6	15/03/2020	Plum Personal Plan	Superannuation contributions	-\$129.91	
DD9228.7	15/03/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$198.46	
DD9228.8	15/03/2020	PRIME SUPER	Superannuation contributions	-\$274.04	
DD9234.1	24/03/2020	SYNERGY	Rec Centre Power Account, Rec Centre Power March 2020, Main Oval, Hockey Oval, Rec Centre, Race Track, Gardens	-\$1,976.66	
DD9236.1	02/03/2020	NAB BUSINESS VISA	FEB 2020	-\$564.95	
DD9237.1	10/03/2020	Motorpass	Fuel Purchases February 2020	-\$17,363.86	
DD9237.2	23/03/2020	BP Australia Pty Ltd	Fuel purchases Feb 2020	-\$900.06	
DD9242.1	29/03/2020	WA SUPER	Payroll deductions	-\$2,254.17	
DD9242.2	29/03/2020	Australian Super	Superannuation contributions	-\$852.00	
DD9242.3	29/03/2020	Sun Super	Superannuation contributions	-\$984.46	
DD9242.4	29/03/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9242.5	29/03/2020	Plum Personal Plan	Superannuation contributions	-\$43.97	
DD9242.6	29/03/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$209.16	
DD9242.7	29/03/2020	PRIME SUPER	Superannuation contributions	-\$274.04	
DD9244.1	30/03/2020	Western Australian Treasury Corporation	Loan Repayment March 2020	-\$42,103.55	-\$78,159.41
DOT030320	05/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/03/2020	-\$3,494.85	
DOT040320	06/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/03/2020	-\$3,401.15	
DOT050320	09/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 05/03/2020	-\$1,117.55	
DOT060320	10/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions:06/03/2020	-\$284.15	
DOT090320	11/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/03/2020	-\$954.25	
DOT100320	12/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/03/2020	-\$1,106.95	
DOT110320	13/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/03/2020	-\$1,791.65	
DOT120320	16/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 12/03/2020	-\$149.50	
DOT130320	17/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 13/03/2020	-\$1,309.05	
DOT160320	18/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Services: 16/03/2020	-\$527.90	

DOT170320	19/03/2020	DEPARTMENT OF TRANSPORT	DOT Licencing Transactions: 17/03/2020	-\$2,904.15	
DOT180320	20/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 18/03/2020	-\$943.95	
DOT190320	23/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/03/2020	-\$866.75	
DOT200320	24/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 20/03/2020	-\$67.65	
DOT230320	25/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/03/2020	-\$2,532.35	
DOT240320	26/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/03/20	-\$1,575.45	
DOT250320	27/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 25/03/2020	-\$2,146.30	
DOT260320	30/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 26/03/2020	-\$903.05	
DOT270220	03/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/03/2020	-\$228.60	
DOT270320	31/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 27/03/20	-\$913.05	
DOT280220	04/03/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/03/2020	-\$668.35	-\$27,886.65
EFT13354	12/03/2020	Five Star Business & Communications	Kyocera 70521CI - Billing Period for February 2020 Photocopy Charges	-\$249.23	
EFT13355	12/03/2020	AUSTRALIA POST	February Postage Fees	-\$243.90	
EFT13356	12/03/2020	BUNNINGS Group Limited	Various Items Purchased: Pine Moulding, Tube and Roof Gutter Silicone, Rivets	-\$292.08	
EFT13357	12/03/2020	BOC GASES	Depot Maintenance - Oxygen, Dissolved Acetylene, Argoshield Universal, Cellamix	-\$45.40	
EFT13358	12/03/2020	CATWEST	Asphalt Charges - Asphalt Crossing Reinstating Works at Coalseam Road	-\$6,699.00	
EFT13359	12/03/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21	
EFT13360	12/03/2020	CRAIGES AUTO ELECTRICAL & AIR CONDITIONING	Airconditioning Repairs: Check and Clean Airconditioning Unit PO591	-\$104.50	
EFT13361	12/03/2020	CRIMINAL LOGISTICS	Labour Hire: Coalseam Road	-\$1,058.75	
EFT13362	12/03/2020	DWELLINGUP CIVIL PTY LTD	Labour Hire: Grader Operator for the week ending 29/02/2020	-\$7,656.00	
EFT13363	12/03/2020	ELDERS LIMITED	Strike Out 20L Adama Pesticide	-\$617.59	
EFT13364	12/03/2020	GERALDTON TROPHY CENTRE	Engraving Costs - Engrave Brass Councillor Honour Board Plates - Newton/Cosgrove	-\$55.00	
EFT13365	12/03/2020	IRWIN PLUMBING SERVICES	Testing and Repair of Gas Stove - 15 Field Street	-\$808.50	
EFT13366	12/03/2020	INFINITUM TECHNOLOGIES	Service - Monthly Maintenance March 2020 - Network Device, Server, Workstation, Office 365 Premium/Essentials, Service Azure Virtual PBX	-\$1,326.05	
EFT13367	12/03/2020	LATERAL ASPECT	Service Fee February 2020	-\$3,758.33	
EFT13368	12/03/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13369	12/03/2020	Shire Of Mingenew	Payroll deductions	-\$100.00	
EFT13370	12/03/2020	Murphy Bulk Haulage	Contract Truck Driver for MI 028 for duration for carting on job CS001	-\$2,714.25	
EFT13371	12/03/2020	MIDWEST TURF SUPPLIES	Consultancy Visit on Oval Turf, Reticulation and Travel	-\$396.00	
EFT13372	12/03/2020	Mingenew - Irwin Group	Support for the Purchase of 1080 for March 2020 Feral Pig Baiting	-\$2,200.00	
EFT13373	12/03/2020	MINGENEW SPORTS CLUB INC	Catering Cost for Shire Xmas Party 2019 and Bar Tab	-\$2,252.20	
EFT13374	12/03/2020	METROCOUNT	Goods - Stainless Steel Traffic Count Cover Case	-\$248.60	
EFT13375	12/03/2020	MINGENEW IGA X-PRESS & LIQUOR	IGA Account February 2020 - Newspaper, Office Supplies, Depot, Seniors, Council Meeting, Building Maintenance	-\$450.37	
EFT13376	12/03/2020	MINGENEW TYRE SERVICES PTY LTD	Grease cartridges and steere tyers fitted for P0625	-\$1,070.04	
EFT13377	12/03/2020	Ocean Air	Airconditioning Repairs/Service/Labour for Reception and Finance Department	-\$370.00	

EFT13378	12/03/2020	Purcher International	Purchase of Parts: Exterior Mirror and Strut Gas	-\$145.05
EFT13379	12/03/2020	PEMCO DIESEL PTY LTD	Mechanical Works completed on MI 541 - Repairs to Grader, Labour, Parts and Freight, Oil, Degreaser, Waste Oil Removal and Sundries	-\$26,887.41
EFT13380	12/03/2020	Verity Ryan	Reimbursement - Police Clearance	-\$55.10
EFT13381	12/03/2020	NUTRIEN AG SOLUTIONS LIMITE	Supply Onga Homemaster Auto Press Pump for 0192	-\$2,413.61
EFT13382	12/03/2020	SMYTH AGRI SERVICES	Fire Trailer with Fittings, Pump, Motor and Cage	-\$5,751.39
EFT13383	12/03/2020	HELEN STERNICK	Reimbursement for Accommodation, Meals and Vehicle Allowance	-\$1,015.52
EFT13384	12/03/2020	Telstra Corporation	Telstra Account February 2020, Office Telstra Account, Councillors I pads, Fire Officer Mobile, Gardening Mobile	-\$1,026.15
EFT13385	12/03/2020	WSP AUSTRALIA PTY LTD	WAPC Design Fees for Drawings, Report, Guardrail, Headwalls and Design of replacement Culvert Headwalls	-\$7,218.75
EFT13386	17/03/2020	Australian Taxation Office	BAS February 2020	-\$39,019.00
EFT13387	25/03/2020	Five Star Business & Communications	Kyocera 7052CI - Billing Period for March 2020	-\$182.91
EFT13388	25/03/2020	Councillor	Councillor Sitting Fees - Councillor Sitting Allowance March 2020	-\$941.00
EFT13389	25/03/2020	ABCO PRODUCTS	Various Items: Ultraslim Towel, Disposable Gloves and T/Tissue	-\$339.61
EFT13390	25/03/2020	ATOM SUPPLY	Workshop Sundries: 90160003 Bollard, Reflectors T-Handle Top 6kg Base 1.2m High	-\$1,933.26
EFT13391	25/03/2020	AIT SPECIALISTS PTY LTD	Professional Services Provided, Completion of the Review of Records and Determination of Fuel Tax Credits - February 2020	-\$479.16
EFT13392	25/03/2020	BUNNINGS Group Limited	Various Items Purchased: Concrete, Paint, Eye Bolt Ramset, Storm PVC Elbow, Nut Lock, Silicone, Spray Paint	-\$950.35
EFT13393	25/03/2020	BOLTS-R-US	Purchase of Materials - 100m Measuring Tape	-\$149.00
EFT13394	25/03/2020	BREEZE CONNECT PTY LTD	Trunk ID - 8346092 - Main Line - Unlimited 4 Lines (4 Channels, 5 DID's, Included)	-\$232.00
EFT13395	25/03/2020	Councillor	Freight Charges from Atom Geraldton	-\$10.78
EFT13396	25/03/2020	Councillor	Councillor Sitting Fees - President's Sitting Allowance March 2020	-\$3,433.00
EFT13397	25/03/2020	CLEANAWAY CO Pty Ltd	Waste Collection for Commercial/Industrial, Domestic and Rubbish Site Maintenance	-\$4,035.03
EFT13398	25/03/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21
EFT13399	25/03/2020	DELTA CLEANING SERVICES GERALDTON	Cleaning of Shire Office Building for March 2020	-\$1,230.90
EFT13400	25/03/2020	DONGARA DRILLING & ELECTRICAL	Tennis Club Stack Pump and Rec Centre Stubby not working due to electrical storm. Find fusion in motor at Rec Centre and Tennis Club	-\$2,656.39
EFT13401	25/03/2020	DWELLINGUP CIVIL PTY LTD	Labour Hire: Grader Operator for the week ending 20/03/2020	-\$9,196.00
EFT13402	25/03/2020	DEAN CONTRACTING PTY LTD	Mingenew Rural Roadworks for Coalseam Road and Yandanooka North East Road	-\$733,130.62
EFT13403	25/03/2020	ELDERS LIMITED	Cement Portland Grey 20kg BGC	-\$339.00
EFT13404	25/03/2020	Staff	Reimbursement for Vehicle Allowance for Course Attendance in Perth	-\$1,235.52

EFT13405	25/03/2020	Councillor	Councillor Sitting Fees - Councillor Sitting Allowance March 2020	-\$941.00	
EFT13406	25/03/2020	GERALDTON MOWER & REPAIR SPECIALIST	Whipper Snipper Cord	-\$146.00	
EFT13407	25/03/2020	GREENFIELD TECHNICAL SERVICES	Engineering Consultancy for Coalseam Road and Engineering Consultancy for Yandanooka NE Road for the period 1/2/2020 to 29/2/2020	-\$14,097.60	
EFT13408	25/03/2020	JR & A HERSEY PTY LTD	Various Workshop PPE Clothing	-\$324.50	
EFT13409	25/03/2020	SHIRE OF IRWIN	Consultant Services, EHO Services - February 2020	-\$501.75	
EFT13410	25/03/2020	INFINITUM TECHNOLOGIES	IT Support, Maintenance, Installation and Travel: 3 x New Workstations	-\$4,643.99	
EFT13411	25/03/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13412	25/03/2020	Shire Of Mingenew	Payroll deductions	-\$100.00	
EFT13413	25/03/2020	Murphy Bulk Haulage	Contract Truck Driver for MI028 for duration of carting on job CS001	-\$4,042.50	
EFT13414	25/03/2020	Shire Of Morawa	Hire of Roadbroom Street Sweeper	-\$1,575.00	
EFT13415	25/03/2020	MINGENEW SPRING CARAVAN PARK	Accommodation Costs, Accommodation for RFDS Dentists: 9/3/2020 -13/3/2020	-\$856.00	
EFT13416	25/03/2020	Councillor	Councillor Sitting Fees - Councillor Sitting Allowance March 2020	-\$941.00	
EFT13417	25/03/2020	MINGENEW TYRE SERVICES PTY LTD	Puncture Repair and Patch Tyre for P125F	-\$34.65	
EFT13418	25/03/2020	Councillor	Councillor Sitting Fees - Deputy President Sitting Allowance March 2020	-\$1,400.00	
EFT13419	25/03/2020	Councillor	Councillor Sitting Fees - Councillor Sitting Allowance March 2020	-\$941.00	
EFT13420	25/03/2020	Officeworks	Various Stationery Items	-\$391.41	
EFT13421	25/03/2020	OILTECH FUEL	FUEL PURCHASES FOR PALM ROADHOUSE MARCH 2020	-\$4,481.81	
EFT13422	25/03/2020	PEMCO DIESEL PTY LTD	Service on site for MI262 - Carry out inspection , supply filters, labour, parts and freight and travel	-\$1,061.56	
EFT13423	25/03/2020	Staff	Expenses Claimed for Travel	-\$78.00	
EFT13424	25/03/2020	Councillor	Councillor Sitting Fees - Councillor Sitting Allowance March 2020	-\$941.00	
EFT13425	25/03/2020	Sunny Sign Company	Purchase of Signs - Road Closed, Yellow Traffic Only and BIPODSMEDIUM-WA	-\$1,587.78	
EFT13426	25/03/2020	Telstra Corporation	Telstra Account March 2020 - Satellite Phone	-\$45.00	
EFT13427	25/03/2020	TOTAL UNIFORMS	Purchase of Garden Crew Uniform	-\$79.82	
EFT13428	25/03/2020	VELPIC	Monthly Velpic Fees for February 2020 - Contractor Induction Part A/Employee Induction Part A	-\$499.40	-\$917,002.49
BPAY0320	31/03/2020	NAB	BPay Fees March 2020	-\$12.67	
FEES0320	31/03/2020	NAB	NAB Bank Fees March 2020	-\$28.20	
ITO320	30/03/2020	FINRENT PTY LTD	IT Equipment Lease - March 2020	-\$656.57	
LSF0320	31/03/2020	NAB	Bank Fees March 2020	-\$50.00	
MAR1300	16/03/2020	BUSINESS 1300	Live Answering Services - March 2020	-\$102.85	
NAB0320	31/03/2020	NAB	NAB Connect Fees March 2020	-\$32.49	
PRINT0320	06/03/2020	DE LAGE LANDEN	Photocopier Lease - March 2020	-\$356.80	-\$1,239.58
		Total		-\$1,031,684.83	-\$1,031,684.83