



## ATTACHMENT BOOKLET FOR SPECIAL COUNCIL MEETING

15 March 2023 at 5:00pm

### INDEX

6.1 Minutes of the Audit & Risk Committee Meeting 7 March 2023	1
7.1.1 CBH Rezoning Application	44
7.2.1 Request for Tender documentation RFT2 2022/23 Yandanooka NE Rd Construction	108
7.2.2 <i>Confidential – Evaluation Report and Pricing schedule circulated as a separate confidential attachment as per s.5.23(2) (c) and (e)</i>	-
7.3.1 Memorandum to Local Government – 203 Ordinary Local Government Election	261
7.3.2 WAEC Letter and Cost Estimate	263
7.4.1 2023 ALGA National Assembly Discussion Paper	265
8.1.1 2022/23 Budget Review	283



# **MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**

**7 MARCH 2023**

## TABLE OF CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	3
3.0	DECLARATIONS OF INTEREST .....	3
4.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	3
4.1	<b>AUDIT &amp; RISK COMMITTEE MEETING HELD 8 DECEMBER 2022 .....</b>	<b>3</b>
5.0	OFFICERS' REPORTS.....	4
5.1	<b>SHIRE OF MINGENEW 2022 COMPLIANCE AUDIT REPORT .....</b>	<b>4</b>
5.2	<b>INTERNAL AUDIT REPORT – BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT .....</b>	<b>9</b>
6.0	CLOSURE.....	12



**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF MINGENEW HELD IN COUNCIL CHAMBERS ON 7 MARCH 2023 COMMENCING AT 9:00AM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chairperson, Cr HR McTaggart, opened the meeting at 9:03am.

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

**Committee Members**

Cr HR McTaggart (Chairperson)

Cr AT Pearse

Cr AR Smyth

Ms J Bagshaw (Independent Member) *via Microsoft Teams in accordance with r.14C of the Local Government (Administration) Regulations 1996*

**Staff**

Matt Fanning, Chief Executive Officer

Erin Greaves, Governance and Community Manager

**Apologies**

Cr GJ Cosgrove

Jeremy Clapham, Finance and Administration Manager

**3.0 DECLARATIONS OF INTEREST**

As stated in the Agenda Report Item 5.1, Ms Erin Greaves disclosed an impartiality interest as the auditor for the Compliance Audit Return and the responsible officer for a number of the work areas audited.

**4.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**4.1 AUDIT & RISK COMMITTEE MEETING HELD 8 DECEMBER 2022**

**OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 4.1**

**MOVED: Cr AT Pearse**

**SECONDED: Cr AR Smyth**

**That the Minutes of the Audit & Risk Committee Meeting of the Shire of Mingenew held in the Council Chambers on 8 December 2022 be confirmed as a true and accurate record of proceedings.**

**VOTING REQUIREMENTS:**

**CARRIED BY SIMPLE MAJORITY 4/0**

## 5.0 OFFICERS' REPORTS

### 5.1 SHIRE OF MINGENEW 2022 COMPLIANCE AUDIT REPORT

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>File Reference:</b>	FM.AUD.20.21
<b>Disclosure of Interest:</b>	Erin Greaves - Impartiality Interest (auditor for this report)
<b>Date:</b>	27 February 2023
<b>Author:</b>	Erin Greaves, Governance and Community Manager
<b>Authorising Author:</b>	Matt Fanning, Chief Executive Officer
<b>Voting Requirements:</b>	Simple Majority

#### Summary

The 2022 Compliance Audit Return (CAR) is presented for the Audit & Risk Committee to consider and recommend to Council for endorsement so that it may be submitted to the Department.

#### Key Points

- The Shire is required to complete and submit, to the Department of Local Government, Sport and Cultural Industries (DLGSC), a Compliance Audit Return annually for each previous calendar year
- Section 7.13(i) of the *Local Government Act 1995* requires that the Local Government carry out an annual audit on their compliance with specific statutory obligations prescribed in the *Local Government (Audit) Regulations 1996*.
- Regulation 13 prescribes the scope of the Compliance Audit Return
- Regulation 14 requires the local government's Audit Committee to review the CAR and report the result to Council prior to adoption and submission to the Department by the 31 March each year
- Regulation 15 refers to the requirement for a certified copy of the compliance audit return to be presented to the Director General of the Department by the 31 March each year.

#### **OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 5.1**

**MOVED: Cr AR Smyth**

**SECONDED: Cr AT Pearse**

**That the Audit & Risk Committee recommends that Council:**

- 1. Adopts the 2022 Compliance Audit Return (CAR) for the period 1 January to 31 December 2022 as presented in the Attachment Booklet; and**
- 2. 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.**

**VOTING REQUIREMENTS:**

**CARRIED BY SIMPLE MAJORITY 4/0**

#### Attachment

5.1.1 Compliance Audit Return 2022

#### Background

The aim of the Compliance Audit Return is to build good governance by identifying and enforcing compliance and maintaining a transparent system of reporting. It is a checklist of a local government's compliance with the requirements of the *Local Government Act 1995* (the Act) and its regulations, and it focuses on areas considered high risk as determined by the Department.

Each year local governments are required to complete the Compliance Audit Return for the period 1 January to 31 December. The CAR is to be reviewed by the Audit Committee, adopted by Council and submitted to the Director of the Department of Local Government, Sport and Cultural Industries (DLGSCI) by 31 March each year.

For the year 2022, the CAR focused on the following areas:

- Commercial Enterprises by Local Government
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions (relating to Regulation 17 Audit and Financial Management Review requirements and Elected Member policies)
- Tenders for Providing Goods and Services

### **Comment**

The annual Compliance Audit Return for the Shire of Mingenew was completed internally by the Governance and Community Manager, noting that an Impartiality Interest has been disclosed due to a portion of the audit review relating to matters that are key responsibility areas for the officer.

The audit required sourcing of evidence of compliance for each legislative requirement on the return. Evidence was found through source documents such as, but not limited to: minutes of meetings and resolutions of Council, declarations of interest forms, annual/primary returns, registers, financial reports, synergy records and newspapers / public notices. Links to such evidence have been recorded on the CAR for easy reference should it be required in future. An overview of the findings for each focus area is provided below:

### **Commercial Enterprises by Local Government**

The Shire did not participate in any major trading or land transactions for the reporting period, as defined within s3.59 of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*. The classification of “major” trading or land transaction refers to a value set out in the Regulations, which, for the Shire of Mingenew, has a lower threshold of 10% of operating expenditure (approximately \$604,000) incurred by the local government from its municipal fund in the last completed financial year.

### **Delegation of Power / Duty**

Council last adopted its Delegations Register, by Absolute Majority, in June 2022, which included the review of delegations to Committees, the CEO and all other personnel. No matters of non-compliance were found. The Delegations are scheduled for review again prior to 30 June 2023.

### **Disclosure of Interest**

The Shire has maintained a Register of Financial Interests that captures any financial, proximity and impartiality interests disclosed prior to or during Council meetings through completion of the relevant Disclosure of Interest form. The disclosed interests are then recorded in the relevant meeting Minutes. All known interests have been adequately captured within the Register and recorded in the relevant Council Minutes. Primary and Annual Returns have been completed, returned, and acknowledged in accordance with the Act.

### **Disposal of Property**

The Act outlines that *disposal* for the purposes of s3.58, includes to sell, lease, or otherwise dispose of, whether absolutely or not, and *property* includes the whole or any part of the interest of a local government in property, but does not include money. The leasing of residential property is exempt from this requirement. Whilst the Shire has disposed of property by lease, organisations considered to be “*charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature*” may be deemed exempt from disposal requirements under the Act as per Regulation 30 of the *Local Government (Functions and General) Regulations 1996*. For example, the Tourist Centre lease (now the Mingenew Expo office) is considered to fit under the “other” category.

### Elections

The CAR questions relate to the disclosure of gifts and maintaining an electoral gift register. No gifts were disclosed during the extraordinary elections held in 2022.

### Finance

This section generally refers to the establishment and conduct of the Audit Committee and auditing responsibilities. The Shire’s auditor is the Auditor General and Nexia Australia has been contracted to carry out the Shire’s external audit in 2022. Any actions raised from the audit were addressed in the Shire’s Management Report. The Auditors did prepare a report relating to a moderate finding of non-compliance with Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, which related to the timing of the financial management review being conducted. The findings were presented at the December Audit & Risk Committee and was received by Council in December 2022.

### Integrated Planning and Reporting

The Shire has met its requirements under the Admin Regulations relating to the establishment and review of the Strategic Community Plan (SCP) and Corporate Business Plan (CBP). A minor desktop review of the SCP was carried out in June 2021, and the CBP was reviewed and adopted in June 2022. A major review is scheduled to be held in the first half of 2023.

### Local Government Employees

This section relates to the recruitment and appointment of a CEO and senior employees.

One finding was made with regard to non-compliance with the *Local Government (Administration) Regulations 1996*, Regulation 18A, which refers to the State-wide notice requirements. Whilst the Shire did generally comply, the notice issued in The West did not include all the components required under R18A.



The advertisement features the Shire of Mingenew logo at the top, which consists of a blue rectangle above a yellow rectangle, with the text 'SHIRE OF MINGENEW' below. Below the logo, the text reads: 'CHIEF EXECUTIVE OFFICER', 'A great opportunity has arisen for a progressive leader to join the Shire of Mingenew as their new Chief Executive Officer. A full description of this position can be found at [mingenew.wa.gov.au/ceo](http://mingenew.wa.gov.au/ceo) or on SEEK.', 'To obtain an Application Package please email [wa@logoapp.com.au](mailto:wa@logoapp.com.au) or for more information call **Laura Russo on 08 9380 4505.**' At the bottom left is the 'LO-GO Appointments' logo, which includes a circular icon with a person and the text 'LO-GO Appointments' and 'People who know Local Government'.

Regulation 8A outlines:

- (2) *The Statewide public notice must contain —*
- a) *the details of the remuneration and benefits offered; and*
  - b) *details of the place where applications for the position are to be submitted; and*
  - c) *the date and time for the closing of applications for the position; and*
  - d) *the duration of the proposed contract; and*
  - e) *a website address where the job description form for the position can be accessed; and*
  - f) *contact details for a person who can provide further information about the position; and*
  - g) *any other information that the local government considers is relevant.*

It is recommended that the scope of works for any consultant undertaking the CEO Recruitment process be made aware of any statutory requirements.

For the second section of the Employee compliance check, it is noted the Shire does not have any defined class of employees designated as 'senior employees' as per s5.37 of the Act.

#### Official Conduct

The Shire's Complaints Officer for the purposes of s5.37 is the CEO. The questions within the CAR refers to the Complaints Officer's responsibilities in maintaining a register of complaints that are classified as a minor breach under the Act. There were no complaints received during the CAR review period.

#### Other

The questions in this section related to conducting a Financial Management Review in accordance with the *Local Government (Financial Management) Regulations 1996* and a Regulation 17 Audit in accordance with the *Local Government (Audit) Regulations 1996*. Both are required to be done every three years. Both the FMR and Regulation 17 reviews were conducted in late 2022 and a report was presented to the December 2022 Audit & Risk Committee and Ordinary Council meetings.

#### Tenders for Providing Goods and Services

An internal audit of all purchases in 2022 was conducted to determine compliance with its Purchasing Policy under Regulation 11A(1) and (3) for considerations valued at \$250,000 or over.

There were a number of transactions relating to insurance and disaster recovery efforts continuing from Cyclone Seroja which valued over \$250,000 but these are considered exempt under Regulation 11(2).

The Shire called for public tenders on six occasions during 2022 (CAR reporting period):

RFT7 – 2021/22	Purchase of new grader and disposal of 2008 12M Caterpillar Grader
RFT8 – 2021/22	Mingenew-Mullewa Rd Linemarking and RRPMS
RFT9 – 2021/22	Supply and Delivery of Prime Mover Truck
RFT10 – 2021/22	Local Supplier Panel
RFT1 – 2022/23	Mingenew Tennis Clubhouse
RFT2 – 2022/23	Yandanooka North East Road Intersection Construction*

\* *The public notice period for RFT2 – 2022/23 extended beyond the reporting period therefore this tender will be considered in the 2023 CAR.*

Each tender met the public notice requirements and have been entered into the Shire's Tender Register (including online at [www.mingenew.wa.gov.au/shiretenders](http://www.mingenew.wa.gov.au/shiretenders)) as required under the Act and *Local Government (Functions and General) Regulations 1996*.

The Shire did seek expressions of interest for the Tourist Centre / Tourism Services in 2022 but these matters have been dealt with under the Disposal of Property. No other Expressions of Interest were sought.

#### Consultation

Leadership Team

#### Statutory Environment

Local Government Act 1995 Section 7.13

Local Government (Audit) Regulations 1996

*14. Compliance audits by local governments*



- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
  - (a) presented to the council at a meeting of the council; and*
  - (b) adopted by the council; and*
  - (c) recorded in the minutes of the meeting at which it is adopted.*

**15. Certified copy of compliance audit return and other documents to be given to Departmental CEO**

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
  - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation — certified in relation to a compliance audit return means signed by —*
  - (a) the mayor or president; and*
  - (b) the CEO.*

**Policy Implications**

There are no direct policy implications to be considered as part of this report.

**Financial Implications**

There are no financial implications to be considered as part of this report.

**Strategic Implications**

Strategic Community Plan

Strategy 1.2.1 Manage organisation in a financially sustainable manner

Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment

Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness

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

## 5.2 INTERNAL AUDIT REPORT – BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** RM.RPT.1  
**Disclosure of Interest:** Nil  
**Date:** 2 March 2023  
**Author:** Erin Greaves, Governance & Community Manager  
**Authorising Author:** Matt Fanning, Chief Executive Officer  
**Voting Requirements:** Simple Majority

### Summary

The Shire has established an Internal Audit Plan which identifies and schedules Audit focus areas for the following three years (last updated in December 2022). The Business Continuity Audit is scheduled to be completed in the first quarter of 2023.

### Key Points

The Shire of Mingenew Audit & Risk Committee have identified that the objective of this internal audit is to:

- Assess the current controls, processes and policies to ensure the operation of a safe and effective emergency management service for prevention /mitigation and preparedness; and
- Establish if responsibilities for the Shire in relation to the Emergency Management Act 2005 and the Emergency Management Regulations 2006 have been complied with, in particular, the Local Emergency Management Committee (LEMC) and other associated responsibilities in respect of prevention/mitigation and preparedness

### **OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 5.2**

**MOVED: Cr AR Smyth**

**SECONDED: Cr AT Pearse**

**That the Audit & Risk Committee recommends that Council:**

1. receives the Internal Audit Report – Business Continuity and Emergency Management and
2. notes the officer recommendations to:
  - a) Refer this Internal Audit Report – Business Continuity and Emergency Management to the Working Group responsible for the LEMA Review to ensure:
    - compliance with the LEMC and LEMA requirements under the Emergency management Act 2005 and SEMC directives.
    - key learnings from the TC Seroja and COVID-19 pandemic are considered in the development of suitable recovery planning documentation
  - b) Ensure the Local Operational Recovery Plan is used to form the development of the Strategic Community Plan – Major Review and remains an active, working document.

**VOTING REQUIREMENTS:**

**CARRIED BY SIMPLE MAJORITY 4/0**

### Attachment

5.2.1 Internal Audit Report – Business Continuity and Emergency Management

### Background

The Shire of Mingenew Internal Audit Plan, as adopted in December 2022, identified Business Continuity as the risk theme to be audited in the first quarter of 2023. As such, an Internal Audit Report has been prepared.

This was carried over from the previous Internal Audit plan, with delays due to resourcing around the CEO recruitment, transitional arrangements and appointment of the new CEO.

### **Comment**

Overall, the Internal Audit Report (the Report) indicates that the Shire's experiences with COVID-19, Tropical Cyclone Seroja and other events have strengthened the Shire's capacity to better prevent, prepare for and respond to an emergency from both an operational sense and on behalf of the community. There now exists an opportunity for the Shire to ensure the learnings from these experiences are appropriately considered and captured within its suite of emergency planning documents and utilised in its strategic planning.

The Report reveals that the Local Emergency Management Arrangements (LEMA) document and the Local Emergency Management Committee (LEMC) generally comply with statutory requirements. The document inclusions were cross checked against requirements of s.41 of the Emergency Management Act 2005 to confirm compliance. The only matter of note, is that there is no evidence to suggest that the document was forwarded to the State Emergency Management Committee (SEMC) following adoption of the latest document in 2021, as per s.41(5). Given that the LEMA was adopted in March 2021 and TC Seroja hit in April 2021, it is likely that this step was overlooked and deprioritised, and is not suggestive of any systemic issues.

SEMC outlines that the LEMA should be reviewed

- after an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination;
- after training or drills that exercise the arrangements;
- every five (5) years; and
- any other time the local government considers appropriate.

Therefore, the Shire is now due to undertake another review and this project has been planned but officers were awaiting the outcome of a grant application to assist with the process prior to planning this.

The Shire has since been awarded grant funding ( under the All West Australians Reducing Emergencies (AWARE) program 2022/23) to assist in undertaking a review of its LEMA, with the aim of:

- Enhancing the knowledge, capacity and/or awareness of community members, emergency services personnel and Agencies supporting emergency management activities.
- Supporting the development of a contemporary and updated LEMA.

This audit is due to commence now so this report will be timely in informing the scope of the project and aid in the development of a more workable document.

Additionally, is noted that the community did participate an engagement process for the development of the Local Operational Recovery Plan (adopted by Council in August 2022), as an outcome of recovery efforts from Tropical Cyclone Seroja. The Local Operational Recovery Plan outlines relevant short-term, medium-term and long-term recovery objectives that will continue to aid Mingenew in its recovery from the event and support future growth. It is important that this information feeds into the review of Council's Strategic Community Plan and it is proposed the Plan be used as an informing document in this process.

### **Consultation**

Leadership Team

### **Statutory Environment**

Local Government Act 1995

Emergency Management Act 2005 and Regulations

### **Policy Implications**

Nil.

## **Financial Implications**

Nil

## **Strategic Implications**

Strategic Community Plan 2019-2029

- 1.2.1 Manage organisation in a financially sustainable manner
- 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment
- 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
- 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
- 1.3.2 Provide services and processes to enhance public safety

**6.0 CLOSURE**

The meeting was closed at 9:36pm.

# Compliance Audit Return Form

Start ✓
Details ✓
Commercial Enterprises ✓
Delegation ✓
Disclosure of Interest ✓
Disposal of Property ✓
Elections ✓
Finance ✓
IPR ✓
Employees ✓
Conduct ✓
Other ✓
Tenders ✓
Documents ✓
Review

Finalise

Print

## Details

### Local Government

Mingenew, Shire of

### Created By

Erin Greaves

### Year of Return

2022

**Status**

Draft

# Commercial Enterprises by Local Governments

**1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022? \***

N/A

**Add comments**

**Please enter comments \***

No major trading undertaken in 2022.

**2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022? \***

N/A

**Add comments**

**Please enter comments \***

No major land transactions in 2022.

**3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022? \***

N/A

**Add comments**

—

**4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022? \***

N/A

**Add comments**

—

**5. During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? \***

N/A

**Add comments**

—

## Delegation of Power/Duty

---

**1. Were all delegations to committees resolved by absolute majority? \***

Yes

**Add comments**

—

**2. Were all delegations to committees in writing? \***

Yes

**Add comments**

—

**3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? \***

Yes

**Add comments**

—

**4. Were all delegations to committees recorded in a register of delegations? \***

Yes

**Add comments**



—

**5. Has council reviewed delegations to its committees in the 2021/2022 financial year? \***

Yes

**Add comments**

**Please enter comments \***

The Shire's Delegations Register was reviewed and adopted by Council at its 15 June 2022 Ordinary Council meeting (resolution# 07150622).

**6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? \***

Yes

**Add comments**

—

**7. Were all delegations to the CEO resolved by an absolute majority? \***

Yes

**Add comments**

—

**8. Were all delegations to the CEO in writing? \***

Yes

**Add comments**

—

**9. Were all delegations by the CEO to any employee in writing? \***

Yes

**Add comments**

—

**10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? \***

Yes

**Add comments**

—

**11. Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? \***

Yes

**Add comments**

—

**12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year? \***

Yes

**Add comments**

—

**13. Did all persons exercising a delegated power or duty under the Local Government Act 1995 keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996 regulation 19? \***

Yes

**Add comments**

---

# Disclosure of Interest

---

**1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? \***

Yes

Add comments

---

**2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? \***

Yes

Add comments

---

**3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? \***

Yes

Add comments

---

**4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? \***

Yes

Add comments

—

**5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022? \***

Yes

**Add comments**

—

**6. On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return? \***

Yes

**Add comments**

—

**7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? \***

Yes

**Add comments**

—

**8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? \***

Yes

**Add comments**

—

**9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? \***

Yes

Add comments

—

**10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? \***

Yes

Add comments

—

**11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? \***

Yes

Add comments

**Please enter comments \***

Central records reference NFM232231

**12. Did the CEO publish an up-to-date version of the gift register on the local government’s website? \***

Yes

Add comments

—

**13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? \***

Yes

Add comments

---

**14. Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? \***

Yes

**Add comments**

---

**15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? \***

Yes

**Add comments**

---

**16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? \***

N/A

**Add comments**

---

**17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? \***

N/A

**Add comments**

---

**18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? \***

Yes

**Add comments**

**Please enter comments \***

Council initially adopted the model code of conduct at its Ordinary Council meeting on 17 February 2021.

**19. Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? \***

No

**Add comments**

—

**20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government’s website? \***

Yes

**Add comments**

—

**21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? \***

Yes

**Add comments**

—

**Has the CEO published an up-to-date version of the code of conduct for employees on the local government’s website? \***

Yes

# Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? \*

N/A

Add comments

—

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? \*

N/A

Add comments

—

# Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? \*

Yes

Add comments

Please enter comments \*

There will Nil disclosures made in 2022

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? \*

N/A

Add comments



—

**3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? \***

Yes

Add comments

—

## Finance

---

**1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? \***

Yes

Add comments

—

**2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? \***

N/A

Add comments

**Please enter comments \***

Council has not delegated any powers or duties to its Audit Committee

**3. Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022? \***

Yes

Add comments

**Please enter comments \***

The Auditor's Report was received at the Ordinary Council meeting on 14 December 2022 (Resolution# 02141222)

**4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? \***

N/A

**Add comments**

—

**5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? \***

N/A

**Add comments**

**Please enter comments \***

No significant matters were identified as significant by the auditor.

**6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? \***

N/A

**Add comments**

—

**7. Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit? \***

Yes

**Add comments**

---

# Integrated Planning and Reporting

---

1. Has the local government adopted by absolute majority a strategic community plan? \*

Yes

Add comments

Please provide the adoption date or the date of the most recent review \*

16/06/2021

Please enter comments \*

A minor review of its SCP was undertaken and presented to Council at an Ordinary Meeting on 16 June 2021 (Resolution# 08160621)

2. Has the local government adopted by absolute majority a corporate business plan? \*

Yes

Add comments

Please provide the adoption date or the date of the most recent review \*

15/06/2022

Please enter comments \*

The Shire's Corporate Business Plan was last reviewed and adopted by Council at an Ordinary Council Meeting on 16 June 2022 (Resolution# 05150622)

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? \*

Yes

Add comments

---

# Local Government Employees

---

**1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? \***

No

**Add comments**

**Please enter comments \***

The notice published in The West (as a newspaper circulating generally in the State - 3A(2)(a)) did not include all requirements of the public notice under Reg 18A but pointed to the full notice published on the Shire's website which did include all requirements. Additionally the notice was provided in a newsletter circulating in the district, displayed on the local noticeboard and published on social media.

**2. Was all information provided in applications for the position of CEO true and accurate? \***

Yes

**Add comments**

—

**3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? \***

Yes

**Add comments**

—

**4. Did the CEO inform council of each proposal to employ or dismiss senior employee? \***

N/A

**Add comments**

**Please enter comments \***

The Shire does not employ any designated senior employees

**5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? \***

N/A

**Add comments**

---

# Official Conduct

---

**1. Has the local government designated an employee to be its complaints officer? \***

Yes

**Add comments**

**Please enter comments \***

The CEO is the designated complaints officer.

**2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? \***

Yes

**Add comments**

**Please enter comments \***

Nil complaints were received in 2022

**3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? \***

Yes

**Add comments**

---

**4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? \***

Yes

**Add comments**

# Other

---

**1. Did the CEO review the appropriateness and effectiveness of the local government’s financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022?**

Yes

**Add comments**

**Please provide the date of council’s resolution to accept the report. \***

14/12/2022

**Please enter comments \***

The report was presented and adopted at an Ordinary Council meeting on 14 December 2022 (Resolution# 02141222)

**2. Did the CEO review the appropriateness and effectiveness of the local government’s systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022?**

Yes

**Add comments**

**Please provide the date of council’s resolution to accept the report. \***

14/12/2022

**Please enter comments \***

The report was presented and adopted at an Ordinary Council meeting on 14 December 2022 (Resolution# 02141222)

**3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?**

N/A

**Add comments**

**Please enter comments \***

No disclosures were received in 2022

**4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?**

Yes

**Add comments**

—

**5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?**

Yes

**Add comments**

—

**6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?**

Yes

**Add comments**

—

**7. Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?**

Yes

**Add comments**

—

**8. By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?**

Yes

**Add comments**

—

**9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?**

Yes

Add comments

—

## Tenders for Providing Goods and Services

---

**1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? \***

Yes

Add comments

—

**2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? \***

Yes

Add comments

—

**3. When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? \***

Yes

Add comments



—

**4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? \***

Yes

**Add comments**

—

**5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? \***

Yes

**Add comments**

—

**6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? \***

Yes

**Add comments**

—

**7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? \***

Yes

**Add comments**

—

**8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? \***

N/A

**Add comments**

**Please enter comments \***

No tenders were received that did not comply with requirements for the tenders

**9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? \***

Yes

**Add comments**

—

**10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? \***

Yes

**Add comments**

—

**11. Did the local government’s advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? \***

N/A

**Add comments**

**Please enter comments \***

No expressions of interest

**12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? \***

N/A

**Add comments**

---

**13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? \***

N/A

**Add comments**

---

**14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? \***

N/A

**Add comments**

---

**15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? \***

Yes

**Add comments**

---

**16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? \***

N/A

**Add comments**

---

**17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? \***

Yes

**Add comments**

—

**18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? \***

Yes

**Add comments**

—

**19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? \***

Yes

**Add comments**

—

**20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? \***

Yes

**Add comments**

—

**21. Did the CEO send each applicant written notice advising them of the outcome of their application? \***

Yes

**Add comments**

---

**22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? \***

Yes

**Add comments**

---

## Documents

There are no notes to display.

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Previous

Next

# Internal Audit Report – Business Continuity and Emergency Management



## Objective

The Shire of Mingenew Audit & Risk Committee have identified that the objective of this internal audit is to:

1. Assess the current controls, processes and policies to ensure the operation of a safe and effective emergency management service for prevention /mitigation and preparedness; and
2. Establish if responsibilities for the Shire in relation to the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006* have been complied with, in particular, the Local Emergency Management Committee (LEMC) and other associated responsibilities in respect of prevention/mitigation and preparedness

Whilst not listed in the Internal Audit Plan, given the audit area is titled “Business Continuity” an assessment of the organisation’s strategies and the effectiveness of those strategies in terms of business continuity has also been reviewed.

## Internal Audit – Identified Risks

The Shire fails to manage its responsibilities in relation to compliance with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*.

The Shire is unable to respond effectively during a situation where areas of the business is impacted.

## Current Risk Rating

Consequence: Major (4)

A failure to comply with legislative requirements would result in reputational risk and a potential prolonged interruption to services, with the Shire not trusted to effectively and appropriately act during an emergency.

Likelihood: Unlikely (2)

The likelihood is considered to unlikely but may occur within 10 years.

**Overall Risk Rating: Moderate (8)**

## Scope

1. Assess the current controls, processes and policies to ensure the operation of a safe and effective emergency management service for prevention /mitigation and preparedness; and
2. Establish if responsibilities for the Shire in relation to the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006* have been complied with, in particular, the LEMC Committee and other associated responsibilities in respect of prevention/mitigation and preparedness. A review has been undertaken to consider stakeholder engagement, MOUs and agreements with stakeholders such as DFES, Water Corporation, etc., such as:
  - Management plans;
  - Risk assessments
  - Roles and responsibilities.
  - Review efficacy of education/ community awareness
  - Record keeping.

## Informing Documents

Mingenew Local Emergency Management Arrangements (last adopted March 2021)

Mingenew Local Emergency Welfare Plan (2018)

Shire of Mingenew Business Continuity Plan (May 2022)

Local Operational Recovery Plan

## Statutory Requirements

Emergency Management Act 2005

Local Government Act 1995

An audit of compliance against the requirements for a LEMA in accordance with the *Emergency Management Act 2005*, under section 41, was undertaken and findings are listed below:

The Mingenew LEMA was last adopted by Council on 17 March 2021 (Council resolution# 02170321) and therefore, has complied with the requirement to prepare a LEMA for the local government district in accordance with s.41(1). It is noted that the current Mingenew LEMA has been developed under the model proposed by the State Emergency Management Committee's LEMA Guideline and Model.

LEMA Requirements under s.41(2) of the EM Act	Requirement met?	Comment
The local government's policies for emergency management (41(2)(a))	N/A	The LEMA indicates there are no existing local government emergency management policies. Generally, the Shire would refer to SEMC for guidance.
The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district (41(2)(b))	Yes	The LEMA provides a list of roles and responsibilities for local personnel, the LEMC and external agencies
Provisions concerning the coordination of emergency operations and activities relating to emergency management (41(2)(c))	Yes	The LEMA includes: <ul style="list-style-type: none"> <li>- a list of identified risks, strategies and priorities;</li> <li>- a list of resources available to support welfare and recovery;</li> <li>- the triggers for establishment and running of an Incident Support Group;</li> <li>- communication and media strategies;</li> <li>- financial arrangements;</li> <li>- evacuation and welfare.</li> </ul>
A description of emergencies that are likely to occur in the local government district (41(2)(d))	Yes	The LEMA includes a description of emergencies that are likely to occur, including: <ul style="list-style-type: none"> <li>- Animal &amp; Plant Biosecurity</li> <li>- Fire (bush and urban)</li> <li>- Flood</li> <li>- Hazardous materials emergencies</li> <li>- Person lost or in distress (Search &amp; Rescue response)</li> <li>- Energy supply disruption</li> <li>- Crash emergency</li> </ul>
Strategies and priorities for emergency management in the local government district (41(2)(e))	Yes	Strategies and priorities are listed, based on: <ul style="list-style-type: none"> <li>- Fire</li> <li>- Storm</li> <li>- Flooding</li> <li>- Plant/animal disease</li> <li>- Road crash</li> </ul> As per the State Risk Project – Local Program as indicated below under exercises / risk assessments performed in 2019.
Other matters about emergency management in the local government district prescribed by the regulations (41(2)(f))	N/A	<i>There are no relevant matters prescribed within the Emergency Management Regulations 2006.</i>

Other matters about emergency management in the local government district the local government considers appropriate (for example, provision for support to, or from, other government districts) (41(2)(g))	Yes	The LEMA includes Agreements between neighbouring local governments around provision of assistance during times of need. It also lists special considerations, such as: <ul style="list-style-type: none"> <li>- Influx of visitors during wildflower season</li> <li>- Large public events i.e. Races, Expo</li> <li>- Bushfire season</li> <li>- Harvest</li> </ul>
Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans. (41(3))	Yes	The LEMA does appear to be modelled on the SEMC model LEMA.
Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator. (41(4)).	Yes	The Shire's current LEMA has a Local Recovery Plan as an Appendix but does not specifically identify a Local Recovery Coordinator (LRC) (not to be confused with the Local Emergency Coordinator under s.37(1) EMA) The Shire's LEMC Terms of Reference outlines that the LRC will be the Shire's Chief Executive Officer.
A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared (41(5)).	No	Evidence cannot be located to confirm compliance with s.41(5) following the review in 2021. SEMC did confirm a copy had been received in 2020.

Section 42(1) of the EM Act states "A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC".

### LEMA Review

State Emergency Management Committee (SEMC) outlines the LEMA must be reviewed:

- after an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination;
- after training or drills that exercise the arrangements;
- every five (5) years; and
- any other time the local government considers appropriate.

In 2022, the Shire applied for grant funding to assist with a review of its LEMA and Local Recovery Plan through the All West Australians Reducing Emergencies (AWARE) program 2022/23. The aim of this being to:

- Enhance the knowledge, capacity and/or awareness of community members, emergency services personnel and Agencies supporting emergency management activities.
- Support the development of a contemporary and updated LEMA.

The Shire was successful in being awarded \$6,600 toward the project.

### Project outcomes

- Updated LEMA and Recovery Plan
- Lessons learnt from TC Seroja
- Shire staff more informed in emergency management
- LEMC / community representatives have a better understanding of local emergency management, and
- Documents available to all emergency personnel



## Emergencies / Incidents

### COVID-19 Pandemic

The impact of the worldwide COVID-19 pandemic, that commenced in February 2020, has significantly impacted the way the Shire operates over the last three years and local government has had a complex role in ensuring health and safety in the community and modifying its activities to ensure effective communication and service could continue.

A majority of the emergency response was directed through the nominated Controlling Agency for a Pandemic, the Department of Health.

Some of the challenges from this incident included:

- Changing the way we do business and communicate with stakeholders e.g. relying on technology for meetings, having appropriate governance systems in place, ensuring communication was effective etc.
- Keeping on top of directives and advice and distributing information to the community and stakeholders given the regularity and speed of change.
- Clarifying and maintaining communication with workers (employees, contractors and volunteers) e.g. regarding vaccination expectations
- Managing venues and community events to ensure compliance with requirements and maintaining safety

### Shire Responses

- Direction taken from Controlling Agency and implemented effectively
- Administration staff working from home / alternating work schedules to reduce interaction
- Works staff working in small teams or individually to reduce interaction
- Physical barriers in place
- Increased cleaning and awareness of improved cleaning practices
- Encouragement of online meetings instead of in-person

The declared State of Emergency ended in November 2022 and the Shire's role in response has been minimized but the risk of further or similar breakouts remain therefore, learnings from this experience should be incorporated into emergency management planning.

### Tropical Cyclone (TC) Seroja

On 11 April 2021, the Shire of Mingenew, along with other local governments through the Midwest and Wheatbelt, were severely impacted by TC Seroja. Significant damage was incurred to public and private infrastructure due to extreme winds and heavy rainfall not often recorded for the region.

The immediate impacts of the cyclone were unprecedented and made it challenging for the local government to respond, including:

- Extended power outages due to damaged infrastructure (Western Power)
- Extended telephone and internet outages also due to damaged infrastructure (Telstra / Node1)
- Limited access to knowledgeable/experienced personnel to provide advice or assistance due to telecommunication issues and road closures
- Personnel unable to attend work due to widespread damage and lack of communication
- Inability to inform the community regarding response and recovery efforts

TC Seroja highlighted a gap in the local government's planning and effectiveness of systems, as many of the response efforts relied on the availability of personnel, plant, equipment and communication methods that were just not available. Typically in these circumstances, the local government would refer to its LEMA and an Incident Support Group be formed, however this was not practical in the initial stages of recovery efforts and there was limited experience in the region dealing with such incidents.

The Shire's response to the emergency and challenges included:

- Backup systems being sourced i.e. generators sourced
- Staff operating from location outside affected areas e.g., Perth
- Installed STAND satellite internet system

- Letter drops (delivered by staff and volunteers) utilised
- Personnel, plant and equipment mobilized quickly to assist with response, external assistance and volunteers coordinated
- Prioritisation of critical infrastructure
- Significant liaison with DFES and disaster recovery agencies to advocate for funding support
- Maintaining contact with at-risk community members and undertaking welfare checks
- Coordinating resources for community members to access funding and support services
- Identifying and addressing gaps in the recovery process
- Developing a Local Community Recovery Plan

Following TC Seroja and the immediate recovery efforts, a Local Recovery Coordination Group (LRCG) was formed (temporarily replacing the LEMC) to guide recovery efforts and ultimately develop a Local Operational Recovery Plan to detail recovery activities. This document will be a key informing document for the review of emergency management planning and the Shire's review of its Strategic Community Plan (SCP).

#### Workplace Incident (resulting in death of staff member)

For legal reasons, the details of the actual incident are omitted. However, the incident was reported immediately to Worksafe WA as required under the *Work Health and Safety Act 2020* and the investigation remains ongoing. The nature of the incident did not instigate the LEMA to be enacted but it did have an impact on business continuity.

The outcomes of the incident were that the Shire suddenly had limited resources to continue with business as usual, the mental state of personnel was significantly affected, and the knowledge around how to respond was limited.

The Shire response to the incident included:

- Ensuring affected personnel had access to mental health support services
- The incident was reported immediately to the appropriate authorities and full cooperation was given
- The Shire engaged with its insurers (LGIS) and obtained legal advice
- Contractors engaged to ensure projects impacted by personnel loss could continue and tasks reallocated internally
- Communicating with staff, Councillors and the community regarding the incident (as appropriate)
- Ongoing support provided to affected parties

Whilst not directed by the Shire's Business Continuity Plan specifically, the response outcomes align with guidance for responding to such an incident outlined in the plan. Shire personnel had the appropriate skills, knowledge and experience to respond appropriately to this incident, with compassion and in accordance with legal requirements.

#### Training and Expertise

A review of our internal capacity to prepare for and respond to emergencies indicates the following:

Staff – Fire Warden training completed by three employees. No other formal qualifications. A number of employees have more than 5 years' experience in local government.

Elected Members – no formal training in emergency management

Community Volunteers – no formal or mandatory training requirements identified for bush fire brigade members / volunteer.

It is noted that the Shire is currently establishing minimum standards for training for Bushfire volunteers which is to be considered by the Bush Fire advisory Committee in March 2023.

## Local Emergency Management Committee (Requirements, Roles and Responsibilities)

### Local Emergency Management Committee (LEMC)

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. The LEMC is to be managed and chaired by the local government, with representation to be included from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC (s.39), in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The LEMC is not a Committee of Council, it is a Committee established under the Emergency management Act 2005. The Shire of Mingenew has however, established a set of LEMC Terms of Reference to outline the roles and responsibilities of the Committee, and recommendations of the committee may be recommended to Council.

### Annual Reporting

The LEMC is required to prepare and submit an Annual Report to the District Emergency Management Committee (DEMC), in accordance with s.40 of the EM Act, as outlined below:

#### **40. Annual report of local emergency management committee**

- (1) After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.
- (2) The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

The Shire has not submitted an Annual Report to the DEMC since 2020. The Shire was advised that the requirement was not necessary in 2021/22, while the local government focused efforts on recovery from TC Seroja and COVID-19.

### Recommendations

<b>Recommendations</b>
<b>Refer this Internal Audit Report – Business Continuity and Emergency Management to the Working Group responsible for the LEMA Review to ensure:</b> <ul style="list-style-type: none"><li>- compliance with the LEMC and LEMA requirements under the Emergency management Act 2005 and SEMC directives.</li><li>- Key learnings from the TC Seroja and COVID-19 pandemic are considered in the development of suitable recovery planning documentation</li></ul>
<b>Ensure the Local Operational Recovery Plan is used to form the development of the Strategic Community Plan – Major Review and remains an active, working document.</b>

## Operational Risk Register

At the time of determining the Internal Audit Plan in 2021, Business Continuity was considered a 'Moderate' risk for Council. In December 2022, the rating changed to 'Low' residual risk rating due some of the increased control measures implemented following COVID-19 and TC Seroja. An extract from the 2022 Risk Register is provided below:

Business Disruption		Dec-22	
<b>Risk Description</b>			
Failure to adequately prepare and respond to events that cause disruption to normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism). This includes: -Lack of (or inadequate) emergency response / business continuity plans. -Lack of training for specific individuals or availability of appropriate emergency response. -Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. -Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".			
<b>Potential causes include;</b>			
Cyclone, storm, fire, earthquake	Extended utility outage		
Terrorism / sabotage / criminal behaviour	Economic Factors		
Epidemic / Pandemic	Loss of key staff		
Loss of suppliers	Loss of key infrastructure		
<b>Key Controls</b>	<b>Type</b>	<b>Date Rated / Assessed</b>	<b>Rating</b>
Business Continuity Plan	Preventative	Dec-22	Adequate
LEMC Exercises	Detective	Dec-22	Effective
Local Emergency Management Committee	Preventative	Dec-22	Effective
LEMA & Recovery Plans	Preventative	Dec-22	Adequate
Bushfire Risk Management Plan & Response Plan	Preventative	Dec-22	Adequate
Established & Trained ECO's (Fire Wardens, First Aiders)	Preventative	Dec-22	Adequate
Emergency Evacuation and Response Procedures	Recovery	Dec-22	Adequate
COVID Risk Register	Prevent / Recovery	Dec-22	Adequate
<b>Overall Control Ratings:</b>			<b>Adequate</b>
<b>Inherent Risk Rating</b>			
<b>Consequence Categories</b>		<b>Consequence:</b> Major (4)	
Service Interruption / Reputation / Financial		<b>Likelihood:</b> Unlikely (2)	
		<b>Inherent Risk Rating</b> Moderate	
<b>Key Performance Indicators</b>			
	<b>Tolerance</b>	<b>Latest Result</b>	<b>Trend</b>
Number of business continuity exercises performed per year	1	0	Increased
Number of LEMC Meetings per year	2	2	No change
Number of internal evacuation exercises held per year	1	1	No change
Number of staff not qualified in Basic First Aid (for staff employed for more than 12 month period)	0	4	Increased
Number of fire wardens that have not attended training	0	0	No change
<b>Actions (Treatments)</b>			
	<b>Responsibility</b>	<b>Due Date</b>	<b>Resourcing</b>
Coordinate LEMC Exercise	CEO	Nov-23	Internal
Review LEMA (AWARE grant funded)	FAM	Aug-22	Budget 2022/23
Review Bushfire Risk Management Plan	CEO	Feb-23	External Resource
Review emergency evacuation procedures	FAM	Jun-23	Internal
Develop and test STAND procedures	CEO	Jan-23	Internal
<b>Residual Risk Rating</b>			
<b>Consequence Categories</b>		<b>Consequence:</b> Minor (2)	
Financial / Reputation		<b>Likelihood:</b> Rare (1)	
		<b>Residual Risk Rating</b> Low	
<b>Comments</b>			

### Exercises / Risk Assessments Performed

Storm Scenario Risk Assessment - 9 July 2019

Flood Scenario Risk Assessment - 9 July 2019

Road Crash Risk Assessment – 8 October 2019

Fire Risk Assessment - 8 October 2019

Animal / Plant Disease Outbreak Risk Assessment - 8 October 2019

COVID-19 Desktop Exercise - 7 December 2020

Prepared by Erin Greaves, Governance & Community Manager, Shire of Mingenew  
December 2022

Our Reference: 3244Ltr66  
Enquiries: Steve Carter

24 February 2023

Shire of Mingenew  
21 Victoria Road  
MINGENEW WA 6552

**Attention: Matt Fanning**

Dear Matt

**RE: PROPOSED AMENDMENT TO LOCAL PLANNING SCHEME NO. 4  
LOT 802 (18) NELSON PEARSE STREET, MINGENEW**

On behalf of CBH Group, we request that the Shire of Mingenew initiate an amendment to Local Planning Scheme No. 4 (LPS4).

The amendment proposes to rezone the site from 'Rural Residential' to 'Rural Townsite' under LPS4, to enable the delivery of a future workforce accommodation facility on Lot 802 (18) Nelson Pearse Street, Mingenew (the site).

### **Background**

The amendment area measures approximately 1.1ha and is in the Shire of Mingenew, approximately 800m west of the Mingenew town centre, and is bound by:

- Midlands Road to the north;
- Nelson Pearse Street to the east;
- Unmade road reserve to the south; and
- Two large rural residential lots to the west.

The site comprises a rural residential lot, accommodates a single residence, is largely cleared of vegetation, and includes a number of associated structures in the southern portion of the site. The majority of these structures are in poor condition and will be removed and demolished should this amendment be approved and subsequent development progressing over the site. The site currently connects into the existing road network to Nelson Pearse Street to the east, with no vehicle connection provided to Midlands Road to the north.

CBH has over 150 sites across the State which together receive, handle, store and outload approximately 90 percent of Western Australia's grain harvest and have acquired the site for the purpose of delivering a 48-person workforce accommodation facility to support CBH's grain operations in the Mingenew townsite. The site represents an opportunity for CBH to establish its own accommodation facility within the Mingenew townsite as it is in close proximity to CBH's grain handling facilities at the corner of Midlands Road and Boolinda Road – approximately 1.6km east of the subject site.

Pre-lodgement discussions with the Shire and DPLH were undertaken in December 2022 to inform the amendment, the necessary supporting information and confirm the most appropriate zoning for

the future workforce accommodation facility. Both the Shire and DPLH were generally supportive of the proposed zoning and the resultant outcome for the site.

#### Shire of Mingenew Shire of Local Planning Scheme No. 4 (LPS4)

The site is zoned 'Rural Residential' under the Shire's LPS4, which currently prohibits 'Workforce Accommodation' reflected in its 'X' use classification in LSP4. To ensure the appropriate planning framework for the facility, an amendment to the Shire's LPS4 is therefore required.

The 'Rural Townsite' zone of LPS4 has been acknowledged as the most appropriate local scheme zoning to guide future development of the site, and simply involves continuing the zoning already established on the eastern side of Nelson Pearse Street, facing on to Midlands Road.

The objectives of the 'Rural Townsite' zone are as follows:

- *To provide for a range of land uses that would typically be found in a small country town.*
- *To provide for the variety of predominantly commercial, service, social and administrative uses required to service the needs of local residents and visitors alike.*

The proposed workforce accommodation facility satisfies these objectives, is an 'A' use in the 'Rural Townsite' zone and reflects previous approvals for existing facilities in the 'Rural Townsite' zone across the Shire.

As Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing CBH's continued operation in the Mingenew site is not only beneficial but critical to the Shire's broader rural activities. CBH's workforce accommodation facility further supports this notion, in that these workers will not only enhance the rural pursuits of the Shire but also provide ongoing support for the local economy. The facility which will increase the transient population in the locality will support Mingenew by virtue of increased economic activity for businesses in the townsite, and as well as providing accommodation for the essential workers that underpin the farming and rural pursuits of Mingenew and its surrounds.

Accordingly, this amendment to LPS4 proposes to rezone the subject site to 'Rural Townsite', with the scheme map to be modified to show the site as the 'Rural Townsite' zone. The LPS 4 Zoning Plan, provided as Attachment 1, shows both current and proposed zoning.

This amendment does not propose any text changes to LPS4.

#### Standard Amendment

Part 5, Clause 34(i) of the *Planning and Development (Local Planning Scheme) Regulations 2015* ('the Regulations') states that a local scheme amendment is defined as 'standard' if the amendment is consistent with:

- any local planning strategy for the locality.
- the region planning scheme.
- poses minimal impact on land in the area which is not subject to the amendment.
- does not result in any significant environmental, social, economic or governance impacts.

This Amendment responds to the needs of the Shire's Mingenew Townsite Local Planning Strategy (2016) which identifies a shortage of workers accommodation in the existing housing stock for key service workers. The Amendment also establishes a framework that requires subsequent planning

to deliver the proposed workforce accommodation facility in a manner which accords with the surrounding (existing) community. It is therefore requested that the Shire confirm that the Amendment will be defined as 'standard' and will be processed in accordance with the procedures set out in Part 5; Division 4 of the Regulations.

As is outlined in detail further below, the Amendment does not have any impact on the land and its surrounds nor does it result in any significant environmental, social, economic or governance impacts to the Mingenew locality. In providing the framework to support development that supports the local economy, the Amendment delivers a range of social and economic benefits for the Mingenew community without having any impact on the surrounding environment.

## **Discussion**

The following documentation has been prepared in support of the amendment:

- Concept Plans;
- Engineering Servicing Report (McDowall Affleck); and
- Traffic Impact Statement (Shawmac).

These supporting documents are discussed in further detail below.

### Concept Plan

A concept plan has been prepared for the site in support of the Amendment, at the request of the Shire, and demonstrates one way that the site can be developed and that all relevant planning considerations for the site can be addressed as part of a comprehensive development application.

The concept plan has been informed by pre-lodgement discussions with the Shire who provided input on the general location of units, parking, drainage infrastructure and landscaping. These discussions have been accommodated within the concept.

It should be emphasised that the concept plan is purely indicative and is ultimately subject to detailed planning and design, and further consultation with the Shire of Mingenew as part of a comprehensive development application. Further discussion is provided below on matters that will be refined as part of the subsequent planning for the site.

Key aspects that have been considered in preparing the concept plan include:

- Approximately 48 new accommodation units, dispersed across eight self-contained blocks, being an operational requirement of CBH to support the nearby grain handling facility, located at the corner of Midlands Road and Boolinda Road;
- The facility will be operational during harvest season, occurring from October to the end of January;
- A consolidated car parking area along the north-east boundary of the site, accommodating a total of 48 bays, at a ratio of one bay per unit. One vehicular access point is proposed along the eastern boundary of the site from Nelson Pearse Street.
- A new common room to provide day-to-day recreational activities for residents;
- The general location of new landscaping areas along the periphery of the site, intended to provide a visual buffer to and from adjoining properties and Midlands Road;
- The location of leach drains and associated sewerage treatment system in the south-eastern portion of the site.

## Traffic and Movement

A Traffic Impact Statement (TIS) has been prepared by Shawmac (Attachment 3) demonstrating that the site is well connected to the surrounding road network and that the proposed facility will not result in significant changes to traffic movements on the surrounding road network.

As shown on the concept design, vehicular access is to be taken via a new crossover on Nelson Pearse Street along the south-east boundary of the site. This will provide direct access to the Mingenew townsite via existing east-west roads, Field Street, Linthorne Street and Phillip Street. Informal crossovers are currently provided from a portion of unmade road reserve to the south and will be removed at time of construction.

To minimise the potential for unsafe movements to and from Midlands Road, no direct access will be provided to Midlands Road from Nelson Pearse Street. This will also ensure that traffic flows are directed to the east-west roads noted above.

The proposed development will generate approximately 48 vehicle movements during each peak hour, including 48 outbound vehicle movements during the morning peak hour and 48 inbound vehicle movements during the afternoon peak hour. This assumes that workers will travel to the nearby CBH facility in the morning between 5:30am and 6:00am and then return in the evening between 5:30pm and 6:00pm, and that all workers drive individually, noting that in all likelihood there will be an element of 'car pooling' and/or some workers walking to CBH's facility – and therefore can be considered as a conservative, yet robust assessment. Ultimately, the assessment concludes that the impact on the surrounding road network is minor in accordance with the WAPC's Traffic Impact Assessment Guidelines.

The TIS also demonstrates that the site is able to be provided with the appropriate level of parking, sightlines and manoeuvring areas, noting that these matters will ultimately be refined and determined as part of detailed designs that will be lodged as part of a subsequent development application.

Further detail is provided as part of Shawmac's Transport Impact Statement enclosed as Attachment 3.

## Service Infrastructure

The Engineering Services Report prepared by McDowall Affleck (refer Attachment 4) clearly demonstrates that the site can be provided with all essential services in an efficient, timely and economical manner.

In most cases the provision of services is simply a logical expansion of the existing infrastructure network, with all service networks, except for sewer, proven to have the capacity to accommodate the development of the site. These specifically relate to the provision of water, power and telecommunications infrastructure.

As the Shire of Mingenew have no reticulated sewerage infrastructure and the Water Corporation have no plans to expand, the site will need to be provided with an on-site wastewater disposal system. To clarify, the site is not within a Sensitive Sewage Area or a Public Drinking Water Source Area according to the Department of Water and Environmental Regulation, allowing for onsite effluent disposal. The final location and configuration of the effluent disposal system is subject to further investigation at time of detailed designs. Given the lack of any reticulated sewer infrastructure in Mingenew, the site has no option other than being serviced by an on-site waste water system at time of development – which has been demonstrated to be able to be accommodated on site.



In terms of water supply, an existing water main is located along the southern boundary of the site with the site able to be connected in a relatively straightforward manner. The Water Corporation has advised that the total peak water demand may have an effect on pressure and supply but that there are options to counter this impact should they arise. These options will be explored as part of future detailed design.

The site can be easily connected to power via the existing Western Power infrastructure along Nelson Pearce Street and along the southern side of the unmade road reserve to the south of the site (overhead high voltage power lines), as well as the underground circuits located along the south-east corner of the site with preliminary investigations indicating that there is sufficient capacity in the Three Springs substation.

In summary, the site can be provided with all essential services, noting that as further investigation occurs prior to development, the final manner and configuration of these services will be refined.

This is discussed in further detail as part of McDowall Affleck's Engineering Services Report enclosed as Attachment 4.

#### Noise

The northern most boundary of the Amendment area is located approximately 10m south of the Midland Road (taken from the edge of pavement) and 40m south of the adjacent freight rail.

The TIA (discussed above) identifies Midland Road as comprising 2 lanes with a posted speed limit of 60km/h, carrying a total of only 374 vehicle per day with 124 of these movements been classified as 'heavy vehicles' (capturing Class 3 and above Austroads vehicles).

State Planning Policy 5.4: Road and Rail Noise (SPP 5.4) applies where a proposal falls within 300m of a 'Strategic freight or major traffic route' or within 200m of a 'Other Strategic freight route', with these broadly being defined as 'carrying either 500 or more Class 7 to 12 Austroads vehicles per day, and/or 50,000 per day traffic volume' or 'greater than 100 Class 7 to 12 Austroads vehicles daily or more than 23,000 daily traffic count' respectively.

In terms of the daily traffic volumes, with Midland Road having a total of only 374 vehicles per day, this clearly falls well under the threshold set by SPP 5.4.

Regarding the volumes of Class 7 to 12 Austroads vehicles, the TIA indicates that 124 of these are 'heavy vehicle' movements; however, this captures all vehicles classified as Class 3 and above meaning that this count includes two axel tucks, three axel trucks, three axel truck articulates and four axel trucks which are by far the most likely to found on Midland Road and are most likely to account for the majority of this movement count. For context, Class 7 to 12 captures the much heavier vehicle types such as five and six axels articulated and B Double and Double Road Train – truck types and configurations that are certainly not commonplace within Mingenew given its agriculture nature. Consequently, there is a high probability that the 124 'heavy vehicles' are primarily Classes 3 to 6, which are not accounted for in SPP 5.4 freight route definitions. On this basis, Midland Road has not been considered as a Strategic freight or major traffic route' or 'Other Strategic freight route', warranting an acoustic assessment.

Similarly, the noise impacts associated with rail movements are negligible in the context that train movements will only occur on an intermittent basis along the adjacent portion of rail. During periods of the year where the CBH facility will be operative, monthly movements are expected to peak at 49 train per month, with movements as low as 18 per month as summarised below:

- October – 18 movements/month
- November – 19 movements/month
- December – 41 movements/month
- January – 49 movements/month

The current monthly train movements in Mingenew (as above) are considerably significantly lower than that set out in the SPP5.4 Guidelines which only provides a framework to assess noise impacts based on 1 freight rail movement per hour.

SPP5.4 acknowledges the limitations in applying the standard noise limit values to short-term noise events such as freight rail noise. Section 5.2 of the Guidelines states that in the absence of any clear wider regulatory framework and/or any implementation strategy to reduce the noise levels at source, the policy does not require the application of noise mitigation measures.

In any case, it should be emphasised that train movements along this portion of rail are generated by activities undertaken exclusively by CBH, to and from its facility on the eastern side of the townsite and are likely to occur during standard day time hours only, when workers will be working at the CBH facility rather than resting at the workforce accommodation site.

#### Subsequent Information

This amendment provides the necessary planning framework for the workforce accommodation facility to be developed. Further information relating to the final design will be provided as part of a comprehensive development application once the zoning is in place. These include:

- Bushfire Management ;
- Landscaping Plans;
- Waste Management; and
- Stormwater Management Plans.

These matters ultimately cannot be resolved until detail designs have been finalised, which in turn can only progress once the land is rezoned to 'Rural Townsite' in Local Planning Scheme No. 4.

#### **Conclusion**

The amendment to the Shire of Mingenew Local Planning Scheme No. 4, which proposes to rezone the site to 'Rural Townsite', will ensure that the local scheme is able to accommodate the intended land use for the site, providing much needed accommodation for a critical workforce that underpin the farming and rural pursuits of Mingenew and its surrounds.

Zoning the site 'Rural Townsite' will facilitate a comprehensive development application, which provides the mechanism to address the design and spatial arrangement of the workforce accommodation facility.

Upon the Shire supporting the initiation of the amendment, copies of the appropriate Scheme Amendment Report document, including the necessary certification page, can be provided to the Shire.

We look forward to the favourable consideration of our request and the subsequent initiation of the scheme amendment. Should you have any queries regarding this application please contact Stephen Carter on 9382 1233 or via email [stephen@cleplan.com.au](mailto:stephen@cleplan.com.au).

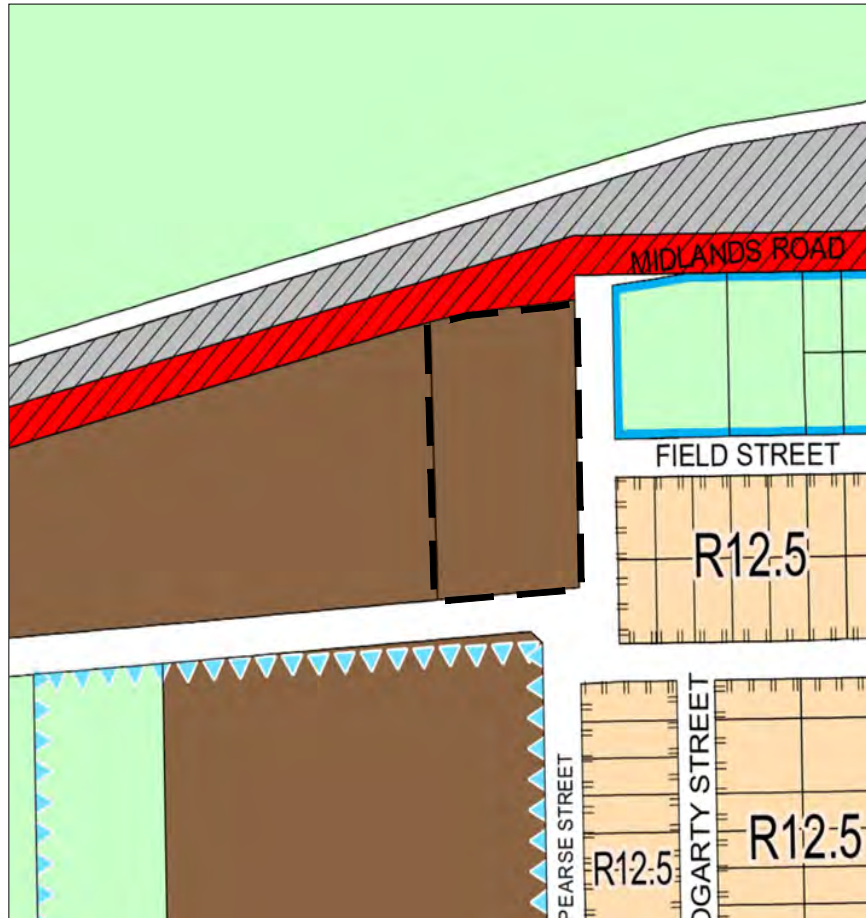
Yours faithfully

A handwritten signature in black ink that reads "Stephen Carter". The signature is written in a cursive, flowing style.

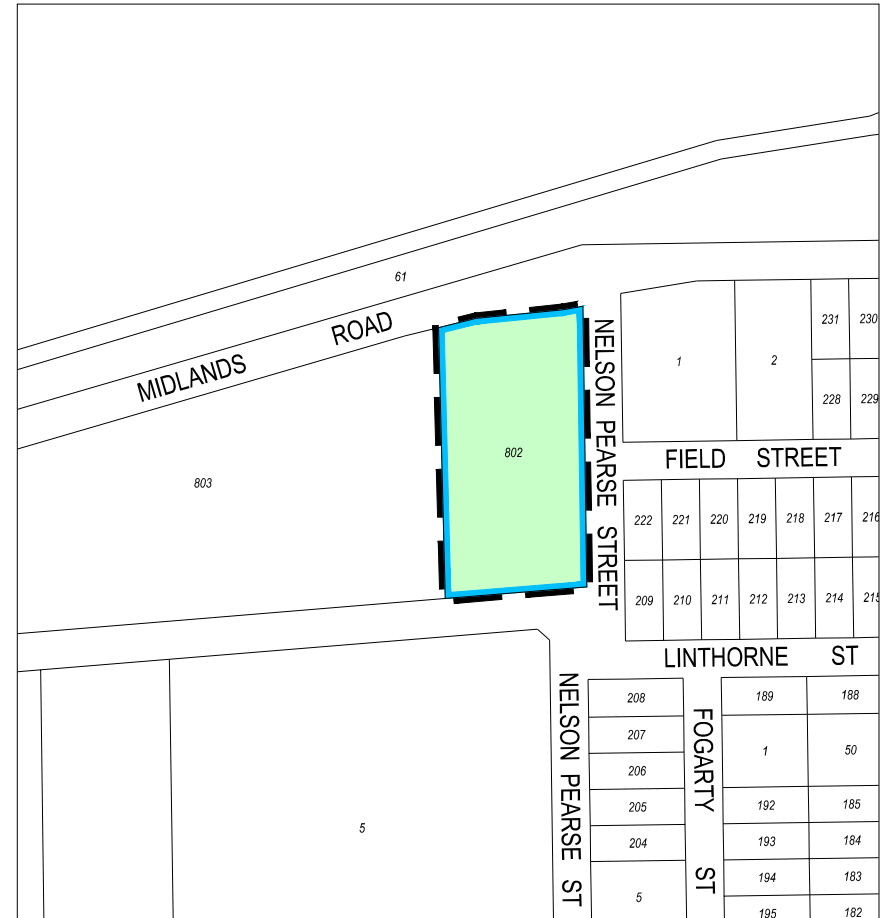
**STEPHEN CARTER**  
**PRINCIPAL**  
**CLE TOWN PLANNING + DESIGN**

Enc      Attachment 1: LPS 4 Amendment Plan (CLE Ref. 3244-65-01);  
Attachment 2: CBH Workforce Accommodation Concept Plans;  
Attachment 3: Transport Impact Statement (prepared by Shawmac);  
Attachment 4: Engineering Servicing Report (prepared by McDowall Affleck).

EXISTING

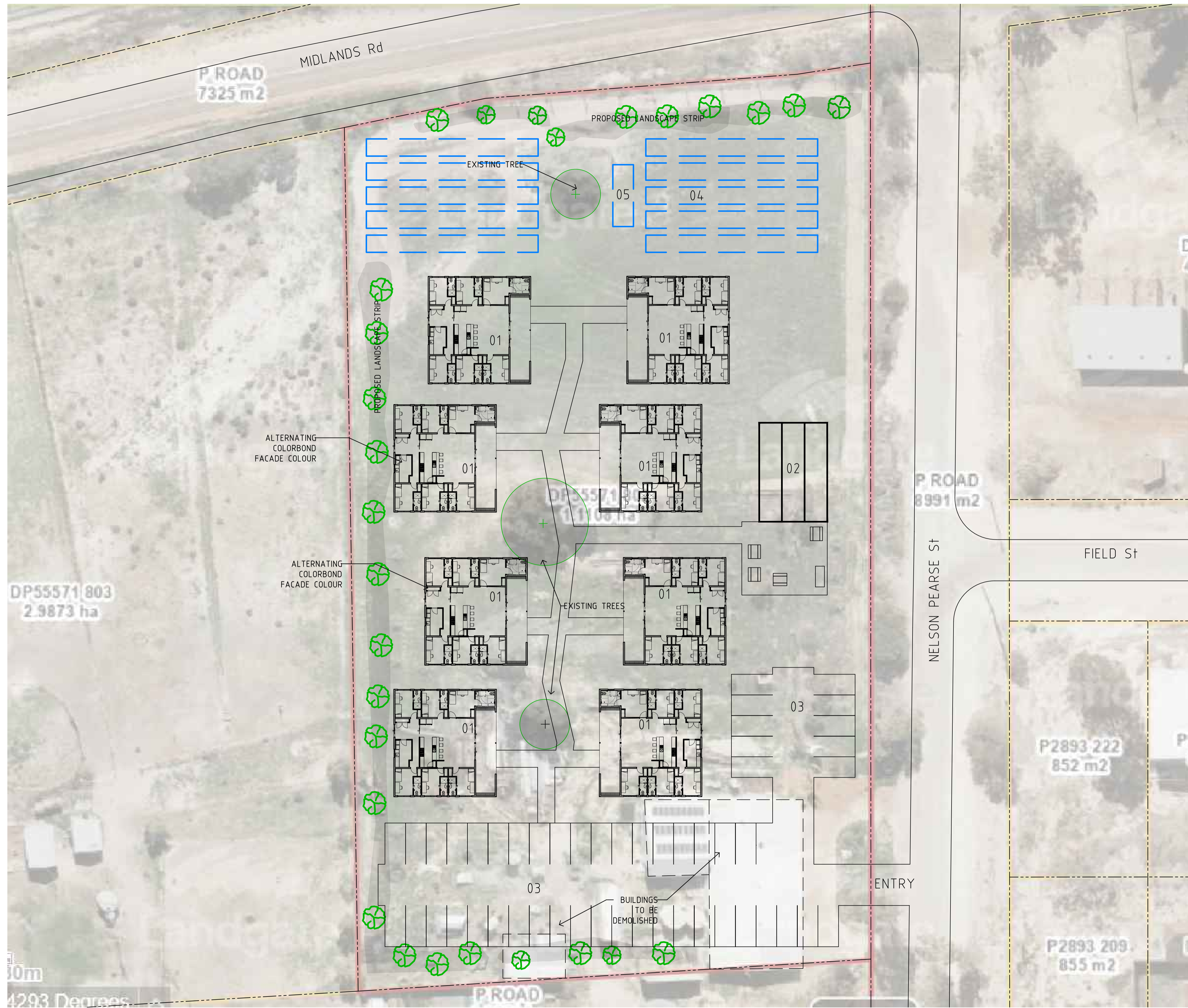


PROPOSED



- LEGEND**
- Subject Area
  - Primary Distributor Road
  - Railways
  - Local Scheme Zones**
    - Residential
    - Rural Residential
    - Rural
  - Local Scheme Reserves**
    - Rural Townsite
  - Other Categories**
    - R Codes
    - SCA1 - Special Control Area - Public Drinking Water Source Area

- LEGEND**
- Subject Area
  - Local Scheme Zones**
    - Rural Townsite



PLANT SCHEDULE			
TREES			
BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	APPROX QUANTITY
Acacia Acuminata	Raspberry Jam Wattle	30L1	x



ACACIA ACUMINATA

SHRUBS			
BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	RATIO
Hakea Orthorrhyncha	Bird Beak Hakea	140mm	1 PER 1sqm



HAKEA ORTHORRHYNCHA

LEGEND

- 01 ACCOMMODATION VILLAS
- 02 COMMON ROOM
- 03 CAR PARKING (50 BAYS)
- 04 LEACH DRAINS
- 05 ATU

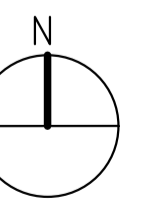
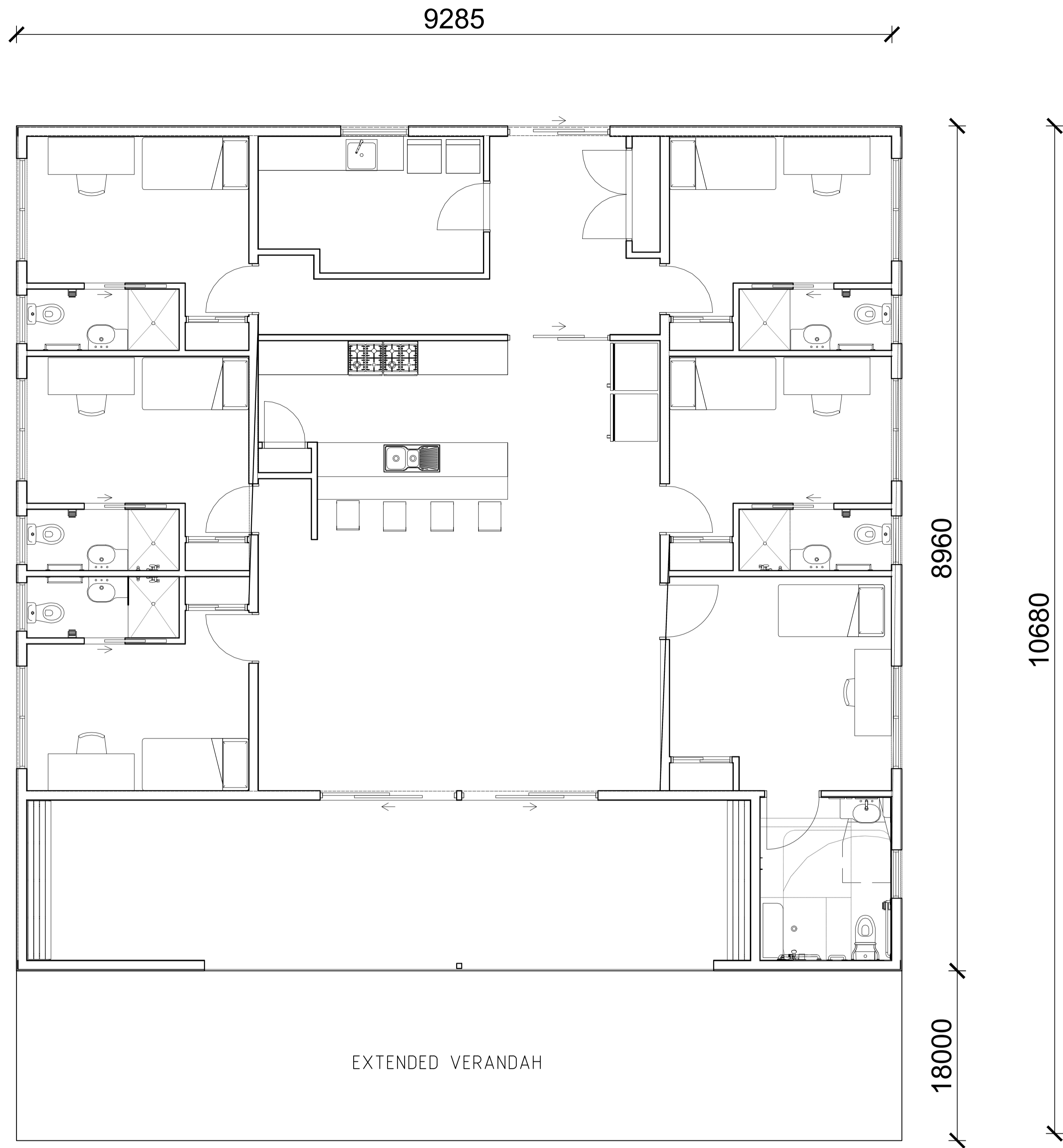
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CONTRACT No	DESIGN APPR		
CW6997	PROJ APPR		

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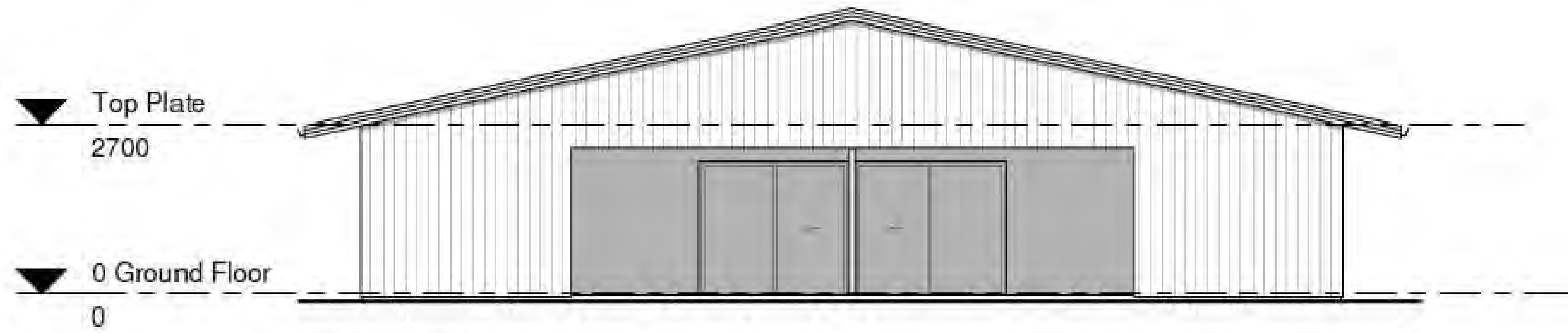
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		PROJ APPR		

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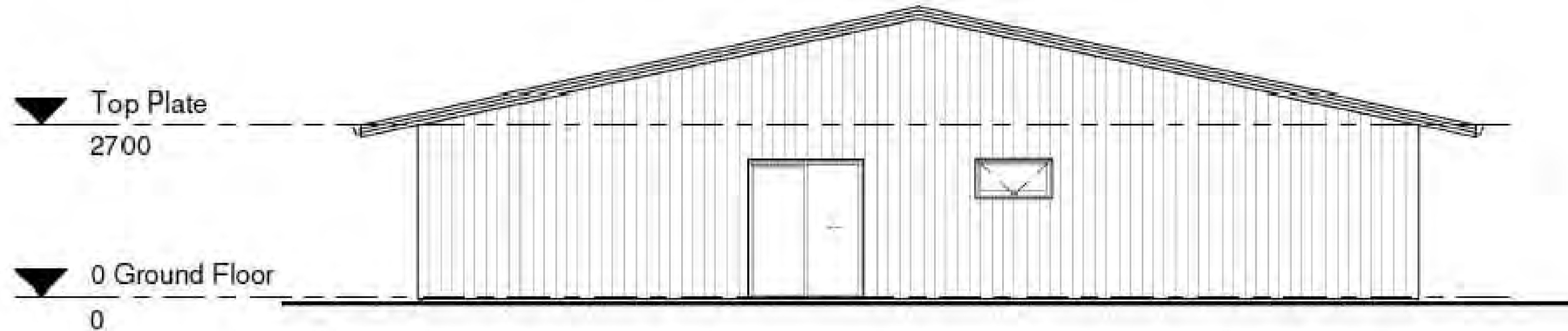


1 Elevation 1  
A.01 1:100



2 Elevation 2  
A.01 1:100

4 Elevation 4  
A.01 1:100



3 Elevation 3  
A.01 1:100

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CONTRACT No	DESIGN APPR		
CW6997	PROJ APPR		

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CONTRACT No	PROJ APPR		
CW6997			

TITLE	MINGENEW INFRASTRUCTURE PLANNING ACCOMMODATION PERSPECTIVE
DRG No	

SHEET	1 OF 1	REV.	0
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Project: Proposed Accommodation Development  
18 Nelson Pearse Street, Mingenew  
Client: CBH Group  
Author: Paul Nguyen  
Date: 7<sup>th</sup> February 2023  
Shawmac Document #: 2301022-TIS-001

CONSULTING CIVIL AND TRAFFIC ENGINEERS  
1 ST. FLOOR, 908 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101.  
PHONE|+61 8 9355 1300  
EMAIL| admin@shawmac.com.au

Document Status: Client Review

Version	Prepared By	Reviewed By	Approved By	Date
A	P. Nguyen	R. Needham	P. Nguyen	07/02/2023

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## Contents

1.	Introduction .....	1
1.1.	Proponent .....	1
1.2.	Site Location .....	1
2.	Proposed Development.....	3
3.	Traffic Management on Frontage Streets.....	5
3.1.	Road Network .....	5
3.1.1.	Existing Road Layout and Hierarchy .....	5
3.1.2.	Speed Limits .....	6
3.2.	Traffic Volumes .....	7
4.	Vehicle Access and Parking.....	9
4.1.	Access .....	9
4.2.	Sight Distance.....	10
4.3.	Car Parking .....	13
4.3.1.	Planning Scheme Requirements .....	13
4.3.2.	Parking Design .....	13
4.4.	Bicycle Parking .....	14
4.5.	Provision for Service Vehicles.....	15
5.	Traffic Generation .....	17
6.	Pedestrian and Cyclist Access .....	18
7.	Public Transport Access .....	18
8.	Site Specific Issues and Safety Issues.....	19
8.1.	Crash History .....	19
9.	Conclusion .....	20

**Figures**

Figure 1: Site Location..... 2

Figure 2: Aerial View ..... 2

Figure 3: Site Layout ..... 4

Figure 4: Existing Road Network Hierarchy..... 5

Figure 5: Existing Speed Limits ..... 6

Figure 6: Traffic Volumes – Average Weekday (2022/2023)..... 7

Figure 7: Traffic Volumes – Average Weekend (2022/2023)..... 8

Figure 8: Vehicle Access Arrangement ..... 9

Figure 9: Sight Distance Check – Nelson Pearse Street..... 11

Figure 10: Existing Tree South of Proposed Access ..... 12

Figure 11: Classification of Parking Facilities ..... 13

Figure 12: Shire of Mingenew Car Parking Standards ..... 14

Figure 13: Swept Path Analysis..... 16

**Tables**

Table 1: AS2890.1 Car Parking Compliance..... 14

# 1. Introduction

---

## 1.1. Proponent

Shawmac has been engaged by CBH Group to prepare a Transport Impact Statement (TIS) for a proposed accommodation development in Mingenew.

This TIS has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines Volume 4 – Individual Developments*. The assessment considers the following key matters:

- Details of the proposed development.
- Vehicle access and parking.
- Provision for service vehicles.
- Daily traffic volumes and vehicle types.
- Traffic management on frontage streets.
- Public transport access.
- Pedestrian access.
- Cycle access
- Site specific and safety issues.

## 1.2. Site Location

The site address is 18 Nelson Pearse Street, Mingenew. The local authority is the Shire of Mingenew.

The general site location is shown in **Figure 1** and an aerial view of the site is shown in **Figure 2**.



Figure 1: Site Location



Figure 2: Aerial View

## 2. Proposed Development

---

CBH propose to construct an accommodation development on the site comprising 48 rooms, a common room and parking for 50 cars. The development will be occupied by CBH workers who will travel to and from the nearby CBH site.

The proposed site plan is shown in **Figure 3**.

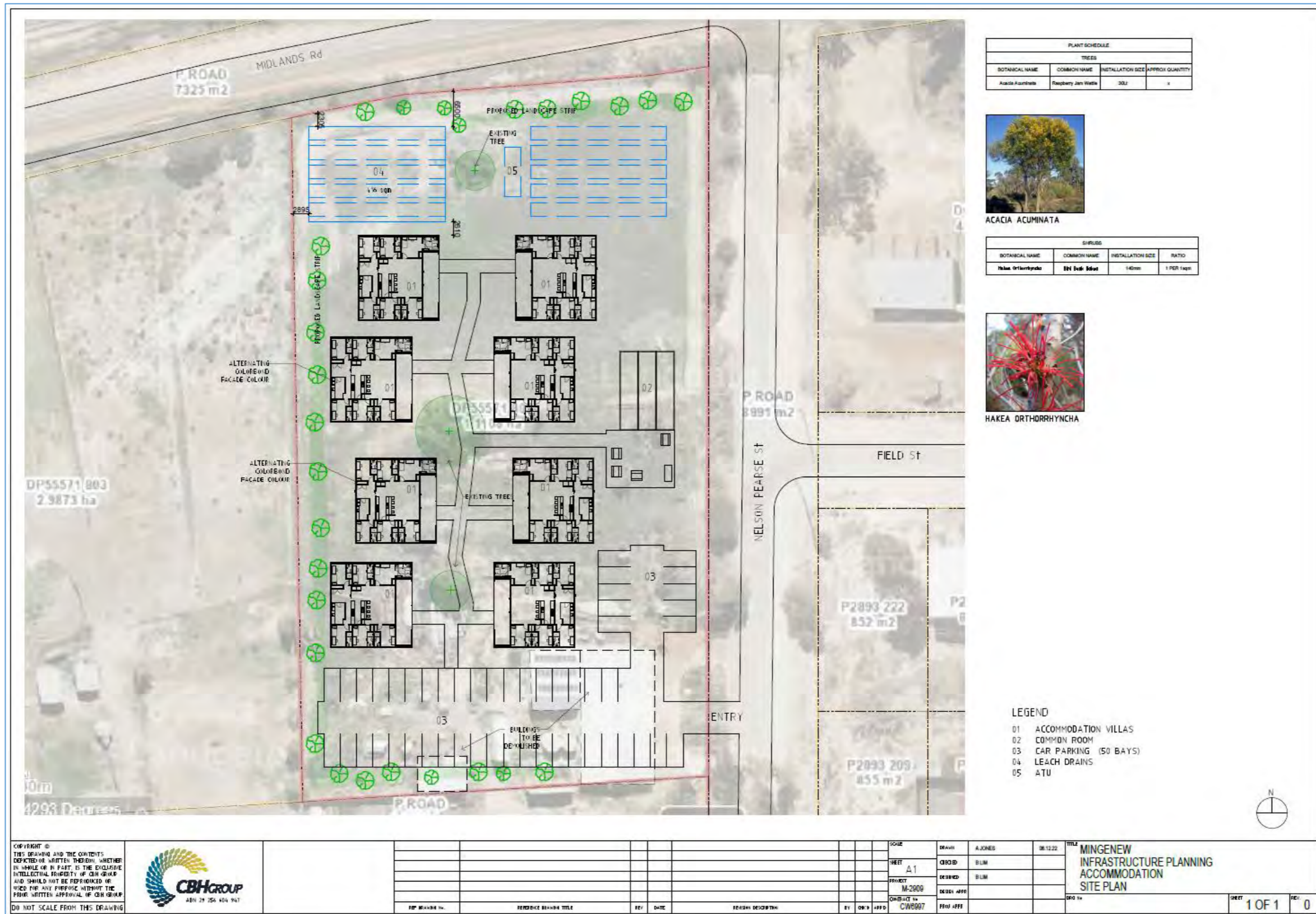


Figure 3: Site Layout



### 3. Traffic Management on Frontage Streets

#### 3.1. Road Network

##### 3.1.1. Existing Road Layout and Hierarchy

The layout and hierarchy of the existing local road network according to the Main Roads WA Road Information Mapping System is shown in Figure 4.

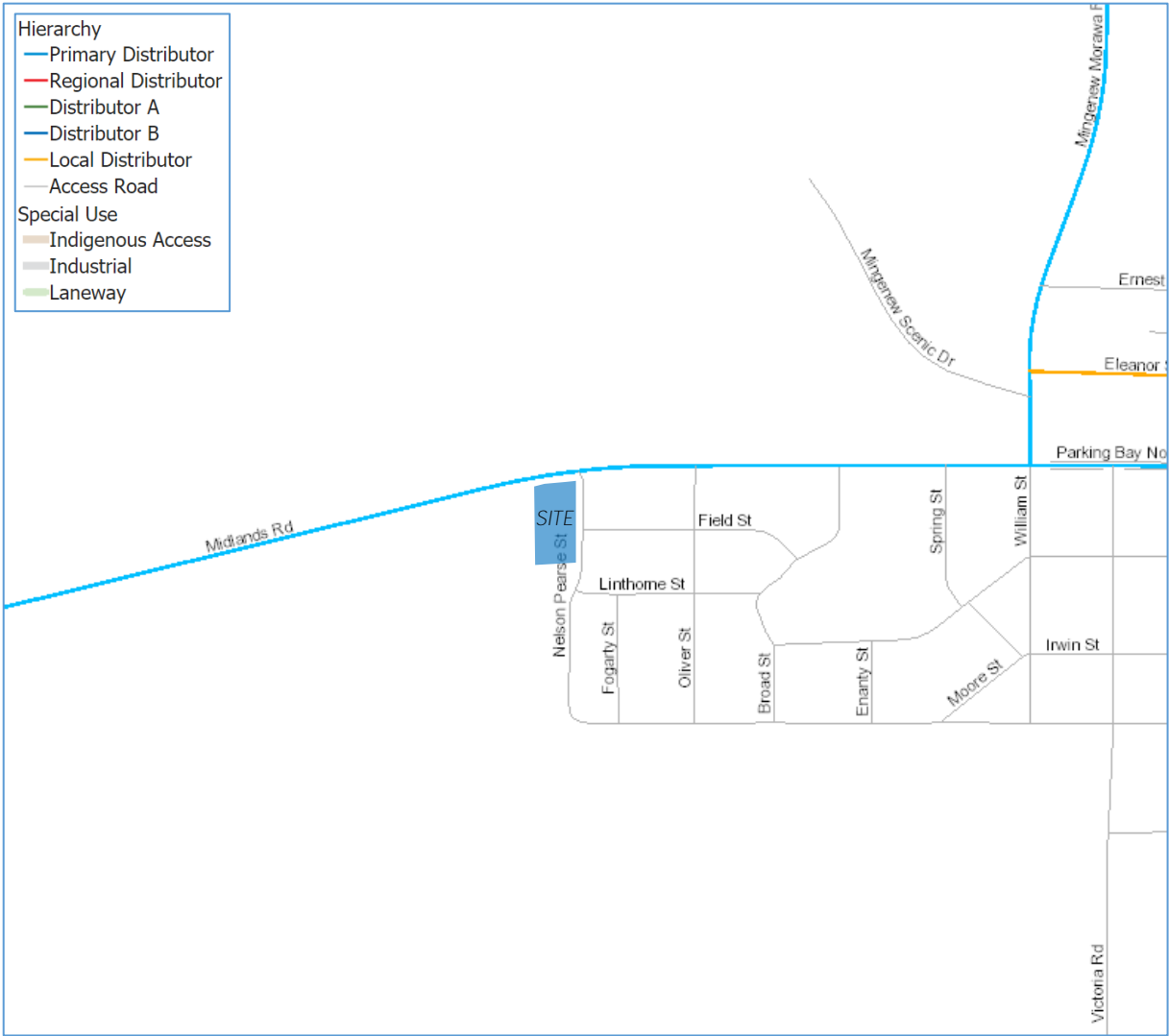
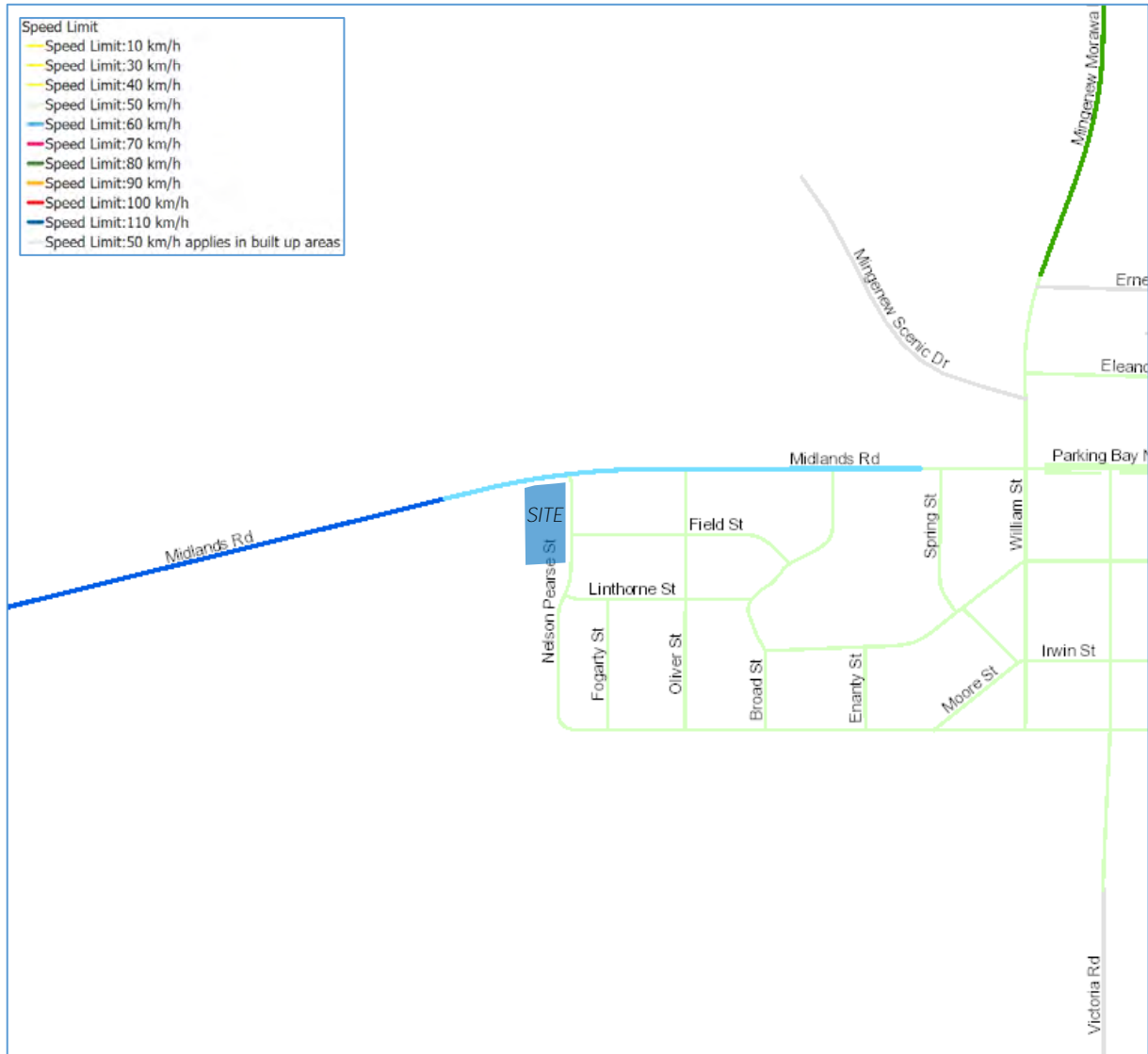


Figure 4: Existing Road Network Hierarchy

As shown, Midlands Road is a Primary Distributor which is under the jurisdiction of Main Roads WA.

### 3.1.2. Speed Limits

The speed limits are shown in **Figure 5**.



**Figure 5: Existing Speed Limits**

### 3.2. Traffic Volumes

The latest traffic volumes along Midlands Road were obtained from Main Roads WA *Traffic Map* as summarised in Figure 6.

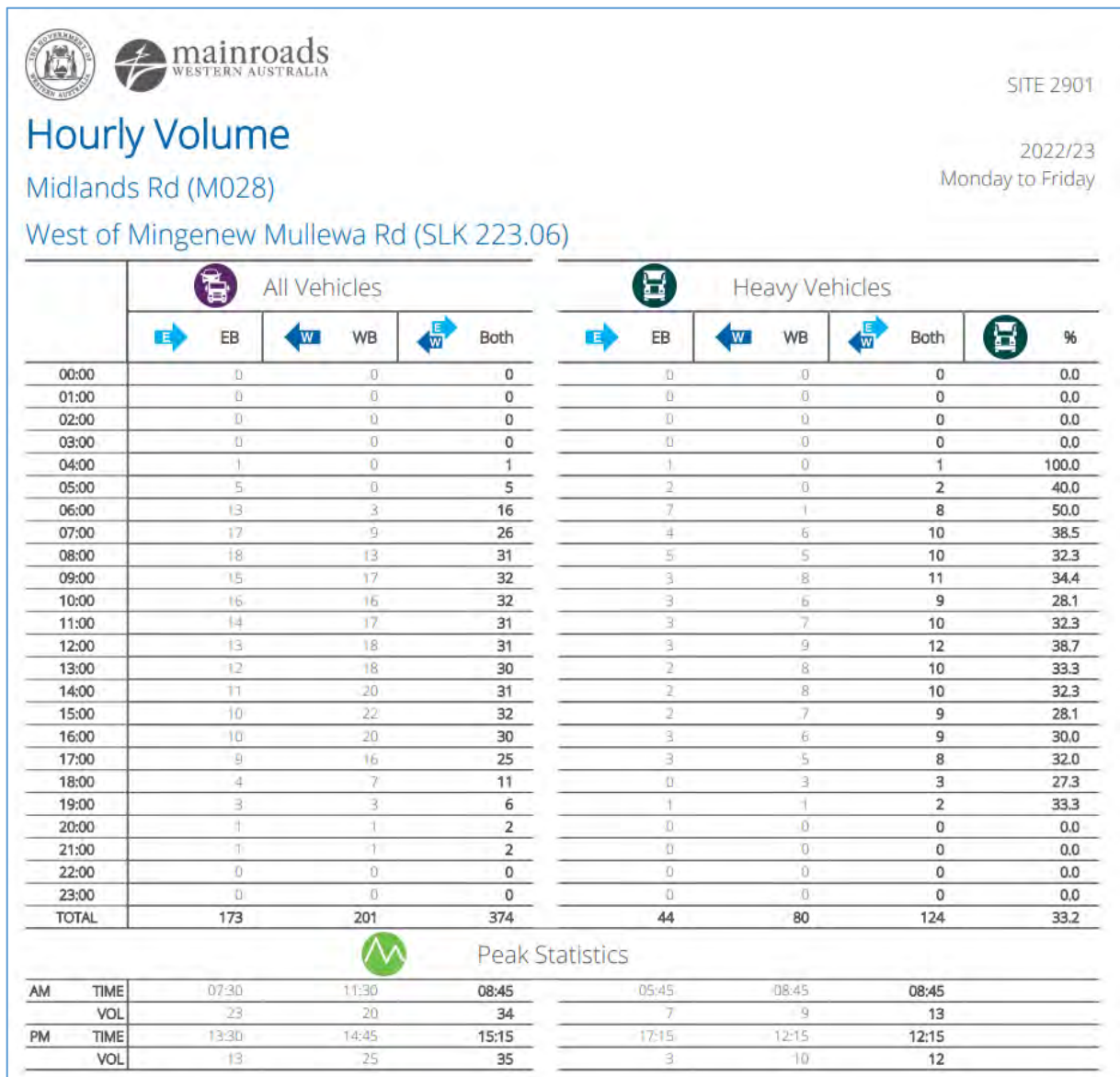


Figure 6: Traffic Volumes – Average Weekday (2022/2023)












# Hourly Volume

Midlands Rd (M028)

2022/23

Weekend

West of Mingenev Mullewa Rd (SLK 223.06)

	 All Vehicles			 Heavy Vehicles			
	 EB	 WB	 Both	 EB	 WB	 Both	 %
00:00	0	0	0	0	0	0	0.0
01:00	0	1	1	0	1	1	100.0
02:00	0	0	0	0	0	0	0.0
03:00	0	0	0	0	0	0	0.0
04:00	0	0	0	0	0	0	0.0
05:00	2	0	2	1	0	1	50.0
06:00	3	2	5	1	1	2	40.0
07:00	5	4	9	2	2	4	44.4
08:00	10	11	21	3	3	6	28.6
09:00	13	16	29	1	4	5	17.2
10:00	15	17	32	1	5	6	18.8
11:00	16	16	32	2	4	6	18.8
12:00	17	14	31	3	2	5	16.1
13:00	13	12	25	3	2	5	20.0
14:00	12	14	26	1	3	4	15.4
15:00	12	12	24	2	2	4	16.7
16:00	10	11	21	1	2	3	14.3
17:00	9	11	20	1	3	4	20.0
18:00	6	6	12	0	1	1	8.3
19:00	2	2	4	0	1	1	25.0
20:00	1	1	2	0	0	0	0.0
21:00	1	1	2	0	0	0	0.0
22:00	0	0	0	0	0	0	0.0
23:00	0	0	0	0	0	0	0.0
<b>TOTAL</b>	<b>147</b>	<b>151</b>	<b>298</b>	<b>22</b>	<b>36</b>	<b>58</b>	<b>19.5</b>


		 Peak Statistics					
AM	TIME	11:30	09:15	09:30	07:45	09:15	09:30
	VOL	20	19	35	4	6	8
PM	TIME	12:15	14:30	12:00	12:15	16:45	12:30
	VOL	18	14	31	5	4	6

Figure 7: Traffic Volumes – Average Weekend (2022/2023)

# 4. Vehicle Access and Parking

## 4.1. Access

Vehicle access is proposed via new crossover on Nelson Pearce Street as shown in **Figure 8**.

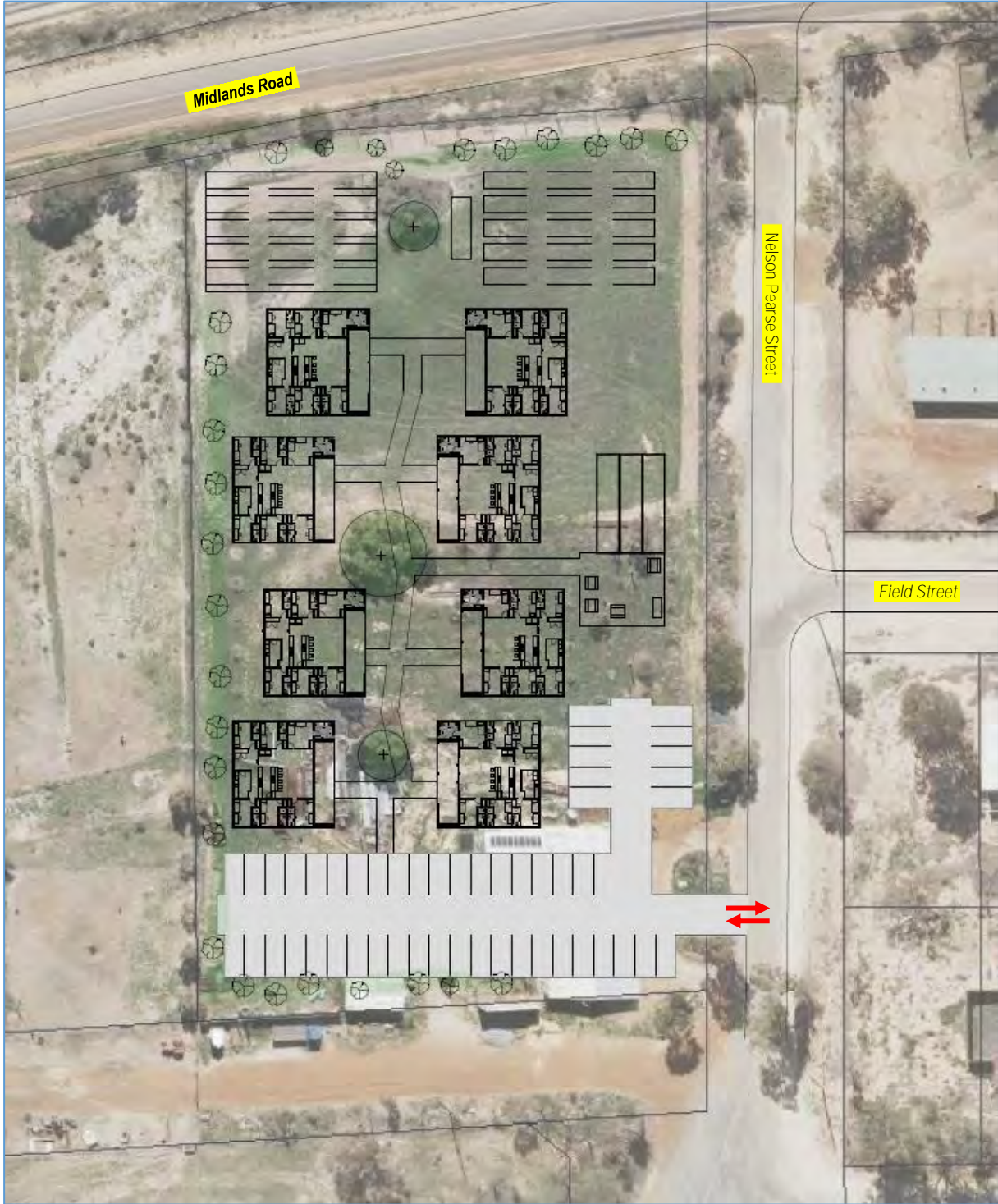


Figure 8: Vehicle Access Arrangement

## 4.2. Sight Distance

Sight distance requirements from vehicle exit points are defined in Figure 3.2 of AS2890.1 which are based on the Austroads Stopping Sight Distance (SSD).

Based on the 50km/h speed limit along Nelson Pearse Street, the minimum SSD requirement is 55m.

The sight distance check is shown in **Figure 9**.

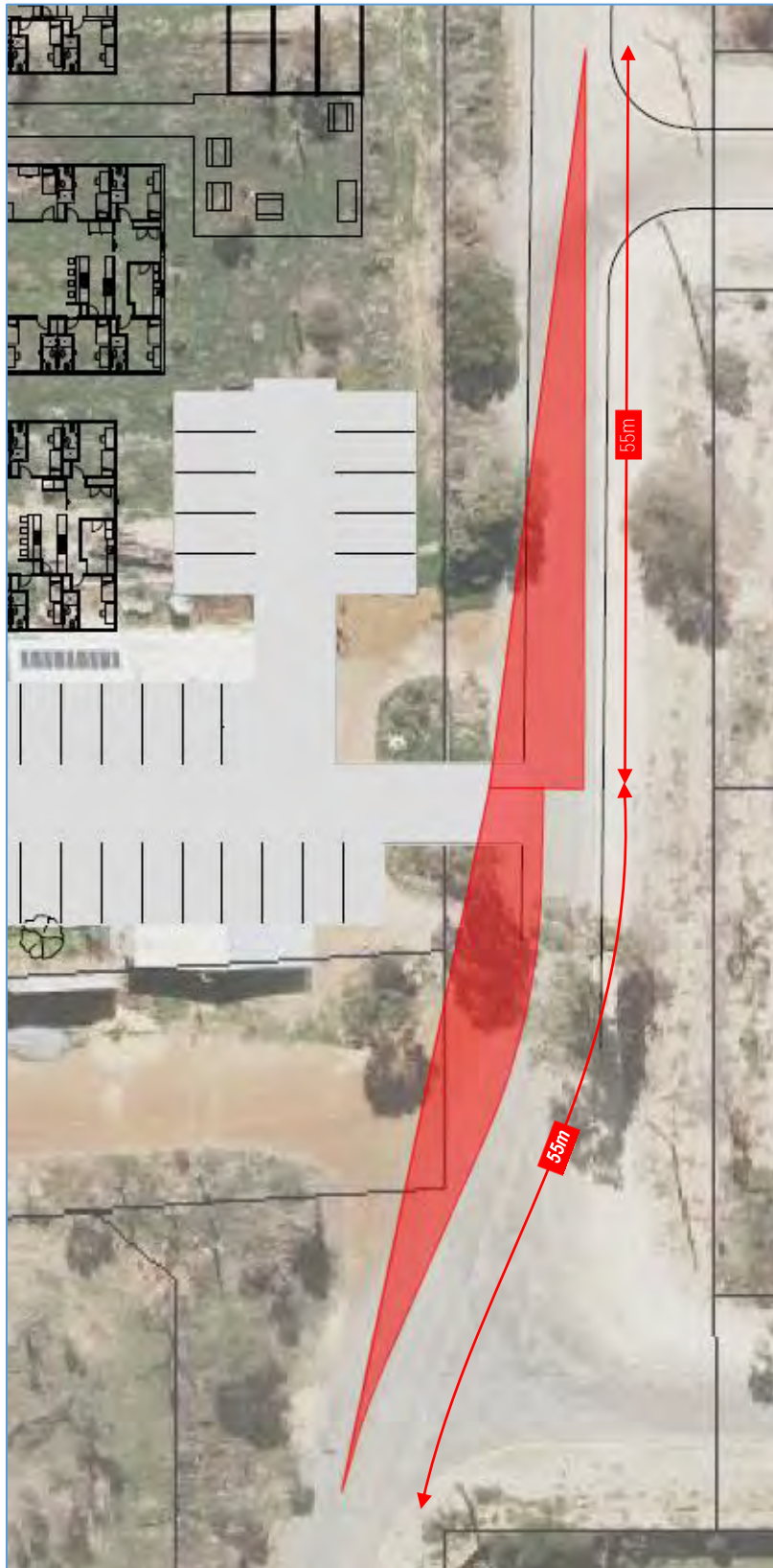


Figure 9: Sight Distance Check – Nelson Pearse Street

As shown, 55m sight distance is achieved at the proposed vehicle access towards the north.

Towards the south, there is an existing tree located within the sight triangle. From Google Street View (refer **Figure 10**), the canopy of the tree appears to mostly be above the typical driver eye height (1.15m), the tree trunk is relatively narrow and so the tree is unlikely to impact the sight distance unacceptably. However it is recommended to trim back any low hanging branches to ensure visibility is maintained.



**Figure 10: Existing Tree South of Proposed Access**



### 4.3. Car Parking

The development plan indicates a total provision of 50 car parking bays on the site.

#### 4.3.1. Planning Scheme Requirements

The car parking requirements for developments in the Shire of Mingenew are outlined in the Shire's Local Planning Scheme. The closest applicable use would be *Workforce Accommodation* and the parking rate for this use is listed as being at the discretion of local government.

Based on the proposed 48 rooms, 48 bays would be considered to be sufficient for the workers. It is considered that 1 or 2 additional spaces for any maintenance or operating staff should be sufficient. It is understood that staff movements are expected to occur only during the day when workers are away from the site.

Overall, the proposed 50 bays is assessed as being sufficient.

#### 4.3.2. Parking Design

Car parking areas are typically required to comply with the requirements of Australian Standard AS2890.1. The user class will depend on the purpose of the bay as detailed in **Figure 11**.

9 AS/NZS 2890.1:2004

**TABLE 1.1**  
**CLASSIFICATION OF OFF-STREET CAR PARKING FACILITIES**

User class	Required door opening	Required aisle width	Examples of uses (Note 1)
1	Front door, first stop	Minimum for single manoeuvre entry and exit	Employee and commuter parking (generally, all-day parking)
1A	Front door, first stop	Three-point turn entry and exit into 90° parking spaces only, otherwise as for User Class 1	Residential, domestic and employee parking
2	Full opening, all doors	Minimum for single manoeuvre entry and exit	Long-term city and town centre parking, sports facilities, entertainment centres, hotels, motels, airport visitors (generally medium-term parking)
3	Full opening, all doors	Minimum for single manoeuvre entry and exit	Short-term city and town centre parking, parking stations, hospital and medical centres
3A	Full opening, all doors	Additional allowance above minimum single manoeuvre width to facilitate entry and exit	Short term, high turnover parking at shopping centres
4	Size requirements are specified in AS/NZS 2890.6 (Note 2)		Parking for people with disabilities

Figure 11: Classification of Parking Facilities

Resident parking (long-term parking) would be classified as User Class 1A. A summary of the AS2890.1 parking requirements is detailed in **Table 1**.

**Table 1: AS2890.1 Car Parking Compliance**

Dimension	Requirement	Provided
<i>90 degree parking – Class 1 – Long Term Parking (Residents)</i>		
Car Bay Width	2.4m	3.0m
Car Bay Length	5.4m	6.0m
Parking Aisle Width	5.8m	6.0m

All proposed parking bays are 3.0m wide, 6.0m long and the parking aisles is 6.0m. The key parking dimensions are compliant with AS2890.1.

The Shire’s Local Planning Scheme also specifies a different standard for car parking design as shown in **Figure 12**.

Parking angle	Width (m)	Length (m)	Separation / Aisle (m)
<b>45 degree</b>	3.5	5.2	3.7
<b>60 degree</b>	2.8	5.6	5
<b>90 degree</b>	2.5	5.5	6.5
<b>Paving</b>	All parking spaces shall be paved to the satisfaction of the local government (unless otherwise agreed with the local government).		
<b>Landscaping</b>	Landscaping shall be undertaken at a rate of 1 tree per every 10 bays being proposed.		

**Figure 12: Shire of Mingenew Car Parking Standards**

The proposed bays satisfy the width and length requirements but the parking aisle is 0.5m narrower than the 6.5m requirement. In this instance, the much wider and longer bays are considered to adequately compensate for the shortfall in aisle width. It is also noted that the AS2890.1 requirements are satisfied and these standards are usually applied in most instances.

#### **4.4. Bicycle Parking**

The proposed use is unlikely to generate any demand for cycling and so the provision of bicycle parking or end of trip facilities is not considered to be warranted.

#### **4.5. Provision for Service Vehicles**

Waste is proposed to be collected from the site on a fortnightly basis.

A vehicle swept path analysis has been undertaken in Autodesk Vehicle Tracking to check the manoeuvring of waste vehicles through the site crossover. The analysis has been undertaken using a vehicle template for a typical 10m long waste collection vehicle.

The results of the analysis are shown in **Figure 13**. The analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction. However, crossover splays will be required to accommodate the turning movements in and out of Nelson Pearse Street.

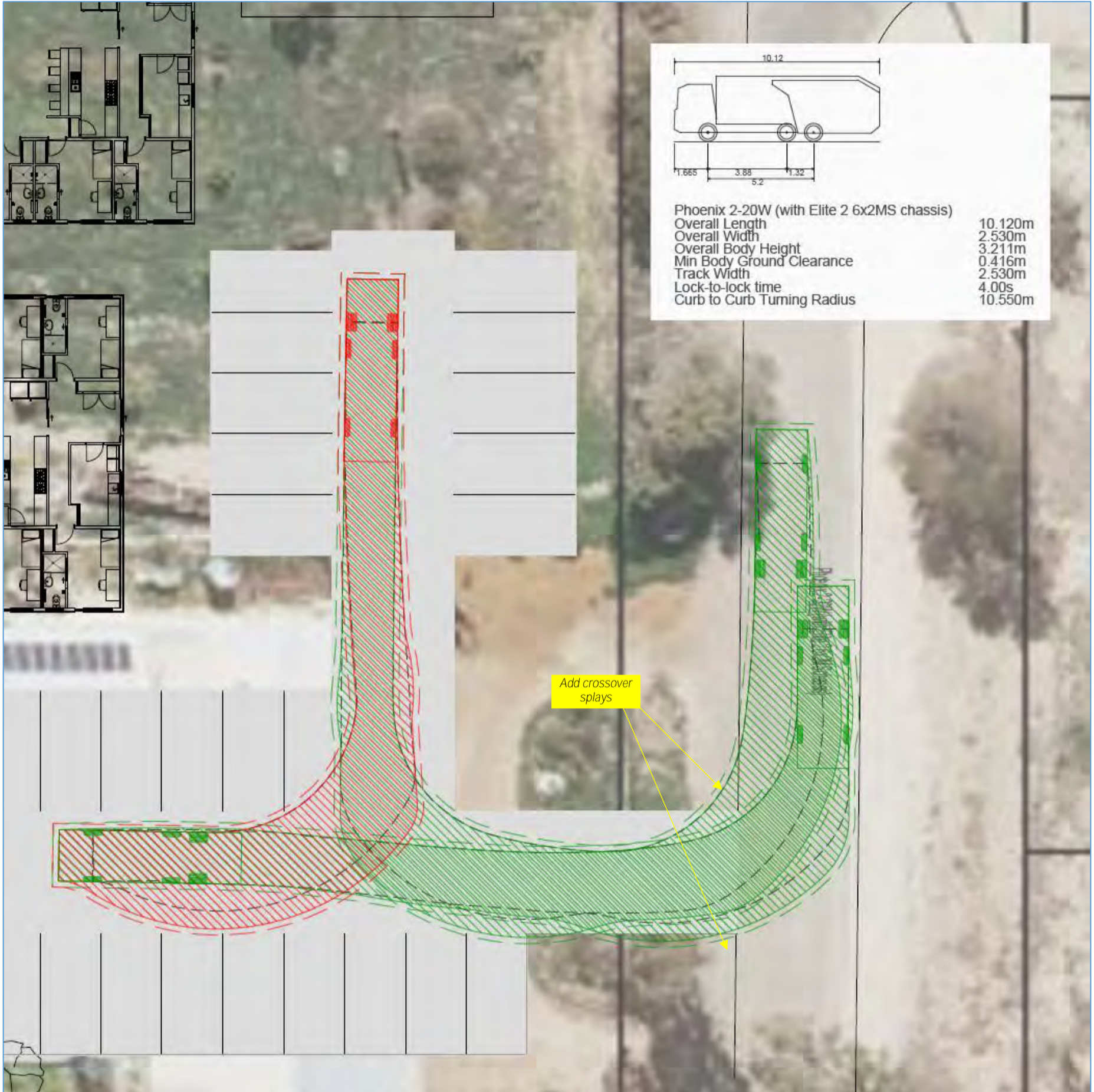


Figure 13: Swept Path Analysis

## 5. Traffic Generation

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The proposed development will accommodate CBH workers who will travel to the nearby CBH facility in the morning between 5:30am and 6:00am and then return in the evening between 5:30pm and 6:00pm.

Assuming all workers drive individually, it is estimated that the development will generate approximately 48 vehicle movements during each peak hour, including 48 outbound vehicle movements during the morning peak hour and 48 inbound vehicle movements during the afternoon peak hour. This estimate is considered to be a worst-case scenario as some workers may travel together and some may potentially be transported by bus.

According to the WAPC TIA guidelines, an increase of between 10 to 100 peak hour vehicles is considered to have a low to moderate impact and is generally deemed acceptable without requiring detailed capacity analysis. The estimated 48 vehicles per hour is around the middle of this range and so the development traffic is considered to have a low to moderate impact and can be accommodated within the existing capacity of the road network.

It is also noted that the current background traffic volumes along the road network are very low and the peak hours of the development do not coincide with the peak hours on the road network as indicated by the traffic data shown previously in **Figure 6** and **Figure 7**.

## **6. Pedestrian and Cyclist Access**

---

There are no paths along Nelson Pearse Street or along the adjacent roads. Based on the location of the site and the proposed use, the demand for walking and cycling to and from the site would be minimal and so the provision of new paths or cycle lanes is not warranted by the proposed development.

## **7. Public Transport Access**

---

There are no existing public transport services within reasonable walking distance of the site. All guests and visitors are expected to travel via private vehicle and so there is no demand for public transport.

## **8. Site Specific Issues and Safety Issues**

---

### **8.1. Crash History**

The crash history of the adjacent road network was obtained from the MRWA Reporting Centre.

No crashes have been recorded along Nelson Pearse Street, Field Street, Oliver Street, Lee Steere Street or the adjacent section of Midlands Road over the five-year period from January 2017 to December 2021 and so the crash history does not appear to indicate any major safety issues on the adjacent road network.

The proposed redevelopment itself will generate a low to moderate volume of additional traffic and there is no indication that the development would increase the risk of crashes unacceptably.

## 9. Conclusion

---

This Transport Impact Statement for the proposed accommodation development at 18 Nelson Pearse Street in Mingenew concluded the following:

- It is estimated that the development would generate approximately 48 vehicle movements during each peak hour, including 48 outbound vehicle movements during the morning peak hour and 48 inbound vehicle movements during the afternoon peak hour. This volume of traffic is low to moderate and can be accommodated within the existing capacity of the road network with no major impact. This estimate is considered to be a worst-case scenario as some workers may travel together and some may potentially be transported by bus.
- The minimum sight distance requirement is achieved from the proposed crossover on Nelson Pearse Street towards the north.
- Towards the south, there is an existing tree located within the sight triangle. The canopy of the tree appears to mostly be above the typical driver eye height (1.15m), the tree trunk is relatively narrow and so the tree is unlikely to impact the sight distance unacceptably. However it is recommended to trim back any low hanging branches to ensure visibility is maintained.
- The minimum car parking provision is to be determined at the discretion of local government. The provision of 50 car bays is considered to be sufficient for the workers. It is understood that staff movements are expected to occur only during the day when workers are away from the site and so the proposed 50 bays would be sufficient.
- The key parking dimensions are compliant with AS2890.1.
- The proposed bays satisfy the width and length requirements of the Shire's Local Planning Scheme but the parking aisle is 0.5m narrower than the 6.5m requirement. In this instance, the much wider and longer bays are considered to adequately compensate for the shortfall in aisle width. It is also noted that the AS2890.1 requirements are satisfied and these standards are usually applied in most instances.
- A vehicle swept path analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction. However, crossover splays will be required to accommodate the turning movements in and out of Nelson Pearse Street.
- The crash history of the adjacent road network did not indicate any safety issue on the adjacent road network and there is no indication that the development would increase the risk of crashes unacceptably.
- It is expected that all residents and visitors will be accessing the site via a motor vehicle and so there is no demand for additional path infrastructure or public transport services.



# **ENGINEERING SERVICING REPORT**

**FOR**

**No. 18 Nelson Pearse Street, Mingenew**

Prepared by

**McDOWALL AFFLECK PTY LTD**

**CONSULTING ENGINEERS | PROJECT MANAGERS**

## Table of Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>SURFACE FEATURES</b>	<b>3</b>
	2.1 Existing Features	3
	2.2 Land Surface	3
	2.3 Existing Drainage	3
	2.4 Roads	3
<b>3</b>	<b>GEOTECHNICAL</b>	<b>3</b>
	3.1 Groundwater	4
	3.2 Acid Sulphate Soils	4
<b>4</b>	<b>EARTHWORKS</b>	<b>4</b>
<b>5</b>	<b>ROADS &amp; CARPARKING</b>	<b>4</b>
<b>6</b>	<b>STORMWATER DRAINAGE PLAN</b>	<b>4</b>
<b>7</b>	<b>WASTEWATER (EFFLUENT) DISPOSAL</b>	<b>4</b>
<b>8</b>	<b>WATER SUPPLY</b>	<b>5</b>
<b>9</b>	<b>UNDERGROUND POWER</b>	<b>5</b>
<b>10</b>	<b>COMMUNICATIONS</b>	<b>6</b>
<b>11</b>	<b>CONCLUSION</b>	<b>6</b>
	<b>APPENDIX 1 – PROPOSED CBH CONCEPT PLAN</b>	<b>7</b>
	<b>APPENDIX 2 – SHIRE OF MINGENEW LOCAL PLANNING SCHEME NO. 4</b>	<b>8</b>
	<b>APPENDIX 3 – AERIAL PHOTO NO. 18 NELSON PEARSE STREET MINGENEW</b>	<b>9</b>
	<b>APPENDIX 4 – SOIL-LANDSCAPE MAP OF THE GERALDTON REGION</b>	<b>10</b>
	<b>APPENDIX 5 – ON-SITE WASTEWATER MANAGEMENT CALCULATIONS</b>	<b>11</b>
	<b>APPENDIX 6 – WATER CORPORATION WATER MAINS NETWORK MAP</b>	<b>12</b>
	<b>APPENDIX 7 – WESTERN POWER OVERHEAD AND UNDERGROUND NETWORK MAP</b>	<b>13</b>
	<b>APPENDIX 8 – WESTERN POWER NETWORK CAPACITY MAP</b>	<b>14</b>
	<b>APPENDIX 9 – TELSTRA NETWORK MAP</b>	<b>15</b>

# 1 INTRODUCTION

McDowall Affleck Pty Ltd have been commissioned by CBH Group to conduct an engineering servicing report to enable the planning application to WAPC for the proposed 50-bed workforce accommodation of No. 18 Nelson Pearse Street, Mingenew herein referred to as the site.

The site is zoned as 'rural residential' under the Shire of Mingenew Town Planning Scheme No. 4, which can be accessed from the Department of Planning, Lands and Heritage (DPLH).

CBH have provided a proposed concept design for the site. Refer to APPENDIX 1 – PROPOSED CBH CONCEPT PLAN.

This report is based on the findings from a desktop study of available information from records and discussion with relevant statutory authorities.

## 2 SURFACE FEATURES

### 2.1 Existing Features

The site is located approximately 800m west from the town of Mingenew, and currently zoned as rural residential. Refer to APPENDIX 2 – SHIRE OF MINGENEW LOCAL PLANNING SCHEME NO. 4.

The site consists of sparse grassland with few trees and vegetation within the northern half of the site. The existing house resides within the south-eastern corner fronting Nelson Pearse Street with additional sheds, stockpiles and sundry items behind the house. Refer to APPENDIX 3 – AERIAL PHOTO NO. 18 NELSON PEARSE STREET MINGENEW.

### 2.2 Land Surface

The site is described relatively flat with a low point within the north-western corner of the site, fronting Midlands Road. Starting at approximately 170m AHD at the south-eastern corner, and gradually decreasing to 164m AHD at the north-western corner. This information can be accessed from the DataWA catalogue.

### 2.3 Existing Drainage

Based off the contour information obtained, it is expected that stormwater runoff will follow the natural topography of the site. Most of the site would flow towards the north-western corner of the site towards Midlands Road. It is expected that stormwater will infiltrate on site due to lack of piped drainage infrastructure along Nelson Pearse and Field St.

### 2.4 Roads

As shown in the aerial photo in Appendix 3, Nelson Pearse Street runs along the eastern side of the site and a gravel access along the southern side. There are no current notable roads within the site, only access / driveway to the house and firebreaks surrounding fields within the northern half of the site.

## 3 GEOTECHNICAL

Currently, there is no known geotechnical studies for the site.

Through desktop investigation, a soil-landscape map of the Geraldton Region had been sourced from the digital library of the Department of Primary Industries and Regional Development (DPIRD) which indicates that the site consists of:

- Mh – Mount Horner soil-landscape described as long gentle slopes and open depressions with gravel ridges and lateritic breakaways. Deep pale yellow and white sands, gravelly sands and sandy duplex soils.

Refer to APPENDIX 4 – SOIL-LANDSCAPE MAP OF THE GERALDTON REGION.

A geotechnical study of the site may be required to confirm if the on-site soil material is consistent with the geological soil-landscape mapping.

### *3.1 Groundwater*

The Department of Water and Environmental Regulation (DWER) “Perth Groundwater Map” & “Water information reporting” provides information on average and historical maximum groundwater levels within the site.

Searching within the Mingenew district, there seems to be no recent reporting of groundwater levels close to the site to give an approximate indication of the groundwater level. Further investigation as part of the Geotechnical study may be required to determine if groundwater may influence the site.

### *3.2 Acid Sulphate Soils*

Acid Sulphate Soil (ASS) testing has not been conducted for the site and there is no known evidence for ASS risk assessments conducted within the Mingenew region. As indicated by the soil-landscape information, sands typically have a low risk associated with ASS.

An Acid Sulphate Soil investigation may be considered alongside the Geotechnical study to confirm the low risk however this is not a requirement.

## **4 EARTHWORKS**

The site has not currently been given a classification and a geotechnical investigation will be required to gain further information on preparation and classification of the site.

It is expected that there would be minimal deep excavation within the site with exception for the wastewater tanks and possible soak-wells within the carpark. Localised levelling would be required for the accommodation villas, common room and the area for the leach drains.

## **5 ROADS & CARPARKING**

The only proposed road within the development would be for access into the carpark. This would typically be 5.5m wide to allow for two-way entry / exit with the carparking bays sized in accordance with Australian Standard AS2890.1 – Parking Facilities Part 1: Off-street car parking.

## **6 STORMWATER DRAINAGE PLAN**

The Shire of Mingenew has no known stormwater management plan for the town of Mingenew. As a guide we would expect stormwater to be discharged in its natural flow path at predevelopment flow rates. Its anticipated that that run-off generated from the carpark, accommodation villas and the common room will be conveyed by pit and pipe system or open swales to a small detention basin to provide attenuation to limit outflows from the site to predeveloped flow rates at the north-western corner of the site.

## **7 WASTEWATER (EFFLUENT) DISPOSAL**

There is no reticulated sewer infrastructure within the Town of Mingenew and it will be some time until Water Corporation’s networks expands to this area. Therefore, wastewater will be managed and disposed of on-site via a primary or secondary treatment device before being discharged to an onsite effluent disposal field.

This site is not within a Sensitive Sewage Area or a Public Drinking Water Source Area according to the Department of Water and Environmental Regulation.

Following the Department of Health (DoH) 'Supplement to Regulation 29 and Schedule 9', for non-residential premises we would consider the proposed development to be very similar to mine-site accommodation camp units for a combined hydraulic loading rate of 180L/person/day.

Multiplying this value by the 50-person maximum occupancy gives a total of 9,000L/day. This total can be managed on-site using flat-bed leach drains within the onsite effluent field. Given the deep sand and gravels that may be expected from the soil-landscape information for the Mingenew area, a soil category of 1 – 2 could be estimated. For secondary treated effluent, a Design Loading Rate would be 50mm/day determined from Table L1 from Australian Standard AS1547:2012 'On-site domestic wastewater management'. The required length for the leach drains would be estimated by dividing the total hydraulic loading rate by the design loading rate and the width of the leach drain (DoH have provided a list of approved manufacturers and the associated infiltrative areas).

An example had been provided in the appendices, using DoH approved flat-bed leach drains from DS Agencies for secondary treated effluent. Utilizing 1.8m setback distances between lengths and surrounding the leach drains, a total area required for the effluent disposal field is 416m<sup>2</sup>. Refer to APPENDIX 5 – ON-SITE WASTEWATER MANAGEMENT CALCULATIONS for further information regarding the calculations.

The location of the effluent disposal system may be subject to change and the area may need to be investigated to check the depth and category of sand, as well as separation between possible shallow rock or groundwater.

## **8 WATER SUPPLY**

Network mapping provided by the Water Corporation from Before You Dig Australia (BYDA) indicates that there is an existing DN100 PVC water main on the southern side of the site. Refer to APPENDIX 5 – WATER CORPORATION WATER MAINS NETWORK MAP. The site is on the boundary of the existing water network with reduced pipe sizes at the outer edges. After discussions with the Water Corporation planning team, they have indicated that the total water demand of the site will have an effect on pressure and supply if they are to accommodate the peak water demands of the proposed development.

Considering 270L/person/day as a conservative water consumption equates to an average demand of 13,500L/day, which the Water Corporation have indicated is a 10% increase in demand above the current scheme. This would affect the reserve storage tanks to the Town and possibly back to where the water is sourced from.

If the Water Corporation is required to supply the peak demand flow, then upgrades to at least 300m of the existing water main through Linthorne Street will be required. Another option would be to install tanks and a pump system on-site with a trickle feed supply from Water Corporation at the average demand. Further investigation into the exact water demand will be required.

Ultimately the site can still be serviced for water, with consideration of the above mentioned options.

## **9 UNDERGROUND POWER**

Overhead and Underground Power Network mapping supplied by Western Power indicates the following:

- The site is serviced by the Western Power Three Springs substation, approximately 49.5km south-east of Mingenew.
- There are existing overhead high voltage power poles below the south-eastern corner of the site on Nelson Pearse Street and along the southern side of the gravel road.
- There is an existing underground low voltage cable and pillar at the south-western corner of the site.

There would need to be further investigation into the electrical demand for the proposed development and if the existing nearby electrical infrastructure has enough capacity. If the existing network does not have enough capacity, then an on-site transformer may be considered or upgrades to the existing nearby network will be needed. Refer to APPENDIX 6 – WESTERN POWER OVERHEAD AND UNDERGROUND NETWORK MAP.

Using the Western Power Network Mapping Tool, we have assessed the remaining capacity of the Three Springs substation to service the proposed development. The substation currently indicates a remaining capacity of 5 to 10 MVA as of 2023. The forecasted capacity is estimated to remain at this capacity until 2029 noting that there is currently no plan for increasing this capacity for the next 6 years. Refer to APPENDIX 7 – WESTERN POWER NETWORK CAPACITY MAP.

The site can ultimately be serviced with overhead and underground power.

## **10 COMMUNICATIONS**

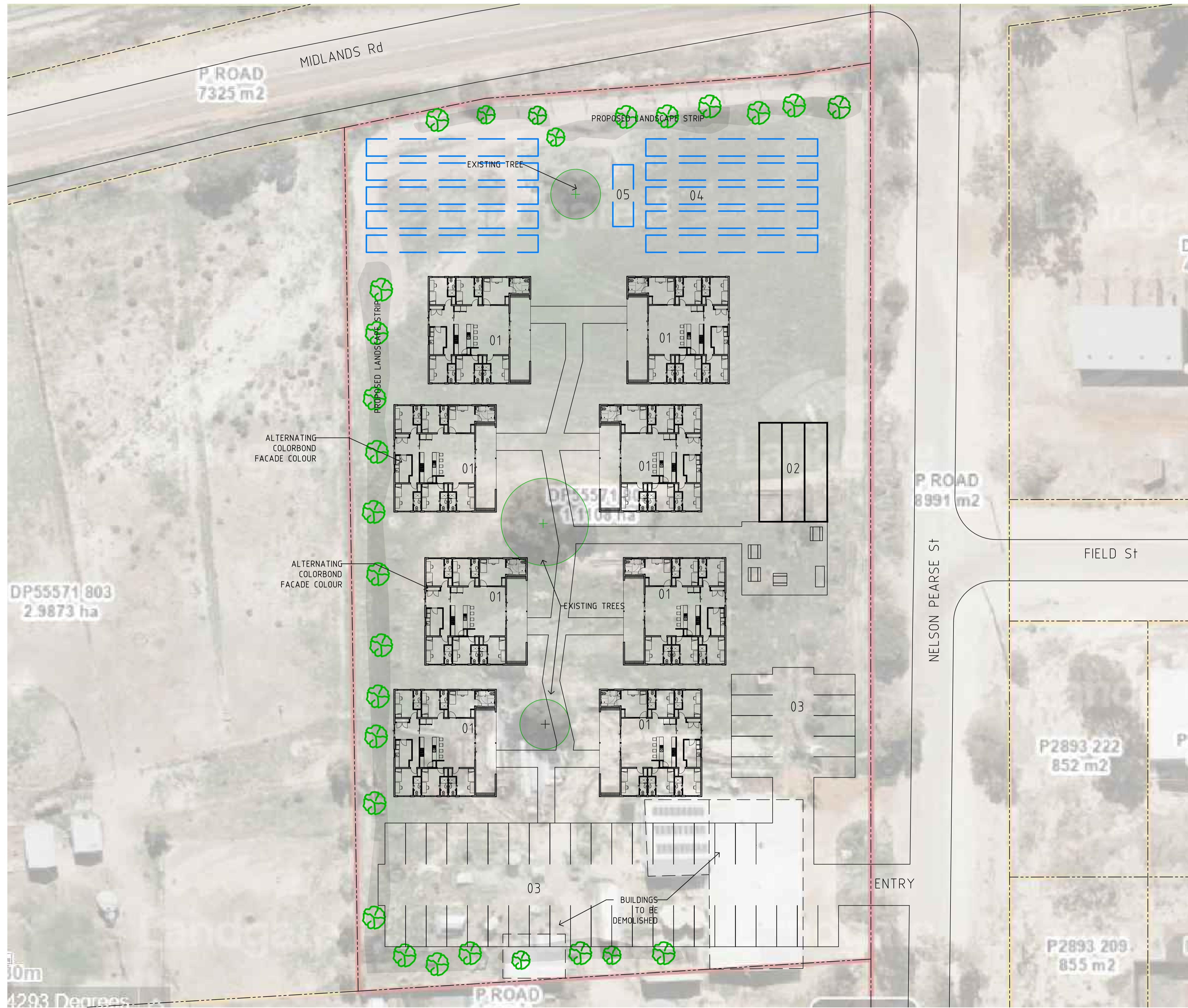
Network information supplied by Telstra indicates an existing in-service cables/ducts along Field Street and across the Nelson Pearse intersection. It is anticipated that the proposed accommodation village within the site can be serviced by the existing Telstra service or existing mobile phone coverage. Refer to APPENDIX 8 – TELSTRA NETWORK MAP. The NBN network has no known existing service within the area along Nelson Pearse Street. From accessing NBN's network website it does indicate that it is available and further investigation is needed to see if additional work is to be completed before the site can be connected.

The site can ultimately be serviced with communications services.

## **11 CONCLUSION**

This report has investigated that the site is able to be supplied by the required services for a 50 person accommodation village based on a desktop investigation for planning purposes. As design development occurs prior to construction, then additional investigations and calculations will be required to confirm the exact sizes and requirements for items such as water supply, onsite effluent disposal, stormwater design, communications and electrical supply.

## APPENDIX 1 – PROPOSED CBH CONCEPT PLAN



PLANT SCHEDULE			
TREES			
BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	APPROX QUANTITY
Acacia Acuminata	Raspberry Jam Wattle	30L1	x



ACACIA ACUMINATA

SHRUBS			
BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	RATIO
Hakea Orthorrhyncha	Bird Beak Hakea	140mm	1 PER 1sqm



HAKEA ORTHORRHYNCHA

LEGEND

- 01 ACCOMMODATION VILLAS
- 02 COMMON ROOM
- 03 CAR PARKING (50 BAYS)
- 04 LEACH DRAINS
- 05 ATU

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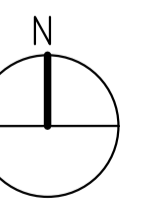
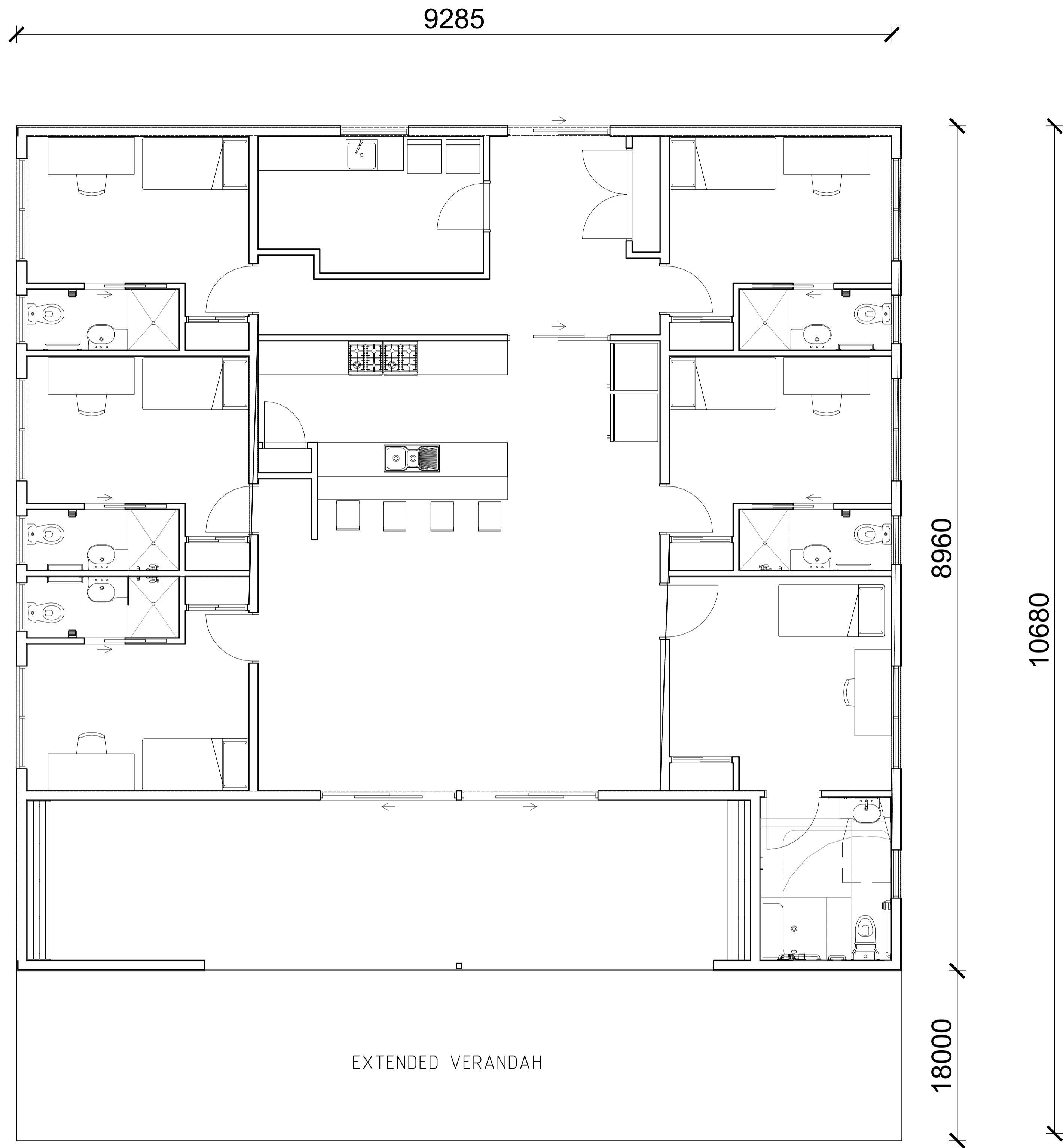


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CONTRACT No	DESIGN APPR		
CW6997	PROJ APPR		

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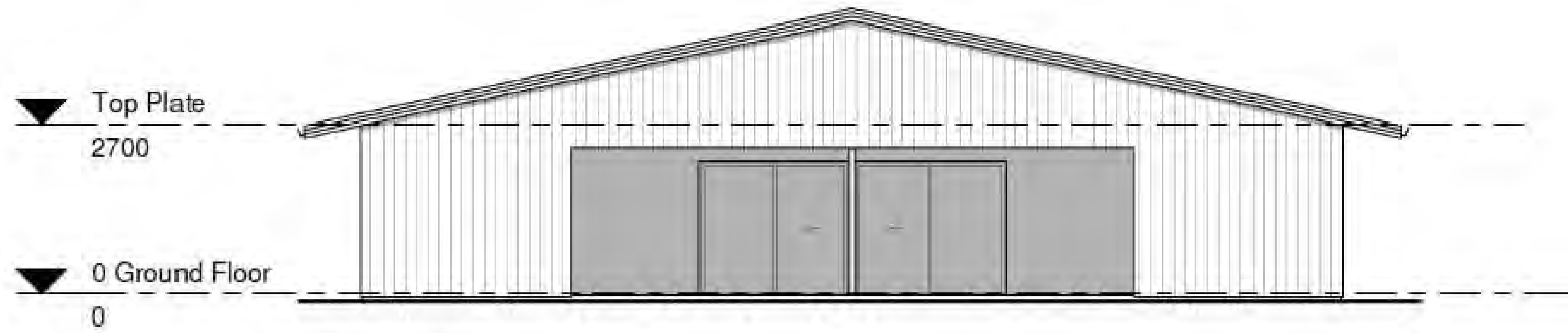
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SHEET	A1	CHECKED	B LIM	
PROJECT	M-2909	DESIGNED	B LIM	
CONTRACT No	CW6997	DESIGN APPR		
		PROJ APPR		

TITLE	MINGENEW INFRASTRUCTURE PLANNING ACCOMMODATION ACCOMMODATION UNIT PLAN		
DRG No		SHEET	1 OF 1
		REV.	0

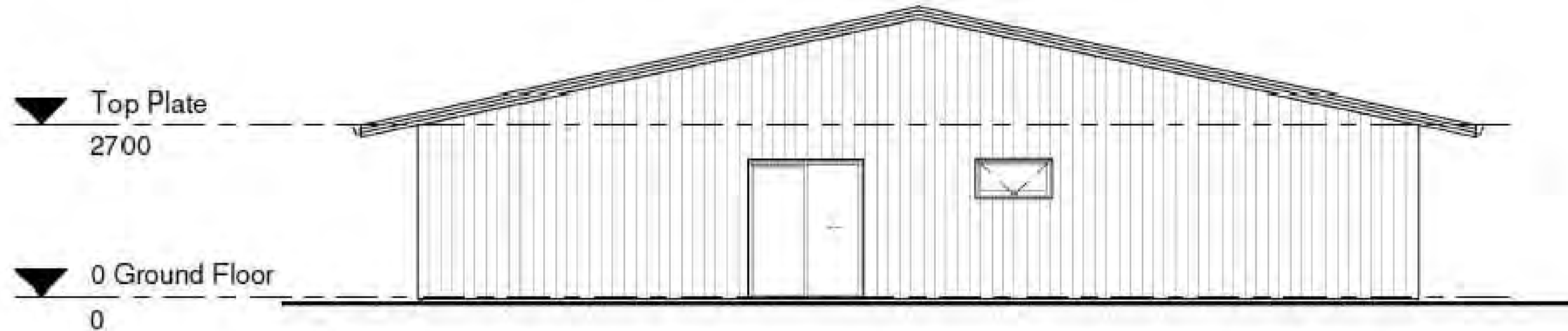


1 Elevation 1  
A.01 1:100



2 Elevation 2  
A.01 1:100

4 Elevation 4  
A.01 1:100



3 Elevation 3  
A.01 1:100

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SHEET	CHECKED		
PROJECT	DESIGNED		
CONTRACT No	DESIGN APPR		
CW6997	PROJ APPR		

TITLE	MINGENEW INFRASTRUCTURE PLANNING ACCOMMODATION ELEVATIONS
DRG No	
SHEET	1 OF 1
REV.	0



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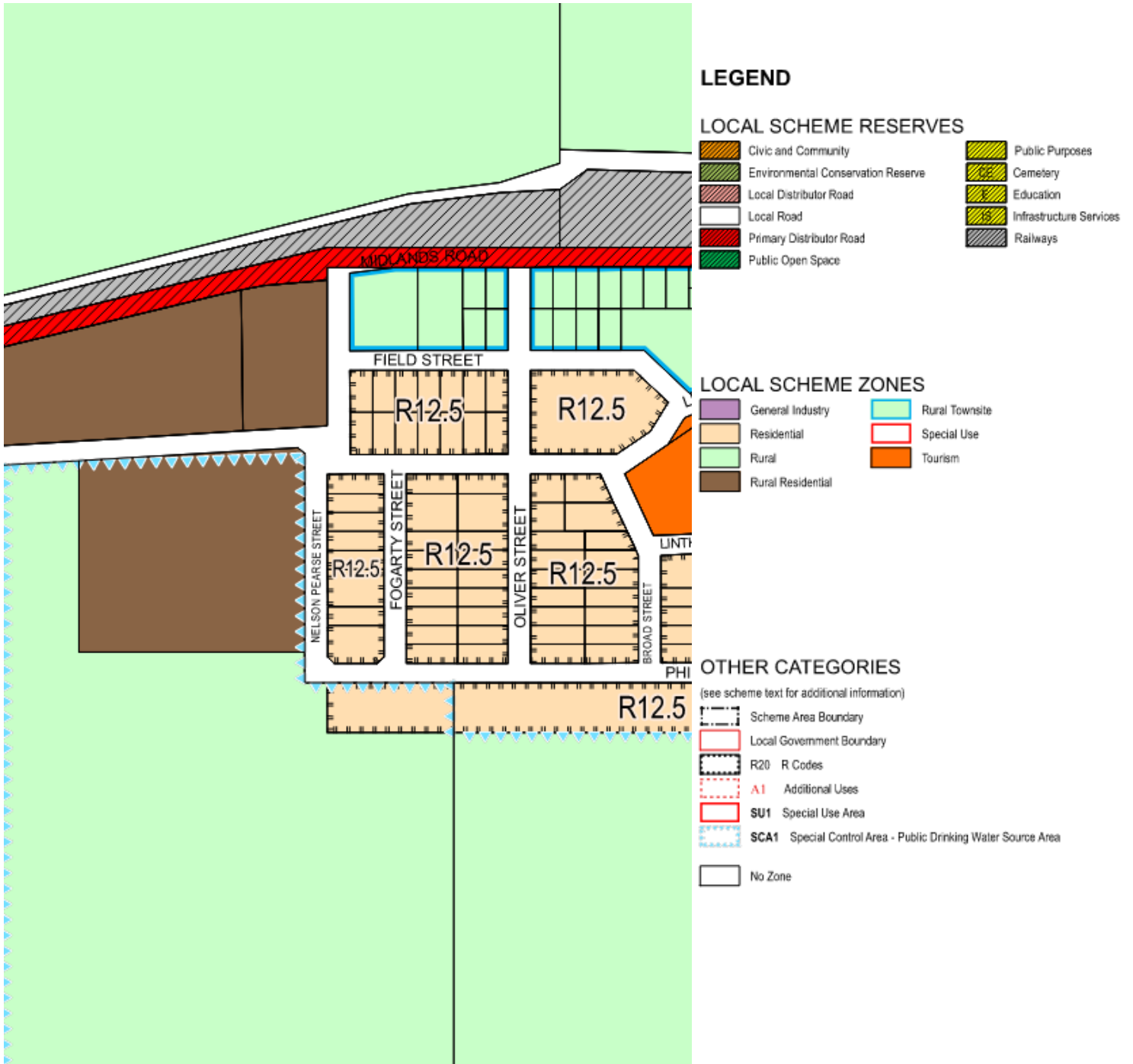
REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D

SCALE	DRAWN	A BROWM	30.06.22
SHEET	CHECKED		
PROJECT	DESIGNED		
CONTRACT No	DESIGN APPR		
CW6997	PROJ APPR		

TITLE	MINGENEW INFRASTRUCTURE PLANNING ACCOMMODATION PERSPECTIVE
DRG No	

SHEET	1 OF 1	REV.	0
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# APPENDIX 2 – SHIRE OF MINGENEW LOCAL PLANNING SCHEME NO. 4

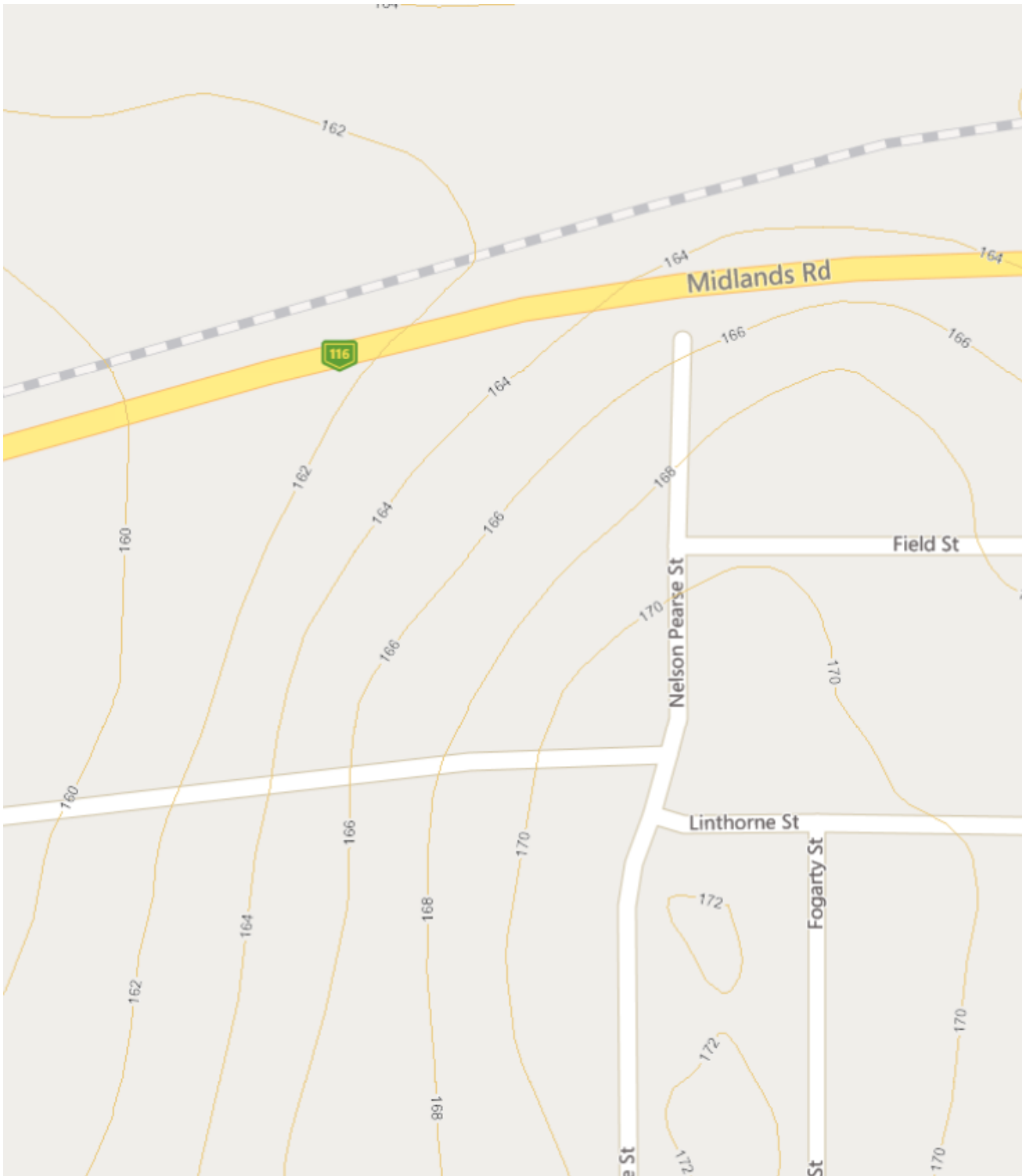


APPENDIX 3 – AERIAL PHOTO NO. 18 NELSON PEARSE STREET MINGENEW

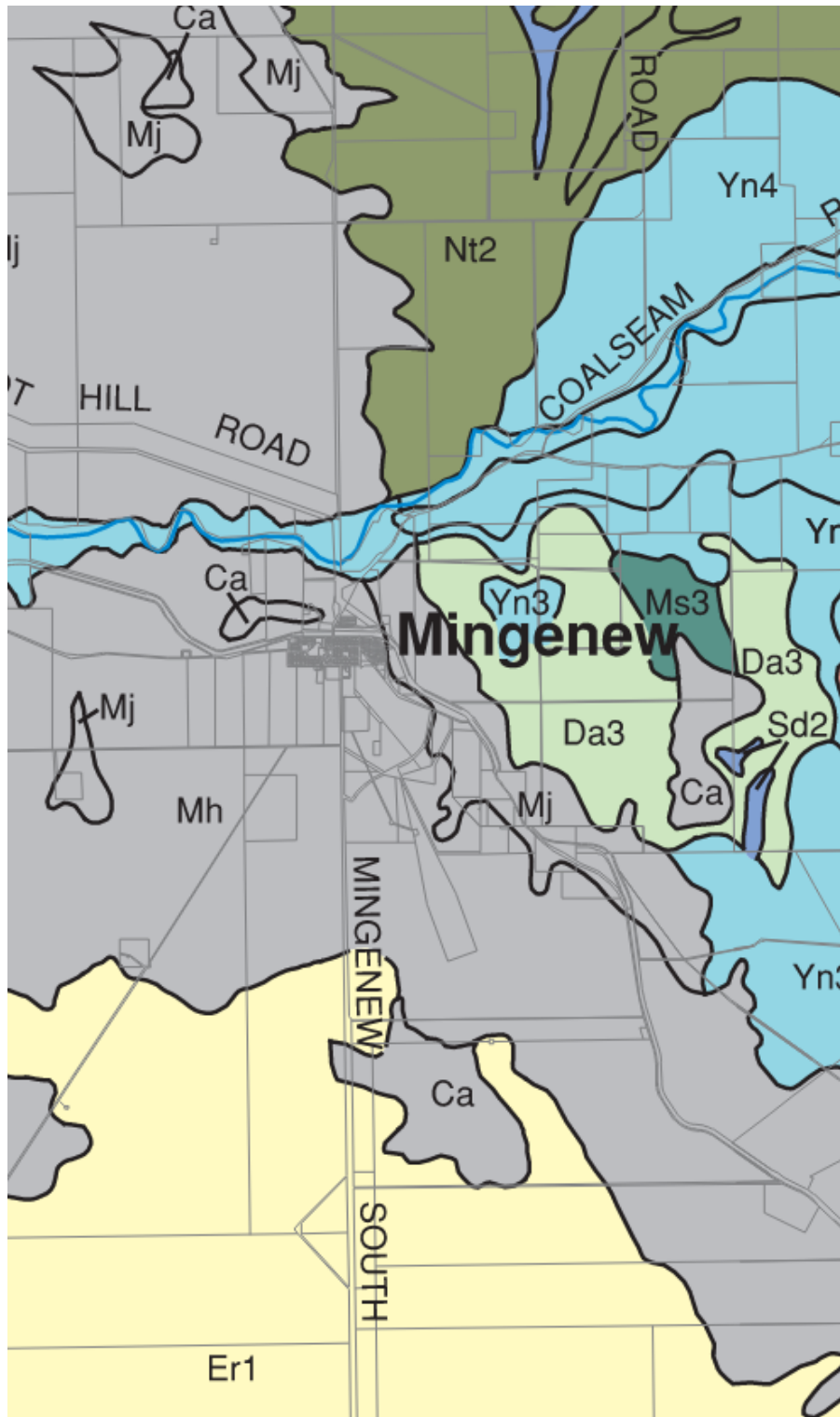


2M CONTOUR PLAN NO. 18 NELSON PEARSE STREET  
MINGENEW

Obtained from DataWA



APPENDIX 4 – SOIL-LANDSCAPE MAP OF THE GERALDTON REGION



Mh Mount Horner

Long gentle slopes and open depressions with gravel ridges and lateritic breakaways. Deep pale yellow and white sands, gravelly sands and sandy duplex soils.

## APPENDIX 5 – ON-SITE WASTEWATER MANAGEMENT CALCULATIONS



**18 Nelson Pearse Street, Mingenev**

- Secondary Treatment  
 - Category 1 & 2 expected to be receiving

**Hydraulic Calculation**

9000 L/day  
 / 50 mm/day According to Table L1 AS1547 (soil category 1-2 > DLR - 50mm/day)  
 = 180 m<sup>2</sup>  
 / 2.4 m (Width of drain [i.e. concrete or non-concrete leach drain])  
 = 75.00 m required length for drainage  
 / 20 m recommended length for drains  
 = 3.75 >> **4** - number of drains required (must be even) **18.75 m in length** AS1547 recommends maximum drain lengths of 20m. Longer lengths are possible provided even distribution can be demonstrated.

Insert Setback distance **1.8 m**

- Alternatively, the width can be replaced for Infiltrative Area (m<sup>2</sup>/m) to determine the total LAA required in accordance with DoH.

**Length of Land Application Area (Effluent disposal field)**

18.75 m  
 + 2 \* Setback distances = 3.6 m  
 = **22.35 m**

**Width of Land Application Area (Effluent disposal field)**

2.4 m width of standard concrete leach drains  
 \* 4 drains  
 = 9.60 m  
 + 1.8 m minimum separation between each drain \* 3  
 = 15.00 m  
 + 3.6 m (2\*setback distances for outer edge drains)  
 = **18.60 m**

**Total Land Application Area Required**

22.35 X 18.60  
 = **415.71 m<sup>2</sup>**

**DoH Supplement of Regulation 29 and Schedule 9 - Wastewater system loading rates for non-standard dwellings.**

Table 2: Human waste hydraulic loading rates

Type of premises (Regulation 29)	Equivalent Use	Combined Flow (L/person/day)
Hotel	Minesite accommodation camp units	180

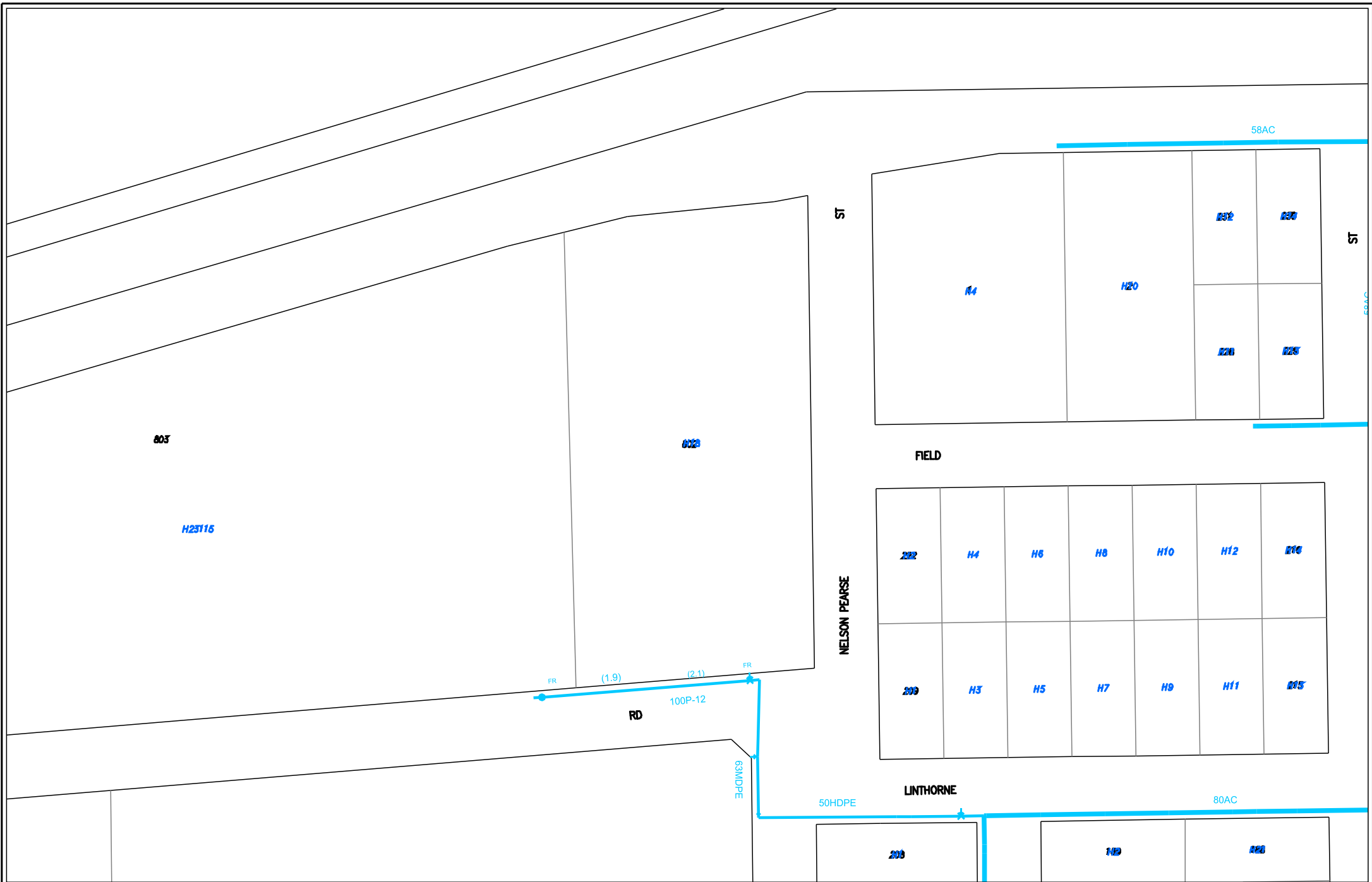
**Table L1 - Recommended Design Loading Rates (DLR) for Trenches and Beds**

TABLE L1 RECOMMENDED DESIGN LOADING RATES FOR TRENCHES AND BEDS							
Soil category	Soil texture	Structure	Indicative permeability (K <sub>sat</sub> )(m/d)	Design loading rate (DLR) (mm/d)			
				Trenches and beds		Secondary treated effluent	ETA/ETS beds and trenches
				Conservative rate	Maximum rate		
1	Gravels and sands	Structureless (massive)	> 3.0	20 (see Note 1)	35 (see Note 1)	50 (see Note 1)	(see Note 4)
2	Sandy loams	Weakly structured	> 3.0	20 (see Note 1)	30 (see Note 1)	50 (see Note 1)	
		Massive	1.4 – 3.0	15	25	50	
3	Loams	High/moderate structured	1.5 – 3.0	15	25	50	12
		Weakly structured or massive	0.5 – 1.5	10	15	30	
4	Clay loams	High/moderate structured	0.5 – 1.5	10	15	30	8
		Weakly structured	0.12 – 0.5	6	10	20	
		Massive	0.06 – 0.12	4	5	10	5
5	Light clays	Strongly structured	0.12 – 0.5	5	8	12	5 (see Notes 2, 3, & 5)
		Moderately structured	0.06 – 0.12		5	10	
		Weakly structured or massive	< 0.06			8	
6	Medium to heavy clays	Strongly structured	0.06 – 0.5	(see Notes 2 & 3)			
		Moderately structured	< 0.06				
		Weakly structured or massive	< 0.06				

**AS1547:2012 Typical details for for trenches & beds**

TABLE L2 TYPICAL DIMENSIONS OF CONVENTIONAL TRENCHES AND BEDS			
	Typical dimensions (mm)	Maximum (mm)	Minimum (mm)
<b>Trench dimensions</b>			
Width	300 – 450	600	200
Depth of aggregate	200 – 400	400	200
Depth of topsoil	100 – 150	150	100
Spacing between adjacent trenches (sidewall to sidewall)	-	N/A	1000
<b>Bed dimensions</b>			
Width	1000 – 4000	4000	1000
Depth of aggregate	300 – 600	600	300
Depth of topsoil	100 – 150	150	100
Spacing between adjacent beds (sidewall to sidewall)	-	N/A	1000

## APPENDIX 6 – WATER CORPORATION WATER MAINS NETWORK MAP



**WARNING - CRITICAL PIPELINE**  
 Refer to *Information Brochure Damage Prevention and Legend* for details

The Water Corporation has taken due care in the preparation of this map but accepts no responsibility for any inaccuracies or inappropriate use. This plan may be reproduced in its entirety for the purpose of site work planning but shall not otherwise be altered or published in any form without the permission of the Water Corporation. The Water Corporation may need to be advised of any planned ground disturbing activities near facilities on this map. Refer to Brochure - "Protecting Buried Pipelines". Please report any inaccuracies to Asset Registration Team by email to [asset.registration@watercorporation.com.au](mailto:asset.registration@watercorporation.com.au).

APPENDIX 7 – WESTERN POWER OVERHEAD AND UNDERGROUND  
NETWORK MAP



### OVERHEAD LEGEND

#### Structures

- Power Pole    ■ Transmission Poles

#### Transmission Overhead Powerline

- Transmission (33kV - 330kV)

#### Distribution Overhead Powerline

- High Voltage (1kV - 33kV)
- Low Voltage (< 1kV)

#### Proposed Construction Assets

- Design Area \*
- High Voltage Overhead Powerline
- Low Voltage Overhead Powerline
- Power Pole

#### Communications Assets

- Overhead Pilot Cable

#### Feature

- Area of Interest

**\* Please refer to coversheet**

**Privately owned cables NOT SHOWN  
(including house services)**

**This map is INDICATIVE ONLY.  
Check that you have enough  
clearance from the DANGER ZONES  
near overhead powerlines.**

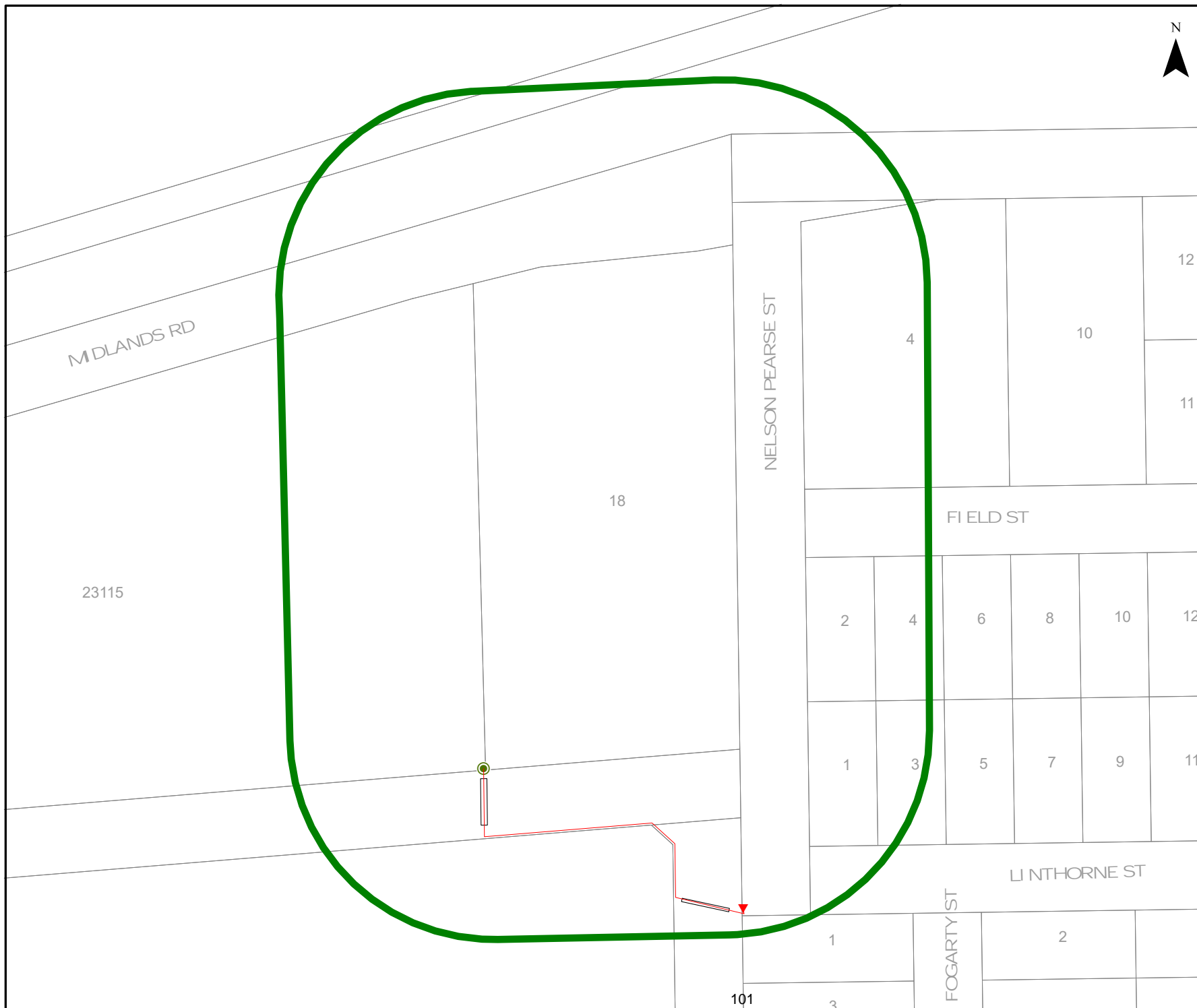
**Telephone Support: 1300 769 345  
Mon to Fri - 08:00 to 16:30**

Information valid for 30 days  
from date of issue

A4    Scale : 1:1500

**WARNING! Look out for  
overhead power lines**










### UNDERGROUND LEGEND

#### Structures

-  Pillar
-  Metal Pole
-  Transformer Site
-  UG Crossing \*
-  Ring Main Unit
-  LV Distribution Frame









#### Distribution Cables

-  High Voltage Cable (1kV - 33kV)
-  Low Voltage Cable (< 1kV)
-  Street Light Circuit (< 1kV)
-  Street Light Pilot (< 1kV)
-  Earth Wire


#### Cable Pole Terminations

-  HV Termination
-  LV Termination


#### Proposed Construction Assets

-  Design Area \*
-  High Voltage Underground Cable
-  Low Voltage Underground Cable
-  Metal Pole
-  Pillar
-  Transformer site
-  HV Termination
-  LV Termination

#### State Underground Power Project

-  CURRENT Work Area \*
-  COMPLETED Area \*

#### Feature

-  Area of Interest

**\* Please refer to coversheet**

**Privately owned cables NOT SHOWN (including house services)**

**This map is INDICATIVE ONLY. Hand exposure via pothole method is MANDATORY.**

**Telephone Support: 1300 769 345  
Mon to Fri - 08:00 to 16:30**

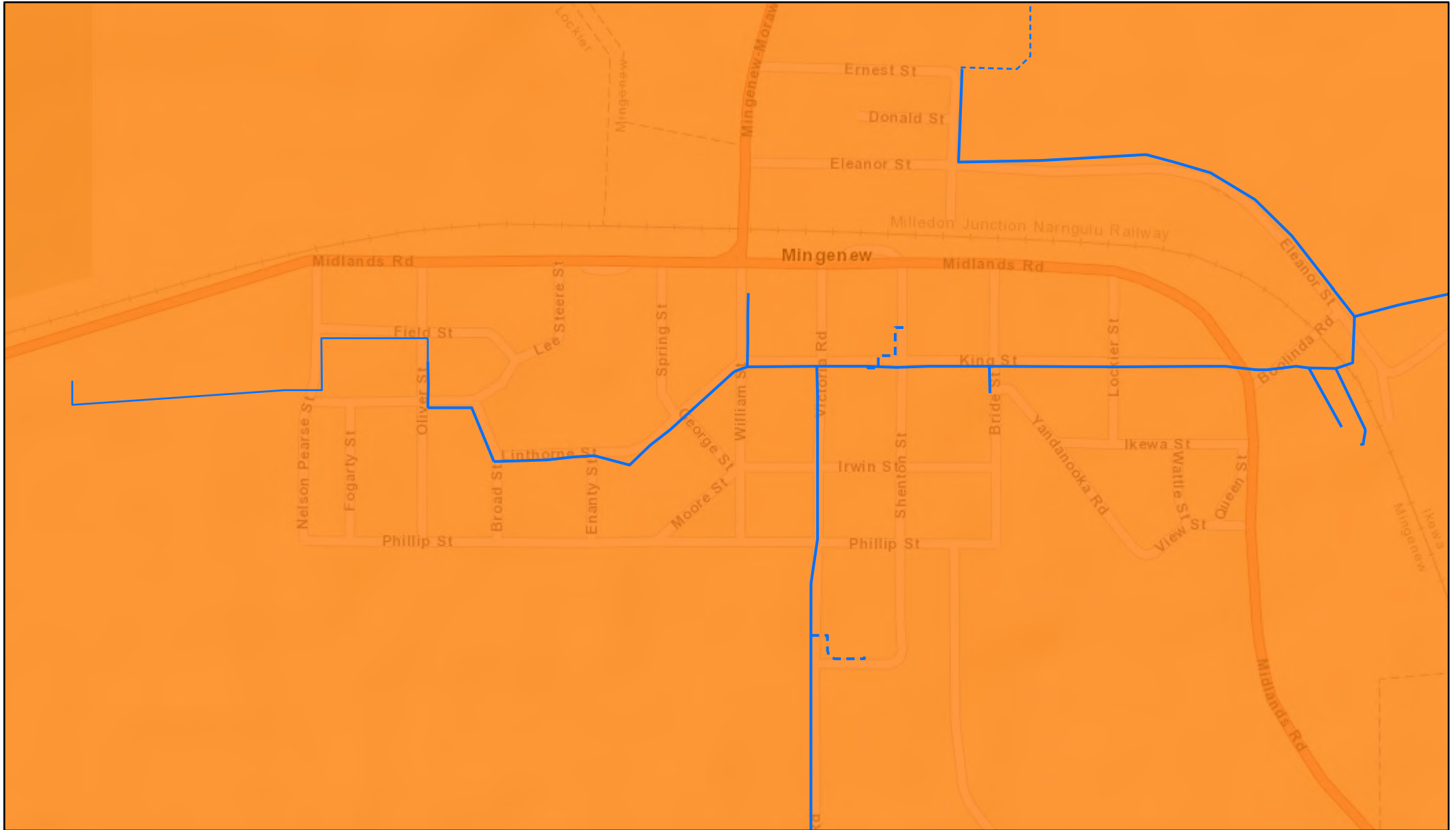
**Information valid for 30 days from date of issue**

**A4 Scale : 1:1500**

**WARNING! Look out for overhead power lines**

## APPENDIX 8 – WESTERN POWER NETWORK CAPACITY MAP

# 18 Nelson Pearce St - WP NCMT 2023



25/01/2023, 14:18:51

NCMT High Voltage Distribution Lines (WP-052) --- Underground Three Phase

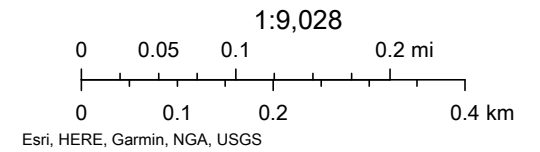
— Overhead Single Phase

— Overhead Three Phase

--- Underground Single Phase

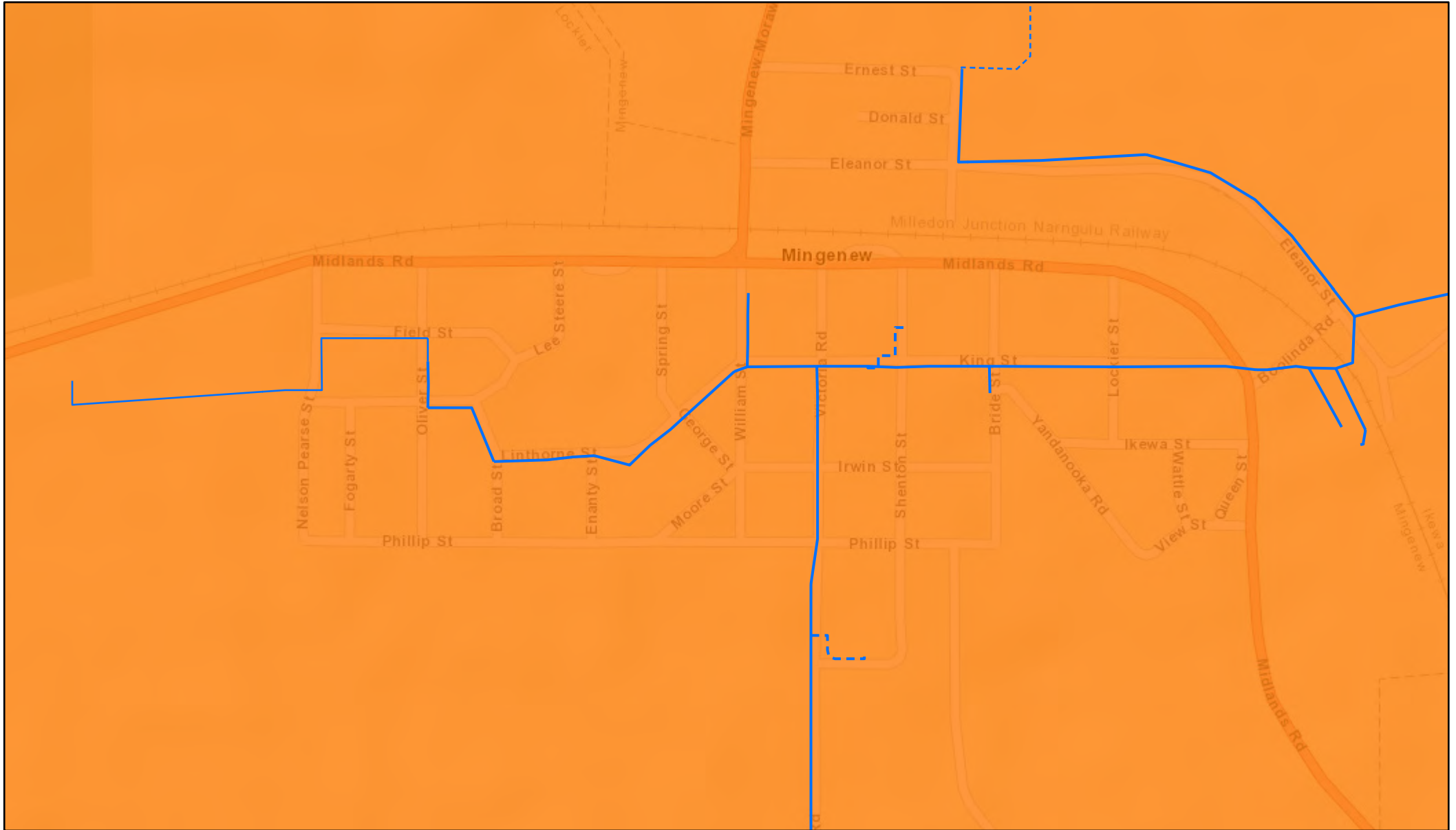
NCMT Forecast Remaining Capacity 2023 (WP-053)

5 to 10 MVA





# 18 Nelson Pearce St - WP NCMT 2026



25/01/2023, 14:19:36

NCMT High Voltage Distribution Lines (WP-052) --- Underground Three Phase

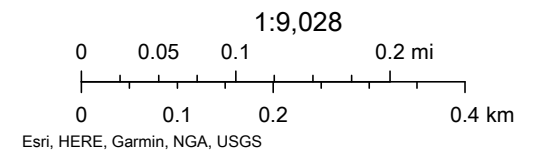
— Overhead Single Phase

— Overhead Three Phase

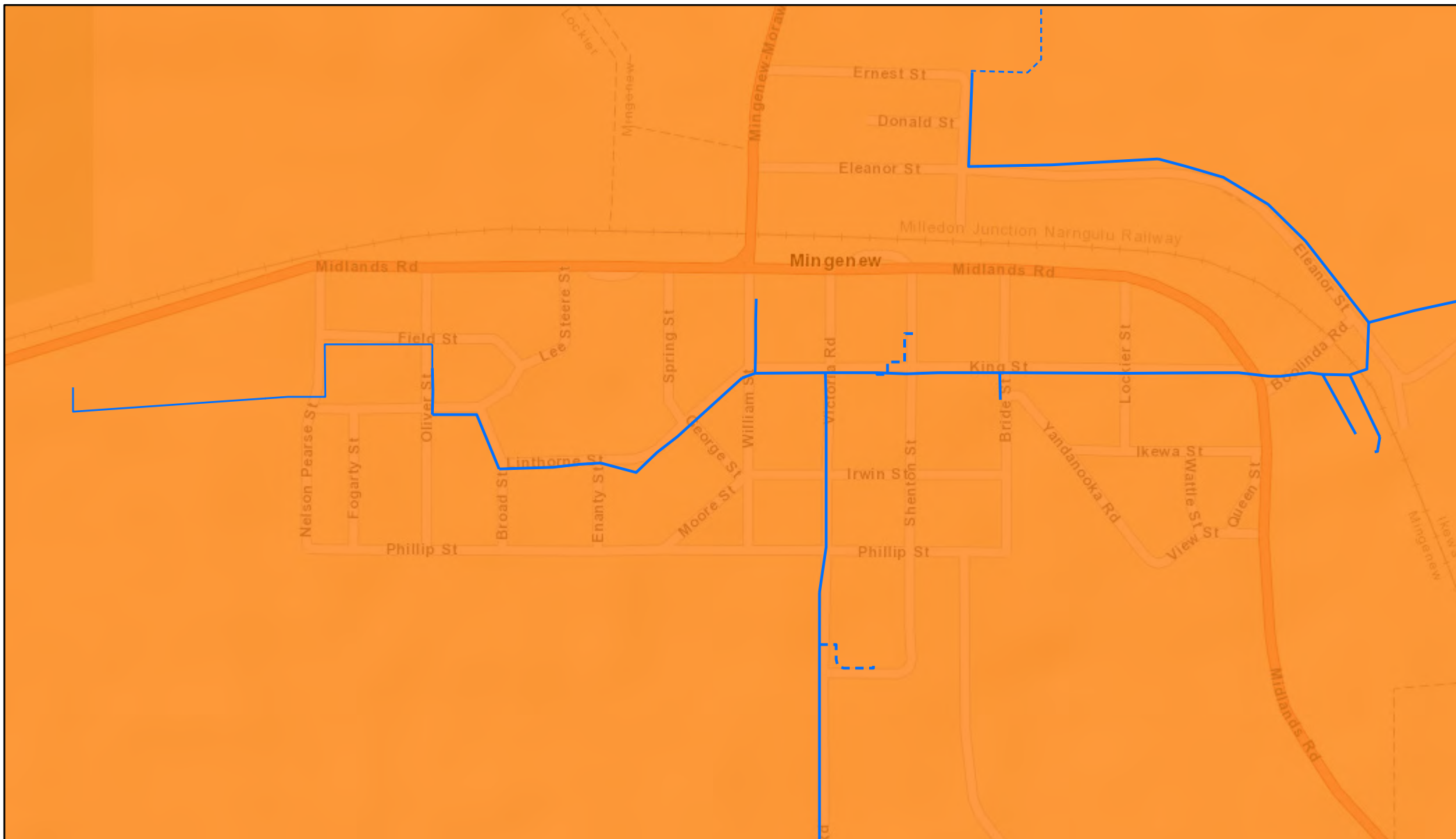
--- Underground Single Phase

NCMT Forecast Remaining Capacity 2026 (WP-056)

5 to 10 MVA



# 18 Nelson Pearce St - WP NCMT 2029



25/01/2023, 14:20:28

NCMT High Voltage Distribution Lines (WP-052) --- Underground Three Phase

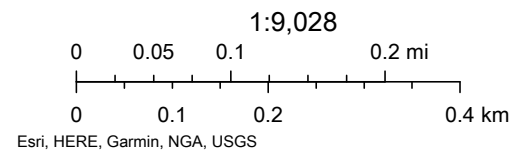
— Overhead Single Phase

— Overhead Three Phase

--- Underground Single Phase

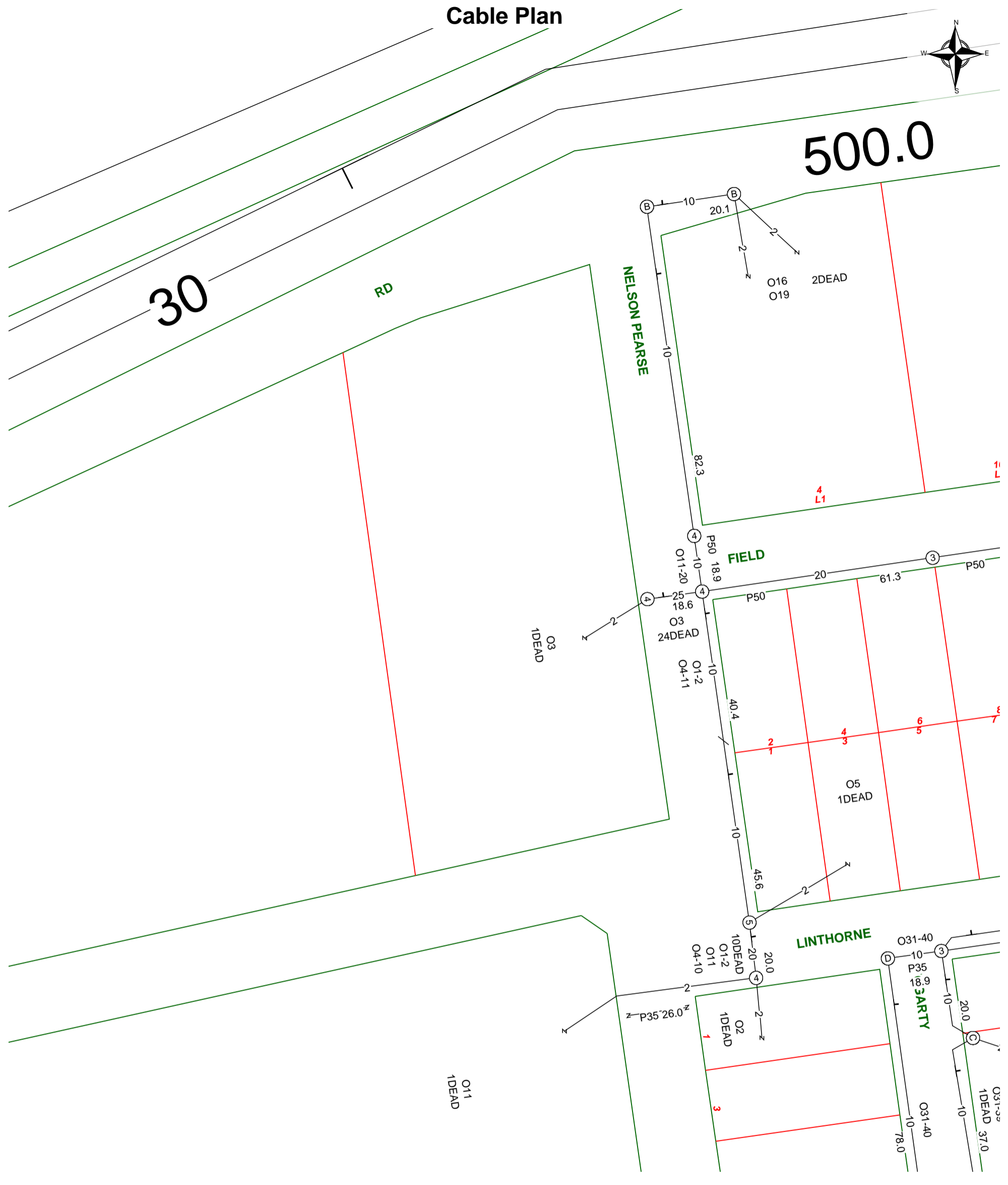
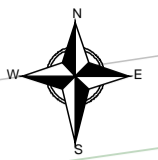
NCMT Forecast Remaining Capacity 2029 (WP-059)

5 to 10 MVA



## APPENDIX 9 – TELSTRA NETWORK MAP

# Cable Plan



Report Damage: <https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment>  
 Ph - 13 22 03  
 Email - Telstra.Plans@team.telstra.com  
 Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries

Sequence Number: 220240764

**CAUTION: Fibre optic and/ or major network present in plot area. Please read the Duty of Care and contact Telstra Plan Services should you require any assistance.**

TELSTRA LIMITED A.C.N. 086 174 781

Generated On 19/01/2023 16:49:37

**WARNING**  
 Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.



# Request for Tenders

## RFT 2 22-23 Yandanooka North East Road Intersection Construction

Shire of Mingenew

Deadline for lodgement of Tenders:  
14:00 AWST on 10 January 2023

# Contents

<b>1. Overview</b>	<b>1</b>
1.1 Request for Tenders	1
1.2 Tender Documents	1
1.3 How to Prepare Your Tender	2
<b>2. CONDITIONS OF TENDERING</b>	<b>3</b>
2.1 Definitions	3
2.2 Conditions of Tendering	3
2.3 Contact Officer	3
2.4 Lodgement of Tenders by Deadline	4
2.5 Form of Tender	4
2.6 Manner of Lodgement	4
2.7 Not Used	4
2.8 Disclaimer and acknowledgement	4
2.9 Confidentiality of Tender Information	4
2.10 Tender Validity Period	5
2.11 Alternative Tenders	5
2.12 Tenders to Inform Themselves	5
2.13 Warranties	5
2.14 Joint Tenders	5
2.15 Exclusion of liability	6
2.16 Alterations	6
2.17 Price Basis	6
2.18 In House Tenders	6
2.19 Risk Assessment	6
2.20 Tender Opening	7
2.21 Rejection of Tenders	7
2.22 Evaluation of Tenders	7
2.22.1 Clarification of Tenders	7
2.22.2 Evaluation Team	7
2.22.3 Evaluation Stages	7
2.22.4 Evaluation Stage One: Compliance Stage	7
2.22.5 Evaluation Stage Two: Assessment Stage	8
2.23 Principal's Policies	8
2.24 Acceptance of Tenders	8
2.25 Notification and Formation of Contract	8
2.26 Intellectual Property	8
2.27 Confidentiality	9
2.28 Canvassing of Officials	9
2.29 Conflict of Interest	9
2.30 Identify of the Tenderer	9
2.31 Costs of Tendering	10

2.32	Request for Debriefing	10
<b>3.</b>	<b>SPECIFICATIONS</b>	<b>11</b>
3.1	Additional information	11
<b>4.</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>	<b>12</b>
<b>5.</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>	<b>13</b>
5.1	Possession of Site	13
5.2	Quality Management Plan	13
5.3	Safety and Health Management Plan	13
5.4	Traffic Management Plan	13
5.5	Seal Design	13
5.6	Clearing Permit	13
5.7	Approval to Work Within the Road Reserve	13
<b>6.</b>	<b>TENDER FORM</b>	<b>14</b>
6.1	Tenderer's Offer	14
6.2	Tender Documents	14
6.3	Evaluation Criteria	15
6.3.1	Selection Criteria	15
6.3.2	Compliance Criteria	15
6.3.3	Qualitative Criteria	15
6.4	Price Schedule	16
6.4.1	Price Considerations	16
6.4.2	Price Basis	17
6.4.3	GST	17
6.4.4	Prices inclusive	17
6.5	Additional Information	17

## Table index

Table 1	Definitions	3
Table 2	Compliance Criteria	15
Table 3	Qualitative Criteria	16
Table 4	Weighted Cost Criteria	17
Table 5	Additional Information	17

## Appendices

Appendix A	AS2124 Annexure A & B and Formal Instrument of Agreement
Appendix B	Technical Specification
Appendix C	Tender Drawings
Appendix D	Purchasing Policy
Appendix E	Regional Price Preference Policy
Appendix F	Pricing Schedule

# 1. Overview

## 1.1 Request for Tenders

The Principal requests the submission of tenders by suitably qualified and experienced contractors for the construction of a realigned section of Yandanooka North East Road, and a modified intersection between Yandanooka North East Road and Mingenew-Morawa Road.

The nature and extent of the works is to be ascertained by reference to the drawings, specification and conditions of contract and the following (but not limited to the following):

- Clearing existing trees and vegetation works for proposed Yandanooka North East Road Realignment area
- Removal of existing redundant section of Yandanooka North East Road formation and pavement
- Rehabilitation of redundant section of Yandanooka North East Road
- New pavement construction
- Sealing works
- Reconstruction of existing shoulder seal approx. 1.5m wide.
- Other civil works consisting of the following:
  - Installation of new 1 x 600mm dia culvert – Class 2 RCP at CH 541
  - Installation of new 1 x 1200 x 300mm RCBC at CH 1154 including 15m inlet drain and 30m outlet drain – Type F
  - Installation of new fence along the new cadastral boundary
  - Locally shape table drain and ground on the inside of the sweep to ensure runoff drains to culvert inlet at the new junction (south west).

The contractor's rates and prices entered in the Bill of Quantities (Price Schedule) shall be deemed to be the full value of the work covered by the item including but not limited to the following:

- Labour and cost in connection therewith
- Supply of goods, material, storage and costs in connection therewith including delivery to site
- Taking delivery of materials, and good supplied by other, unloading, storage and costs associated therewith
- Plant and Costs;
- Temporary works and
- General obligations, liabilities and risks.
- Special Requirements: A detailed description of the Principal's requirements is contained in Appendix B Technical Specification.

## 1.2 Tender Documents

This Request for Tender is comprised of the following parts:

- |            |  |
|------------|--|
| Part 1     | Overview (Read and Keep)   |
| Part 2     | Conditions of Tendering (Read and Keep)                                    |
| Part 3     | Specifications (Read and Keep)   |
| Part 4     | General Conditions of Contract (Read and Keep)                             |
| Part 5     | Special Conditions (Read and Keep)   |
| Part 6     | Tender Form (Complete and Return)  |
| Appendix A | AS2124 Annexure A and B and Formal Instrument of Agreement (Read and Keep) |
| Appendix B | Technical Specification (Read and Keep)                                    |



- Appendix C Tender Drawings (Read and Keep)
- Appendix D Purchasing Policy (Read and Keep)
- Appendix E Regional Price Preference Policy (Read and Keep)
- Appendix F Pricing Schedule (Complete and Return)

## **1.3 How to Prepare Your Tender**

1. Carefully read all parts of this Request.
2. Ensure you understand the Requirements.
3. Complete the Tender Form contained in Part 5 in all respects and attach any associated documents.
4. Ensure the Tender Form is signed by the authorised Tenderer's representative
5. Lodge the Tender as required by **clause 2.6** before the Deadline.

## 2. CONDITIONS OF TENDERING

### 2.1 Definitions

In this Request, the following words and expressions have the meanings specified in the table below:

Table 1 Definitions

TERM	DEFINITION
Annexures	Any contract specification documents annexed to this Request.
Attachments	The documents attached by a Tenderer as part of a 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 Tenders.
General Conditions of Contract	Means the General Conditions of Contract as are contained in Part 4 of this Request.
Principal	Shire of Mingenew
Request	This Request for Tender comprising all Parts and Appendices
Requirements	All requirements, terms and conditions stipulated in this Request.
Selection Criteria	The Criteria used by the Principal in evaluating Tenders as stipulated in Part 5 of this Request.
Site	Site or sites on which works are proposed to be undertaken or goods or services provided pursuant to this Request
Special Conditions	The additional contractual terms contained in an Section labelled 'Special Conditions of Contract' (if applicable).
Specifications	The specifications contained in Part 3 of this Request.
Tender	The completed Tender Form, Response to the Selection Criteria and Attachments submitted by a Tenderer
Tender Documents	The documents referred to in clause 1.2
Tenderer	Someone who has or intends to submit a Tender to the Principal.

### 2.2 Conditions of Tendering

The Conditions of Tender are the conditions under which the Principal will receive and evaluate Tenders. The Principal may reject a Tender that does not comply with all terms of the Request.

### 2.3 Contact Officer

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

**Name:** Antoinette Krause  
**Phone:** +61 434 508 403  
**Email:** antoinette.krause@ghd.com

Tenderers must direct all communications concerning this Request to the above contact.

The Principal reserves the right to:

- not answer a question asked by a Tenderer; and
- provide any answers to questions raised by a Tenderer to any other Tenderer, on a non-attributable basis.

## 2.4 Lodgement of Tenders by Deadline

1. Tenders must be received by the Principal by the Deadline.
2. The Deadline for this Request is **14:00 on 10 January 2023** (Western Standard Time).
3. Tenderers should allow sufficient time for Tender lodgement, including time that may be required for any problem analysis and resolution prior to the Deadline.

## 2.5 Form of Tender

1. The Tenders must include the tender number and tender title and otherwise comply with the Conditions of Tendering and this Request.
2. The Tender document should only be signed by a representative of the Tenderer who is authorised to do so.
3. All pages must be numbered consecutively and the Tender must include an index. Any brochures or pamphlets must be attached to the Tender.
4. Tenderers are to assume that the Principal has no previous knowledge of the Tenderer's organisation, activities or experience. Tenderers should ensure that sufficient information is included in their Tender to thoroughly address the Requirements and the Selection Criteria.

## 2.6 Manner of Lodgement

1. Tenders must be submitted by email to [tenders@mingenew.wa.gov.au](mailto:tenders@mingenew.wa.gov.au)
2. If Tenderers have obtained Request documentation other than from <https://mingenew.wa.gov.au/tenders/>, they must visit <https://mingenew.wa.gov.au/tenders/> and download the Tender documentation for this Request.
3. In submitting their Tender electronically, Tenderers represent that they have taken reasonable steps to ensure that electronic Tender files are free of viruses, worms or other disabling features which may affect the Principal's provider portal and/or the Principal's computing environment. Responses found to contain viruses, worms or other disabling features may be excluded from the evaluation process.
4. Tenders submitted in any manner other than that described in subclause (1) **will not** be accepted.

## 2.7 Not Used

## 2.8 Disclaimer and acknowledgement

Tenderers acknowledge that:

- although the Principal has implemented security measures, the Principal does not warrant that unauthorised access to information and data transmitted via the internet by the Tenderer will not occur; and
- lodgement of their Tender on time and in accordance with these Conditions of Tendering is entirely their responsibility; and
- the Principal will not be liable for any loss, damage, costs or expenses incurred by Tenderers or any other person if, for any reason, a Tender or any other material or communication relevant to this Request is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.

## 2.9 Confidentiality of Tender Information

1. The Principal will treat all information provided in a Tender as confidential and will not use it other than for purposes of, or related to, the Tender evaluation or as otherwise required by law or this Request.
2. Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992*, under a Court order or this Request.

## 2.10 Tender Validity Period

All Tenders will remain valid for:

- a period of ninety (90) days from the Deadline; or
- forty-five (45) days from the Principal's resolution for determining the outcome of this procurement process, whichever is the later, unless extended on mutual agreement between the Principal and the Tenderer in writing.

## 2.11 Alternative Tenders

1. The term “**Alternative Tender**” within this Request shall mean:
  - Tenders submitted and identified by a Tenderer as an “Alternative Tender”;
  - Tenders submitted other than in accordance with the Requirements; or
  - Tenders not submitted using the Tender Form.
2. All Alternative Tenders must be accompanied by a conforming Tender. Alternative Tenders will only be considered if accompanied by a conforming Tender.
3. 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 document must clearly specify wherever it fails to comply with the Requirements, and state the reasons for each non-compliance. It must demonstrate, in detail, how the Alternative Tender will benefit the Principal.
4. The Principal may in its absolute discretion reject any alternative Tender as a non-conforming Tender.

## 2.12 Tenders to Inform Themselves

Tenderers will be deemed to have:

- examined this Request and any other information available in writing to Tenderers for the purpose of tendering;
- 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;
- 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 Requirements and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- examined the Site and surroundings; and
- satisfied themselves they have a full set of the Tender Documents and all relevant Appendices.

## 2.13 Warranties

By submitting a Tender, a Tenderer warrants that:

- all information contained in the Tender is accurate;
- the Tender is in all respects an independent Tender; and
- in the preparation of the Tender, no collusion has taken place between the Tenderer and any other Tenderer or, except to the extent specifically disclosed in the Tender, between the Tenderer and any other interested party.

## 2.14 Joint Tenders

Where a Tender is lodged in the names of two or more persons or corporations, either by way of a joint venture, partnership or otherwise, irrespective of the relationship between the parties, each person or corporation shall be jointly and severally bound by the terms of the Tender and, if the Tender is accepted, shall be jointly and severally liable under any resulting agreement with the Principal.

## 2.15 Exclusion of liability

Tenderers acknowledge and agree that the Principal will not be liable to any Tenderer on the basis of promissory estoppel, quantum meruit or other contractual, quasi contractual or restitutionary grounds whatsoever or in negligence as a consequence of any matter relating or incidental to a Tenderer's participation in this Request for Tender process including any circumstances where:

- a tenderer is not invited to participate in any subsequent process following completion of this Request;
- the Principal varies or terminates the Request;
- the Principal decides not to contract for all or any of the Requirements; or
- the Principal exercises or fails to exercise any of its other rights under or in relation to this Request.

## 2.16 Alterations

1. The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.
2. The Principal may 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.
3. Any addendum will be issued through <https://mingenew.wa.gov.au/tenders/> , or such other appropriate means that will reasonably ensure that all potential Tenderers are given fair and equal access to information relating to this Request.
4. When an addendum is issued, the Principal will send an email advising of the issuance of an addendum. Emails will be sent to the email address of persons who have expressed their interest in providing a response to the Request. Persons may register their interest in providing a response by contacting the Contact Person by email.

## 2.17 Price Basis

The Principal is to receive tenders in which the tendered rates will remain fixed, unless other price variation provision is available in this Request documentation.

## 2.18 In House Tenders

The Principal does not intend to submit an in-house Tender.

## 2.19 Risk Assessment

1. The Principal may have access to and give consideration to:
  - any risk assessment undertaken by any credit rating agency;
  - any financial analytical assessment undertaken by any agency; and
  - any information produced by the Bank, financial institution, or accountant of a Tenderer;so as to assess that Tender and may consider such materials in the assessment of Tenders.
2. Tenderers may be required 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 satisfy the Requirements 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 any Tenderer concerning the financial information that the Tenderer is required to provide.
3. The financial assessment is specifically for use by the Principal for the purpose of assessing Tenders and will be treated as strictly confidential.

## 2.20 Tender Opening

1. Tenders will be opened in the Principal's offices at the same day of Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.
2. The names of the persons who submitted the Tender by the Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

## 2.21 Rejection of Tenders

1. A Tender will be rejected without consideration in the event that:
  - it is not submitted before the Deadline; or
  - it is not submitted in the manner specified in the Request.
2. A Tender may be rejected without consideration in the event that it fails to comply with any Requirements of the Request.

## 2.22 Evaluation of Tenders

### 2.22.1 Clarification of Tenders

1. Following the receipt of Tenders, the Principal, in its absolute discretion, may:
  - use any relevant information obtained in relation to a Tender (whether through this Request, previous experience with a Tenderer, it's nominated staff or sub-contractors or by independent inquiry) in the evaluation of Tenders;
  - enter into discussions or negotiations for minor variations with any one or more Tenderers; and
  - seek clarification or additional information from any Tenderer.
2. Tenderers must comply with any requests to provide additional information or clarification in relation to their Tender within the timeframe specified.
3. The Principal may include or exclude from consideration in the evaluation of Tenders any additional information provided by Tenderers, whether received in response to a request or otherwise.

### 2.22.2 Evaluation Team

The Tenders will be evaluated by an evaluation team, which may include external experts, as selected by the Principal in its absolute discretion.

### 2.22.3 Evaluation Stages

1. Unless otherwise determined by the Principal in its discretion, the evaluation process will have two consecutive stages comprising:
  - Evaluation Stage One: Compliance Stage
  - Evaluation Stage Two: Assessment Stageas described further below.

### 2.22.4 Evaluation Stage One: Compliance Stage

1. This stage will involve scrutinising the Tenders against compliance criteria referred in Part Five of this Request.
2. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of 'No' against any criterion may eliminate the Tender from further consideration. It is Tenderer's responsibility to ensure that all documents to support their response to Compliance Criteria are provided.

3. Tenderers who do not meet the compliance criteria may not be evaluated for the next stage of evaluation (Evaluation Stage Two – Selection Stage).

## 2.22.5 Evaluation Stage Two: Assessment Stage

1. This stage will involve scrutinising the Tenders against selection criteria referred in Part 5 of this Request.
2. A scoring system will be used as part of the assessment of the selection criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the relevant criterion. 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 selection criteria and in the overall assessment of value for money.
3. During the Assessment Stage the 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 where applicable.
4. Referees may also be contacted prior to the selection of the successful Tender.
5. Risk assessment of the Tenders will additionally form an integral part of the Assessment Stage.

## 2.23 Principal's Policies

The following policies (**Appendix D**) of the Principal may also be considered in the Assessment Stage and may affect selection of a Tender:

- Purchasing Policy
- Regional Price Preference Policy

The Principal's policies are available at the following links:

<https://mingenew.wa.gov.au/wp-content/uploads/2021/07/Council-Policy-Manual-current-as-at-16-December-2020-NPP211528.pdf>

## 2.24 Acceptance of Tenders

1. The Principal may accept a Tender in whole or in part.
2. The Principal is not bound to accept the lowest price Tender or the highest ranked Tender according to the Selection Criteria and may decline to accept any Tender.

## 2.25 Notification and Formation of Contract

1. No Tender is to be deemed accepted until the Principal has notified the successful Tenderer in writing that its Tender has been accepted.
2. Upon acceptance of a Tender by the Principal, the completed Tender Documents and any correspondence between the successful Tenderer and the Principal in which the Principal gives written notice of its acceptance of any minor variation to the Specifications shall constitute the contract between the Principal and the Tenderer.
3. The successful Tenderer shall then be required to execute a formal agreement in the form included in **Appendix A** with seven (7) days of receipt of the notice of acceptance.
4. All Tenderers will be advised of the Tender outcome in writing by the Principal within ten (10) working days of a Tender being accepted by the Principal.

## 2.26 Intellectual Property

1. The Request and such intellectual property rights as may exist in the information contained in the Request shall remain the property of the Principal. A Tenderer is only permitted to use the Request for the purpose of

preparing a Tender in response and for the purpose of conducting any contract negotiations with the Principal.

2. The Tenderer authorises the Principal, its officers, employees, agents and advisers to adapt, modify, disclose, reproduce or do anything else necessary (in the Principal's sole opinion) to the whole or any portion of the Tender for the purposes of:
  - Tender evaluation;
  - negotiating and/or entering into a contract with any party for the delivery of the Principal's Requirements or similar requirements;
  - managing a contract with a successful Tenderer (if any); or
  - anything else related to the above purposes, including governmental and parliamentary auditing and reporting requirements.
3. 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 procurement process, provided that the Tenderer is entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

## **2.27 Confidentiality**

1. The Tenderer must keep confidential all information concerning the Principal, received as a result of, or in connection with, the submission of a Tender which the Principal has indicated to Tenderers is confidential or which Tenderers know or ought to know is confidential.
2. The Principal reserves the right to require that information concerning the Principal, received by a Tenderer as a result of, or in connection with, the submission of a Tender (and copies of such information) be either destroyed by the Tenderer or alternatively returned to the Principal at any time. The Principal may also require that the Tenderer provide evidence (in a form satisfactory to the Principal) that any Principal's requirements in this respect have been fully complied with.

## **2.28 Canvassing of Officials**

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's councillors or officers (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 Tender submitted by the Tenderer from consideration.

## **2.29 Conflict of Interest**

1. Tenderers must not place themselves in a position which may, or does give rise to a conflict of interest between themselves and the Principal during the Tender Process.
2. If any actual or potential conflict of interest with the Principal arises at any time during the Tender Process, the Tenderer is to immediately notify the Principal in writing.
3. In the event of an actual or potential conflict of interest the Principal may, in its absolute discretion:
  - resolve any actual or potential conflict of interest with a Tenderer; or
  - reject the Tender lodged by such a Tenderer; or
  - take any other action it considers appropriate.

## **2.30 Identify of the Tenderer**

1. The identity of the Tenderer is fundamental to the Principal.
2. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 5 – Tender Form and whose execution appears on the Tender Form in Part 5 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.



## **2.31 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 Tender.

## **2.32 Request for Debriefing**

1. If requested to do so, the Principal will provide a debriefing for an unsuccessful Tenderer after either:
  - a contract has been exchanged for the supply of the Requirements; or
  - the Principal decides not to award a contract for the supply of the Requirements.
2. A Tenderer who would like a debriefing should contact the Contact Officer.

# 3. SPECIFICATIONS

Please Refer to the following Appendices:

**Appendix B** Technical Specification

**Appendix C** Construction Drawings

## 3.1 Additional information

The following additional information is provided to support tender preparation:

- Gravel source
  - Proposed gravel pit located approximately 2km north east of the site along the Mingenew-Morawa Road.
  - Testing for suitability of the gravel will be required by the contractor. This is deemed to be included in the scope of works.
- Water source
  - The closest water source is located approximately 500m from the site, north of the Mingenew-Morawa Road. It is accessible via a minor gravel access road.
  - Water can be obtained by pumping from the farm dam. The contractor will be responsible for providing pumps and any other equipment necessary for accessing the water.
  - Gravel access road to be maintained and left in good condition after completion. This is not a separate pay item and is deemed to be included in the works.
- Design data
  - The 3D model can be made available to the successful contractor.
- No Geotechnical report available.

## 4. GENERAL CONDITIONS OF CONTRACT

The Australian Standard General Conditions of Contract AS2124-1992 applies to this Request.

Refer to **Appendix A** for Annexures A and B to the General Conditions of Contract as well as the draft Formal Instrument of Agreement.

It is the tenderer's responsibility to familiarise him or herself with the provisions of AS2124-1992 General Conditions of Contract. The document is available from SAI Global.

## **5. SPECIAL CONDITIONS OF CONTRACT**

### **5.1 Possession of Site**

The Principal will provide Possession of Site once the following items are in place and have been accepted:

- Insurances
- Bank guarantees
- Quality Management Plan
- Safety & Health Management Plan
- Traffic Management Plan

### **5.2 Quality Management Plan**

A Quality Management Plan shall be provided for approval by the Shire and MRWA before the Start Date. The Quality Management Plan is to comply with the Technical Specification in **Appendix B**.

### **5.3 Safety and Health Management Plan**

A Safety & Health Management Plan shall be provided for approval by the Principal and MRWA before the Start Date. The Safety & Health Management Plan is to comply with the Technical Specification in **Appendix B**.

### **5.4 Traffic Management Plan**

A Traffic Management Plan shall be provided by the Contractor for approval by MRWA before the Start Date. The Traffic Management Plan is to comply with the MRWA Traffic Management for Works on Roads Code of Practice.

### **5.5 Seal Design**

A seal design shall be prepared by the Contractor and submitted for approval by MRWA.

### **5.6 Clearing Permit**

Works to comply with the cleaning permit CPS 9131/1.

### **5.7 Approval to Work Within the Road Reserve**

The Contractor shall apply for approval to work within the road reserve in the construction area nominated in Appendix C – Construction Drawings according to the MRWA procedure “Procedure for Seeking Approval to Undertake Works within the Main Roads Reserve – August 2018” before the Start Date.

# 6. TENDER FORM

## 6.1 Tenderer's Offer

The Chief Executive Officer

Shire of Mingenew

21 Victoria Road Mingenew WA 6522

I/We (Registered Entity Name): \_\_\_\_\_

of: (Registered Street Address): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Email: \_\_\_\_\_

### In response to this Request for Tender:

I/We agree that I am/we are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Signature of authorised signatory of Tenderer: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Authorised signatory position: \_\_\_\_\_

Authorised signatory phone: \_\_\_\_\_

Authorised signatory postal address: \_\_\_\_\_

Authorised signatory email address: \_\_\_\_\_

## 6.2 Tender Documents

Tenderers should submit the following documents:

- This Part 6 (Tender Form); and,
- Tenderer response to Request for Tender including requirements in Part 3 (Specifications).

A Tender may be rejected at the absolute discretion of the Principal if Part 6 is not completed and returned.

A Tender must contain all the information and details required by this Request.

## 6.3 Evaluation Criteria

### 6.3.1 Selection Criteria

1. Tenders will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal. 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.
2. Additional information requested in Section 6.5 below will be reviewed during the review process and any anomalies may result in additional information being requested from the Tenderer, and in extreme cases, may result in a rejected tender.

### 6.3.2 Compliance Criteria

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

Table 2 Compliance Criteria

Description of Compliance Criteria	Yes/No
Compliance with the Specification contained in the Request.	Yes/No
Compliance with the Conditions of Tendering.	Yes/No
Compliance with all necessary licences and registrations	Yes/No
Compliance with the Tender Deadline	Yes/No
Compliance with and completion of the Price Schedule	Yes/No

### 6.3.3 Qualitative Criteria

1. In determining the most advantageous quote, the Evaluation Panel will score each Tender against the qualitative criteria.
2. Before responding to the following qualitative criteria, Tenderers must note the following:
  - it is essential that Tenders address each qualitative criterion;
  - all information relevant to answers is to be contained within the response to each criterion;
  - respondents are to assume that the Evaluation Panel has no previous knowledge of the respondent's organisation, its activities or experience;
  - respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria;
  - respondents are to address each issue outlined within a qualitative criterion; and
  - failure to provide the specified information may result in elimination from the Tender evaluation process or a low score.
3. The qualitative criteria for this Request are as follows:

Table 3 Qualitative Criteria

Description of Qualitative Criteria	Weighting	Tick if document(s) demonstrating compliance attached
<p><b>Relevant Experience</b></p> <p>Demonstrate experience and skill in all aspects of the construction of projects of a similar nature displaying high quality outcomes, with emphasis on provision of works and construction practices as detailed in the Specification.</p> <ul style="list-style-type: none"> <li>– Provide details of each project;</li> <li>– Include photo records and location details of each construction project (if applicable);</li> <li>– Provide the scope of the Tenderer’s involvement including details of outcomes; and</li> <li>– Demonstrate competency and sound judgement.</li> </ul>	15%	
<p><b>Technical Skills and Experience of Key Personnel</b></p> <p>Demonstrate key personnel’s experience in completing similar works and their skills and experience to be used on this project, including as a minimum:</p> <ul style="list-style-type: none"> <li>– Their role in the performance of the Contract; and</li> <li>– Qualifications.</li> </ul>	5%	
<p><b>Resources</b></p> <p>Demonstrate the ability to supply and sustain the necessary resources, including:</p> <ul style="list-style-type: none"> <li>– Personnel;</li> <li>– Subcontractors;</li> <li>– Plant, equipment and materials; and</li> <li>– Any contingency measures or back up resources.</li> </ul>	5%	
<p><b>Demonstrated Understanding</b></p> <ul style="list-style-type: none"> <li>– A project schedule/timeline</li> <li>– The process for the construction of Works (as applicable);</li> <li>– Supply details and provide an outline of your proposed methodology.</li> </ul>	5%	

## 6.4 Price Schedule

### 6.4.1 Price Considerations

1. Criteria on which a quantitative assessment shall be made are:
  - the lump sum or schedule of rates pricing as required by this Request;
  - rise and fall, if part of this Request; and
  - disbursements, allowances, hourly rates and other costs provided by the Tenderer which may impact on the overall value for money, if part of this Request.
2. Where a price is fixed the quantitative criteria shall be assessed against the amount of goods or services provided (where applicable).

The weighted cost criteria for this Request are as follows:

Table 4 Weighted Cost Criteria

Criteria	Weighting	Tick if Price Schedule attached
Tendered price	70%	

## 6.4.2 Price Basis

This is a schedule of rates contract.

All rates and prices for construction of the Works offered under this Request shall be fixed for the term of the Contract from the date of acceptance of the Tender.

## 6.4.3 GST

- The quoted price for the Work under the Contract should be stated in the following terms:
  - Price excluding Goods and Services Tax (GST);
  - Goods and Services Tax amount; and
  - Total price including GST.
- Where no stipulation is made as to GST, the Contract Price shall be deemed to include GST, unless clarification is provided to the Principal by the Tenderer prior to acceptance of Tender.

## 6.4.4 Prices inclusive

Unless otherwise indicated, prices tendered shall include recruitment, administration and induction and all applicable levies, duties, taxes and charges. Any charge not stated in the quote, as being additional, will not be allowed as a charge for any transaction under any resultant Contract.

## 6.5 Additional Information

Table 5 Additional Information

Additional Information	Tick if Attached
<p><b>Organisation Profile</b></p> <p>Attach a copy of your organisational structure and provide background information on your company and label it "Organisation Structure".</p> <p>If companies are involved, attach their current ASIC company extracts search including latest annual return and label it "ASIC Company Extracts"</p>	<p>Tick if Attached <input type="checkbox"/></p> <p>Tick if Attached <input type="checkbox"/></p>
<p><b>Referees</b></p> <p>Attach details of your referees and label it "Referees". You should give examples of your work provided for your referees where possible.</p>	<p>Tick if Attached <input type="checkbox"/></p>
<p><b>Agents</b></p> <p>Are you acting for another party? If Yes, attach details (including name and address) of your principal and label it "Agents"</p>	<p>Yes / No</p> <p>Tick if Attached <input type="checkbox"/></p>



Additional Information	Tick if Attached
<p><b>Trusts</b></p> <p>Are you acting as a trustee of a trust?            If Yes, in an attachment labelled "Trusts":</p> <ul style="list-style-type: none"> <li>- Give the name of the trust and include a copy of the trust deed (and any related documents); and</li> <li>- If there is no trust deed, provide the names and addresses of beneficiaries.</li> </ul>	<p>Yes / No</p> <p>Tick if Attached  <input type="checkbox"/></p>
<p><b>Subcontractors</b></p> <p>Do you intend to subcontract any of the requirements?            If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including:</p> <ul style="list-style-type: none"> <li>- The name, address and the number of people employed; and</li> <li>- The requirements that will be subcontracted</li> </ul>	<p>Yes / No</p> <p>Tick if Attached  <input type="checkbox"/></p>
<p><b>Conflicts of Interest</b></p> <p>Will any actual or potential conflict of interest in the performance of your obligations under this contract exist if you are awarded the contract, or are any such conflicts of interest likely to arise during the Contract?            If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest"</p>	<p>Yes / No</p> <p>Tick if Attached  <input type="checkbox"/></p>
<p><b>Health and Safety Instructions to Contractors</b></p> <p>Do you comply with the Health and Safety Instructions appendix issued with this request?</p>	<p>Yes / No</p>
<p><b>Financial Position</b></p> <p>Are you presently able to pay all your debts in full as and when they fall due?            Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?            If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?            In order to demonstrate your financial ability to undertake this contract, in an attachment labelled "Financial Position" include an audited profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</p>	<p>Yes / No            Yes / No            Yes / No</p> <p>Tick if Attached  <input type="checkbox"/></p>
<p><b>Insurances</b></p> <p>The insurance requirements for this Request are stipulated in the Annexure. Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled "Insurance Coverage". A copy of the Certificate of Currency is to be provided to the Principal within ten (10) days of acceptance.</p> <ul style="list-style-type: none"> <li>- Public Liability</li> <li>- Workers Compensation</li> <li>- Works Insurance</li> </ul>	<p>Tick if Attached  <input type="checkbox"/></p>

# Appendices

# **Appendix A**

**AS2124 Annexure A & B and Formal  
Instrument of Agreement**

# Annexure Part A

Annexure to the Australian Standard General Conditions of Contract AS 2124—1992.

This Annexure shall be issued as part of the tender documents and is to be attached to the General Conditions of Contract and shall be read as part of the Contract.

Item		
1	The law applicable is that of the State or Territory of:  (Clause 1)	Western Australia
2	Payments under the Contract shall be made at:  (Clause 1)	Mingenew, Western Australia
3	The Principal:  (Clause 2)	Shire of Mingeneu
4	The address of the Principal:	21 Victoria Road, Mingeneu Western Australia 6522
5	The Superintendent:  (Clause 2)	GHD Pty Ltd
6	The address of the Superintendent:	Level 1, 209 Foreshore Drive, Geraldton WA 6530
7	Limits of accuracy applying to quantities for which the Principal accepted a rate or rates:  (Clause 3.3(b))	NA
8	Bill of Quantities — the alternative applying:  (Clause 4.1)	Alternative 1
9	The time for lodgement of the priced copy of the Bill of Quantities:  (Clause 4.2)	At time of tender submission
10	(a) Contractor shall provide security in the amount of:	5% of the value of the contract

Item		
	(Clause 5.2)	
	(b) Principal shall provide security in the amount of:  (Clause 5.2)	Nil
	(c) The period of notice required of a party's intention to have recourse to retention moneys and/or to convert security:  (Clause 5.5)	
	Guidance note to Item 10	Where there are Separable Portions, these items shall be deleted
11	The percentage to which the entitlement to security and retention moneys is reduced:  (Clause 5.7)	50%
12	Interest on retention moneys and security—the alternative applying:  (Clause 5.9)	Alternative 2
13	The number of copies to be supplied by the Principal:  (Clause 8.3)	One
14	The number of copies to be supplied by the Contractor:  (Clause 8.4)	One
15	The time within which the Superintendent must give a direction as to the suitability and return the Contractor's copies:  (Clause 8.4)	14 days
16	Work which cannot be subcontracted without approval:  (Clause 9.2)	All work under the contract

Item		
17	The percentage for profit and attendance:  (Clause 11(b))	NA
18	The amount or percentage for profit and attendance:  (Clause 11(c))	NA
19	Insurance of the Works—the alternative applying:  (Clause 18)	Alternative one
20	The assessment for insurance purposes of the costs of demolition and removal of debris:  (Clause 18(ii))	Nil
21	The assessment for insurance purposes of consultants' fees:  (Clause 18(iii))	\$120,000
22	The value of materials to be supplied by the Principal:  (Clause 18(iv))	Nil
23	The additional amount or percentage:  (Clause 18(v))	NA
24	Public Liability Insurance—the alternative applying:  (Clause 19)	Alternative one
25	The amount of Public Liability Insurance shall be not less than:  (Clause 19)	\$20,000,000
26	The time for giving possession of the Site:  (Clause 27.1)	Refer Special Conditions. Principal will provide possession of site once the following items are in place and have been approved: Insurances, Bank Guarantees (if applicable), Quality Management Plan, Safety & health Management Plan and Traffic Management Plan.

Item		
27	(a) The Date for Practical Completion:  (Clause 35.2)	20 June 2023
	(b) Liquidated Damages per day:  (Clause 35.6)	\$1000 per day
	(c) Limit of Liquidated Damages:  (Clause 35.7)	No limit
	(d) Bonus per day for early Practical Completion:  (Clause 35.8)	Nil
	(e) Limit of bonus:  (Clause 35.8)	NA
	(f) Extra costs for Delay or Disruption:  (Clause 36)	Event:  Nil
	(g) The Defects Liability Period:  (Clause 37)	12 months from Practical Completion
	Guidance note to Item 27	Where there are Separable Portions, these items shall be deleted
28	The Charge for overheads, profit, etc. for Daywork:  (Clause 41(f))	Nil
29	Times for Payment Claims:  (Clause 42.1)	Last day of the month
30	Unfixed Plant and Materials for which payment claims may be made notwithstanding that	Nil

Item		
	<p>they are not incorporated in the Works:</p> <p>(Clause 42.1(b))</p>	
31	<p>Retention Moneys on:</p> <p>(Clause 42.3)</p>	<p>(a) work incorporated in the Works and any work or items for which a different amount of retention is not provided, 10% of the value until 5% of the Contract Sum is held;</p> <p>(b) items on Site but not yet incorporated in the Works, 10%;</p> <p>(c) items off Site but in Australia 20%;</p> <p>(d) items not in Australia 20%;</p> <p><del>(e) disbursements incurred by the Contractor for customs duties, freight, marine insurance, primage, landing and transport in respect of the work under the Contract — %;</del></p>
32	<p>Unfixed Plant or Materials — the alternative applying:</p> <p>(Clause 42.4)</p>	Alternative 3
33	<p>The rate of interest on overdue payments:</p> <p>(Clause 42.9)</p>	Current reserve bank overdraft rate
34	<p>The delay in giving possession of the Site which shall be a substantial breach:</p> <p>(Clause 44.7)</p>	3 months
35	<p>The alternative required in proceeding with dispute resolution:</p> <p>(Clause 47.2)</p>	Alternative 2
36	<p>The person to nominate an arbitrator:</p> <p>(Clause 47.3)</p>	Chairman of the Western Australian branch of the Institute of Engineers Australia
37	<p>Location of arbitration:</p> <p>(Clause 47.3)</p>	Perth, Western Australia



# Annexure Part B — Deletions, amendments and additions

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Annexure to the Australian Standard General Conditions of Contract AS 2124—1992.

Guidance note: This annexure is intended for easy reference to clauses that may have been deleted, amended or added to Australian Standard 2124—1992

1. The following Clauses have been deleted from the General Conditions in AS 2124—1992:

Nil

2. The following Clauses have been amended and differ from the corresponding Clauses in AS 2124—1992

Nil

3. The following Clauses have been added to those of AS 2124—1992.

Nil

# Formal Instrument of Agreement

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

BETWEEN ('the Contractor') **[Insert Contractor's name]**  
**[Insert Contractor's address]**  
ABN **[insert Contractor's ABN]**

AND ('the Principal') Shire of Mingenew  
21 Victoria Road Mingenew WA 6522  
Phone: 9928 1102  
Email: enquiries@mingenew.wa.gov.au  
ABN: 41 454 990 790

## Background

- A. The Principal issued a Request for Tender RFT 2 22-23 for the construction of Yandanooka North East Road Intersection (Request).
- B. The Contractor submitted a Tender dated [XX] in response to the Request (Tender).
- C. The Principal has accepted the Tender.

## Operative Part

NOW THIS AGREEMENT WITNESSES and the parties hereto mutually agree as follows: -

### 1. Contract Documents

The following documents shall be deemed to form and be read and construed as part of the Contract confirmed by this Agreement:

- a. the Request including but not limited to:
  - i. the Conditions of Tendering;
  - ii. the Specifications;
  - iii. the General Conditions of Contract;
  - iv. the Special Conditions; and
  - v. the Annexures.
- b. the Tender including but not limited to the Tender Form.
- c. this Formal Instrument of Agreement.

Words and expressions used in this Agreement shall have the meaning given to them in the Request, unless otherwise stated.

### 2. Contractor Obligations

In consideration of the matters agreed by the Principal in this Agreement, the Contractor will complete the Work under the Contract as described in the Request in conformity in all respects with the provisions of the Contract and will perform, fulfil, comply with, submit to and observe by or on the part of the Contractor those provisions.

### 3. Principal Obligations

In consideration of matters agreed by the Contractor in this Agreement, the Principal will make payments to the Contractor in accordance with the provisions of the Contract and will perform, fulfill comply with, submit to and observe all provisions, conditions, stipulation's and requirements and all matters and things expressed or shown in or reasonably inferred from the Contract and which are to be performed, fulfilled, complied with, submitted to or observed by or on the part of the Principal.

**4. Obligations joint and several**

If any party to this Agreement consists of one or more persons and/or one or more Corporations, or two or more persons and/or two or more corporations, this Agreement shall bind such persons or Corporations (as the case may be) and their respective Executors, Administrators, Successors and Assignees, or permitted Assignees (in the case of the Contractor) jointly and severally and the persons and/or Corporations included in the term "Contractor" or the "Principal" in this Agreement, shall jointly be entitled to the benefit of the Contract and the Contract shall be read and construed accordingly.

**5. Entire agreement**

This Agreement shall take effect according to its tenor, notwithstanding any prior Agreement in conflict or at variance with it, or any correspondence or documents relating to the subject matter of the Agreement which may have passed between the parties to the Agreement prior to its execution.

**6. Contractor default**

Where the Contractor is unable or fails (for whatever reason except for acts of God or acts of war) to provide and complete the Work under the Contract during the period of this Contract, the Principal reserves the right to engage an independent contractor to have the Work under the Contract completed, and if the cost of the Work under the Contract provided by the independent contractor is more than the original tendered price, then the original Contractor will be debited with such costs.

**7. Warranties**

Each party represents and warrants to the other party that:

- a. it has full power and authority to execute the Contract and to perform its obligations under the Contract;
- b. the Contract has been duly executed by it; and
- c. the obligations undertaken by it and set out in the Contract are enforceable against it in accordance with their terms.

**Executed as a Contract between**

**The Principal:**

\_\_\_\_\_  
Chief Executive Officer  
On behalf of Shire of Mingenew

**The Contractor:**

**EXECUTED BY [insert company name]**  
pursuant to Section 127 of the *Corporations Act*.

\_\_\_\_\_  
Name of Director

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director/Secretary

\_\_\_\_\_  
Signature of Director/Secretary

# **Appendix B**

## **Technical Specification**

# Appendix C

## Tender Drawings

# **Appendix D**

## **Purchasing Policy**

## COUNCIL POLICY

1.3.1

### Finance

<b>Title:</b>	<b>1.3.1 PURCHASING POLICY</b>
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	15 April 2020
<b>Associated Legislation:</b>	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
<b>Associated Documentation:</b>	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
<b>Review Responsibility:</b>	Governance Officer Finance and Administration Manager
<b>Delegation:</b>	Chief Executive Officer

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

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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"> <li>• Value for money</li> <li>• Knowledge of general cost of item / service</li> <li>• Buy local principles</li> <li>• Sustainable procurement principals</li> <li>• Ongoing good relationship with supplier</li> <li>• Reliability of supplier</li> </ul>
\$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>
<p>\$150,000* and above</p> <p>(or up to \$250,000 during an emergency)</p>	<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"> <li>• Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR</li> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</li> </ul> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul>
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

# **Appendix E**

## **Regional Price Preference Policy**



## COUNCIL POLICY

1.3.7

### Finance

<b>Title:</b>	<b>1.3.7 REGIONAL PRICE PREFERENCE</b>
<b>Adopted:</b>	<2009
<b>Reviewed:</b>	February 2019 March 2018- Inserted into Management Procedure 1.3.1. January 2020 – Clarified Midwest region boundary 16 December 2020
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; State Records Act 2000 Local Government (Functions and General) Regulations 1996, Part 4A
<b>Associated Documentation:</b>	Shire of Mingenew Code of Conduct Shire of Mingenew Policy 1.3.1- Purchasing Shire of Mingenew Management Procedure 1.3.1- Purchasing
<b>Review Responsibility:</b>	Council

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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 does 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

The Midwest Region incorporates the following 17 local governments: Carnamah, Chapman Valley, Coorow, Cue, Greater Geraldton, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Murchison, Northampton, Perenjori, Sandstone, Three Springs, Wiluna and Yalgoo.

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.

# Appendix F

## Pricing Schedule

## SUMMARY

**SHIRE OF MINGENEW  
YANDANOOKA NE ROAD INTERSECTION CONSTRUCTION  
RFT2 22-23**

**SUMMARY**

SCHEDULE No. 1 - GENERAL ITEMS		\$0.00
SCHEDULE No. 2 - ROADWORKS		
SERIES 300 - EARTHWORKS	\$0.00	
SERIES 400 - DRAINAGE	\$0.00	
SERIES 500 - PAVEMENT & SURFACING	\$0.00	
SERIES 600 - TRAFFIC FACILITIES	\$0.00	
SERIES 900 - MISCELLANEOUS	\$0.00	\$0.00
SCHEDULE No. 3 - PROVISIONAL SUMS		\$10,000.00
GST EXCLUSIVE AMOUNT		\$10,000.00
ESTIMATED GST PAYABLE		\$1,000.00
<b>TOTAL OF TENDER</b>		<b>\$11,000.00</b>

**SHIRE OF MINGENEW  
YANDANOOKA NE ROAD INTERSECTION CONSTRUCTION  
RFT2 22-23**

**SCHEDULES OF RATES**

**CONTENTS**

THIS PAGE - CONTENTS	1
SCHEDULE No. 1 - GENERAL ITEMS	2
SCHEDULE No. 2 - ROADWORKS	5
SERIES 300 - EARTHWORKS	6
SERIES 400 - DRAINAGE	7
SERIES 500 - PAVEMENT & SURFACING	8
SERIES 600 - TRAFFIC FACILITIES	9
SERIES 900 - MISCELLANEOUS	10
SCHEDULE No. 3 - PROVISIONAL SUMS	11
SUMMARY	13

**SCHEDULE No. 1 - GENERAL ITEMS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>CONDITIONS OF CONTRACT</u></b>					
GCC	<b>GENERAL CONDITIONS OF CONTRACT</b>				
GCC.01	Insurances in accordance with the General Conditions of Contract	Item	1		\$0.00
GCC.02	Contractor's superintendence during the execution of the Works	Item	1		\$0.00
GCC.03	All charges, costs and obligations relating to the General Conditions of Contract not provided for elsewhere	Item	1		\$0.00
<b>SPECIAL CONDITIONS OF CONTRACT</b>					
SCC.01	All charges, costs and obligations relating to the Special Conditions of Contract not provided for elsewhere	Item	1		\$0.00
<b><u>SERIES 100 - GENERAL REQUIREMENTS</u></b>					
<b>101 DESCRIPTION OF WORKS</b>					
101.01	Provision of access for others to undertake works	Item	1		\$0.00
101.02	Contractors programs	Item	1		\$0.00
101.03	Project works sign	No.	3		\$0.00
<b>102 SURVEY INFORMATION</b>					
102.01	Survey information, control and setting out of the works	Item	1		\$0.00
<b>103 SITE FACILITIES</b>					
<u>Contractors Site Facilities</u>					
103.01	Provision of Contractor's site facilities	Item	1		\$0.00
<u>Contractor's Plant</u>					
103.02	Mobilisation and demobilisation of Contractor's plant	Item	1		\$0.00
<b>104 ENTRY TO LAND</b>					
104.01	Entry to land	Item	1		\$0.00
<b>106 UTILITIES AND SERVICES</b>					
106.01	Liaison, programming, location and protection of utilities and services	Item	1		\$0.00



Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 200 - MANAGEMENT REQUIREMENTS</u></b>					
<b>202 - TRAFFIC</b>					
202.01	Traffic management	Item	1		\$0.00
202.02	Traffic control devices	Item	1		\$0.00
202.03	Traffic controllers	Item	1		\$0.00
202.04	Construction, maintenance and removal of sidetracks, access tracks and temporary driving surfaces	Item	1		\$0.00
202.05	Maintenance of existing roads	Item	1		\$0.00
<b>203 - OCCUPATIONAL SAFETY AND HEALTH</b>					
203.01	Occupational safety and health including safety and health plans and safety and health audits	Item	1		\$0.00
<b>204 - ENVIRONMENTAL MANAGEMENT</b>					
204.01	Construction Environmental Management Plan	Item	1		\$0.00
	To Summary				\$0.00

**SCHEDULE No. 2 - ROADWORKS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 300 - EARTHWORKS</u></b>					
<b>301 - VEGETATION CLEARING AND DEMOLITION</b>					
301.01	Native vegetation clearing	m <sup>2</sup>	350		\$0.00
301.02	General vegetaion clearing	m <sup>2</sup>	4,130		\$0.00
301.03	Topsoil removal, 100 deep	m <sup>2</sup>	26,195		\$0.00
<b>302 - EARTHWORKS</b>					
302.01	Removal of redundant seal	m <sup>2</sup>	2,056		\$0.00
302.02	Ripping and rehabilitating redundant pavement	m <sup>2</sup>	3,395		\$0.00
302.03	Marking out and cutting edge of existing pavement	m	315		\$0.00
<b><u>UNSUITABLE MATERIAL</u></b>					
302.04	Removal of unsuitable material	m <sup>3</sup>	-		Rate Only
302.05	Backfilling unsuitable material excavations	m <sup>3</sup>	-		Rate Only
<b><u>CONTAMINATED MATERIAL</u></b>					
302.06	Removal of contaminated material	m <sup>3</sup>	-		Rate Only
302.07	Backfilling contaminated material excavations	m <sup>3</sup>	-		Rate Only
<b><u>EXCAVATION IN ROCK</u></b>					
302.08	Excavation in rock	m <sup>3</sup>	-		Rate Only
<b><u>EMBANKMENT CONSTRUCTION</u></b>					
302.09	Embankment foundation compaction	m <sup>2</sup>	13,485		\$0.00
302.10	Embankment construction cut to fill	m <sup>3</sup>	9,120		\$0.00
302.11	Disposal of excess cut material to fill batter slopes and road reserve as directed by the superintendent	m <sup>3</sup>	3,055		\$0.00
<b><u>SUBGRADE</u></b>					
302.12	Subgrade preparation	m <sup>2</sup>	16,480		\$0.00
302.13	Subgrade preparation in road widenings	m <sup>2</sup>	225		\$0.00
<b>303 - MATERIAL AND WATER SOURCES</b>					
<b><u>PIT ESTABLISHMENT</u></b>					
303.01	Pavement material borrow pits	Item	1		\$0.00
<b><u>WATER SUPPLIES</u></b>					
303.02	Water supplies	Item	1		\$0.00
	To Summary				\$0.00

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 400 - DRAINAGE</u></b>					
<b>402 - SURFACE DRAINS AND LEVEES</b>					
<u>SURFACE DRAINS AND LEVEES</u>					
402.01	Table drains	m	1,210		\$0.00
402.02	Type F surface drain to culvert inlet / outlet not exceeding 2m wide at base	m	45		\$0.00
402.03	Extra over surface drains for excavation in rock	m <sup>3</sup>	-		Rate Only
<b>404 - CULVERTS</b>					
<u>CULVERTS</u>					
<u>Reinforced Concrete Pipes Class 2</u>					
404.01	600 mm diameter class 2 RCP culvert	m	28.8		\$0.00
<u>Reinforced Concrete Box Sections</u>					
404.02	1200 x 300 Box culvert	m	22.8		\$0.00
<u>All Culverts</u>					
404.03	Select bedding	m <sup>3</sup>	4.2		\$0.00
404.04	Reinforced concrete base slab	m <sup>3</sup>	9.3		\$0.00
404.05	Reinforced insitu concrete culvert end treatments	m <sup>3</sup>	7		\$0.00
404.06	Extra over culverts for excavation in rock	m <sup>3</sup>	-		Rate Only
<u>Redundant Culverts</u>					
404.07	Removal of 450 mm diameter reinforced concrete pipe	m	10		\$0.00
<b>406 - ROCK PROTECTION</b>					
406.01	750 mm deep light class rock pitching downstream from culvert outlet headwall	m <sup>2</sup>	5		\$0.00
	To Summary				\$0.00
<b><u>SERIES 500 - PAVEMENT &amp; SURFACING</u></b>					
<b>501 - PAVEMENTS</b>					
<u>BASECOURSE</u>					
501.01	180 mm thick gravel basecourse - Yandanooka NE Road	m <sup>2</sup>	15,185		\$0.00
501.02	300 mm thick gravel basecourse - Intersection approach	m <sup>2</sup>	1,295		\$0.00
501.03	250 mm thick gravel basecourse in widenings - Mingenew Morawa Road	m <sup>2</sup>	465		\$0.00
<b>503 - BITUMINOUS SURFACING</b>					
<i>NOTE: Seal design to be undertaken by contractor and approved by MRWA. Below is indicative only.</i>					
<u>ROADWORKS</u>					
<u>Prime</u>					
503.01	Prime coat with BAR of 0.9 litres/m <sup>2</sup>	m <sup>2</sup>	11,115		\$0.00
<u>Bitumen Seal</u>					
503.02	First coat seal with BAR of 1.8 litres/m <sup>2</sup> and 14mm aggregate	m <sup>2</sup>	11,115		\$0.00
503.03	Second coat seal with BAR of 1.1 litres/m <sup>2</sup> and 7mm aggregate	m <sup>2</sup>	11,115		\$0.00
	To Summary				\$0.00

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 600 - TRAFFIC FACILITIES</u></b>					
<b>601 - SIGNS</b>					
<u>SINGLE POST SIGNS</u>					
601.01	D4-6B	No.	20		\$0.00
601.02	W1-3B(L)	No.	1		\$0.00
601.03	W8-2B	No.	1		\$0.00
601.04	W2-14C(L)	No.	1		\$0.00
601.05	W2-4B(L)	No.	1		\$0.00
601.06	W2-4B(R)	No.	1		\$0.00
601.07	R1-2B	No.	1		\$0.00
601.08	MR-GS-5	No.	1		\$0.00
601.09	MR-GS-3B(L)	No.	1		\$0.00
601.10	MR-GS-3B(R)	No.	1		\$0.00
601.11	MR-GS-4B	No.	1		\$0.00
<u>DOUBLE POST SIGNS</u>					
601.12	MR-HM-2	No.	1		\$0.00
<u>REMOVAL OF REDUNDANT SIGNS</u>					
601.13	Single post sign	No.	4		\$0.00
601.14	Double post sign	No.	1		\$0.00
<b>602 - GUIDE POSTS</b>					
602.01	Guide posts	No.	75		\$0.00
602.02	Removal of redundant guide posts	No.	7		\$0.00
<b>604 - PAVEMENT MARKING</b>					
<u>ROAD PAVEMENT MARKINGS</u>					
604.01	Double two way barrier line	m	1,155		\$0.00
604.02	Edge line	m	817		\$0.00
<u>RAISED PAVEMENT MARKERS</u>					
604.03	Yellow bi-directional	No.	261		\$0.00
604.04	Yellow uni-directional	No.	21		\$0.00
604.05	Temporary raised pavement markers	Item	1		\$0.00
To Summary					\$0.00

Item	Description	Unit	Qty	Rate	Amount
	<b><u>SERIES 900 - MISCELLANEOUS</u></b>				
	<b>903 - FENCING</b>				
	<u>Agricultural Fencing</u>				
903.01	Agricultural fence (Refer to standard drawing 200311-096)	m	2,050		\$0.00
	<u>Removal Of Redundant Fencing</u>				
903.02	Removal of redundant 1.0 m high agricultrual fencing and gates	m	350		\$0.00
	To Summary				\$0.00

**SCHEDULE No. 3 - PROVISIONAL SUMS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>PROVISIONAL SUMS</u></b>					
<b>SERVICES</b>					
PS.01	Allow the Provisional Sum of \$10,000 for the relocation/protection of services	P.S.	1	<b>\$10,000.00</b>	\$10,000.00
	To Summary				\$10,000.00



20 December 2022

<b>RFT #</b>	RFT2 22-23		
<b>LG</b>	Shire of Mingenew		
<b>Description</b>	Yandanooka North East Road Intersection Construction		
<b>From</b>	Antoinette Krause – GHD Pty Ltd	<b>Email</b>	Antoinette.krause@ghd.com
<b>Subject</b>	Addendum 1		

**Addendum 1**

The closing date for RFT2 22-23 has been extended by one (1) week.  
The deadline for submission of tenders is now 14:00 AWST on 17 January 2023.

---

**Acknowledgement of Receipt – Addendum 1**

**RFT2 22-23**

**Shire of Mingenew**

I .....(name) of .....(company)  
acknowledge receipt of Addendum 1.

Signature: .....

Date: .....

Return this 'Acknowledgement of Receipt' to **tenders@mingenew.wa.gov.au**

---

13 January 2023

<b>RFT #</b>	RFT2 22-23		
<b>LG</b>	Shire of Mingenew		
<b>Description</b>	Yandanooka North East Road Intersection Construction		
<b>From</b>	Antoinette Krause – GHD Pty Ltd	<b>Email</b>	Antoinette.krause@ghd.com
<b>Subject</b>	Addendum 2		

**Addendum 2**

Clarification – gravel:

The proposed gravel pit is located within private property, approximately 2km from the site. The Contractor should make allowance for payment of extracted material in accordance with the Shire’s gravel purchasing policy (\$2.00 ex GST per m3).

It is not anticipated that a clearing permit will be required to access gravel.

Note that it is the Contractor’s responsibility to determine suitability of the gravel as stated in the Tender Document.

---

**Acknowledgement of Receipt – Addendum 2**

**RFT2 22-23**

**Shire of Mingenew**

I .....(name) of .....(company)  
acknowledge receipt of Addendum 2.

Signature: .....

Date: .....

Return this ‘Acknowledgement of Receipt’ to **tenders@mingenew.wa.gov.au**

---



# Technical Specification

## Yandanooka North East Road Intersection

Shire of Mingenew

28 July 2021

**GHD Pty Ltd | ABN 39 008 488 373**



Foreshore Business Centre, Level 1, 209 Foreshore Drive

Geraldton, Western Australia 6530, Australia

T +61 8 9920 9400 | F +61 8 9920 9499 | E [getmail@ghd.com](mailto:getmail@ghd.com) | [ghd.com](http://ghd.com)

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<b>Author</b>	Deoneia Pires da Silva
<b>Project manager</b>	Erin Ashley
<b>Client name</b>	Shire of Mingenew
<b>Project name</b>	Mingenew PM and Superintendent - Yandanooka NE Road Intersection
<b>Document title</b>	Technical Specification   Yandanooka North East Road Intersection
<b>Revision version</b>	Rev 0
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**Document status**

Status Code	Revision	Author	Reviewer		Approved for issue		
			Name	Signature	Name	Signature	Date
S4	0	D. Pires da Silva	A. Krause G Kezich		A. Krause		28.07.2021

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# Contents

<b>1. General</b>	<b>1</b>
1.1 General Conditions of Contract	1
1.2 Specification 100 General Requirements	1
<b>2. Management Requirements</b>	<b>3</b>
2.1 Specification 201 Quality Systems	3
2.2 Specification 202 Traffic Management	3
2.3 Specification 203 Safety and Health Management	3
2.4 Specification 204 Environmental Management Major Works	3
<b>3. Earthworks</b>	<b>4</b>
3.1 Specification 301 Vegetation Clearing and Demolition	4
3.2 Specification 302 Earthworks	4
3.3 Specification 303 Material and Water Sources	5
<b>4. Drainage</b>	<b>6</b>
4.1 Specification 402 Surface Drains and Levees	6
4.2 Specification 404 Culverts	6
4.3 Specification 406 Rock Protection	6
<b>5. Pavements and Surfacing</b>	<b>7</b>
5.1 Specification 501 Pavements	7
5.2 Specification 503 Bituminous Surfacing	7
5.3 Specification 511 Materials for Bituminous Treatments	7
<b>6. Traffic Facilities</b>	<b>8</b>
6.1 Specification 601 Signs	8
6.2 Specification 602 Guideposts	8
6.3 Specification 604 Pavement Marking	8
<b>7. Series 700- Not Used</b>	<b>9</b>
<b>8. Series 800- Not Used</b>	<b>10</b>
<b>9. Miscellaneous</b>	<b>0</b>
9.1 Specification 901 Concrete – General Works	0
9.2 Specification 903 Fencing	0
<b>SAFETY IN DESIGN</b>	<b>0</b>
<b>SAFETY IN DESIGN - Continued</b>	<b>0</b>

## Appendices

Appendix A	Safety in Design
Appendix B	Clearing Permit

# 1. General

This specification shall be read in conjunction with Main Roads Western Australia (Main Roads WA) specifications series 100 to 900, with amendments as listed below. The Main Roads WA specifications are available on the Main Road WA website <https://www.mainroads.wa.gov.au/>

The contents of each individual specification are to be amended as required by the specific amendment to the standard specification as stated in this specification.

## 1.1 General Conditions of Contract

Please refer to the Request for Tender (RFT) for the general conditions of contract. If any item in the RFT conflicts with any of the items presented in this document, the more stringent requirement will take precedence.

## 1.2 Specification 100 General Requirements

Refer to Main Road WA Series 100 standard specification and the following amendments.

**Annexure 101A** Replace all with “**DESCRIPTION OF WORKS.**”

The nature and extent of the works is to be ascertained by reference to the drawings, specification and conditions of contract and the following (but not limited to the following):

1. Clearing existing trees and vegetation works for proposed Yandanooka North East Road Realignment area
2. Removal of existing redundant section of Yandanooka North East Road formation and pavement
3. Rehabilitation of redundant section of Yandanooka North East Road
4. New pavement construction
5. Sealing works
6. Reconstruction of existing shoulder seal approx.. 1.5m wide.
7. Other civil works consisting of the following:
  - Installation of new 1 x 600mm dia culvert – Class 2 RCP at CH 541
  - Installation of new 1 x 1200 x 300mm RCBC at CH 1154 including 15m inlet drain and 30m outlet drain – Type F
  - Installation of new fence along the new cadastral boundary
  - Locally shape table drain and ground on the inside of the sweep to ensure runoff drains to culvert inlet at the new junction (south west).

The contractor’s rates and prices entered in the Bill of Quantities (Price Schedule) shall be deemed to be the full value of the work covered by the item including but not limited to the following:

- Labour and cost in connection therewith
- Supply of goods, material, storage and costs in connection therewith including delivery to site
- Taking delivery of materials, and good supplied by other, unloading, storage and costs associated therewith
- Plant and Costs;
- Temporary works and
- General obligations, liabilities and risks.
- Special Requirements: Refer to RFT document.

**Annexure 101B** Replace all with “Not Used.”

**Annexure 101C** Replace all with “**SITE ACCESS**

Boundary defined by the drawings and any other areas advised by the Superintendent during construction.”

**Annexure 101D** Replace all with “Not Used.”

**Annexure 101E** Replace all with “Not Used.”

**Annexure 101F** Replace all with “**PROJECT WORKS SIGNS**

1. The Contractor shall install 3 Project Works signs at locations as advised by the Superintendent.
2. Signs and sign supports shall be fabricated and installed as per Main Roads Western Australia Standard Drawings.
3. All text displayed on the Project Works signs must comply with AS 1744 – Standard alphabets for road signs.
4. The signs and supports must be maintained in good condition for the full period of display.”

**ANNEXURE 102A** Replace all with “**ROAD REFERENCE MARKING SUMMARY SHEET**

As detailed on the drawings.”

**Clause 103.03** Replace all with “Not Used.”

**Clause 103.04** Replace all with “Not Used.”

**Clause 103.05** Replace all with “Not Used.”

**Annexure 103A** Replace all with “**CONTRACTORS SITE FACILITIES**

Site facilities and laydown/stockpile areas are to be in areas as designated in the Request for Tender or as directed by the Superintendent. Exact location shall be confirmed with the Superintendent prior to mobilisation.”

**Annexure 103B** Replace all with “Not Used.”

**Annexure 103C** Replace all with “Not Used.”

**Annexure 103D** Insert “1” into box under item 1.

**Annexure 106A** Replace all with “**RELOCATION / ALTERATION TO SERVICES (BY CONTRACTOR)**

As per the contract drawings.”

**Annexure 106B** Replace all with “Not Used.”

## 2. Management Requirements

Refer to the Main Roads WA series 200 specifications as follows:

1. Specification 201 Quality Systems, as of 26/08/2020
2. Specification 202 Traffic Management, as of 27/01/2021
3. Specification 203 Safety and Health Management, as of 20/11/2020
4. Specification 204 Environmental Management Major Works, as of 06/08/2020

and the following amendments to the above standard specifications.

### 2.1 Specification 201 Quality Systems

No Amendments

### 2.2 Specification 202 Traffic Management

Refer Main Roads WA Mid West Branch Traffic Control requirements.

Approval of Traffic Management Plan required by Main Roads WA Mid West Branch Traffic Control Officer.

### 2.3 Specification 203 Safety and Health Management

No change. Also refer to Appendix A for Safety in Design.

### 2.4 Specification 204 Environmental Management Major Works

The Works Site contains nominated weed species for control and disposal as follows:

Location	Weed species
Generally	Common species associated with a degraded environment. Control shall be as specified in Spec 301 CLEARING.

Insert Clause "**DUST CONTROL**

- The Contractor shall employ construction methods that will keep dust to a minimum. The Contractor shall as required provide for the control of dust such as by watering of the Works and of roads and other areas affected by the work under the Contract.
- The Contractor shall take appropriate action to eliminate dust raised on any temporary driving surface, when this dust constitutes an inconvenience or hazard to workers, road users or nearby residences and/or property."

Insert Clause "**WEED CONTROL**

- The Contractor shall develop, implement and maintain processes and procedures to identify and control declared and invasive weed species within the Contract areas.



## 3. Earthworks

Refer to the Main Roads WA series 300 specifications as follows:

1. Specification 301 Vegetation Clearing and Demolition, as of 21/10/2019;
2. Specification 302 Earthworks, as of 18/11/2020;
3. Specification 303 Material and Water Sources as of 05/08/2020
4. Specification 304 Revegetation and Landscaping – NOT USED;

and following amendments to the above standard specifications.

### 3.1 Specification 301 Vegetation Clearing and Demolition

**Clause 301.01** Insert “The Contractor must refer to the Clearing Permit (Area Permit Number CPS 9131/1) in the Appendix B for all clearing condition.”

**Table 301A.1** Replace all with “**LOCATIONS AND TREATMENT OF VEGETATION TO BE CLEARED**”

Vegetative clearing shall be limited the extents shown on the contract drawings and the above clearing permit.”

**Table 301A.2** Replace all with “Not used.”

**Table 301A.3** Replace all with “Not used.”

**Table 301B.1** Replace all with “Not used.”

**Table 301C.1** Replace all with “**NOMINATED STOCKPILE LOCATIONS**”

Contractor to nominate stockpile locations to minimise environmental impacts with Principal's approval.”

**Table 301D.1 NOMINATED ONSITE LOCATIONS FOR SPOIL MATERIALS**

Replace all with “Contractor to nominate onsite spoil sites to minimise environmental impacts with Principal's approval.”

**Table 301D.2 NOMINATED OFF-SITE LOCATIONS FOR SPOIL MATERIALS**

Replace all with “Contractor to nominate offsite spoils sites with Principal's approval.”

### 3.2 Specification 302 Earthworks

**Clause 302.26** Replace all with “**General Requirements**”

Blasting, storage of explosives and transportation of explosives is not permitted on this site.”

**Clause 302.27** Replace all with “Not used.”

**Annexure 302A** Replace all with “Not used.”

**TABLE 302B.01** Replace all with “Contractor to refer to Main Roads WA Mid West Branch for required fill Information. Approval to be obtained prior to the commencement of works.”

**TABLE 302B.02** Replace all with “Contractor to refer to Main Roads WA Mid West Branch for required fill Information. Approval to be obtained prior to the commencement of works.”

”

### **3.3 Specification 303 Material and Water Sources**

**Annexure 303A** Replace all with “No pits or quarries have been nominated by the Principal. All pits and quarries if required shall be proposed by the contractor and will be subject to the Principal’s approval.”

## **4. Drainage**

Refer to the Main Roads WA series 400 specifications as follows:

1. Specification 402 Surface Drains and Levees, as of 11/11/2019
2. Specification 403 Sub Soil Drains, - NOT USED
3. Specification 404 Culverts, as of 11/12/2020
4. Specification 405 Drainage Structures, – NOT USED
5. Specification 406 Rock Protection, as of 20/09/2017
6. Specification 407 Kerbing, – NOT USED
7. Specification 408 Revetment Mattress– NOT USED
8. Specification 410 Low Strength Infill – NOT USED

and following amendments to the above standard specifications.

### **4.1 Specification 402 Surface Drains and Levees**

No Amendments.

### **4.2 Specification 404 Culverts**

**Clause 404A2 2.1** Replace all with “Refer to design drawings”

### **4.3 Specification 406 Rock Protection**

No Amendments.

## 5. Pavements and Surfacing

Please refer to the Main Roads WA series 500 specifications as follows:

1. Specification 501 Pavements, as of 20/02/2020
2. Specification 502 Stone Mastic Asphalt, - NOT USED
3. Specification 503 Bituminous Surfacing, as of 05/02/2018
4. Specification 504 Asphalt Wearing Course, – NOT USED
5. Specification 505 Segmental Paving, – NOT USED
6. Specification 506 Enrichment Seals – NOT USED
7. Specification 507 Microsurfacing – NOT USED
8. Specification 508 Cold Planing, – NOT USED
9. Specification 509 Polymer Modified Bituminous Surfacing – NOT USED
10. Specification 510 Asphalt Intermediate Course, – NOT USED
11. Specification 511 Materials for Bituminous Treatments as of 24/02/2020
12. Specification 516 Crumb Rubber Open Graded Asphalt, NOT USED

and the following amendments to the above standard specifications.

### 5.1 Specification 501 Pavements

No amendments.

### 5.2 Specification 503 Bituminous Surfacing

The Contractor is required to prepare a seal design for approval by Main Roads WA Mid West branch.

**TABLE 503C1** replace all with “DESIGN RESPONSIBILITY”

#### DESIGN RESPONSIBILITY

Seal Type	Location	Design Responsibility
Prime	All Works	Contractor
Primerseal	All Works	Contractor
Seal/Reseal	All Works	Contractor

### 5.3 Specification 511 Materials for Bituminous Treatments

No amendments.

## **6. Traffic Facilities**

Refer to the Main Roads WA series 600 specifications as follows:

1. Specification 601 Signs, as of 15/02/2021;
2. Specification 602 Guide Posts as of 02/05/2017
3. Specification 603 Safety and Traffic Barrier Systems – NOT USED
4. Specification 604 Pavement Marking, as of 08/11/2016
5. Specification 605 Grab Rails and Bollards – NOT USED
6. Specification 606 Tactile Ground Surface Indicators – NOT USED

and the following amendments to the above standard specifications.

### **6.1 Specification 601 Signs**

No amendments.

### **6.2 Specification 602 Guideposts**

No amendments.

### **6.3 Specification 604 Pavement Marking**

No amendments.

## **7. Series 700- Not Used**

## **8. Series 800- Not Used**

## **9. Miscellaneous**

Refer to the Main Roads WA series 900 specifications as follows:

1. Specification 901 Concrete – General Works, as of 15/06/2018
2. Specification 903 Fencing – as of 29/10/2019
3. Specification 904 Noise Walls – NOT USED
4. Specification 905 Limestone Retaining Walls – NOT USED
5. Specification 908 Anti-Graffiti, – NOT USED ;

and the following amendments to the above standard specifications.

### **9.1 Specification 901 Concrete – General Works**

No amendments.

### **9.2 Specification 903 Fencing**

No amendments.



# Appendices

# Appendix A

## Safety in Design

# SAFETY IN DESIGN

Extracted from Greenfield technical Services Design Memo – 23 March 2021:

## 4.0 SAFETY IN DESIGN

### 4.1 Design process

#### 4.1.1 Design speed

The nominated design speed through the R=180m curve (Ch 817A-1132A) is 60km/h. The design horizontal geometry has been influenced by the location of the intersection at the end of the curve which requires vehicles to give way to the through traffic on Mingenew Morawa Rd. Adopting larger curves to provide a higher design speed was considered but this would result in higher vehicles speeds on the approach to the intersection, as well as additional land acquisition.

The majority of Yandanooka NE Rd is sealed approx. 4m wide. As there is no posted speed limit, the unrestricted speed limit applies (maximum speed up to 110km/h). Therefore, the 60km/hr design speed for the R=180m curve is less than the maximum expected approach speed of vehicles. There is a hazard associated with horizontal geometry in this section if vehicle speeds exceed 60km/h. This risk is primarily related to the traffic approaching from the west. The risk associated with this hazard is that vehicles may run off the road or veer into the oncoming traffic lane. The traffic approaching from the east will have a much lower speed as they have had to slow down on Mingenew Morawa Rd to approx. 20-30km/h to enable a turn through the intersection.

This hazard could result in personal injury and/or damage to the vehicle. To manage this risk, the design includes:

- T-junction on curve warning sign on the western approach to the curve,
- CAMs on the outside of the curve for westbound traffic
- Painted edgelines for both lanes through the curve
- Double two-way barrier line plus RRPMs along the centreline through the curve

The incorporation of the signs and linemarking results in a residual risk that is considered low.

#### 4.1.2 Pavement width

The GRD Part 3 notes that a vehicle travelling on a curve occupies a greater width of pavement than it does on a straight as the wheels track inside and outside the front, depending on the speed, and the front overhang reduces the clearance between passing and overtaking vehicles. Therefore, the pavement may be widened to maintain the lateral clearance between vehicles equal to the clearance available on straight sections of road.

There is a hazard associated through the curves if the swept path of the 36.5m design vehicle is greater than the seal width. The risk associated with this hazard is that the vehicle swept path may run off the edge of the seal and wear down the shoulder.

This hazard could result in damage to the shoulder and the edge of the seal. Over time, this damage could result in loss of control of the vehicle which could lead to personal injury and/or damage to the vehicle.

To manage this risk, the design includes seal widening through the curves. For a 36.5m long vehicle, Table 7.13 in the GRD Part 3 nominates widening as follows:

- 0.7m widening per lane for a 180m radius curve
- 0.2m widening per lane for a 750m radius curve

#### 4.1.3 Mingenew Morawa Rd intersection

The vehicles turning in and out of the intersection, and their interaction with the other traffic on Yandanooka NE Rd, represent a hazard. The risk associated with this hazard is vehicles on Mingenew Morawa Rd colliding with vehicles turning in/out of Yandanooka NE Rd which could result in personal injury and/or damage to the vehicles. To manage this risk, the following measures have been included in the design process:

- Measurement of SISD, ASD and SSD to establish that the minimum required amount is provided on both approaches for the associated design speed
- Detailing of linemarking on both approaches on Mingenew Morawa Rd
- Detailing of an intersection warning sign, Give Way sign, sight board and linemarking on the Yandanooka NE Rd approach
- Detailing of the BAR and BAL intersection turning treatments appropriated for the proposed design traffic and the swept paths.

These measures have resulted in a lower residual risk.

#### 4.1.5 Clear zone

A clear zone is defined as the area adjacent to the traffic lane that should be kept free from features that would be potentially hazardous to errant vehicles. The clear zone provides a traversable and recoverable width to allow errant vehicles to get back on the road carriageway in the event they deviate from the normal running surface. The GRD Part 6 states that the minimum clear zone required for this section of Yandanooka NE Rd varies from 3.5m up to 10.4m, however in most sections the clear zone is between 3.5m and 4.5m from the edge of the traffic lane.

Between Ch 0A-100A there is currently vegetation within the clear zone which represents a hazard. There is also a single tree at the end of the right-hand sweep at the intersection which is within the clear zone. The risk associated with this hazard is that vehicles that leave the road formation may crash into this vegetation. This hazard could result in personal injury and/or damage to the vehicle. To manage this risk, these trees have been detailed to be removed.

The design model results in pavement and formation batters, as well as table drains, which are within the clear zone. If batters are detailed too steep, they are not traversable by errant vehicles that leave the carriageway. To manage these risks, the proposed design is based on the following:

- 4:1 fill batters.
- Table drains with a 6:1 front slope and a 4:1 backslope.  
*Fig 4.18 of the GRD Part 3 details the preferred channel cross sections for v-drains and a 4:1 backslope with a 6:1 foreslope falls inside the desirable zone. The GRD Part6 notes that these preferable drain designs are not considered hazardous as they are considered traversable. As such, they need not be constructed beyond the area of interest.*
- 3:1 cut batters in large cut sections have been located outside the clear zone.

## 4.2 Construction process

The road construction process will contain various common construction hazards which have risks associated with damage to persons, plant and property. No unique construction risks associated with

the design of the proposed Yandanooka NE Rd have been identified during the design process. The common construction hazards will need to be identified and managed through the construction contractor's project planning and onsite safety processes.

# SAFETY IN DESIGN - Continued

Table 1 Construction Risk

Identified Safety Risk & Current Risk Exposure						Proposed Treatment & Residual Risk Exposure					Residual Risk	
Ref	Risk Description	Existing Controls	Likelihood	Consequence	Severity Rating	Proposed Control	Likelihood	Consequence	Severity Rating	Responsibility	Residual Risk	Action Required
1	<p>Risk: Injury during construction of facilities</p> <p>Cause: Normal construction activities including manual lifting, craneage, excavations, power tools, electrical works etc.</p> <p>Consequence: Potential hospitalization of workers</p>	Contractor's normal responsibility	Possible	Moderate	Moderate	To be covered in Construction Risk Assessment Workshop and other Contractor work method statements and the like	Possible	Moderate	Moderate	Main Contractor	Unchanged	To be covered in Construction Risk Assessment Workshop and other Contractor work method statements and the like

# Appendix B

## Clearing Permit



Mr Nils Hay  
Chief Executive Officer  
Shire of Mingenew  
PO Box 120  
MINGENEW WA 6522

*via email: [ceo@mingenew.wa.gov.au](mailto:ceo@mingenew.wa.gov.au)*

Dear Mr Hay,

**APPLICATION TO CLEAR NATIVE VEGETATION UNDER THE *ENVIRONMENTAL PROTECTION ACT 1986* – CLEARING PERMIT CPS 9131/1 GRANTED**

I refer to The Shire of Mingenew's application for a permit under section 51E(1) of the *Environmental Protection Act 1986* (the EP Act), to clear 0.035 hectares of native vegetation within Mingenew-Morawa Road (PIN 11459987) and Yandanooka North-East Road (PIN 11460000), Mount Budd for the purpose of road intersection upgrades. The application was received by the Department of Water and Environmental Regulation (DWER) on 2 December 2020 and assigned the reference CPS 9131/1.

The Delegated Officer has assessed the application and determined that a clearing permit be granted under section 51E(5) of the EP Act. This permit authorises the permit holder to clear native vegetation, subject to the terms, conditions, and restrictions specified.

A copy of the permit and the associated decision report are attached to this notification, and are now also available on DWER's website (at <https://www.der.wa.gov.au/our-work/clearing-permits/clearing-permits-available-for-public-appeal>) for the public to view, as required under regulation 8 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Please read the conditions on the permit carefully and note that there are penalties for non-compliance with those conditions. If you wish to discuss this permit and/or its conditions, please contact DWER.

Subject to compliance with any pre-clearing conditions on the permit, clearing must not be undertaken before the permit duration commencement date stated on the permit.

Please also note that in undertaking the clearing authorised under this permit, the permit holder must have regard to avoiding clearing, minimising clearing, and reducing the impacts of clearing on any environmental value.

If the Shire of Mingenew are aggrieved by any of the conditions of the permit, an appeal may be lodged with the Minister for Environment, via the Office of the Appeals Convenor. If lodging an appeal, it must be in writing, setting out the grounds of the appeal, and be received within 21 calendar days of being notified of the decision. For further information or to lodge an appeal, please contact the Office of the Appeals (see contact details below):

Office of the Appeals Convenor  
Level 22 Forrest Centre  
221 St George's Terrace, PERTH WA 6000  
Tel: 6364 7990 Fax: 6364 7999  
Email: [admin@appealsconvenor.wa.gov.au](mailto:admin@appealsconvenor.wa.gov.au)  
Website: [www.appealsconvenor.wa.gov.au](http://www.appealsconvenor.wa.gov.au)

Note that third parties may also appeal against the grant of this permit or its conditions. Please note that, while an appeal is lodged by a third party is under consideration:

- if the appeal is against the grant of this permit, then under section 101A(9) of the EP Act, the permit is deemed not to have been granted and clearing cannot commence until the appeal is determined; and
- if the appeal is regarding a condition(s) of the permit, then under section 101A(6), the permit continues to have effect and clearing can commence in accordance with the conditions of the permit.

For more information about complying with your permit to clear native vegetation, please refer to *Fact Sheet 4: Complying with your clearing permit* found at: <https://www.der.wa.gov.au/our-work/clearing-permits/49-fact-sheets>.

Compliance with the terms, conditions, or restrictions of this permit does not absolve the permit holder from responsibility for compliance with the requirements of all Commonwealth, State, and local government legislation.

If you have any queries, please contact the Environmental Officer, as listed above.

Yours sincerely

Ryan Mincham  
MANAGER  
NATIVE VEGETATION REGULATION

*Officer delegated under section 20  
of the Environmental Protection Act 1986*

29 April 2021

Attached: Clearing permit (CPS 9131/1)  
Decision report for CPS 9131/1





## CLEARING PERMIT

*Granted under section 51E of the Environmental Protection Act 1986*

### PERMIT DETAILS

Area Permit Number: CPS 9131/1  
File Number: DWERVT7077  
Duration of Permit: From 22 May 2021 to 22 May 2023

### PERMIT HOLDER

Shire of Mingenew

### LAND ON WHICH CLEARING IS TO BE DONE

Mingenew-Morawa Road Reserve (PIN 11459987)  
Yandanooka North-East Road Reserve (PIN 11460000)

### AUTHORISED ACTIVITY

The permit holder must not clear more than 0.035 hectares of native vegetation within the areas cross-hatched yellow in Figure 1 of Schedule 1.

### CONDITIONS

#### 1. Avoid, minimise, and reduce impacts and extent of clearing

In determining the native vegetation authorised to be cleared under this permit, the permit holder must apply the following principles, set out in descending order of preference:

- (a) avoid the clearing of native vegetation;
- (b) minimise the amount of native vegetation to be cleared; and
- (c) reduce the impact of clearing on any environmental value.

#### 2. Weed management

When undertaking any clearing authorised under this permit, the permit holder must take the following measures to minimise the risk of introduction and spread of *weeds*:

- (a) clean earth-moving machinery of soil and vegetation prior to entering and leaving the area to be cleared;

- (b) ensure that no known weed-affected soil, *mulch*, *fill*, or other material is brought into the area to be cleared; and
- (c) restrict the movement of machines and other vehicles to the limits of the areas to be cleared.

### 3. Records that must be kept

The permit holder must maintain records relating to the listed relevant matters in accordance with the specifications detailed in Table 1.

**Table 1: Records that must be kept**

No.	Relevant matter	Specifications
1.	In relation to the authorised clearing activities generally	<ul style="list-style-type: none"> <li>(a) the species composition, structure, and density of the cleared area;</li> <li>(b) the location where the clearing occurred, recorded using a Global Positioning System (GPS) unit set to Geocentric Datum Australia 1994 (GDA94), expressing the geographical coordinates in Eastings and Northings;</li> <li>(c) the date that the area was cleared;</li> <li>(d) the size of the area cleared (in hectares);</li> <li>(e) actions taken to avoid, minimise, and reduce the impacts and extent of clearing in accordance with condition 1 of this permit; and</li> <li>(f) actions taken to minimise the risk of the introduction and spread of weeds in accordance with condition 2 of this permit.</li> </ul>

### 4. Reporting

The permit holder must provide to the *CEO* the records required under condition 3 of this permit when requested by the *CEO*.

## DEFINITIONS


In this permit, the terms in Table have the meanings defined.

**Table 2: Definitions**

Term	Definition
CEO	Chief Executive Officer of the department responsible for the administration of the clearing provisions under the <i>Environmental Protection Act 1986</i> .
clearing	has the meaning given under section 3(1) of the EP Act.
condition	a condition to which this clearing permit is subject under section 51H of the EP Act.
department	means the department established under section 35 of the <i>Public Sector Management Act 1994</i> (WA) and designated as responsible for the administration of the EP Act, which includes Part V Division 3.
EP Act	<i>Environmental Protection Act 1986</i> (WA)
fill	means material used to increase the ground level, or to fill a depression.
mulch	means the use of organic matter, wood chips or rocks to slow the movement of water across the soil surface and to reduce evaporation.
native vegetation	has the meaning given under section 3(1) and section 51A of the EP Act.
weeds	means any plant – (a) that is a declared pest under section 22 of the <i>Biosecurity and Agriculture Management Act 2007</i> ; or (b) published in a Department of Biodiversity, Conservation and Attractions species-led ecological impact and invasiveness ranking summary, regardless of ranking; or (c) not indigenous to the area concerned.

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## END OF CONDITIONS

  
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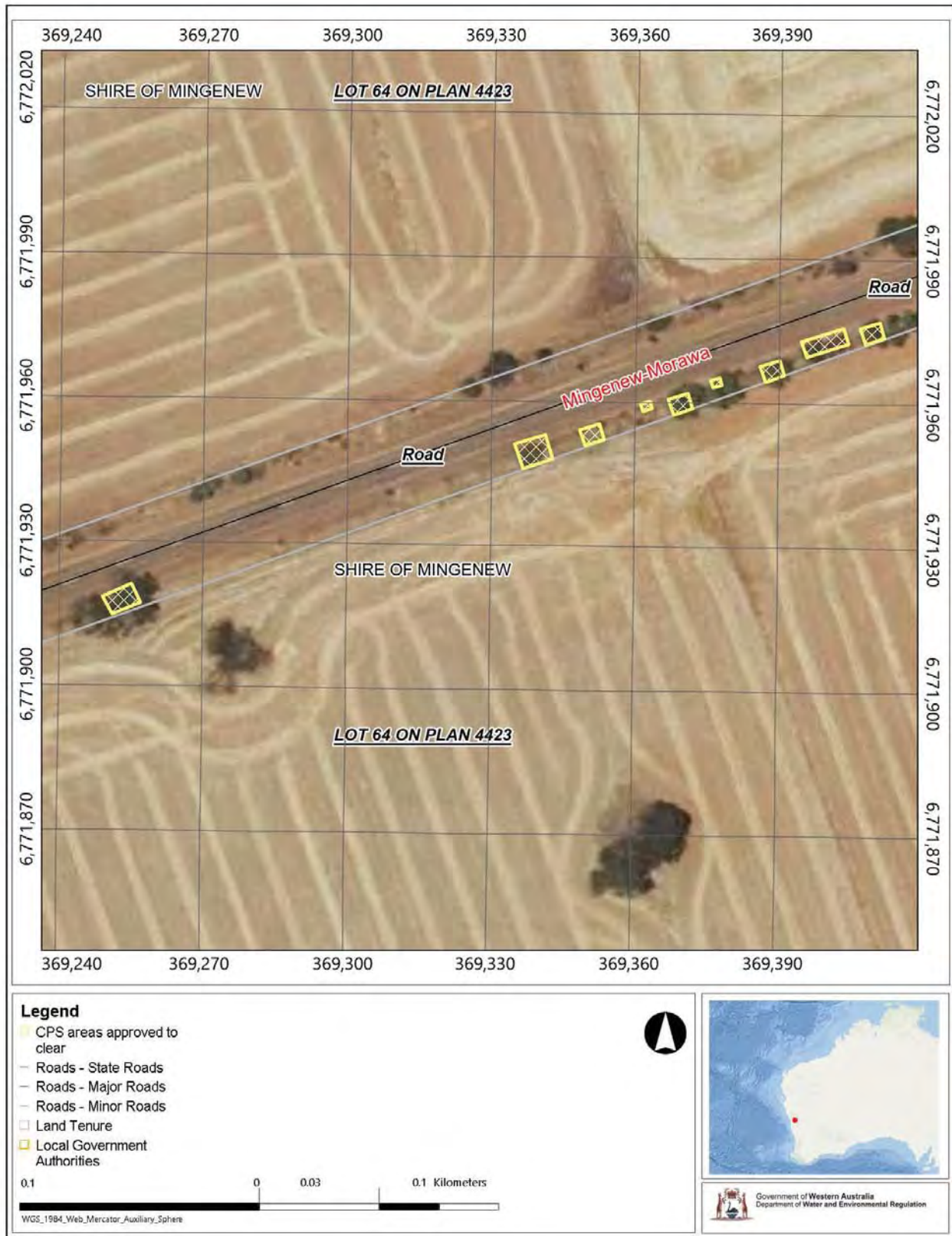
Ryan Mincham  
MANAGER  
NATIVE VEGETATION REGULATION

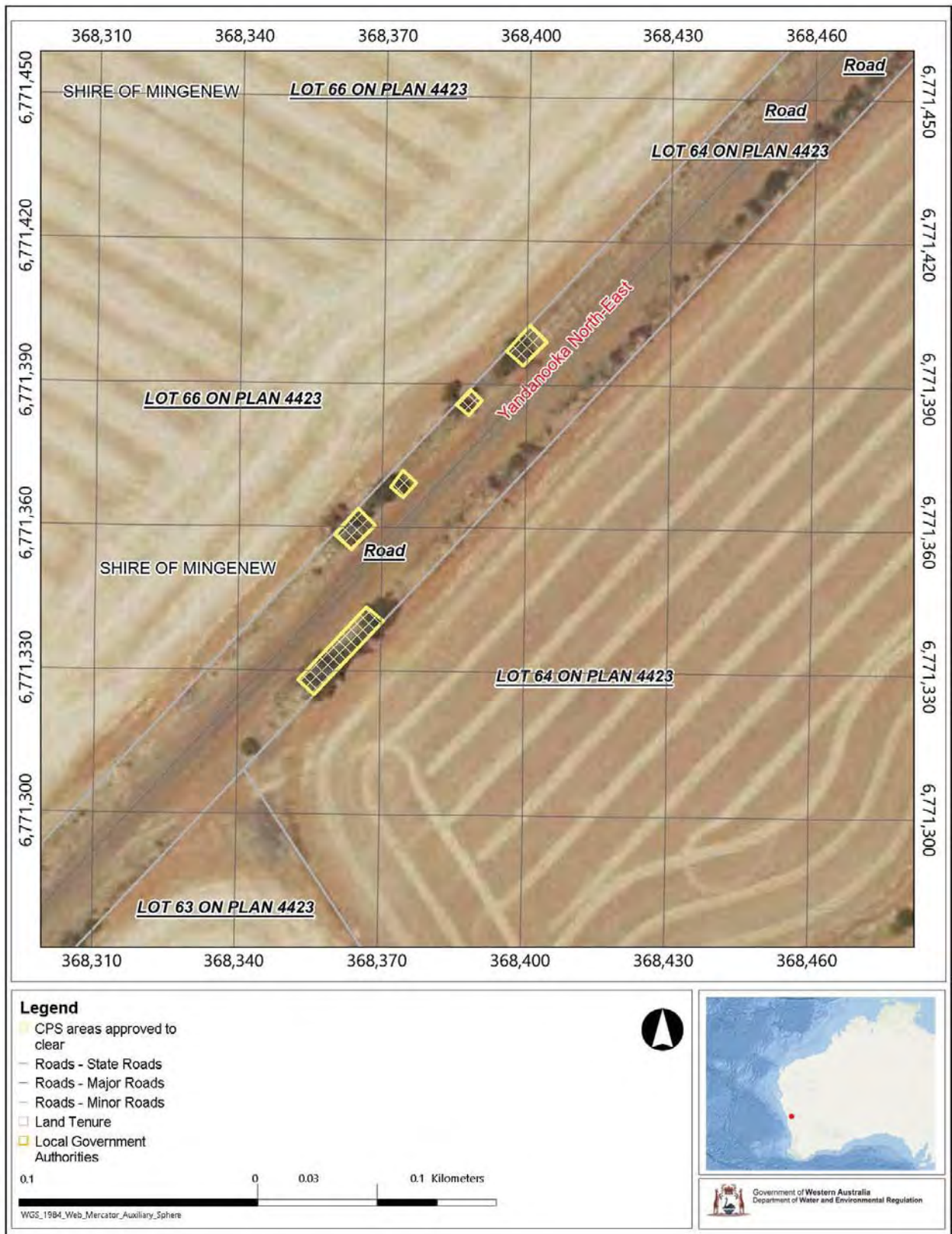
*Officer delegated under Section 20  
of the Environmental Protection Act 1986*

29 April 2021

# SCHEDULE 1

The boundary of the area authorised to be cleared is shown in the maps below.





**Figure 1: Maps of the boundary of the area within which clearing may occur**



## 1 Application details and outcome

### 1.1. Permit application details

<b>Permit number:</b>	CPS 9131/1
<b>Permit type:</b>	Area permit
<b>Applicant name:</b>	Shire of Mingenew
<b>Application received:</b>	2 December 2020
<b>Application area:</b>	0.035 hectares of native vegetation
<b>Purpose of clearing:</b>	Road intersection upgrades
<b>Method of clearing:</b>	Mechanical
<b>Property:</b>	Mingenew-Morawa Road reserve (PIN 11459987) Yandanooka North-East Road reserve (PIN 11460000)
<b>Location (LGA area/s):</b>	Shire of Mingenew
<b>Localities (suburb/s):</b>	Mount Budd

### 1.2. Description of clearing activities

The vegetation proposed to be cleared is 0.035 hectares of native vegetation distributed across 14 separate areas for the purpose of road intersection upgrades. (see Figure 1, Section 1.5).

### 1.3. Decision on application

<b>Decision:</b>	Granted
<b>Decision date:</b>	29 April 2021
<b>Decision area:</b>	0.035 hectares of native vegetation, as depicted in Section 1.5, below.

### 1.4. Reasons for decision

This clearing permit application was submitted, accepted, assessed and determined in accordance with sections 51E and 51O of the *Environmental Protection Act 1986* (EP Act). The Department of Water and Environmental Regulation (DWER) advertised the application for 21 days and no submissions were received.

In making this decision, the Delegated Officer had regard for the site characteristics (see Appendix C), relevant datasets (see Appendix H.1), the clearing principles set out in Schedule 5 of the EP Act (see Appendix D), relevant planning instruments and any other matters considered relevant to the assessment (see Section 3). The Delegated Officer also took into consideration this clearing is in relation to road safety improvements.

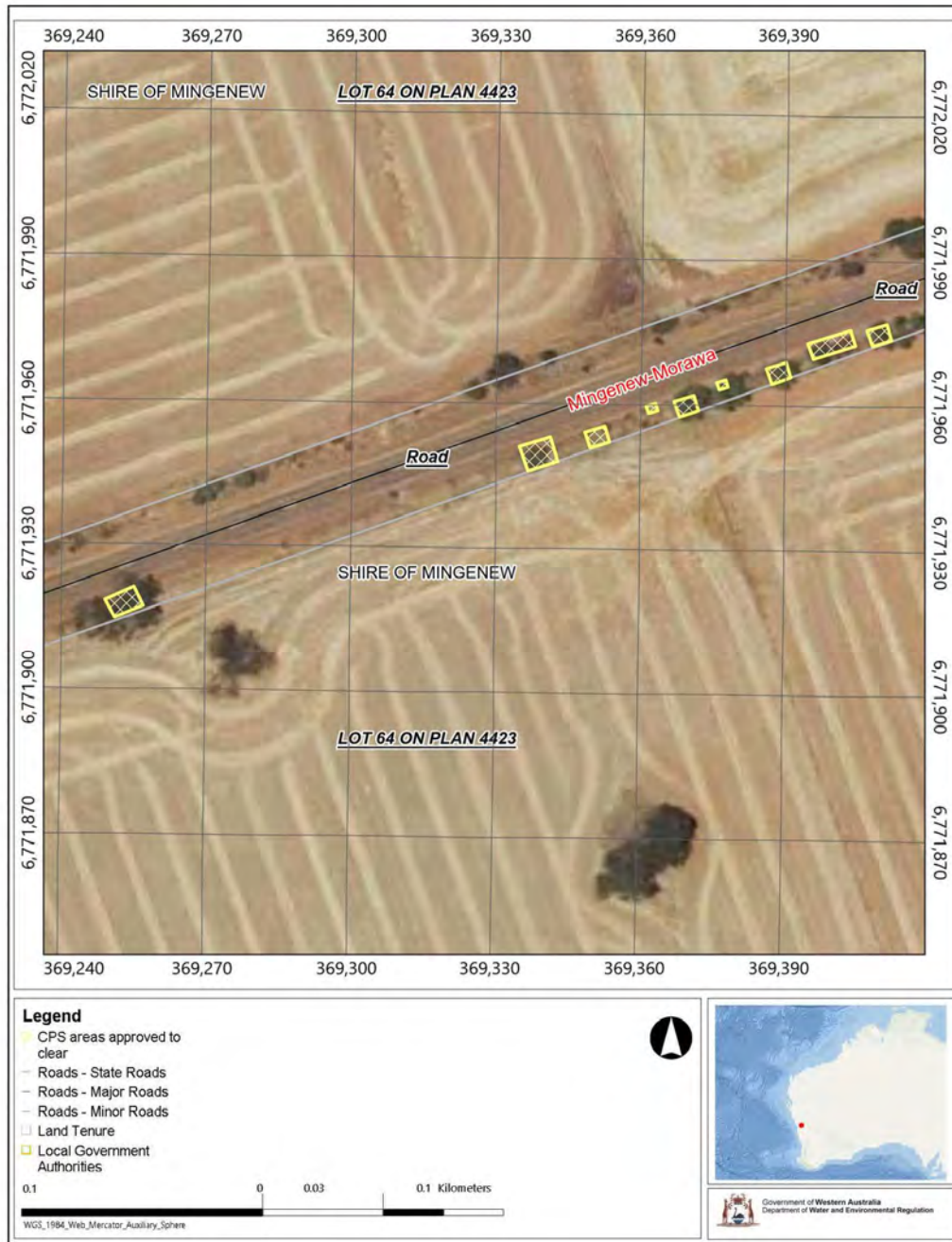
Assessment of this application identified:

- the potential introduction and spread of weeds into adjacent vegetation, which could impact on the quality of the adjacent vegetation and its habitat values; and
- the application area comprises native vegetation in an area that has been extensively cleared.

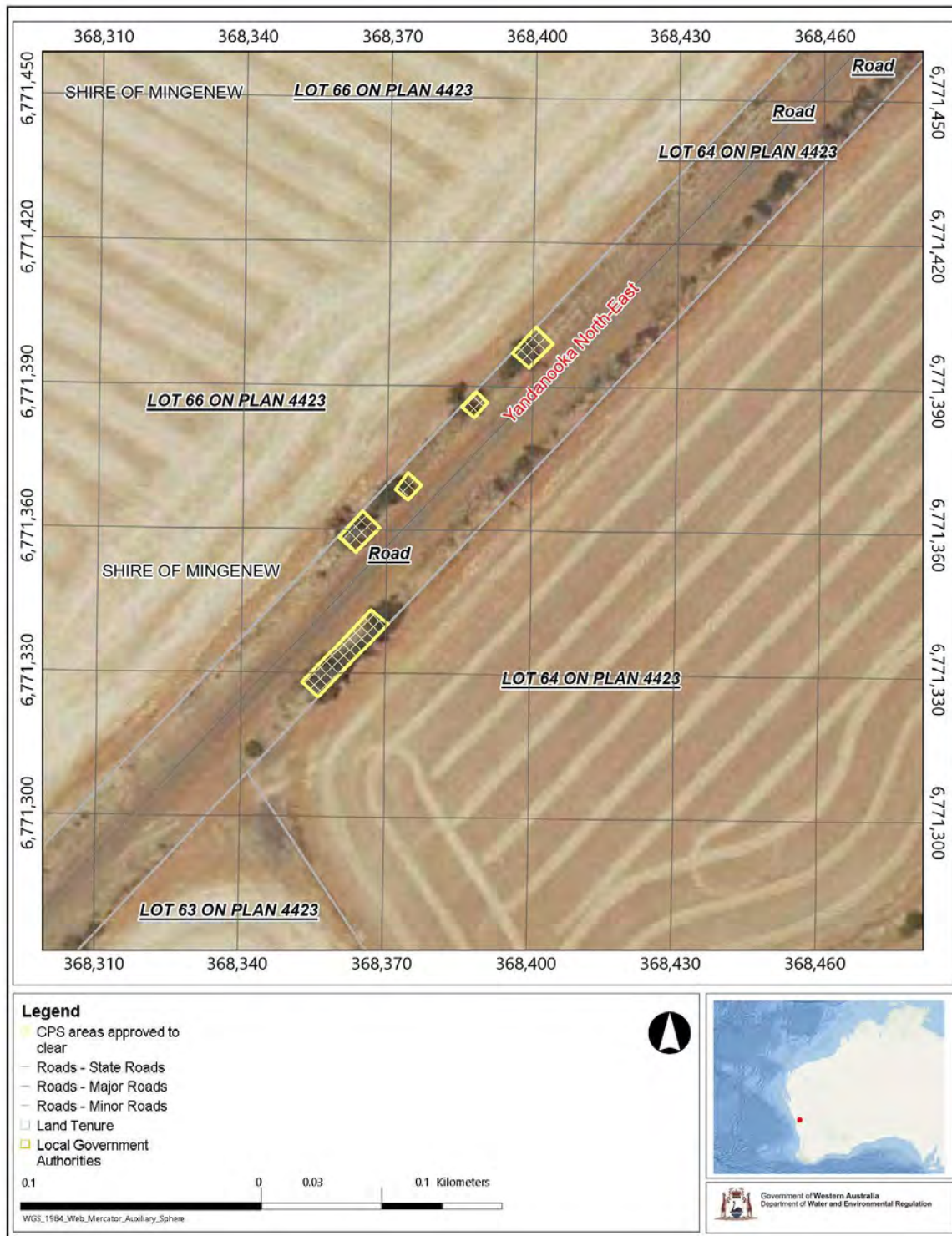
After consideration of the available information, the Delegated Officer determined the proposed clearing is unlikely to have long-term adverse impacts on environmental values. The Delegated Officer decided to grant a clearing permit subject to conditions to:

- avoid, minimise to reduce the impacts and extent of clearing; and
- implementation of hygiene measures to minimise the risk of the introduction and spread of weeds

### 1.5. Site maps



**Figure 1:** Map of the application area. The areas cross-hatched yellow indicate the areas authorised to be cleared under the granted clearing permit.



**Figure 2:** Map of the application area. The areas cross-hatched yellow indicate the areas authorised to be cleared under the granted clearing permit.



## 2 Legislative context

The clearing of native vegetation in Western Australia is regulated under the EP Act and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (Clearing Regulations).

In addition to the matters considered in accordance with section 51O of the EP Act (see Section 1.4), the Delegated Officer has also had regard to the objects and principles under section 4A of the EP Act, particularly:

- the precautionary principle
- the principle of intergenerational equity
- the principle of the conservation of biological diversity and ecological integrity.

Other legislation of relevance for this assessment include:

- *Biodiversity Conservation Act 2016* (WA) (BC Act)
- *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act)

The key guidance documents which inform this assessment are:

- *A guide to the assessment of applications to clear native vegetation* (DER, December 2013)
- *Procedure: Native vegetation clearing permits* (DWER, October 2019)

## 3 Detailed assessment of application

### 3.1. Avoidance and mitigation measures

The applicant has advised that the intersection design chosen utilises minimal clearing in the design while still improving road safety and visibility (see Appendix F.).

The applicant has engaged a supervising contractor to manage the construction of the road upgrades and plans to implement works during the winter period which will mitigate potential wind erosion risks (Applicant, 2021).

### 3.2. Assessment of impacts on environmental values

In assessing the application, the Delegated Officer has had regard for the site characteristics (see Appendix C) and the extent to which the impacts of the proposed clearing present a risk to biological, conservation, land and water resource values.

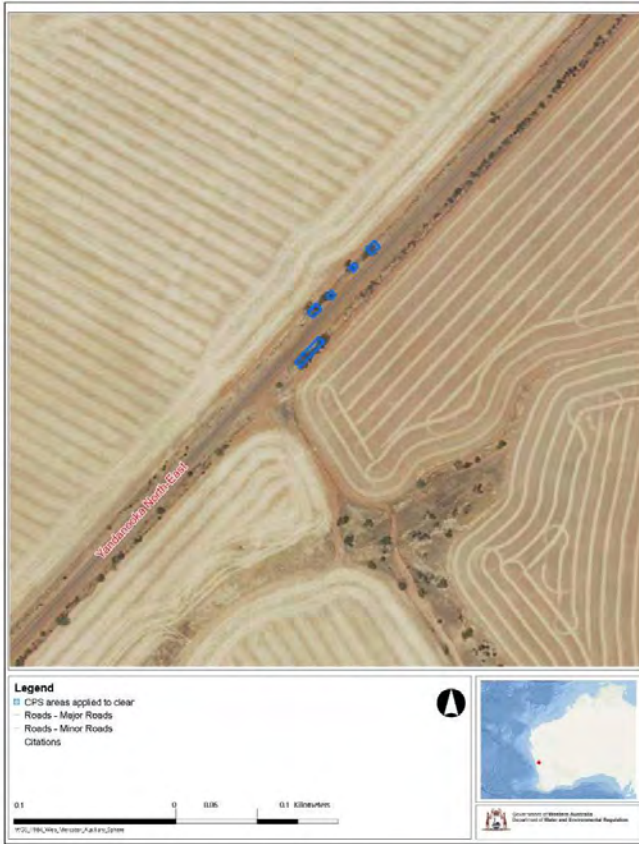
The assessment against the clearing principles (see **Error! Reference source not found.**) identified that the impacts of the proposed clearing would result in the removal of a small amount of vegetation within an area which had been extensively cleared. The consideration of these impacts, and the extent to which they can be managed through conditions applied in line with sections 51H and 51I of the EP Act, is set out below.

#### 3.2.1. Significant remnant vegetation - Clearing Principle (e)

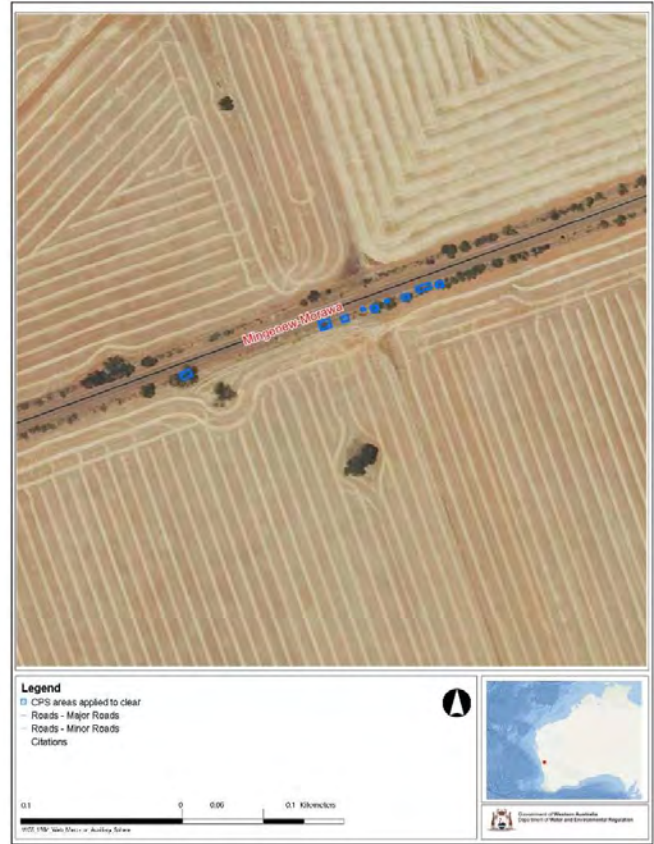
##### Assessment

The application area is mapped within the Avon Wheatbelt bioregion and the Mingenew 354 vegetation association which retain 18.51% and 11.36% respectively. The local area (20-kilometre radius from the centre of the area proposed to be cleared) retains approximately 17.7% of the original native vegetation cover. These figures are inconsistent with national objectives of 30% of biodiversity conservation.

The surrounding landscape has been extensively cleared with the land immediately adjacent to the application area consisting of cleared agricultural land. There are small, scattered areas of mapped remnant vegetation near the application area, the closest of which is approximately 250 m north east. The proposed clearing consists of 14 separate parcels across two locations. Vegetation is present along the roadside in between these locations (see Figures 2 and 3) and vegetation is to be retained within the road reserve within close proximity to the application areas.

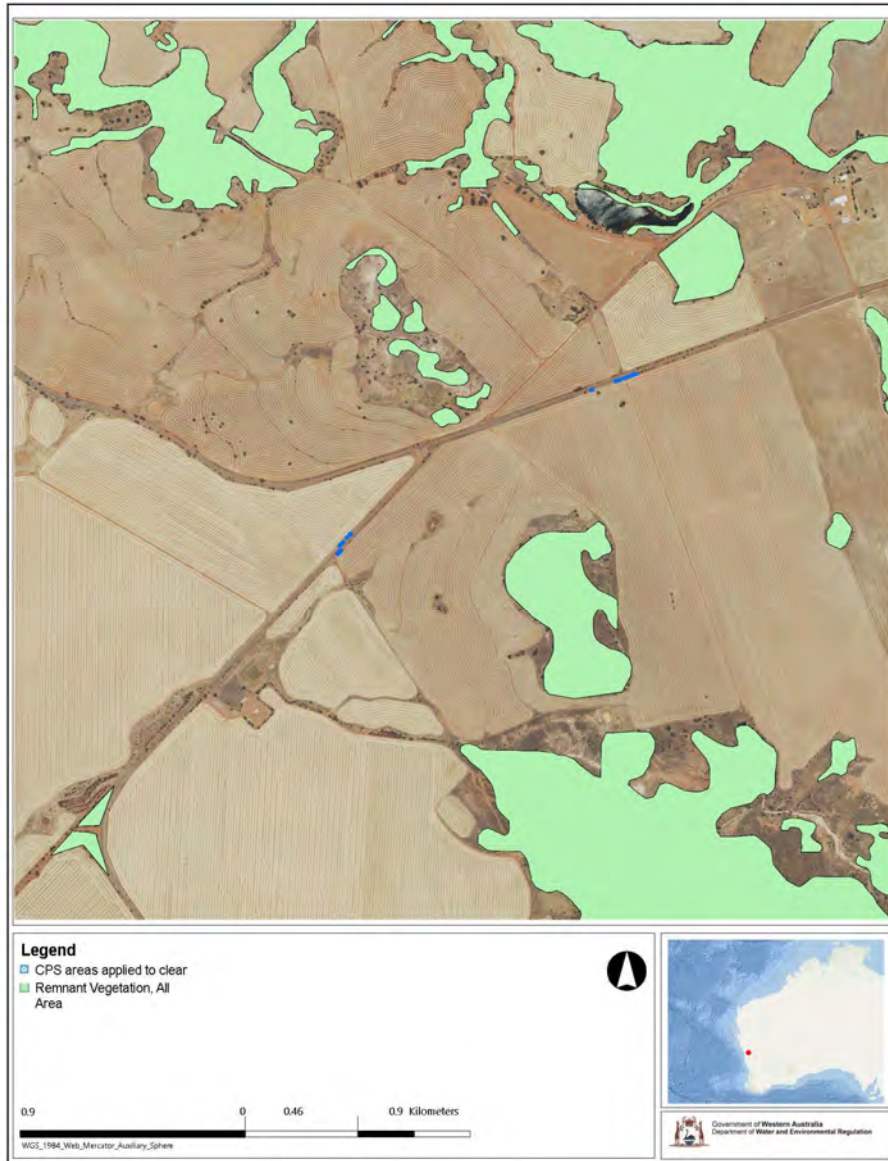


**Figure 3:** Aerial imagery of the “Western Area” showing retention of roadside vegetation along Yandanooka North-East Road and the numerous small clearing areas.



**Figure 4:** Aerial imagery of the “Eastern Area” showing retention of roadside vegetation along Mingenew-Morawa Road and the numerous small clearing areas.

Mapped remnant vegetation is present within the local area with remnants located 250 – 500 m from the application area (see Figure 5). It is unlikely the vegetation proposed to be cleared provides significant functionality as an ecological linkage given the retention of vegetation within the road reserve and the proximity to mapped remnant vegetation.



**Figure 5:** Aerial imagery showing the extent of mapped remnant vegetation in proximity of the application areas.

### Usage of vegetation by Black Cockatoos

The application areas are not located within known distribution areas for Forest Red-tailed Black Cockatoos (*Calyptorhynchus banksii*) or Baudin's Black Cockatoo (*C. baudinii*) (DSEWPac 2012). The nearest known Forest Red-tailed Black Cockatoo breeding location is found approximately 26 km away.

The areas proposed to be cleared are within the mapped breeding range of Carnaby's Black Cockatoo (*C. latirostris*), with the nearest confirmed breeding location approximately 39 km from the application area. The nearest confirmed roost is located approximately 35 km away and the nearest unconfirmed roost is approximately 32 km away. Assessment of the photographs supplied by the applicant (see Appendix F) indicate that the trees proposed to be cleared are not of sufficient size to be utilised by *C. latirostris* for breeding and no visible hollows were observed. Given the small scale of the proposed clearing and that the application areas are not located within a 6-12 km radius of a nesting site or 6 km radius of a night roost, it unlikely the vegetation proposed to be cleared comprises a

significant foraging resource for Black Cockatoos, particularly given the extent of mapped remnant vegetation surrounding the application area (DSEWPaC 2012).

#### Conclusion

Based on the above assessment, despite the vegetation extent within the local area being below the national retention target of 30%, the vegetation proposed to be cleared is not considered significant as it is not likely to be utilised by fauna of conservation significance, in particular *C. latirostris*. The vegetation proposed to be cleared is not likely to serve a significant linkage function due to small scale of the clearing, presence of remnant vegetation near the clearing area, and the retention of vegetation within the road reserve (see Figures 2, 3, and 4). The vegetation retained between clearing areas will continue to act as a stepping-stone for fauna transition between mapped remnants north and south of the application area (see Figures 3 and 4), maintaining any potential linkage function.

#### Conditions

No conditions required.

### **3.3. Relevant planning instruments and other matters**

The Shire of Mingenew advised DWER that local government approvals are not required, and that the proposed clearing is consistent with the Shire's Local Planning Scheme.

Main Roads Western Australia has provided in principle support for the Shire of Mingenew to undertake the clearing as per this application.

There are no Aboriginal Sites of Significance within close proximity, or intersected by the application areas.

**End**

## Appendix A. Additional information provided by applicant

Summary of comments	Consideration of comment
Shire of Mingenew provided photographs of the area proposed to be cleared.	Assessment of the photographs was undertaken to determine the species composition and vegetation condition of the application area (see Appendix C).

## Appendix C. Site characteristics

### C.1. Site characteristics

Characteristic	Details
Local context	<p>The areas proposed to be cleared comprise 0.035 ha of isolated patches of native vegetation in the intensive land use zone of Western Australia. They are surrounded by cleared agricultural land in the immediate vicinity with areas of native vegetation scattered throughout the local area. The proposed clearing areas are small, isolated remnants on roadsides in a highly cleared landscape.</p> <p>Spatial data indicates the local area (20-kilometre radius from the centre of the area proposed to be cleared) retains approximately 17.7 per cent of the original native vegetation cover.</p>
Ecological linkage	<p>The application area does not form part of any formal mapped linkage, however, due to the extensively cleared landscape, the vegetation may contribute to informal linkage functionality. The application areas are small and scattered with vegetation retained in between them. This retention of vegetation serves to retain any potential linkage function.</p> <p>Remnant vegetation is mapped to the north and south of the application areas.</p>
Conservation areas	The application area does not intersect any conservation areas. The local area contains 53 reserves, three of which are "Class A". The nearest "Class A" reserve is located 16.5 km from the application area
Vegetation description	<p>Photographs supplied by the applicant indicate the vegetation within the proposed clearing area consists of <i>Acacia sp.</i>, York Gum, and exotic grass species. Representative photos are available in F.</p> <p>This is broadly consistent with the mapped vegetation types:</p> <ul style="list-style-type: none"> <li>Avon Wheatbelt – Mingenew System 354, which is described as: Shrublands; jam and <i>Acacia rostellifera</i> (+ hakea) scrub with scattered York Gum (Shepherd et al, 2001)</li> </ul> <p>The mapped vegetation type retains approximately 11.36 per cent of the original extent (Government of Western Australia, 2019).</p>
Vegetation condition	<p>Photographs supplied by the applicant indicate the vegetation within the proposed clearing area is in Degraded to Completely Degraded (Keighery, 1994) condition, described as:</p> <ul style="list-style-type: none"> <li>Degraded: Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. For example, disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and/or grazing.</li> <li>Completely Degraded: The structure of the vegetation is no longer intact and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees or shrubs.</li> </ul>

Characteristic	Details
	The full Keighery (1994) condition rating scale is provided in Appendix E. Representative photos are available in F.
Climate	Rainfall: 400 mm Evapotranspiration: 400 mm
Topography	The elevation of the application areas ranges from 230 m AHD in the eastern application areas to approximately 250 m AHD in the western application areas.
Soil description	The soil across the application areas is mapped as: <ul style="list-style-type: none"> <li>• 226Mb_4 (Mount Budd 4 Subsystem) described as gently inclined foot slopes with red, grey, and pale-yellow sands and gradational red sands.</li> <li>• 226Mb_2 (Mount Budd 2 Subsystem) described as gently to moderately inclined upper foot slopes, eroded sandy loam duplex soils and rocky loams.</li> </ul>
Land degradation risk	<ul style="list-style-type: none"> <li>• &lt;3% of map unit has a moderate to high flood risk</li> <li>• &lt;3% of map unit has a moderate to high salinity risk or is presently saline</li> <li>• 50-70% of map unit has a high to extreme phosphorous export risk</li> <li>• &lt;3% of map unit has a high to extreme phosphorous export risk</li> <li>• 10-30% of map unit has a high subsurface acidification risk or is presently acid</li> <li>• &gt;70% of map unit has a high subsurface acidification risk or is presently acid</li> <li>• 10-30% of map unit has a high to extreme water erosion risk</li> <li>• &lt;3% of map unit has a high to extreme water erosion risk</li> <li>• &gt;70% of map unit has a high to extreme wind erosion risk</li> <li>• &lt;3% of map unit has a high to extreme wind erosion risk</li> </ul>
Waterbodies	The desktop assessment and aerial imagery indicated that no watercourses, waterbodies or wetlands transect the area proposed to be cleared. A large man-made dam and the Lockier River are located approximately 520 m from one of the clearing application areas.
Hydrogeography	The application area is located in the Gascoyne Groundwater Area, proclaimed under section 26B (1) of the <i>Rights in Water and Irrigation Act 1914</i> . The Priority 2 Mingenew Water Reserve is located within the local area, approximately 16.5 km from the application area.
Flora	The local area contains 177 records from 53 flora species of conservation significance. Of these records, 11 species occur on the same soil type as the application area, of which one species is classified as “threatened”  The closest conservation significant flora record is the Priority 4 <i>Lepidobolus densus</i> located approximately 1.1 km from the application area.  Photos provided by the applicant indicate and abundance of exotic grasses within the application area.
Ecological communities	The local area contains 140 records of Threatened or Priority Ecological Communities. The closest record to the application area is a mapped area of Eucalypt woodlands of the Western Australian Wheatbelt located approximately 10.5 km away. The application area does not intersect any TECs or PECs.
Fauna	The local area contains 17 records of 5 fauna species of conservation significance. The nearest record to the application area is of <i>Idiosoma arenaceum</i> (Geraldton Sandplain Shield-backed Trapdoor Spider) located approximately 2.2 km away. The species with the most records within the local area is the <i>Leipoa ocellata</i> (Malleefowl) with 9 records.

## C.2. Vegetation extent

	Pre-European extent (ha)	Current extent (ha)	Extent remaining (%)	Current extent in all DBCA managed land (ha)	Current proportion (%) of pre-European extent in all DBCA managed land
IBRA bioregion*					
Avon Wheatbelt	9,517,109.95	1,761,187.42	18.51	174,980.68	1.84
IBRA bioregion system*					
Avon Wheatbelt - Mingenew	96,515.33	12,915.64	13.38	894.77	0.93
Vegetation association within IBRA system*					
Avon Wheatbelt – Mingenew Vegetation Association 354	91,099.79	10,352.71	11.36	894.77	0.98

\*Government of Western Australia (2019a)

## C.3. Flora analysis table

Species name	Conservation status	Suitable habitat features? [Y/N]	Suitable vegetation type? [Y/N]	Suitable soil type? [Y/N]	Distance of closest record to application area (km)	Number of known records (Local Area)	Are surveys adequate to identify? [Y, N, N/A]
<i>Acacia lanceolata</i>	P3	N	N	Y	2.9	9	N/A
<i>Babingtonia fascifolia</i>	P1	N	N	Y	4.8	6	N/A
<i>Calyrix purpurea</i>	P2	Y	N	Y	5.3	3	N/A
<i>Lepidobolus densus</i>	P4	N	N	Y	1.1	4	N/A
<i>Pityrodia viscida</i>	P4	N	N	Y	7.1	4	N/A
<i>Rhodanthe sp. Yuna</i>	P3	N	N	Y	6.7	2	N/A
<i>Schoenia filifolia subsp. subulifolia</i>	EN	N	N	Y	5.0	11	N/A
<i>Scholtzia brevistylis subsp. brevistylis</i>	P1	N	N	Y	5.8	7	N/A
<i>Tricoryne soullierae</i>	P1	N	N	Y	5.6	3	N/A
<i>Vittadinia circularis var. occidentalis</i>	P1	Y	N	Y	4.8	2	N/A
<i>Wurmbea tubulosa</i>	T	N	N	Y	10.1	8	N/A

T: threatened, CR: critically endangered, EN: endangered, VU: vulnerable, P: priority

## C.4. Fauna analysis table

Species name	Conservation status (State)	Suitable vegetation type? [Y/N]	Suitable habitat features? [Y/N]	Distance of closest record to application area (km)	Number of known records (Local Area)
<i>Idiosoma arenaceum</i>	P3	Y	N	2.5	4
<i>Cyclodomorphus branchialis</i>	VU	-	-	17	1
<i>Leipoa ocellata</i>	VU	Y	N	7.8	9
<i>Falco peregrinus</i>	OS	-	-	12.7	2
<i>Aspidites ramsayi</i>	P1	-	-	20	1

T: threatened, CR: critically endangered, EN: endangered, VU: vulnerable, P: priority, OS: other specially protected species

### C.5. Ecological community analysis table

Community name	Conservation status (Commonwealth)	Conservation Status (State)	Suitable habitat features ? [Y/N]	Suitable vegetation type? [Y/N]	Suitable soil type? [Y/N]	Distance of closest record to application area (km)	Number of known records (local area)
Eucalypt woodlands of the Western Australian Wheatbelt	CR	P3	Y	Y	Y	10.5	139
Plant assemblages of the Billeranaga System as originally described in Beard 197)	-	VU	N	N	N	14.3	1

T: threatened, CR: critically endangered, EN: endangered, VU: vulnerable, P: priority

### Appendix D. Assessment against the clearing principles

Assessment against the clearing principles	Variance level	Is further consideration required?
<b>Environmental value: biological values</b>		
<p><u>Principle (a):</u> "Native vegetation should not be cleared if it comprises a high level of biodiversity."</p> <p><u>Assessment:</u></p> <p>The area proposed to be cleared does not contain significant flora, fauna, habitats or assemblages of plants. The application areas do not intersect and are not within close proximity to any Threatened Ecological Communities listed under the EPBC Act, or Priority Ecological Communities listed under the BC Act. The application areas are degraded to completely degraded, have minimal to no understorey vegetation, a high abundance of exotic species and are highly disturbed. The vegetation and/or habitat features of the application areas are not conducive for the occurrence of conservation significant flora that occur in the local area.</p> <p>Based on the above, it is highly unlikely that any species of conservation significance have a dependency on habitat within the application areas.</p>	Not likely to be at variance	No
<p><u>Principle (b):</u> "Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna."</p> <p><u>Assessment:</u></p> <p>The area proposed to be cleared is considered unlikely to contain significant habitat for conservation significant fauna which have been recorded within the local area, including the Geraldton Sandplain Shield-backed Trapdoor Spider and Malleefowl. The application areas are small, contain minimal leaf litter and have a high number of exotic species that occupy a large percentage of the understorey. The Shield-backed Trapdoor Spider typically inhabits clay soils of eucalypt woodlands and acacia vegetation and rely heavily on leaf-litter and twigs for burrow construction. The Malleefowl relies heavily on abundant leaf litter for breeding and are highly sensitive to grazing by sheep, cattle, rabbits and goats. Given the above, it is unlikely that the application areas provide significant habitat for either the Malleefowl or Geraldton Sandplain Shield-backed Trapdoor Spider.</p>	Not likely to be at variance	No



Assessment against the clearing principles	Variance level	Is further consideration required?
<p><u>Principle (c):</u> <i>“Native vegetation should not be cleared if it includes, or is necessary for the continued existence of, threatened flora.”</i></p> <p><u>Assessment:</u></p> <p>The area proposed to be cleared is unlikely to contain habitat for threatened flora species listed under the BC Act. The local area contains 8 records of <i>Wurmbea tubulosa</i>, the closet being 10.1 km from the application area. <i>W. tubulosa</i> occurs on riverbanks and in seasonally wet areas, on which basis it is unlikely to be present within the application area. The local area contains 11 records of <i>Schoenia filifolia subsp. subulifolia</i>. This species occurs on swampy flats, tops of breakaways, and crabholes and is unlikely to be present within the application area.</p>	Not likely to be at variance	No
<p><u>Principle (d):</u> <i>“Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community.”</i></p> <p><u>Assessment:</u></p> <p>The application area does not intersect any Threatened Ecological Communities listed under the BC Act. There are no state listed TECs mapped within the local area.</p>	Not likely to be at variance	No
<b>Environmental value: significant remnant vegetation and conservation areas</b>		
<p><u>Principle (e):</u> <i>“Native vegetation should not be cleared if it is significant as a remnant of native vegetation in an area that has been extensively cleared.”</i></p> <p><u>Assessment:</u></p> <p>The extent of native vegetation in the local area is inconsistent with the national objectives and targets for biodiversity conservation in Australia, with approximately 17.7 per cent retention. The vegetation proposed to be cleared is not considered to be part of any formal ecological linkage in the local area, however, due to the extensively cleared landscape, may perform an informal linkage function.</p> <p>The area proposed to be cleared is of a small scale, does not comprise high biodiversity values or represent significant habitat for conservation significant flora or fauna, on which basis it is not likely to be considered a significant remnant when compared to other larger, intact remnants within the local area.</p>	May be at variance	Yes <i>Refer to Section 3.2.1, above.</i>
<p><u>Principle (h):</u> <i>“Native vegetation should not be cleared if the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area.”</i></p> <p><u>Assessment:</u></p> <p>Given the distance to the nearest conservation area (16.5 km), the proposed clearing is not likely to have an impact on the environmental values of any conservation areas.</p>	Not likely to be at variance	No
<b>Environmental value: land and water resources</b>		
<p><u>Principle (f):</u> <i>“Native vegetation should not be cleared if it is growing in, or in association with, an environment associated with a watercourse or wetland.”</i></p> <p><u>Assessment:</u></p> <p>The application areas do not intersect any watercourses or wetlands or contain any riparian vegetation. The nearest mapped watercourse is a non-perennial tributary of the Lockier River located approximately 100 m away.</p>	Not at variance	No

Assessment against the clearing principles	Variance level	Is further consideration required?
<p><u>Principle (g):</u> “Native vegetation should not be cleared if the clearing of the vegetation is likely to cause appreciable land degradation.”</p> <p><u>Assessment:</u></p> <p>The mapped soils within some of the application areas are moderately to highly susceptible to wind, nutrient export and subsurface acidification risk. Noting the extent and location of the application area and the condition of the vegetation, the proposed clearing is not likely to have an appreciable impact on land degradation.</p>	Not likely to be at variance	No
<p><u>Principle (i):</u> “Native vegetation should not be cleared if the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water.”</p> <p><u>Assessment:</u></p> <p>Given the small amount of clearing proposed, no mapped wetlands within the application area, and no Public Drinking Water Source Areas within 15km, it is unlikely the clearing will result in significant impacts to surface or ground water quality.</p>	Not likely to be at variance	No
<p><u>Principle (j):</u> “Native vegetation should not be cleared if the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding.”</p> <p><u>Assessment:</u></p> <p>Given the small application areas being within a road reserve, the surrounding land being cleared and the non-perennial waterways in the area, it is unlikely the clearing will increase the incidence or intensity of flooding.</p>	Not likely to be at variance	No

## Appendix E. Vegetation condition rating scale

Vegetation condition is a rating given to a defined area of vegetation to categorise and rank disturbance related to human activities. The rating refers to the degree of change in the vegetation structure, density and species present in relation to undisturbed vegetation of the same type. The degree of disturbance impacts upon the vegetation’s ability to regenerate. Disturbance at a site can be a cumulative effect from a number of interacting disturbance types.

Considering its location, the scale below was used to measure the condition of the vegetation proposed to be cleared. This scale has been extracted from Keighery, B.J. (1994) *Bushland Plant Survey: A Guide to Plant Community Survey for the Community*. Wildflower Society of WA (Inc). Nedlands, Western Australia.

### Measuring vegetation condition for the South West and Interzone Botanical Province (Keighery, 1994)

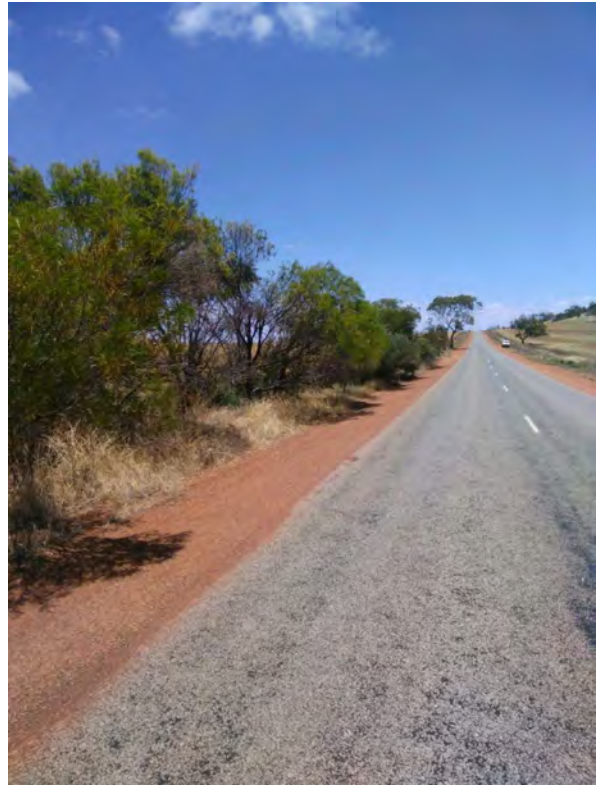
Condition	Description
Pristine	Pristine or nearly so, no obvious signs of disturbance.
Excellent	Vegetation structure intact, with disturbance affecting individual species; weeds are non-aggressive species.
Very good	Vegetation structure altered, with obvious signs of disturbance. For example, disturbance to vegetation structure caused by repeated fires, the presence of some more aggressive weeds, dieback, logging and/or grazing.
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate it. For example, disturbance to vegetation structure caused by very frequent fires, the presence of some very aggressive weeds at high density, partial clearing, dieback and/or grazing.

Condition	Description
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. For example, disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and/or grazing.
Completely degraded	The structure of the vegetation is no longer intact and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees or shrubs.

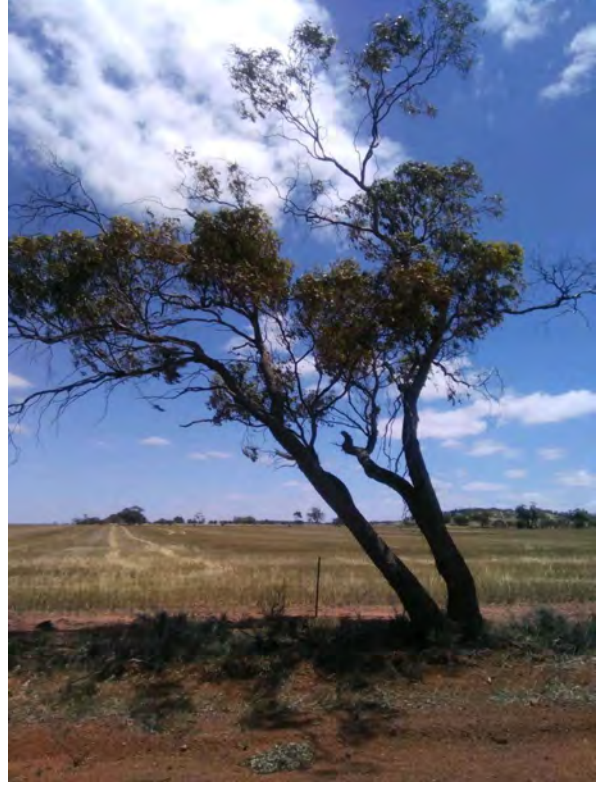
**Appendix F. Photographs of vegetation and Intersection map**

**Figure 6-14:** Images showing the vegetation proposed to be cleared as part of CPS 9131/1









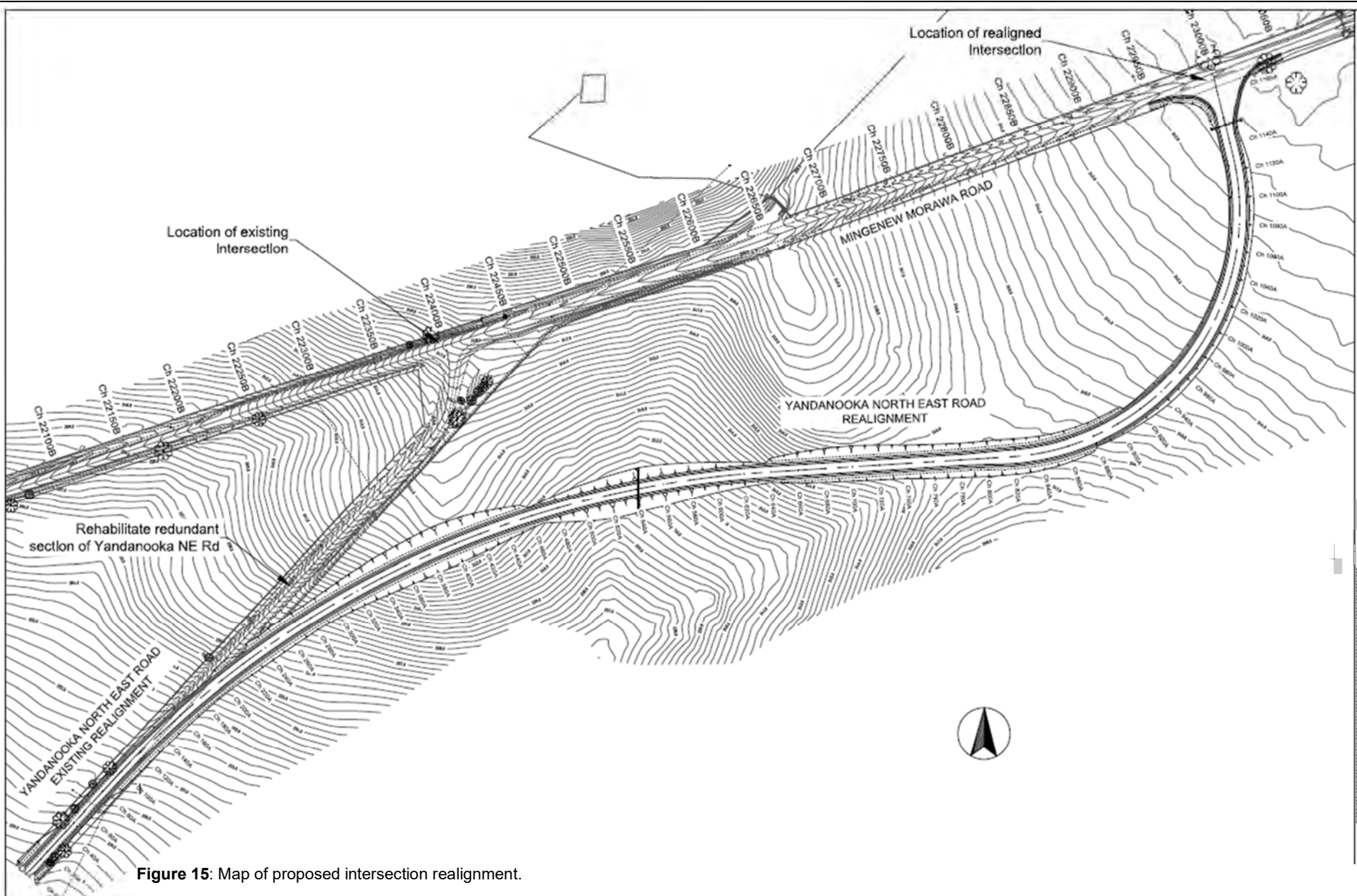


Figure 15: Map of proposed intersection realignment.

D Issued by 100% design review E Issued by 90% design review A Issued for 10% design review	08-11-22 18-06-22 17-08-19	<b>GREENFIELD</b> TECHNICAL SERVICES 100/110000 PERTH WA 6150	SHIRE OF MINGENEW 21 VICTORIA ST MID BOX 120 MINGENEW WA 6052 PH (08) 9509 1102 Fax (08) 9509 1106	CLIENT FILE NO: 19/2087 RECOMMENDED RECOMMENDED APPROVED	YANDANOOKA NE RD REALIGNMENT INTERSECTION AND REALIGNMENT LAYOUT PLAN LEGAL ALTERNATE TABLE OF MINGENEW 1504 DRAWING NUMBER: <b>MING-YNER-001</b>
	METADATA GRINDING SURVEY STANDARD: ENGINEERING SURVEY DATE OF CAPTURE: VARIOUS MAPING SURVEY STANDARD: VARIOUS DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: MSA_250 HEIGHT DATUM: AHD	GERALDTON 100/110000 PERTH WA 6150 PH (08) 9509 1102 Fax (08) 9509 1106	EASTWARD ROAD Telephone 081999 2000 MID-WEST GERALDTON Fax 081999 2000	LEGAL ALTERNATE TABLE OF MINGENEW 1504 <b>D</b>	



## Appendix H. Sources of information

### H.1. GIS databases

Publicly available GIS Databases used (sourced from [www.data.wa.gov.au](http://www.data.wa.gov.au)):

- 10 Metre Contours (DPIRD-073)
- Aboriginal Heritage Places (DPLH-001)
- Aboriginal Heritage Places (DPLH-001)
- Cadastre (LGATE-218)
- Cadastre Address (LGATE-002)
- Contours (DPIRD-073)
- DBCA – Lands of Interest (DBCA-012)
- DBCA Legislated Lands and Waters (DBCA-011)
- Directory of Important Wetlands in Australia – Western Australia (DBCA-045)
- Environmentally Sensitive Areas (DWER-046)
- Flood Risk (DPIRD-007)
- Groundwater Salinity Statewide (DWER-026)
- Hydrography – Inland Waters – Waterlines
- Hydrological Zones of Western Australia (DPIRD-069)
- IBRA Vegetation Statistics
- Imagery
- Local Planning Scheme – Zones and Reserves (DPLH-071)
- Native Title (ILUA) (LGATE-067)
- Offsets Register – Offsets (DWER-078)
- Pre-European Vegetation Statistics
- Public Drinking Water Source Areas (DWER-033)
- Ramsar Sites (DBCA-010)
- Regional Parks (DBCA-026)
- Remnant Vegetation, All Areas
- RIWI Act, Groundwater Areas (DWER-034)
- RIWI Act, Surface Water Areas and Irrigation Districts (DWER-037)
- Soil Landscape Land Quality – Flood Risk (DPIRD-007)
- Soil Landscape Land Quality – Phosphorus Export Risk (DPIRD-010)
- Soil Landscape Land Quality – Subsurface Acidification Risk (DPIRD-011)
- Soil Landscape Land Quality – Water Erosion Risk (DPIRD-013)
- Soil Landscape Land Quality – Water Repellence Risk (DPIRD-014)
- Soil Landscape Land Quality – Waterlogging Risk (DPIRD-015)
- Soil Landscape Land Quality – Wind Erosion Risk (DPIRD-016)
- Soil Landscape Mapping – Best Available
- Soil Landscape Mapping – Systems
- Wheatbelt Wetlands Stage 1 (DBCA-021)

Restricted GIS Databases used:

- ICMS (Incident Complaints Management System) – Points and Polygons
- Threatened Flora (TPFL)
- Threatened Flora (WAHerb)
- Threatened Fauna
- Threatened Ecological Communities and Priority Ecological Communities
- Threatened Ecological Communities and Priority Ecological Communities (Buffers)



## H.2. References

- Applicant (2020)a *Clearing permit application CPS 9131/1*, received 02 December 2020 (DWER Ref: A1960739).
- Applicant (2020)b. *Supporting information for clearing permit application CPS 9131/1*, received 02 December 2020 (DWER Ref: A1960739).
- Applicant (2021). *Supporting information for clearing permit application CPS 9131/1*, received 16 March 2021 (DWER Ref: A1989607).
- Commissioner of Soil and Land Conservation (CSLC) (2020) *Land Degradation Advice and Assessment Report for*
- Commonwealth of Australia (2001) *National Objectives and Targets for Biodiversity Conservation 2001-2005*, Canberra.
- Department of Environment Regulation (DER) (2013). *A guide to the assessment of applications to clear native vegetation*. Perth. Available from: [https://www.der.wa.gov.au/images/documents/your-environment/native-vegetation/Guidelines/Guide2\\_assessment\\_native\\_veg.pdf](https://www.der.wa.gov.au/images/documents/your-environment/native-vegetation/Guidelines/Guide2_assessment_native_veg.pdf).
- Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC) (2012) EPBC Act referral guidelines for three threatened black cockatoo species: Carnaby's cockatoo (Endangered) *Calyptorhynchus latirostris*, Baudin's cockatoo (Vulnerable) *Calyptorhynchus baudinii*, Forest red-tailed black cockatoo (Vulnerable) *Calyptorhynchus banksii naso*. Department of Sustainability, Environment, Water, Population and Communities (now the Department of Agriculture, Water and Environment), Canberra.
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- Keighery, B.J. (1994) *Bushland Plant Survey: A Guide to Plant Community Survey for the Community*. Wildflower Society of WA (Inc). Nedlands, Western Australia.
- Mattiske, E.M. and Havel, J.J. (1998) *Vegetation Complexes of the South-west Forest Region of Western Australia*. Maps and report prepared as part of the Regional Forest Agreement, Western Australia for the Department of Conservation and Land Management and Environment Australia.
- Molloy, S., Wood, J., Hall, S., Wallrodt, S. and Whisson, G. (2009) *South West Regional Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation, Perth.
- Northcote, K. H. with Beckmann G G, Bettenay E., Churchward H. M., van Dijk D. C., Dimmock G. M., Hubble G. D., Isbell R. F., McArthur W. M., Murtha G. G., Nicolls K. D., Paton T. R., Thompson C. H., Webb A. A. and Wright M. J. (1960-68) *Atlas of Australian Soils*, Sheets 1 to 10, with explanatory data. CSIRO and Melbourne University Press: Melbourne.

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Shepherd, D.P., Beeston, G.R. and Hopkins, A.J.M. (2001) *Native Vegetation in Western Australia, Extent, Type and Status*. Resource Management Technical Report 249. Department of Agriculture, Western Australia.

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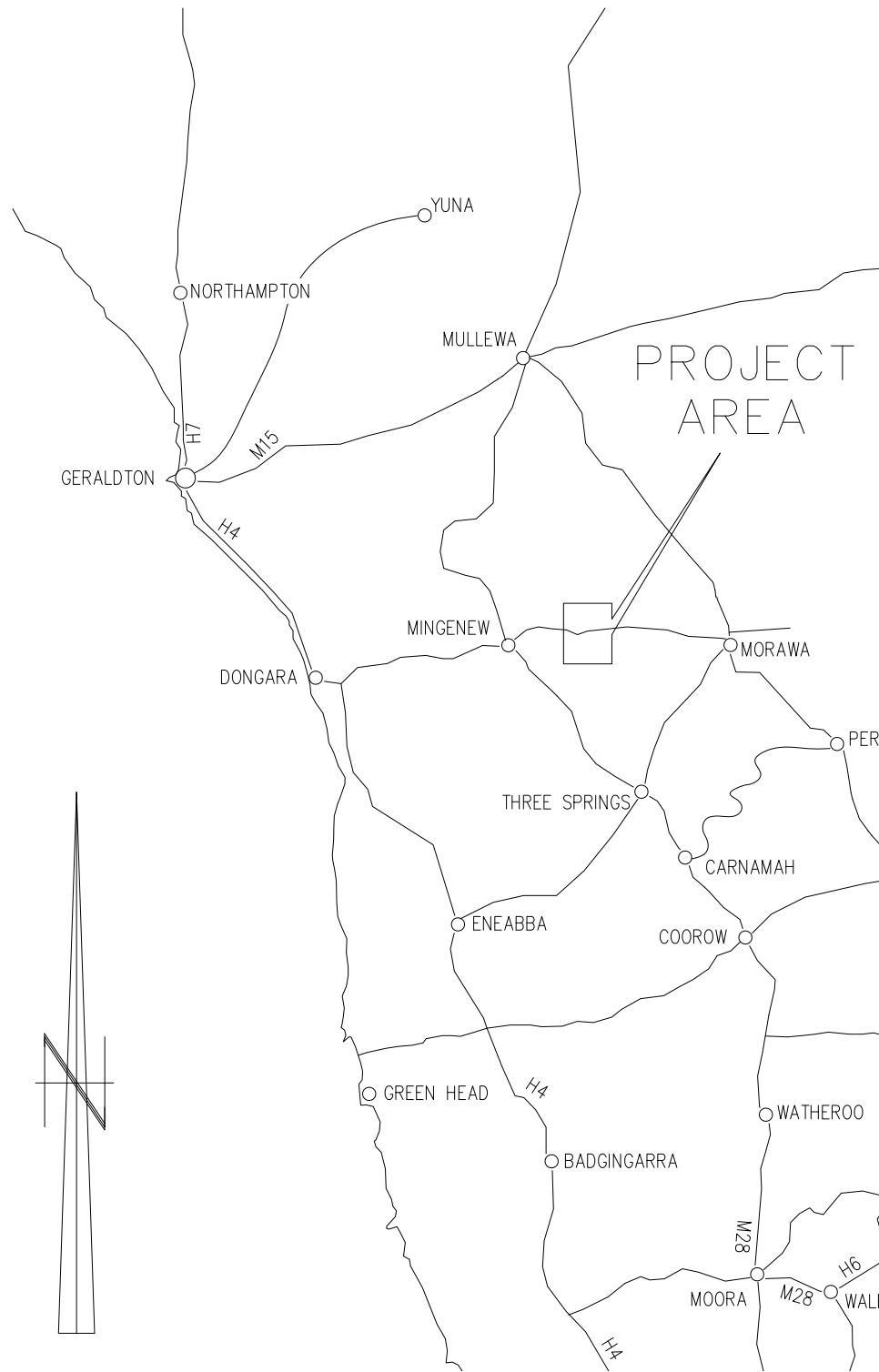


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# SHIRE OF MINGENEW

## YANDANOOKA NORTH EAST RD REALIGNMENT



LOCALITY PLAN

### ROAD CONSTRUCTION DRAWINGS

DRAWING No.	DESCRIPTION	DRAWING No.	DESCRIPTION
202014-0201	LOCALITY PLAN AND INDEX	202014-0209	CROSS SECTIONS : Ch 1120A - 1160A
202014-0202	INTERSECTION and REALIGNMENT LAYOUT PLAN	202014-0210	SIGNS and LINEMARKING PLAN : Sheet 1 of 2
202014-0203	PLAN / PROFILE : Ch 0A - 600A	202014-0211	SIGNS and LINEMARKING PLAN : Sheet 2 of 2
202014-0204	PLAN/ / PROFILE : Ch 600A - 1190A	202014-0212	DRAINAGE SCHEDULE
202014-0205	CROSS SECTIONS : Ch 0A - 300A	202014-0213	TYPICAL SECTION DETAILS
202014-0206	CROSS SECTIONS : Ch 320A - 540A	202014-0214	INTERSECTION SWEEP PATHS : Sheet 1 of 2
202014-0207	CROSS SECTIONS : Ch 560A - 780A	202014-0215	INTERSECTION SWEEP PATHS : Sheet 2 of 2
202014-0208	CROSS SECTIONS : Ch 800A - 1100A	202014-0216	INTERSECTION PLAN

NOTE : ALL A-1 DRAWINGS HAVE BEEN REDUCED TO A-3 SIZE

### MAIN ROADS STANDARD DRAWINGS

#### DRAINAGE

DRAWING No.	DESCRIPTION
201131-0064	Small Box Culvert Construction details - Sheet 1 of 3
201131-0065	Small Box Culvert Construction details - Sheet 2 of 3
201131-0066	Small Box Culvert Construction details - Sheet 3 of 3
200131-0061	RCP Culvert General Arrangement
200131-0062	Culvert Bedding and Backfill details
201631-0090	Culvert Construction Details
9831-5498	Off-Road Drainage Cross sections

#### FENCING

DRAWING No.	DESCRIPTION
200331-096	Agricultural Fencing details
200331-098	1200 Agricultural Fence Plain
200331-101	1200 Agricultural Fence Timber Strainer
200331-102	1200 Agricultural Fence Steel Pipe

#### SIGNS AND LINEMARKING

DRAWING No.	DESCRIPTION
9548-0106	Road Traffic Signs Installation - Location Details
9648-0176	Fixing and Installation - Single Hazard Markers
200431-002	Pavement Marking Stop and Give Way Lines
201031-0027	Pavement Marking Raised Pavement Markers
9931-0198	Pavement Marking Line Types

F	Re-issued for Final design review	23-03-21
E	Issued for Final design review	10-02-21
D	Issued for 100% design review	06-11-20
C	Issued for 85% design review	19-06-20
A	Issued for 15% design review	17-06-19

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

GERALDTON : 8/81 Forrest St, Geraldton WA 6530, Ph: 9921 5547  
 PERTH : 3 Shakespeare Ave, Yokine WA 6060, Ph: 9498 999 484

DESIGNED: M.BARNS / DRAWN: S.SOUNDARARAJAN / CHECKED: M.BARNS  
 DATE: 17/08/20 / DATE: 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST  
 PO BOX 120  
 MINGENEW WA 6522  
 Ph (08) 9928 1102  
 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
 MID WEST-GASCOYNE REGION  
 EASTWARD\_ROAD GERALDTON  
 Telephone (08)\_9956\_1200 Fax (08)\_9956\_1240

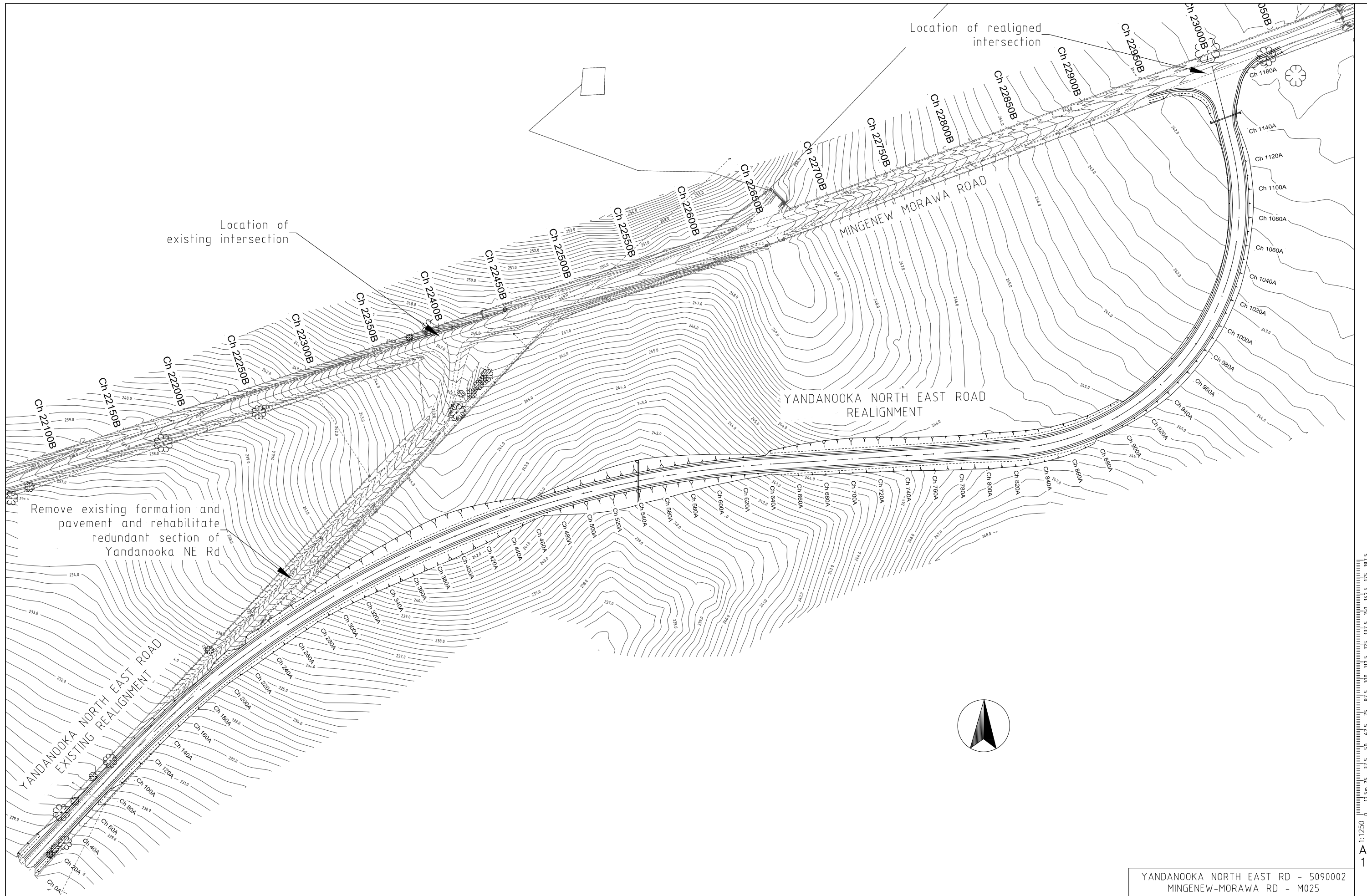
CLIENT FILE No.	
RECOMMENDED	
APPROVED	

YANDANOOKA NORTH EAST RD - 5090002  
 MINGENEW-MORAWA RD - M025

YANDANOOKA NE RD REALIGNMENT  
 LOCALITY PLAN AND INDEX

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER  
**202014-0201-F**



Remove existing formation and pavement and rehabilitate redundant section of Yandanooka NE Rd

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
	Issued for 85% design review	19-06-20
	Issued for 15% design review	17-06-19
No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St  
Geraldton WA 6530  
Ph - 9921 5547

3 Shakespeare Ave  
Perth WA 6060  
Mob - 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS

DATE 17/08/20 / DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST  
PO BOX 120  
MINGENEW  
WA 6522

Ph (08) 9928 1102  
Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.
RECOMMENDED
APPROVED

YANDANOOKA NE RD REALIGNMENT  
INTERSECTION AND REALIGNMENT  
LAYOUT PLAN

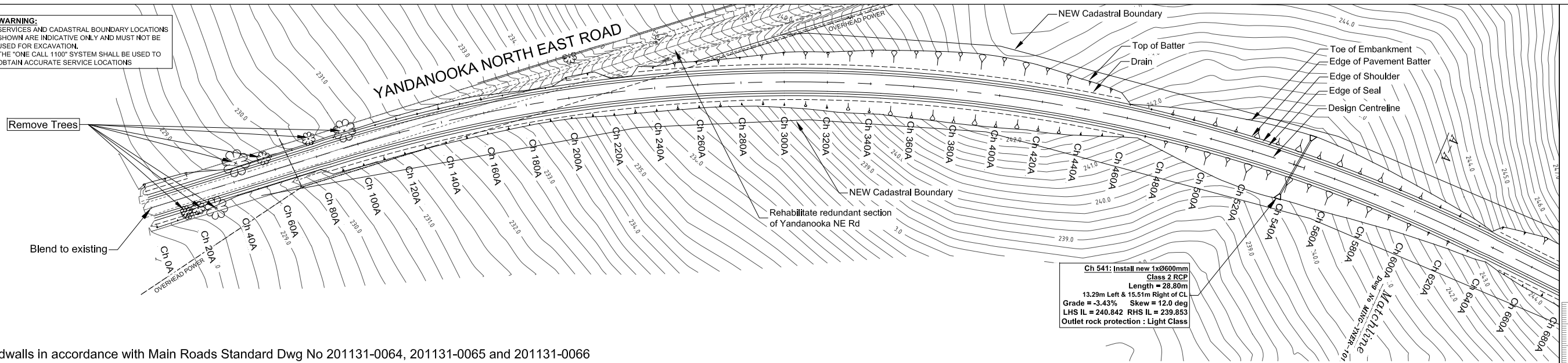
LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER  
**202014-0202-F**

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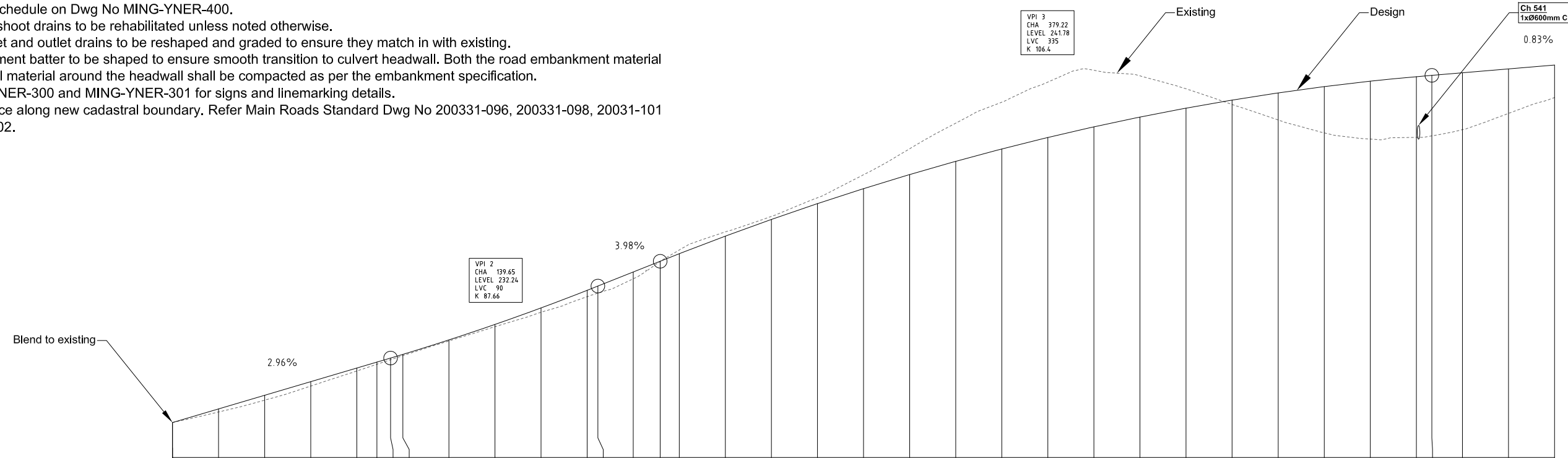


**WARNING:**  
SERVICES AND CADASTRAL BOUNDARY LOCATIONS SHOWN ARE INDICATIVE ONLY AND MUST NOT BE USED FOR EXCAVATION. THE "ONE CALL 1100" SYSTEM SHALL BE USED TO OBTAIN ACCURATE SERVICE LOCATIONS



**Notes**

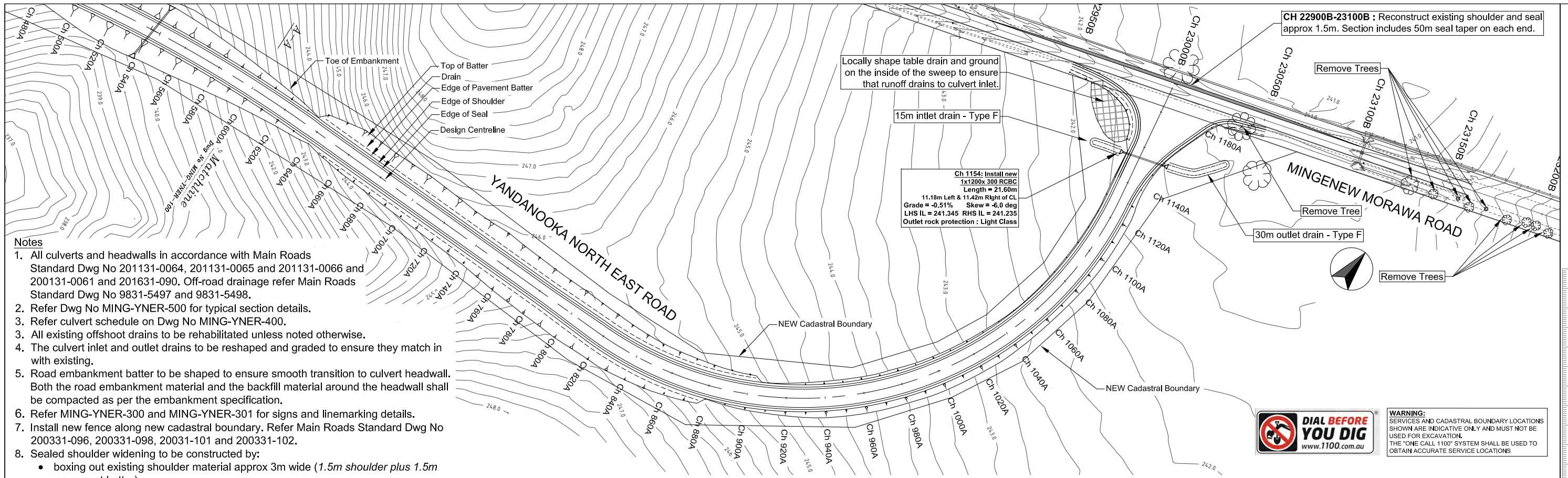
1. All culverts and headwalls in accordance with Main Roads Standard Dwg No 201131-0064, 201131-0065 and 201131-0066 and 200131-0061 and 201631-090. Off-road drainage refer Main Roads Standard Dwg No 9831-5497 and 9831-5498.
2. Refer Dwg No MING-YNER-500 for typical section details.
3. Refer culvert schedule on Dwg No MING-YNER-400.
3. All existing offshoot drains to be rehabilitated unless noted otherwise.
4. The culvert inlet and outlet drains to be reshaped and graded to ensure they match in with existing.
5. Road embankment batter to be shaped to ensure smooth transition to culvert headwall. Both the road embankment material and the backfill material around the headwall shall be compacted as per the embankment specification.
6. Refer MING-YNER-300 and MING-YNER-301 for signs and linemarking details.
7. Install new fence along new cadastral boundary. Refer Main Roads Standard Dwg No 200331-096, 200331-098, 20031-101 and 200331-102.



Horizontal Geometry	Lgth 88m														Lgth 548m																					
	DATUM R.L.225.000														Rad 720m																					
Existing Height	228.110	228.566	229.078	229.691	230.345	230.638	230.836	231.012	231.651	232.270	232.896	233.570	233.727	234.347	235.105	235.596	236.385	237.057	237.865	238.865	239.993	241.103	242.014	242.887	243.399	243.157	242.597	241.915	241.241	240.682	240.414	240.486	240.551	240.821	241.528	242.216
Existing to Design Cut(-) / Fill(+)	0.000	0.135	0.214	0.193	0.130	0.096	0.072	0.056	0.044	0.097	0.188	0.277	0.304	0.295	0.004	-0.160	-0.187	-0.134	-0.255	-0.605	-1.121	-1.657	-2.031	-2.405	-2.455	-1.789	-0.843	0.188	1.173	2.006	2.510	2.636	2.630	2.470	1.930	1.409
Design Centreline	228.110	228.701	229.292	229.884	230.475	230.733	230.908	231.068	231.694	232.366	233.084	233.847	234.031	234.643	235.109	235.436	236.168	236.923	237.610	238.260	238.872	239.446	239.983	240.482	240.944	241.368	241.754	242.103	242.414	242.687	242.923	243.122	243.180	243.291	243.458	243.625
Chainage	0.00	20.00	40.00	60.00	80.00	88.73	94.65	100.00	120.00	140.00	160.00	180.00	184.65	200.00	212.12	222.00	207.72	260.00	282.00	300.00	320.00	340.00	360.00	380.00	400.00	420.00	440.00	460.00	480.00	500.00	520.00	540.00	546.72	560.00	580.00	600.00
Superelevation	LHS 5%   RHS -3%														RHS -5%																					

Hz Scale 1:1000 Vert Scale 1:100  
LONGITUDINAL SECTION Yandanooka North East Rd : Ch 0A - 600A

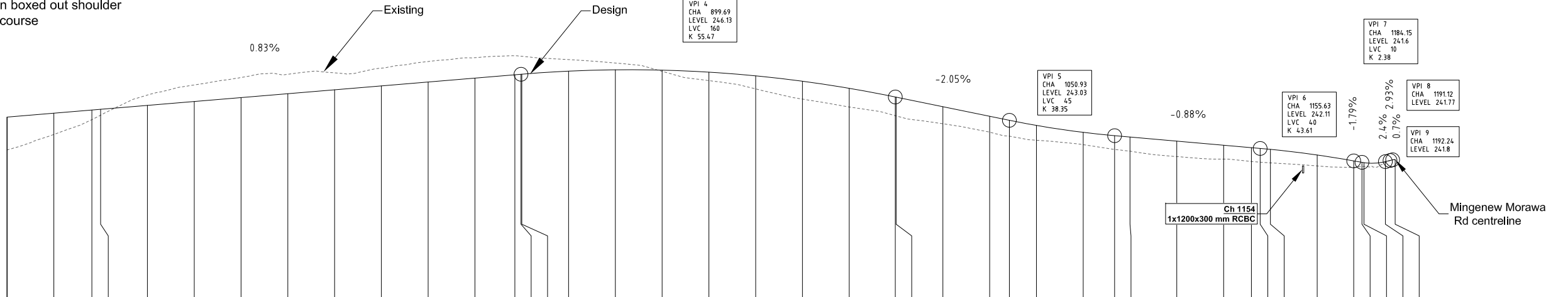
EDC Issued for Final design review Issued for 100% design review Issued for 85% design review Issued for 15% design review No. DESCRIPTION APPROVED & DATE AMENDMENTS	10-02-21 06-11-20 19-06-20 17-06-19	<b>METADATA</b> GROUND SURVEY STANDARD: ENGINEERING SURVEY DATE OF CAPTURE: VARIOUS MAPPING SURVEY STANDARD: DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: MGA_Z50 HEIGHT DATUM: AHD		<b>GREENFIELD TECHNICAL SERVICES</b> GERALDTON 8/81 Forrest St Geraldton WA 6530 Ph: 9921 5547 PERTH 3 Shakespeare Ave MINGENEW WA 6522 Ph: 9921 5547	SHIRE OF MINGENEW 21 VICTORIA ST PO BOX 120 MINGENEW WA 6522 Ph (08) 9928 1102 Fax (08) 9928 1128	 CENTRAL & NORTHERN DIRECTORATE MID WEST-GASCOYNE REGION EASTWARD ROAD Telephone (08) 9956 1200 GERALDTON Fax (08) 9956 1240	CLIENT FILE No. RECOMMENDED APPROVED	YANDANOOKA NORTH EAST RD - 5090002 MINGENEW-MORAWA RD - M025 YANDANOOKA NE RD REALIGNMENT PLAN / PROFILE YANDANOOKA NE RD Ch 0A-600A LOCAL AUTHORITY SHIRE OF MINGENEW (509) DRAWING NUMBER <b>202014-0203-F</b>
		DESIGNED M.BARNES / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNES DATE 17/08/20 / DATE 23/02/21		SHIRE OF MINGENEW		SHIRE OF MINGENEW		APPROVED



- Notes**
- All culverts and headwalls in accordance with Main Roads Standard Dwg No 201131-0064, 201131-0065 and 201131-0066 and 200131-0061 and 201631-090. Off-road drainage refer Main Roads Standard Dwg No 9831-5497 and 9831-5498.
  - Refer Dwg No MING-YNER-500 for typical section details.
  - Refer culvert schedule on Dwg No MING-YNER-400.
  - All existing offshoot drains to be rehabilitated unless noted otherwise.
  - The culvert inlet and outlet drains to be reshaped and graded to ensure they match in with existing.
  - Road embankment batter to be shaped to ensure smooth transition to culvert headwall. Both the road embankment material and the backfill material around the headwall shall be compacted as per the embankment specification.
  - Refer MING-YNER-300 and MING-YNER-301 for signs and linemarking details.
  - Install new fence along new cadastral boundary. Refer Main Roads Standard Dwg No 200331-096, 200331-098, 20031-101 and 200331-102.
  - Sealed shoulder widening to be constructed by:
    - boxing out existing shoulder material approx 3m wide (1.5m shoulder plus 1.5m pavement batter)
    - condition, compact and trim subgrade in boxed out shoulder
    - construct min 250mm compacted basecourse
    - 2 coat bitumen seal

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www.1100.com.au

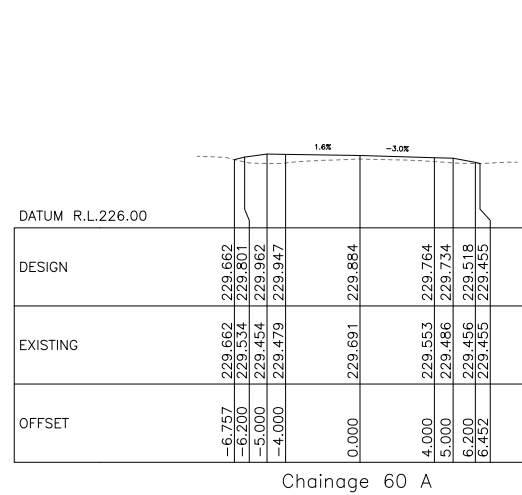
**WARNING:**  
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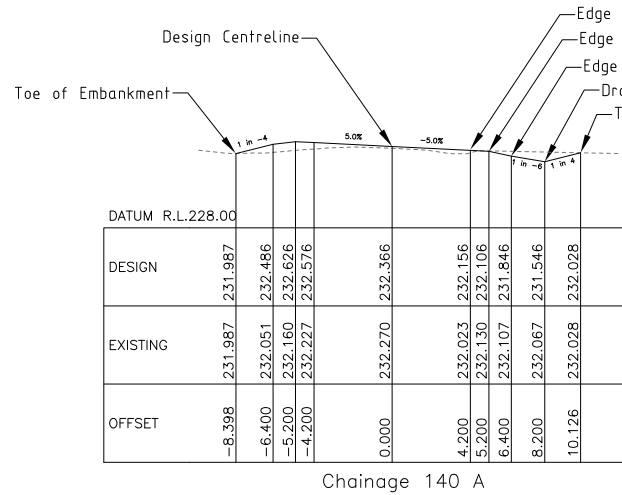
Horizontal Geometry	Rad 720m										Rad -180m																																
	Lgth 54.8m					Lgth 180m					Lgth 315m					Lgth 61m																											
Existing Height	242.216	242.882	243.516	243.709	244.569	245.000	245.320	245.457	245.518	245.721	246.005	246.169	246.250	246.230	246.227	246.227	246.087	245.941	245.584	245.188	244.832	244.395	244.058	243.684	243.676	243.340	242.982	242.806	242.636	242.445	242.241	242.167	241.936	241.829	241.727	241.697	241.668	241.536	241.478	241.508	241.515	241.692	241.808
Existing to Design Cut(-) / Fill(+)	1.409	0.910	0.412	0.250	-0.443	-0.707	-0.860	-0.830	-0.724	-0.760	-0.877	-0.874	-0.813	-0.771	-0.765	-0.495	-0.495	-0.292	0.051	0.361	0.558	0.764	0.798	0.803	0.806	0.732	0.680	0.683	0.633	0.527	0.590	0.606	0.662	0.594	0.591	0.589	0.577	0.468	0.274	0.181	0.160	0.160	0.169
Design Centreline	243.625	243.792	243.928	243.959	244.126	244.293	244.460	244.627	244.794	244.961	245.128	245.295	245.437	245.459	245.462	245.592	245.649	245.635	245.549	245.390	245.159	244.856	244.586	244.488	244.481	244.072	243.662	243.489	243.269	242.972	242.831	242.773	242.598	242.423	242.319	242.286	242.245	242.004	241.752	241.689	241.675	241.692	241.808
Chainage	600.00	620.00	636.24	640.00	660.00	680.00	700.00	720.00	740.00	760.00	780.00	800.00	817.04	819.69	820.00	840.00	860.00	880.00	900.00	920.00	940.00	960.00	979.69	980.00	1000.00	1020.00	1028.43	1040.00	1060.00	1073.43	1080.00	1100.00	1120.00	1131.90	1135.63	1140.00	1160.00	1175.63	1179.15	1180.00	1189.15	1193.34	
Superelevation	LHS 5%					RHS -3%					LHS & RHS -3%					LHS -3%					RHS 4%					LHS -4%					LHS & RHS VARIES												

Hz Scale 1:1000 Vert Scale 1:100  
LONGITUDINAL SECTION Yandanooka North East Rd : Ch 600A - 1193A

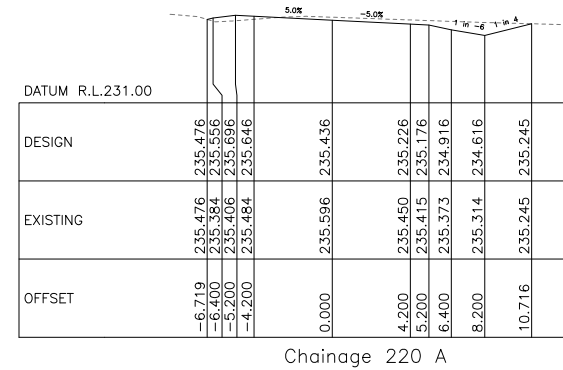
<b>METADATA</b> GROUND SURVEY STANDARD: ENGINEERING SURVEY DATE OF CAPTURE: VARIOUS MAPPING SURVEY STANDARD: DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: MGA_Z50 HEIGHT DATUM: AHD		<b>GREENFIELD TECHNICAL SERVICES</b> GERALDTON 8/81 Forrest St Geraldton WA 6530 Ph: 9921 5547 PERTH 3 Shakespeare Ave MINGENEW WA 6060 Ph: 9498 999 484		<b>SHIRE OF MINGENEW</b> 21 VICTORIA ST PO BOX 120 MINGENEW WA 6522 Ph (08) 9928 1102 Fax (08) 9928 1128		<b>mainroads WESTERN AUSTRALIA</b> CENTRAL & NORTHERN DIRECTORATE MID WEST-GASCOYNE REGION EASTWARD ROAD Telephone (08) 9956 1200 GERALDTON Fax (08) 9956 1240		CLIENT FILE No. RECOMMENDED APPROVED		YANDANOOKA NE RD REALIGNMENT PLAN / PROFILE YANDANOOKA NE RD Ch 600A-1193A LOCAL AUTHORITY SHIRE OF MINGENEW (509) DRAWING NUMBER <b>202014-0204-F</b>	
Issued for Final design review 10-02-21 Issued for 100% design review 06-11-20 Issued for 85% design review 19-06-20 Issued for 15% design review 17-06-19		DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS DATE 17/08/20 DATE 23/02/21		SHIRE OF MINGENEW		SHIRE OF MINGENEW		YANDANOOKA NE RD REALIGNMENT PLAN / PROFILE YANDANOOKA NE RD Ch 600A-1193A		202014-0204-F	



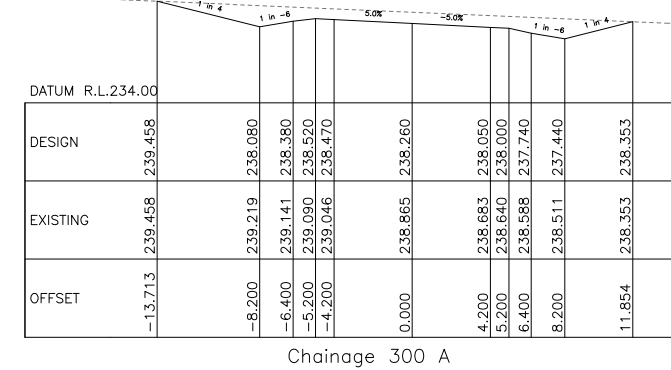
Chainage 60 A



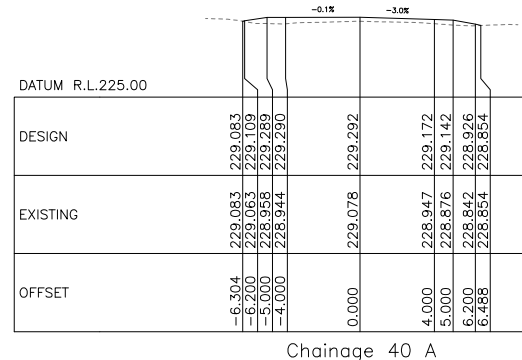
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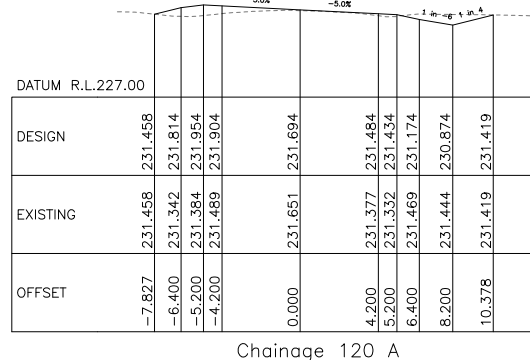
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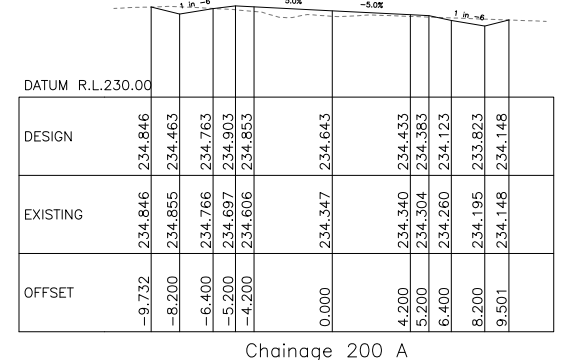
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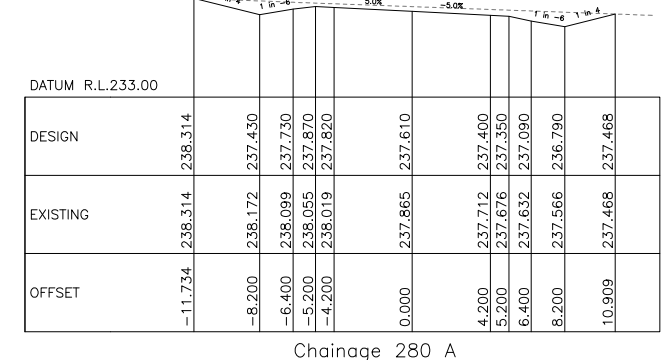
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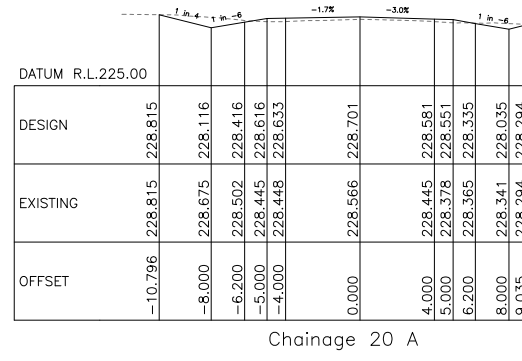
Chainage 120 A



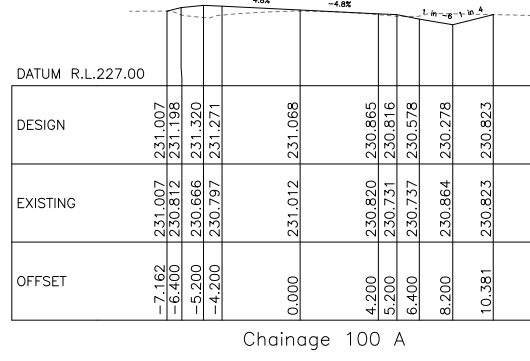
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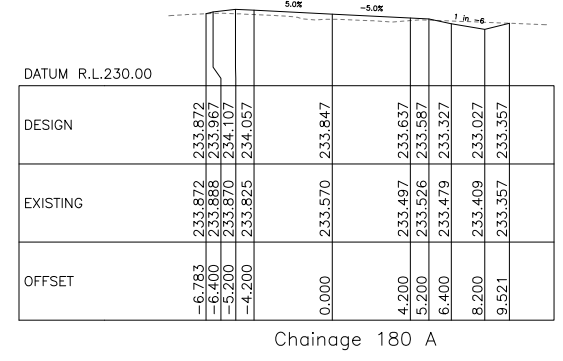
Chainage 280 A



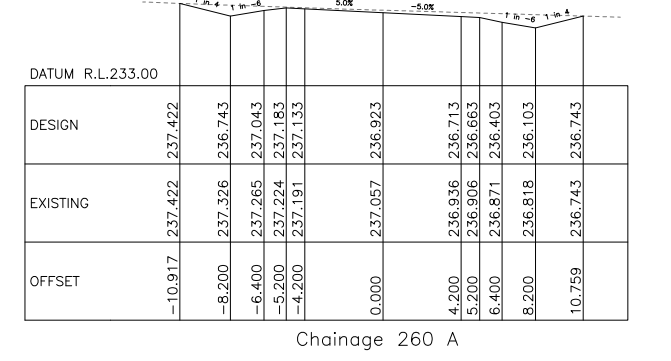
Chainage 20 A



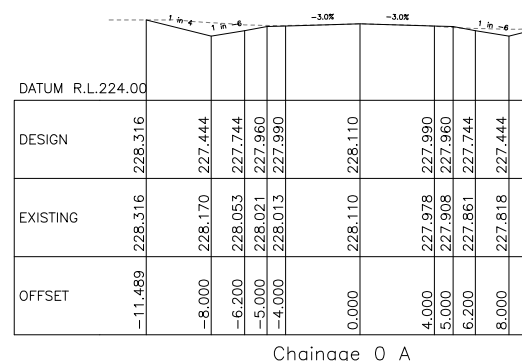
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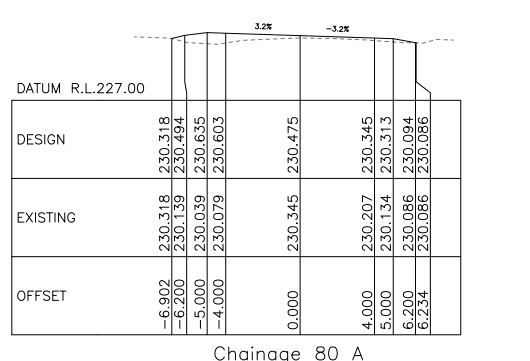
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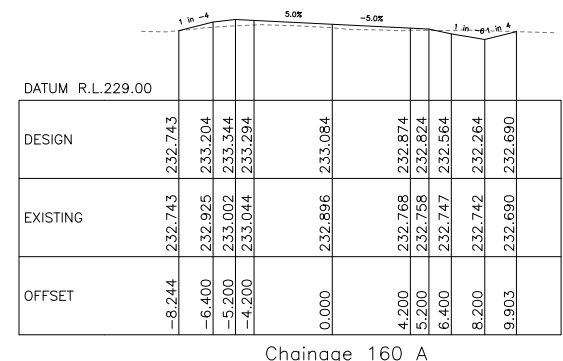
Chainage 260 A



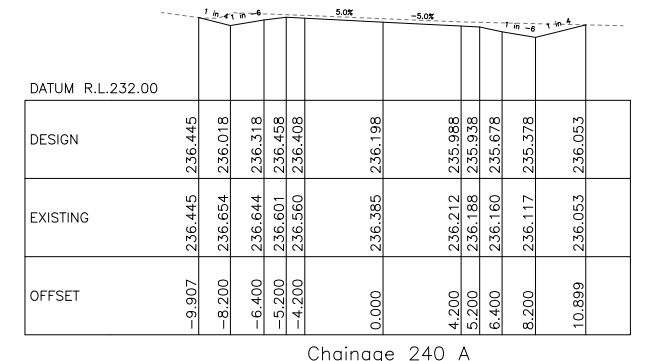
Chainage 0 A



Chainage 80 A



Chainage 160 A



Chainage 240 A

No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547

3 Shakespeare Ave Perth WA 6060 Ph - 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS

DATE 17/08/20 / DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST PO BOX 120 MINGENEW WA 6522

Ph (08) 9928 1102 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE MID WEST-GASCOYNE REGION

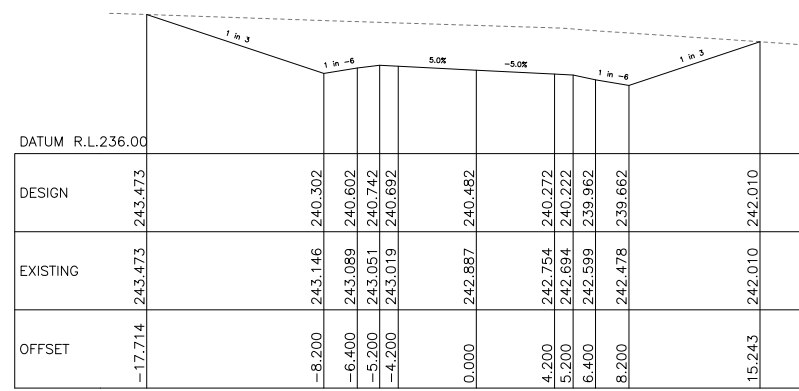
EASTWARD ROAD GERALDTON Telephone (08) 9956 1200

CLIENT FILE No. / RECOMMENDED / APPROVED

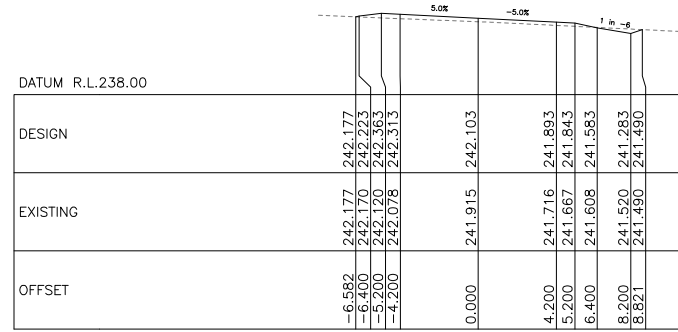
YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

YANDANOOKA NE RD REALIGNMENT  
C

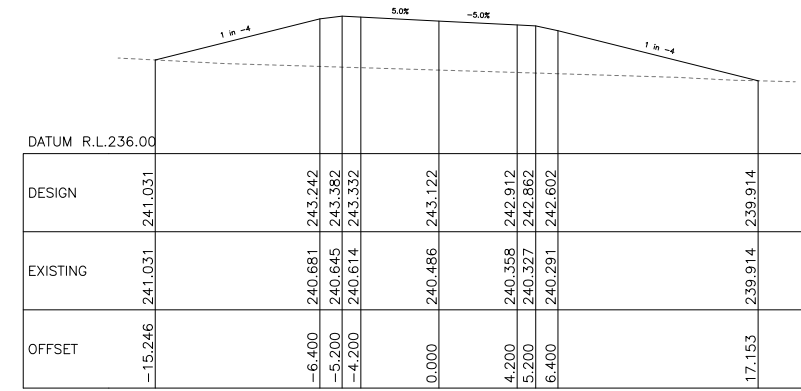




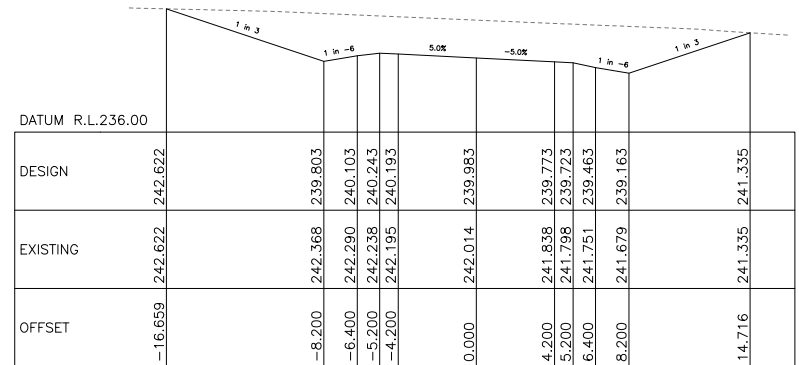
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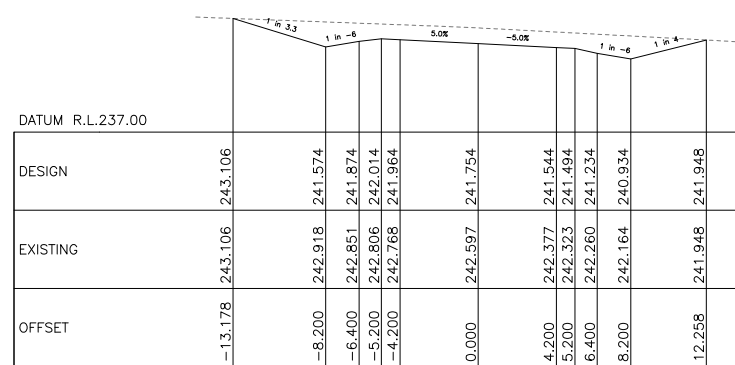
Chainage 460 A



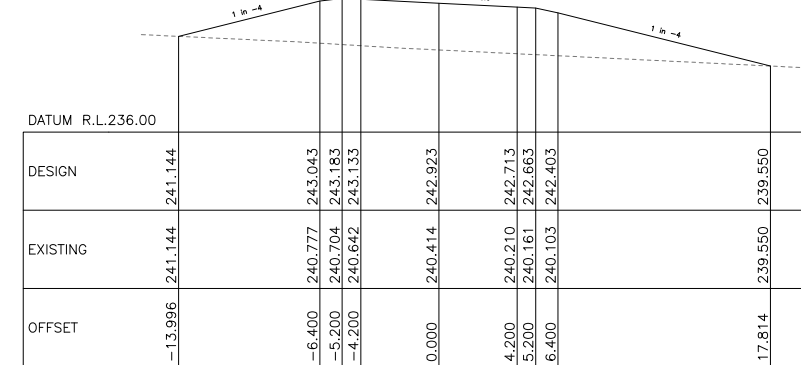
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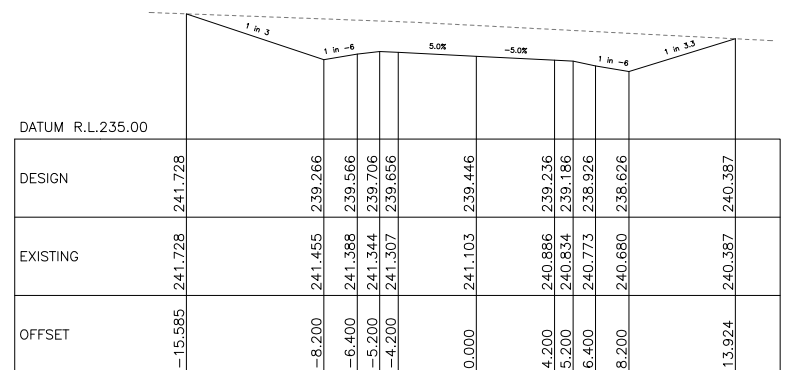
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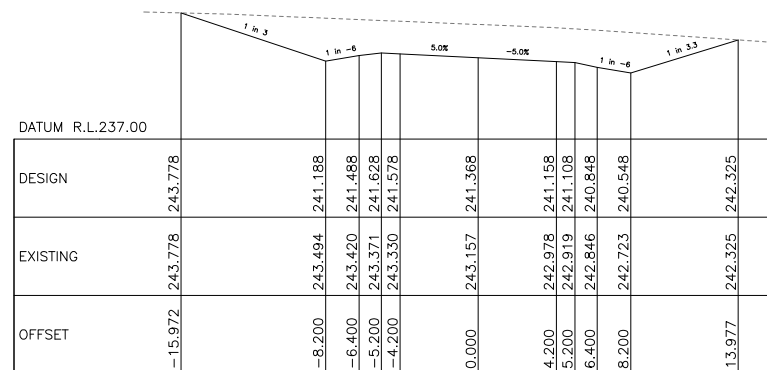
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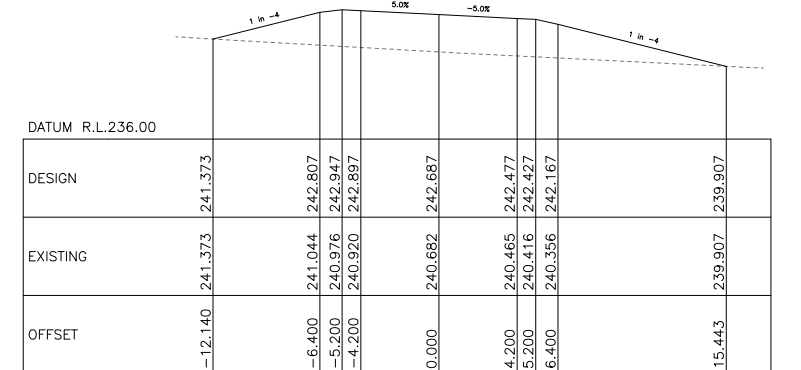
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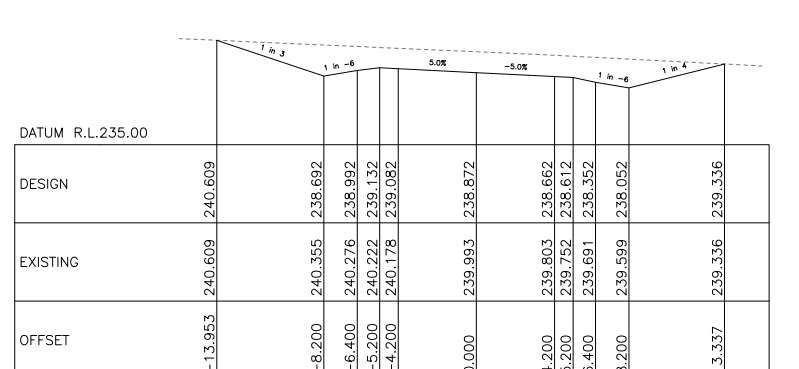
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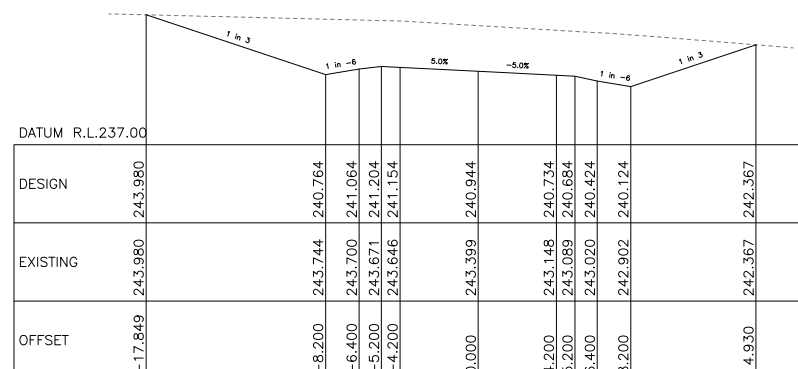
Chainage 420 A



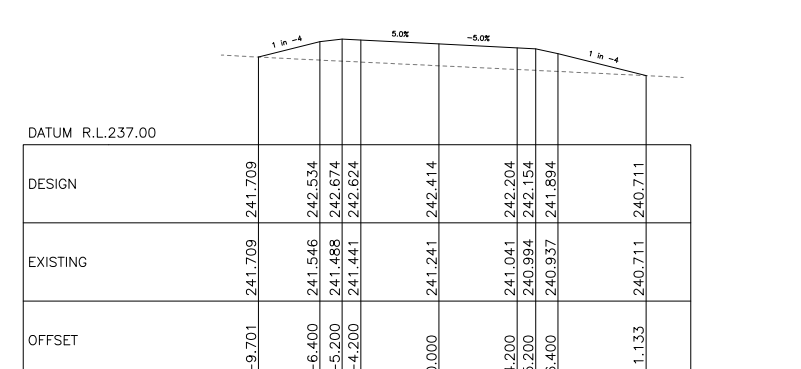
Chainage 500 A



Chainage 320 A



Chainage 400 A



Chainage 480 A

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E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
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	Issued for 15% design review	17-06-19
No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547

3 Shakespeare Ave Perth : Yokine WA 6060 Ph - 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN	DATE 17/08/20
CHECKED M.BARNS	DATE 23/02/21

**SHIRE OF MINGENEW**

SHIRE OF MINGENEW  
21 VICTORIA ST  
PO BOX 120  
MINGENEW WA 6522  
Ph (08) 9928 1102  
Fax (08) 9928 1128

CENTRAL & NORTHERN DIRECTORATE  
MID WEST - GASCOYNE REGION  
EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

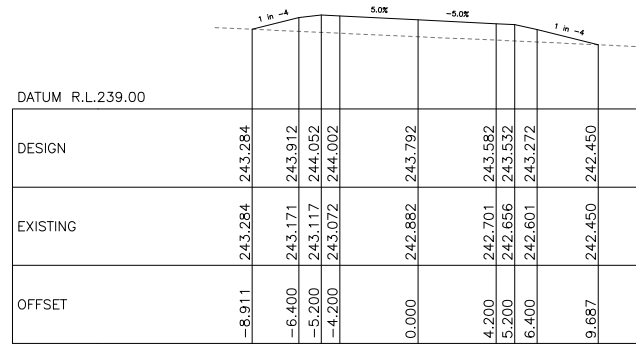
CLIENT FILE No.
RECOMMENDED
APPROVED

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

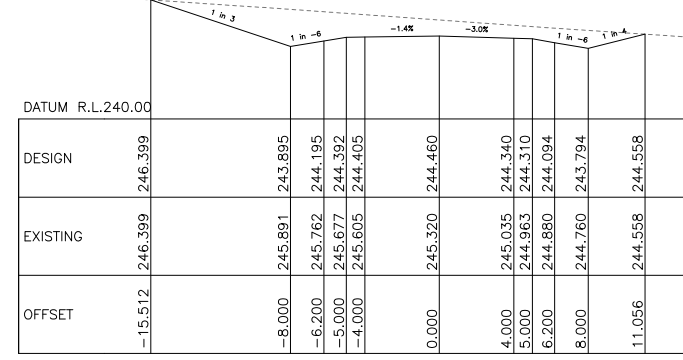
YANDANOOKA NE RD REALIGNMENT  
CROSS SECTIONS - Sheet 2 of 5  
YANDANOOKA NE RD Ch 320A-540A

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

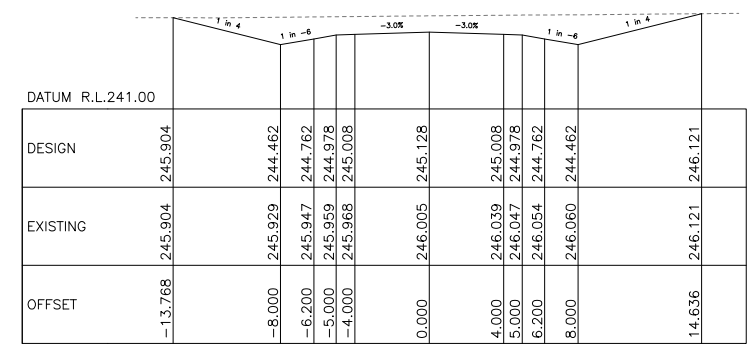
DRAWING NUMBER  
**202014-0206-F**



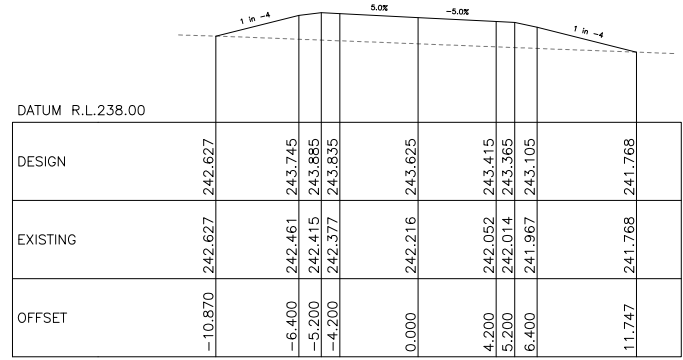
Chainage 620 A



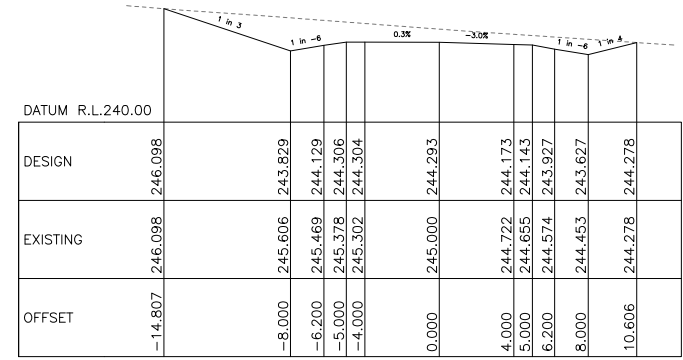
Chainage 700 A



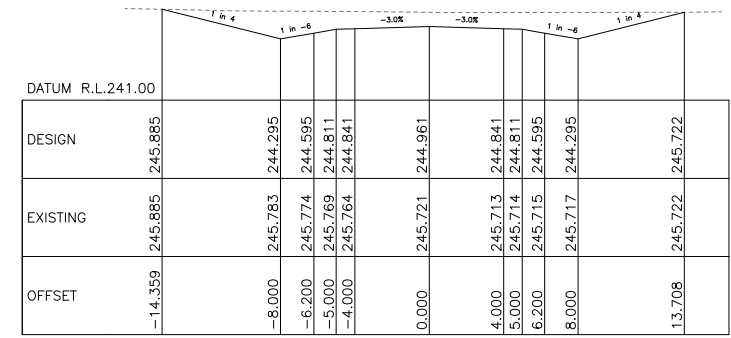
Chainage 780 A



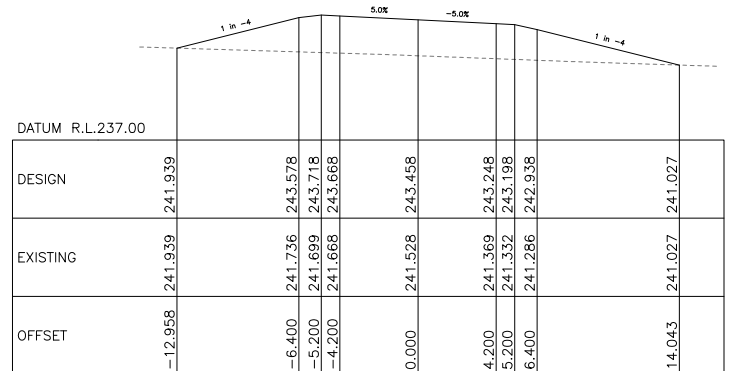
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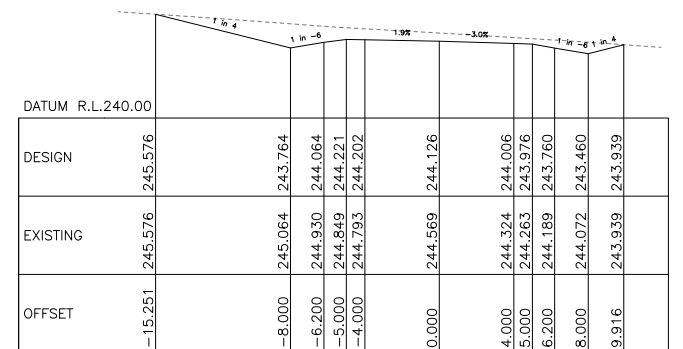
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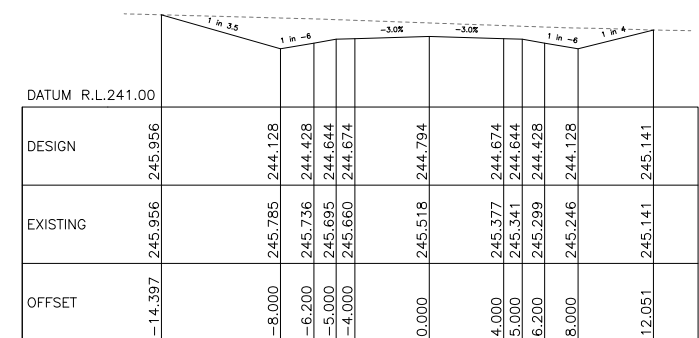
Chainage 760 A



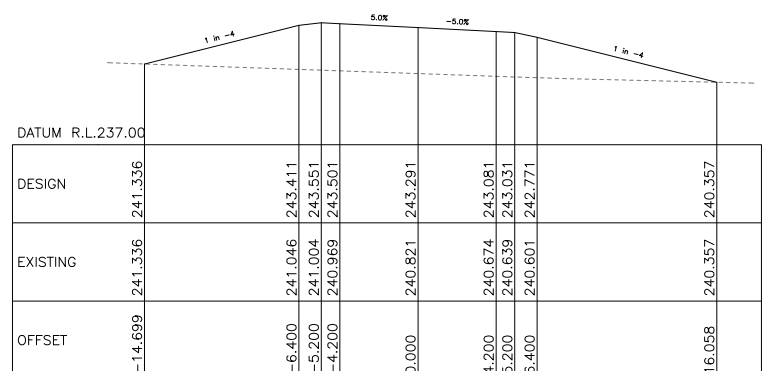
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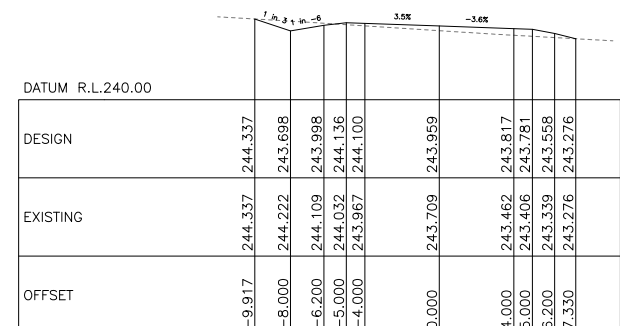
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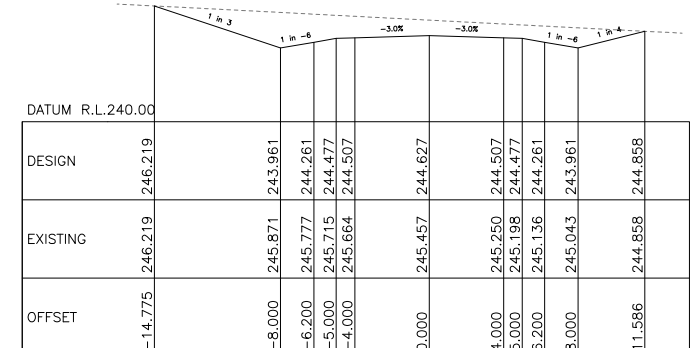
Chainage 740 A



Chainage 560 A



Chainage 640 A



Chainage 720 A

E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
	Issued for 85% design review	19-06-20
	Issued for 15% design review	17-06-19
No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St  
Geraldton WA 6530  
Ph: 9921 5547

3 Shakespeare Ave  
Perth WA 6060  
Mob: 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS

DATE 17/08/20 / DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST  
PO BOX 120  
MINGENEW WA 6522

Ph (08) 9928 1102  
Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.  
RECOMMENDED  
APPROVED

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

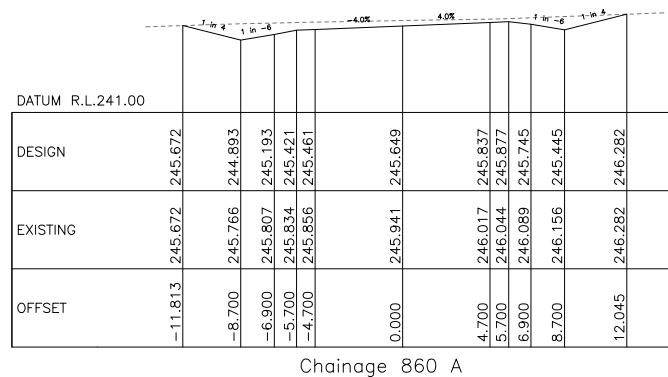
YANDANOOKA NE RD REALIGNMENT  
CROSS SECTIONS - Sheet 3 of 5  
YANDANOOKA NE RD Ch 560A-780A

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

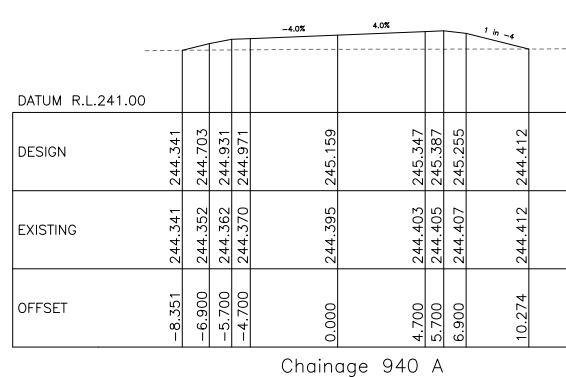
DRAWING NUMBER  
**202014-0207-F**

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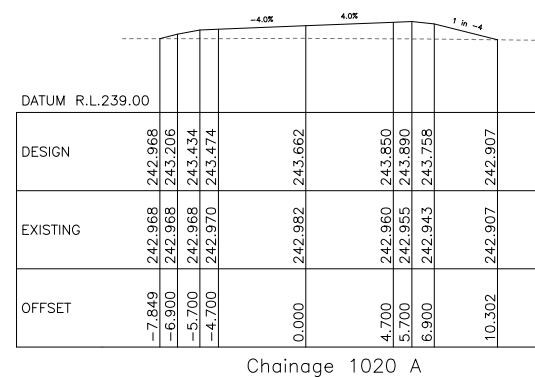
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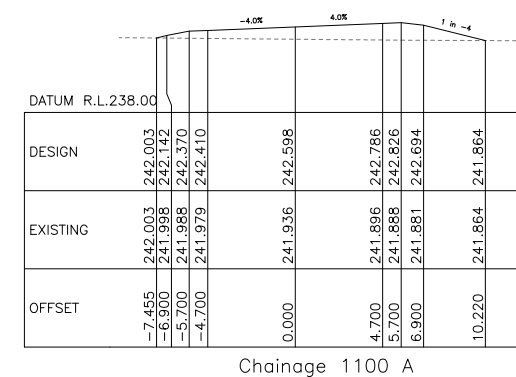
Chainage 860 A



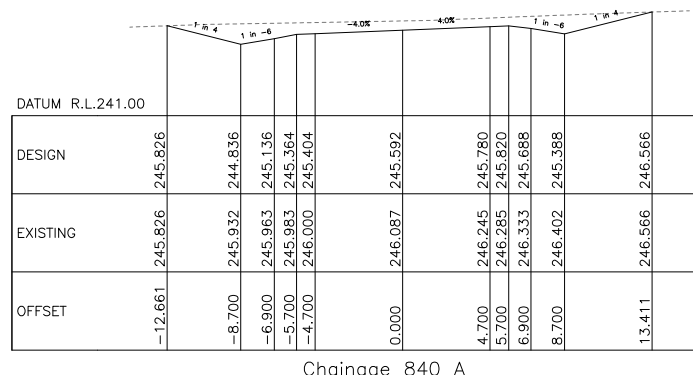
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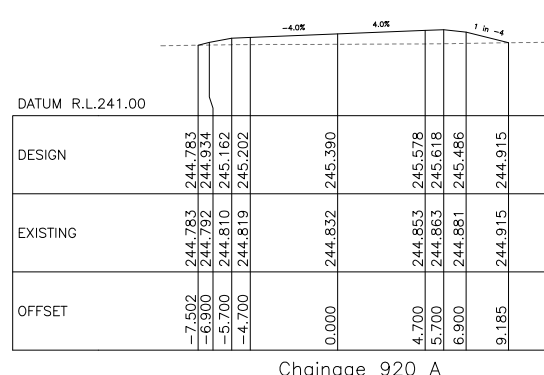
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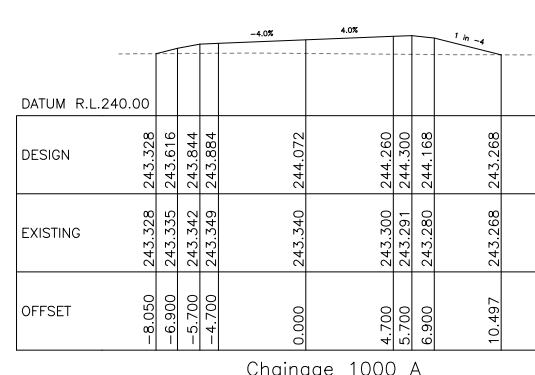
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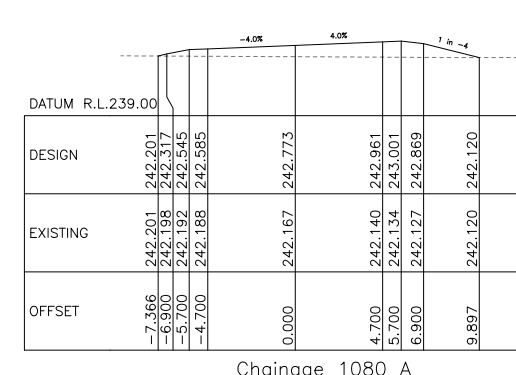
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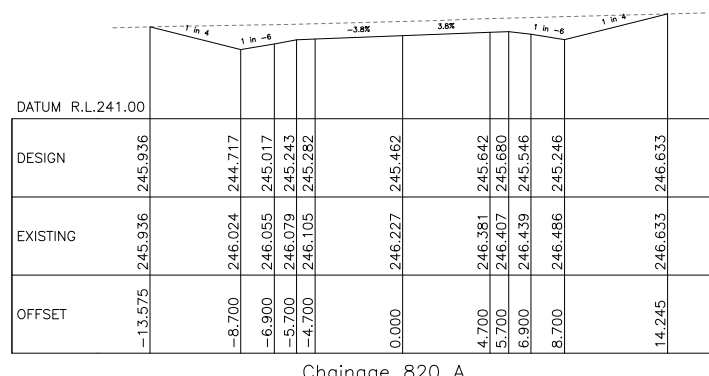
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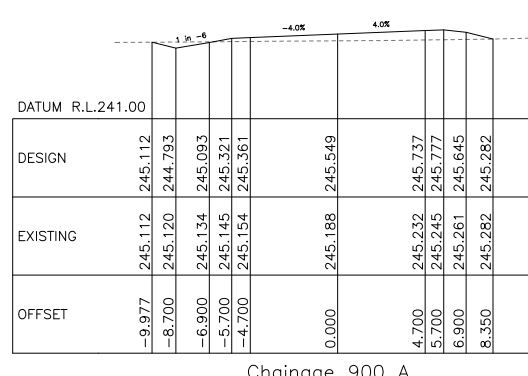
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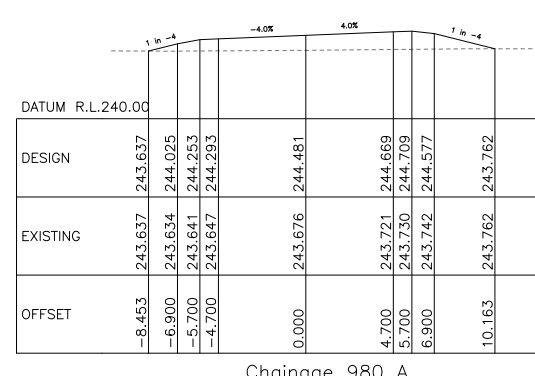
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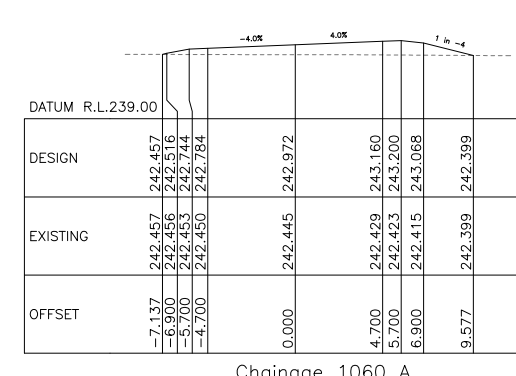
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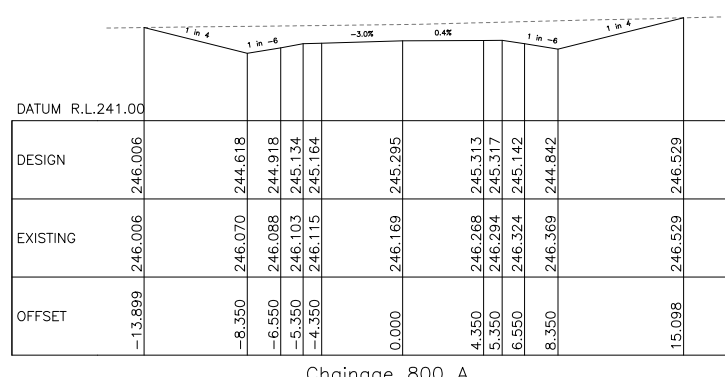
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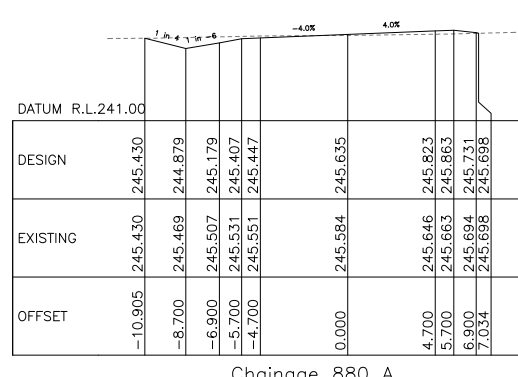
Chainage 980 A



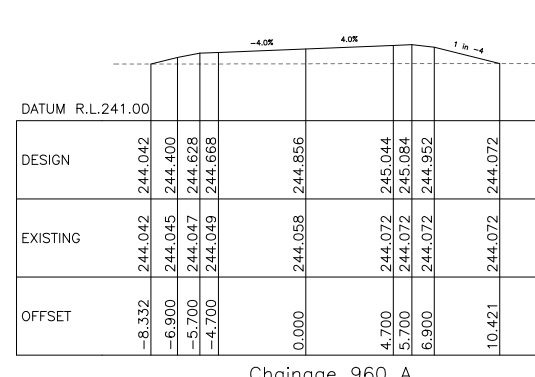
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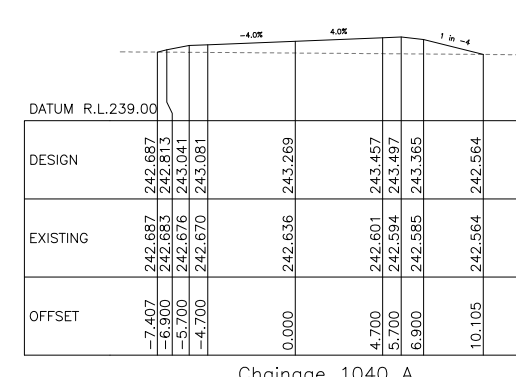
Chainage 800 A



Chainage 880 A



Chainage 960 A



Chainage 1040 A

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No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
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DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph: 9921 5547

3 Shakespeare Ave Yorkine WA 6060 Mob: 0498 999 484

DESIGNED M.BARNES / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNES

DATE 17/08/20 DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST PO BOX 120 MINGENEW WA 6522

Ph (08) 9928 1102 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE MID WEST-GASCOYNE REGION

EASTWARD ROAD Telephone (08) 9956 1200 GERALDTON Fax (08) 9956 1240

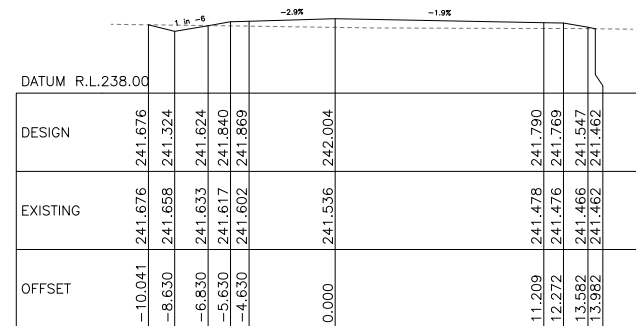
CLIENT FILE No.	
RECOMMENDED	
APPROVED	

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

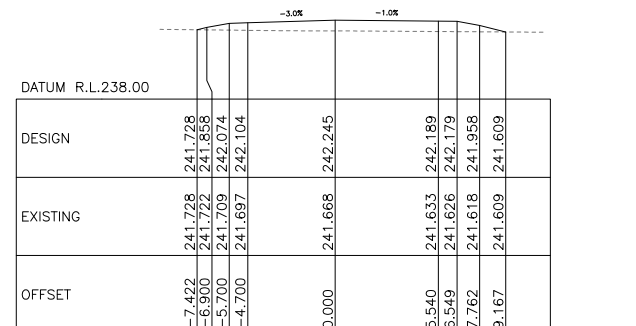
YANDANOOKA NE RD REALIGNMENT  
CROSS SECTIONS - Sheet 4 of 5  
YANDANOOKA NE RD Ch 800A-1100A

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

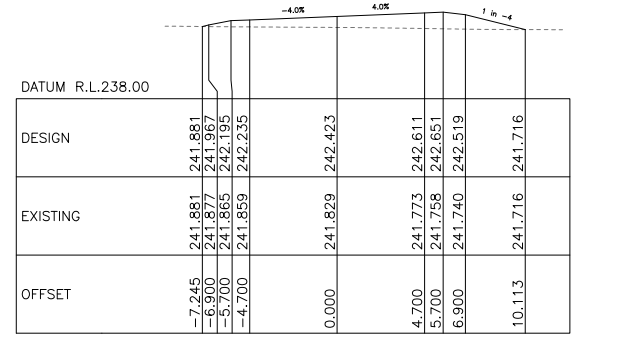
DRAWING NUMBER 202014-0208-F



Chainage 1160A



Chainage 1140A



Chainage 1120 A

E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
	Issued for 85% design review	19-06-20
	Issued for 15% design review	17-06-19
No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD**  
TECHNICAL SERVICES

**GERALDTON** 8/81 Forrest St  
Geraldton WA 6530  
Ph - 9921 5547

**PERTH** 3 Shakespeare Ave  
Yokine WA 6060  
Mob - 0498 999 484

DESIGNED M.BARNES / DRAWN S.SOUNDARARAJAN	DATE 17/08/20
CHECKED M.BARNES	DATE 23/02/21

**SHIRE OF MINGENEW**

**SHIRE OF MINGENEW**

21 VICTORIA ST  
PO BOX 120  
MINGENEW  
WA 6522

Ph (08) 9928 1102  
Fax (08) 9928 1128

**mainroads**  
WESTERN AUSTRALIA

**SHIRE OF MINGENEW**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

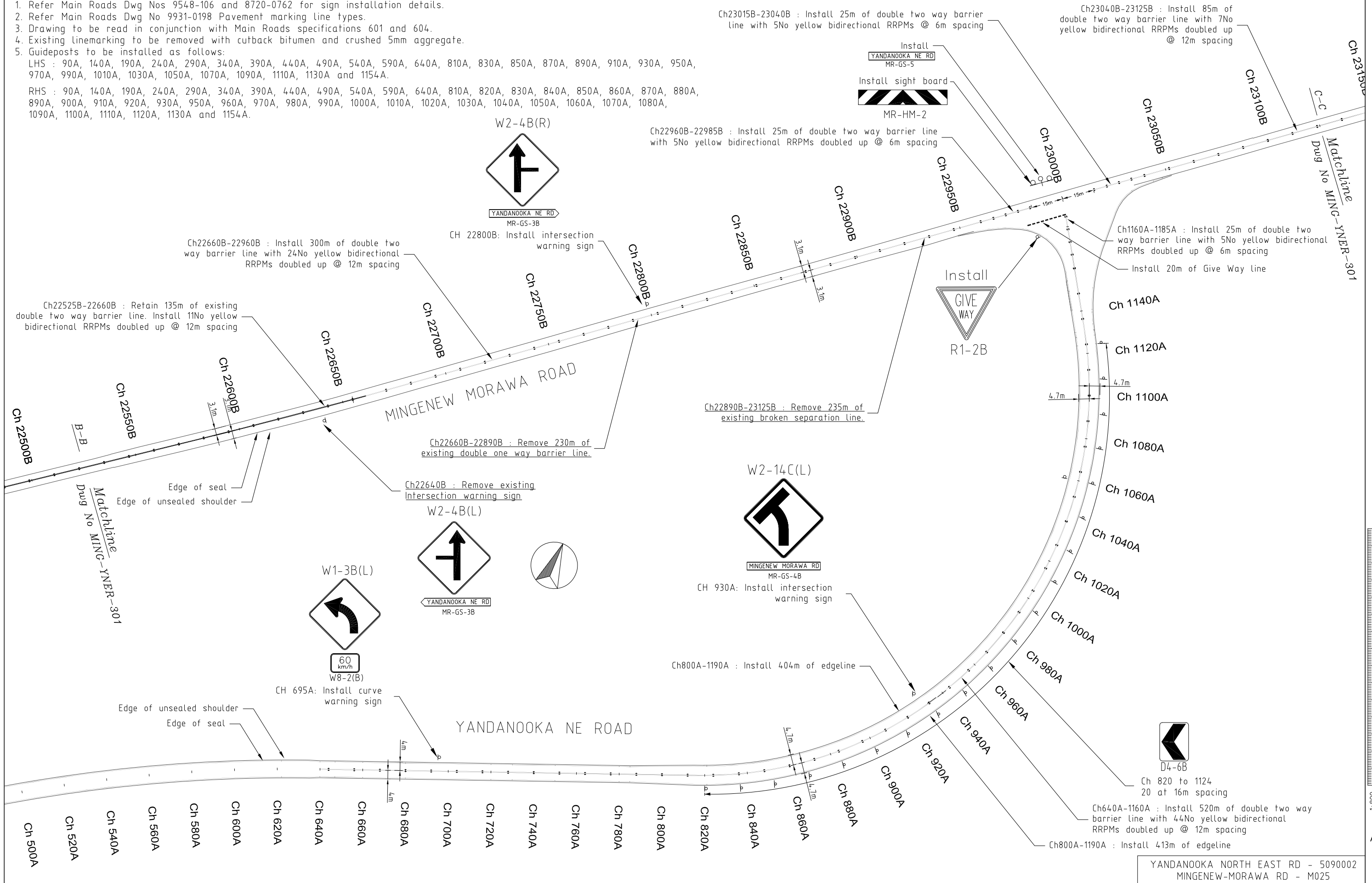
EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.
RECOMMENDED
APPROVED

YANDANOOKA NORTH EAST RD - 5090002 MINGENEW-MORAWA RD - M025
YANDANOOKA NE RD REALIGNMENT CROSS SECTIONS - Sheet 5 of 5 YANDANOOKA NE RD Ch 1120A-1160A
LOCAL AUTHORITY SHIRE OF MINGENEW (509)
DRAWING NUMBER <b>202014-0209-F</b>

**Notes**

1. Refer Main Roads Dwg Nos 9548-106 and 8720-0762 for sign installation details.
2. Refer Main Roads Dwg No 9931-0198 Pavement marking line types.
3. Drawing to be read in conjunction with Main Roads specifications 601 and 604.
4. Existing linemarking to be removed with cutback bitumen and crushed 5mm aggregate.
5. Guideposts to be installed as follows:  
 LHS : 90A, 140A, 190A, 240A, 290A, 340A, 390A, 440A, 490A, 540A, 590A, 640A, 810A, 830A, 850A, 870A, 890A, 910A, 930A, 950A, 970A, 990A, 1010A, 1030A, 1050A, 1070A, 1090A, 1110A, 1130A and 1154A.  
 RHS : 90A, 140A, 190A, 240A, 290A, 340A, 390A, 440A, 490A, 540A, 590A, 640A, 810A, 820A, 830A, 840A, 850A, 860A, 870A, 880A, 890A, 900A, 910A, 920A, 930A, 950A, 960A, 970A, 980A, 990A, 1000A, 1010A, 1020A, 1030A, 1040A, 1050A, 1060A, 1070A, 1080A, 1090A, 1100A, 1110A, 1120A, 1130A and 1154A.



1:800 0 8m 16 24 32 40 48 56 64 72 80 88 96 104 112 120

A 1

<p><b>Metadata</b></p> <p>GROUND SURVEY STANDARD: ENGINEERING SURVEY                  DATE OF CAPTURE: VARIOUS                  MAPPING SURVEY STANDARD:                  DATE OF CAPTURE:                  MAIN ROADS PROJECT ZONE: MGA_Z50                  HEIGHT DATUM: AHD</p>		<p><b>GREENFIELD TECHNICAL SERVICES</b></p> <p>GERALDTON: 8/81 Forrest St, Geraldton WA 6530, Ph: 9921 5547                  PERTH: 3 Shakespeare Ave, Yorkline WA 6060, Mob: 0498 999 484</p> <p>DESIGNED / DRAWN: M.BARNS, DATE: 18/08/20                  CHECKED: M.BARNS, DATE: 23/02/21</p>	<p><b>SHIRE OF MINGENEV</b></p> <p>21 VICTORIA ST, PO BOX 120, MINGENEV WA 6522                  Ph (08) 9928 1102, Fax (08) 9928 1128</p>	<p><b>mainroads WESTERN AUSTRALIA</b></p> <p>CENTRAL &amp; NORTHERN DIRECTORATE                  MID WEST-GASCOYNE REGION                  EASTWARD ROAD, GERALDTON                  Telephone (08) 9956 1200, Fax (08) 9956 1240</p>	<p>CLIENT FILE No.                  RECOMMENDED                  APPROVED</p>	<p><b>YANDANOOKA NE RD REALIGNMENT</b>                  SIGNS AND LINEMARKING - Sheet 1 of 2                  YANDANOOKA NORTH EAST RD Ch 640-1185                  MINGENEV-MORAWA RD Ch 22525-23125                  LOCAL AUTHORITY: SHIRE OF MINGENEV (509)                  DRAWING NUMBER: 202014-0210-F</p>
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**Notes**

1. Refer Main Roads Dwg Nos 9548-106 and 8720-0762 for sign installation details.
2. Refer Main Roads Dwg No 9931-0198 Pavement marking line types.
3. Drawing to be read in conjunction with Main Roads specifications 601 and 604.
4. Existing linemarking to be removed with cutback bitumen and crushed 5mm aggregate.

Ch22400B : Remove existing



Ch 22200B

Ch 22250B

Ch 22300B

Ch 22350B

Ch 22400B

Ch 22450B

Ch 22500B

Ch 22550B

Edge of unsealed shoulder  
Edge of seal

B-B

MINGENEW MORAWA ROAD

Ch22190B : Remove existing  
Intersection warning sign

W2-4B(R)



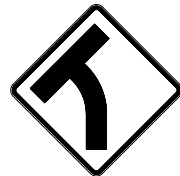
YANDANOOKA NE RD  
MR-GS-3B

Ch22200B-22450B : Retain 250m of existing double one way barrier line. Install 21No yellow unidirectional and 21No yellow bidirectional RRPMS @ 12m spacing

Ch22450B-22525B : Retain 75m of existing double two way barrier line. Install 7No yellow bidirectional RRPMS doubled up @ 12m spacing

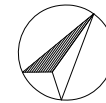
Matchline  
Dwg No MING-YNER-300

Remove existing  
Intersection warning sign



W2-14B(L)

REDUNDANT SECTION OF YANDANOOKA  
NORTH EAST ROAD FORMATION AND  
PAVEMENT TO BE REMOVED AND  
REHABILITATED



Ch23125B-23300B : Remove 175m of  
existing broken separation line.

Ch 23000B

Ch 23050B

Ch 23100B

Ch 23150B

Ch 23200B

Ch 23250B

Ch 23300B

C-C

MINGENEW MORAWA ROAD

Matchline  
Dwg No MING-YNER-300



YANDANOOKA NE RD  
MR-GS-3B

CH 23200B: Install  
intersection warning sign

3.1m  
3.1m

Edge of seal  
Edge of unsealed shoulder

Ch23125B-23300B : Install 175m of double two way barrier line with 14No yellow bidirectional RRPMS doubled up @ 12m spacing

Existing double one way barrier line



YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

YANDANOOKA NE RD REALIGNMENT  
SIGNS AND LINEMARKING - Sheet 2 of 2  
MINGENEW-MORAWA RD Ch 22190-22525 and  
Ch 23125-23300

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER

202014-0211-F

**METADATA**

GROUND SURVEY STANDARD: ENGINEERING SURVEY  
DATE OF CAPTURE: VARIOUS  
MAPPING SURVEY STANDARD:  
DATE OF CAPTURE:  
MAIN ROADS PROJECT ZONE: MGA\_Z50  
HEIGHT DATUM: AHD

**GREENFIELD TECHNICAL SERVICES**  
8/81 Forrest St  
GERALDTON : Geraldton WA 6530  
Ph - 9921 3547  
3 Shakespeare Ave  
PERTH : Yokine WA 6060  
Mob - 0498 999 484

DESIGNED / DRAWN M.BARNS  
CHECKED M.BARNS  
DATE 18/08/20  
DATE 23/02/21

**SHIRE OF MINGENEW**  
21 VICTORIA ST  
PO BOX 120  
MINGENEW  
WA 6522  
Ph (08) 9928 1102  
Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**  
CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION  
EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.	
RECOMMENDED	
APPROVED	

Issued for Final design review Issued for 100% design review Issued for 85% design review Issued for 15% design review	10-02-21 06-11-20 19-08-20 17-06-19
DESCRIPTION	APPROVED & DATE
AMENDMENTS	

75  
70  
65  
60  
55  
50  
45  
40  
35  
30  
25  
20  
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**Notes**

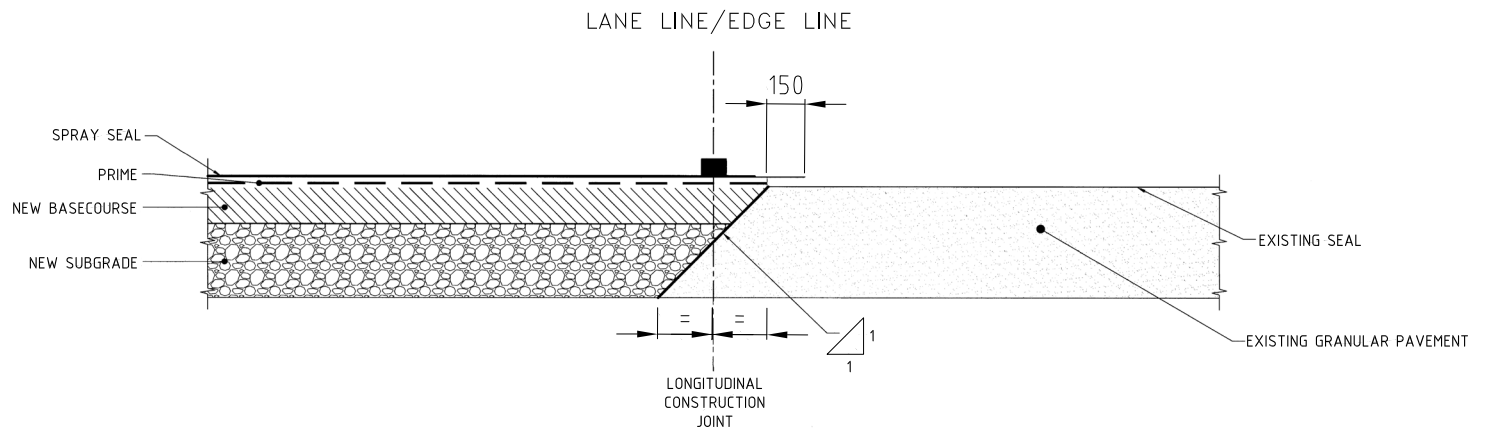
1. All culverts and headwalls in accordance with Main Roads Standard Dwg No 201131-0064, 201131-0065 and 201131-0066 and 200131-0061 and 201631-090. Off-road drainage refer Main Roads Standard Dwg No 9831-5497 and 9831-5498.
2. All existing offshoot drains to be rehabilitated unless noted otherwise.
3. The culvert inlet and outlet drains to be reshaped and graded to ensure they match in with existing.
4. Road embankment batter to be shaped to ensure smooth transition to culvert headwall. Both the road embankment material and the backfill material around the headwall shall be compacted as per the embankment specification.
5. Guideposts to be installed at all culvert headwalls.
6. Guideposts shall be flexible type from the approved list in Annexure 602B of the Main Roads specification 602.

Culvert No	Chainage	Description	Direction	Grade (%)	Skew (deg)	Length (m)	Culvert IL (mAHD)		Headwall height		Apron Length for Inlet and Outlet (mm)	Outlet Rock Protection Type	Rock Protection Dimensions
							INLET	OUTLET	INLET (mm)	OUTLET (mm)			
1	541	1xØ600 RCP	L to R	-3.43	12.00	28.80	240.842	239.853	300	300	2400	LIGHT	2.4m x 2.0m
2	1154	1x1200x300 RCBC	L to R	-0.51	-6.00	22.80	241.340	241.224	300	300	1200	LIGHT	1.8m x 1.5m

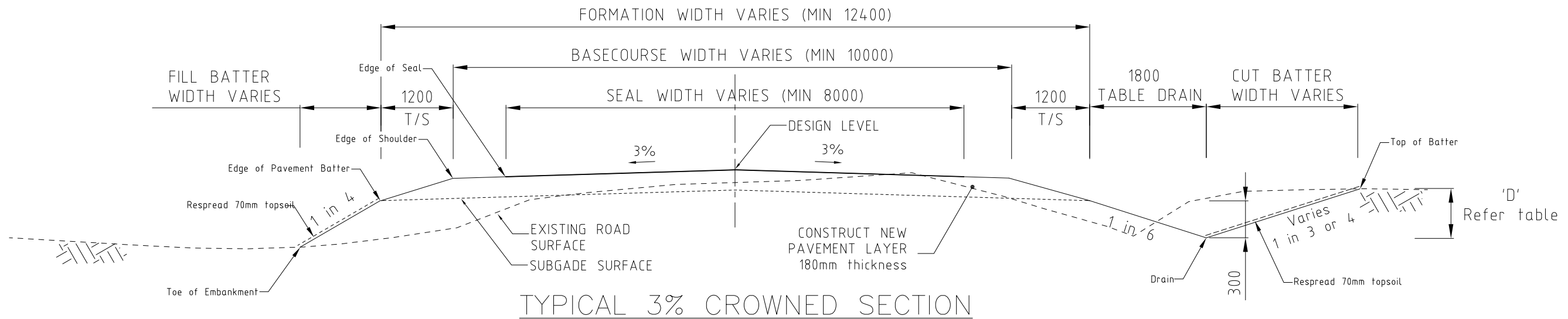
E D C A	Issued for Final design review Issued for 100% design review Issued for 85% design review Issued for 15% design review	10-02-21 06-11-20 19-06-20 17-06-19	<b>METADATA</b>		 <b>GREENFIELD TECHNICAL SERVICES</b> GERALDTON : 8/81 Forrest St : Geraldton WA 6530 Ph : 9921 5547 PERTH : 3 Shakespeare Ave : Yokine WA 6060 Mob : 0498 999 484	 <b>SHIRE OF MINGENEW</b> SHIRE OF MINGENEW 21 VICTORIA ST PO BOX 120 MINGENEW WA 6522 Ph (08) 9928 1102 Fax (08) 9928 1128	 <b>mainroads WESTERN AUSTRALIA</b> CENTRAL & NORTHERN DIRECTORATE MID WEST-GASCOYNE REGION EASTWARD ROAD GERALDTON Telephone (08) 9956 1200 Fax (08) 9956 1240	CLIENT FILE No.	YANDANOOKA NE RD REALIGNMENT DRAINAGE SCHEDULE
	AMENDMENTS	APPROVED & DATE	GROUND SURVEY STANDARD: ENGINEERING SURVEY DATE OF CAPTURE: VARIOUS MAPPING SURVEY STANDARD: DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: MGA_Z50 HEIGHT DATUM: AHD	DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN CHECKED M.BARNS				DATE 17/08/20 DATE 23/02/21	

**Notes**

- From Ch 1160A to 1190A the pavement thickness increases to 300mm and the corresponding width of the tapered shoulder also increases from 1200mm to 2000mm.
- Standard seal width varies as follows :
  - Ch 80A - 85A : Transition from 8.0m to 8.4m
  - Ch 85A - 635A : 8.4m
  - Ch 635A - 640A : Transition from 8.4m to 8.0m
  - Ch 785A - 815A : Transition from 8.0m to 9.4m
  - Ch 815A - 1140A : 9.4m
  - Ch 1140A - 1190A : Width varies >9.4m

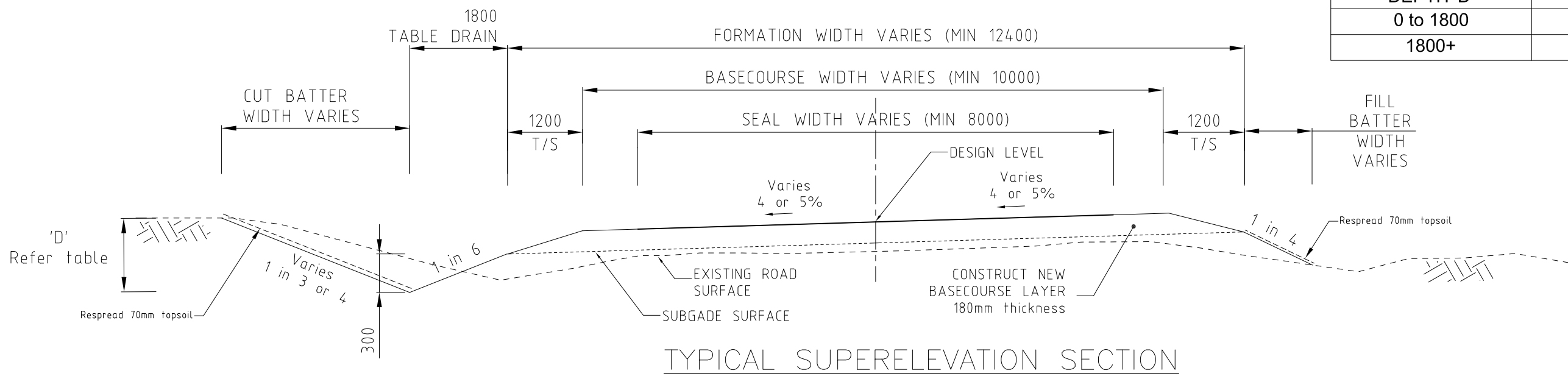


KEY IN DETAIL FOR NEW PAVEMENT



TYPICAL 3% CROWNED SECTION

CUT BATTER	
DEPTH 'D'	SLOPE (H to V)
0 to 1800	4 to 1
1800+	3 to 1



4% or 5% Crossfall

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DATE OF CAPTURE:	
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HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547

3 Shakespeare Ave Perth WA 6060 Ph - 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS

DATE 17/08/20 / DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST PO BOX 120 MINGENEW WA 6522

Ph (08) 9928 1102 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD Telephone (08) 9956 1200 GERALDTON Fax (08) 9956 1240

CLIENT FILE No. \_\_\_\_\_  
RECOMMENDED \_\_\_\_\_  
APPROVED \_\_\_\_\_

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

YANDANOOKA NE RD REALIGNMENT  
TYPICAL ROAD SECTION DETAILS

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER 202014-0213-F

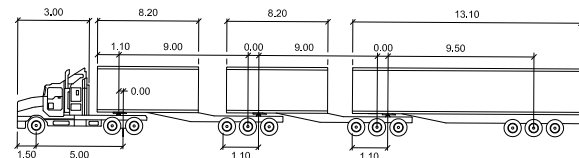
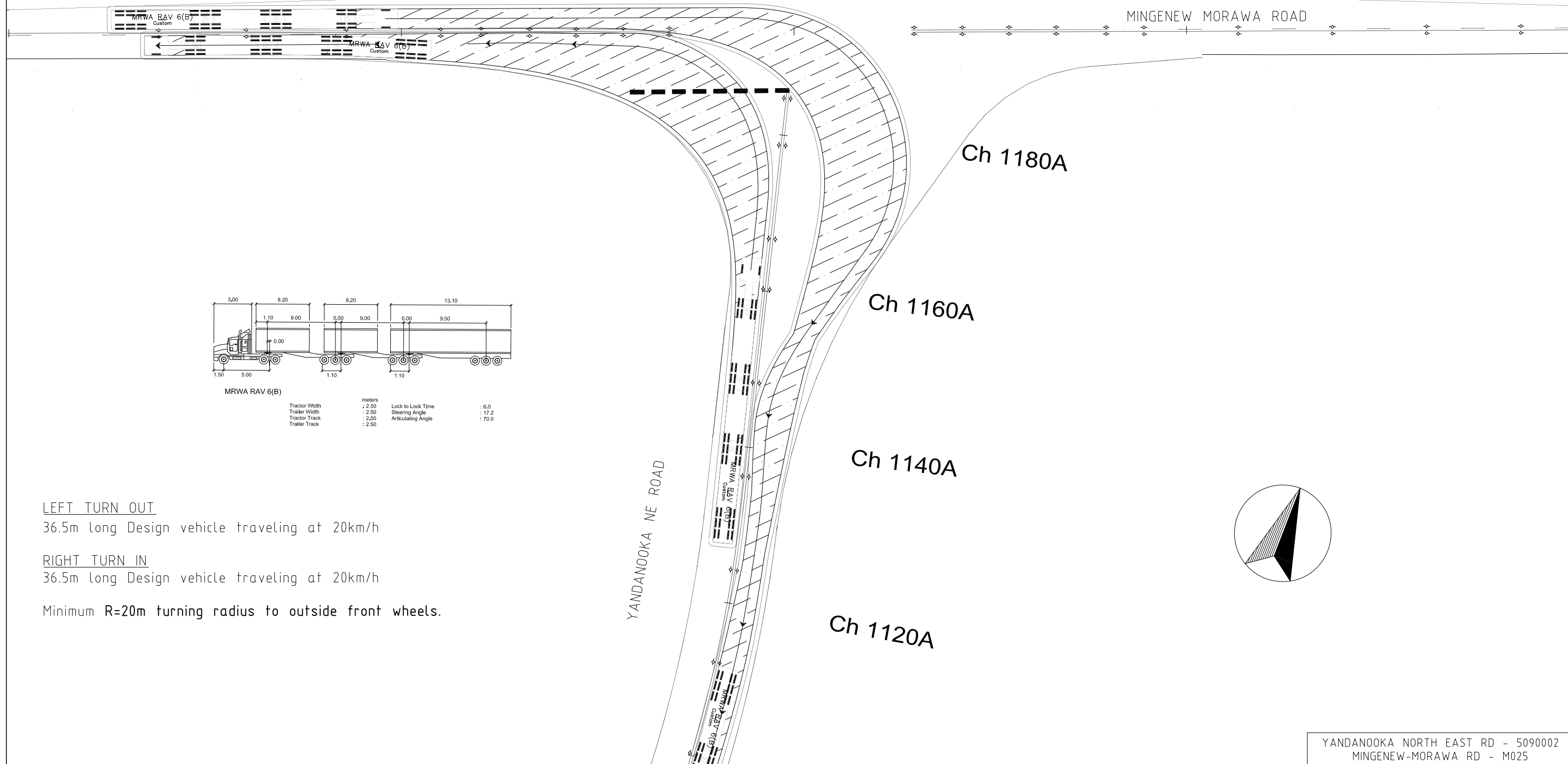


Ch 22900B

Ch 22950B

Ch 23000B

Ch 23050B



MRWA RAV 6(B)

Tractor Width	: 2.50	Lock to Lock Time	: 6.0
Trailer Width	: 2.50	Steering Angle	: 17.2
Tractor Track	: 2.50	Articulating Angle	: 70.0
Trailer Track	: 2.50		

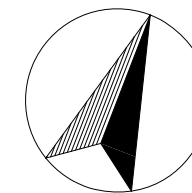
LEFT TURN OUT

36.5m long Design vehicle traveling at 20km/h

RIGHT TURN IN

36.5m long Design vehicle traveling at 20km/h

Minimum R=20m turning radius to outside front wheels.



1:250 0 2.5m 5 7.5 10 12.5 15 17.5 20 22.5 25 27.5 30 32.5 35 37.5  
A  
1  
A

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
	Issued for 85% design review	19-06-20
	Issued for 15% design review	17-06-19

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547  
3 Shakespeare Ave Perth WA 6060 Mob - 0498 999 484

DESIGNED M.BARNS / DRAWN S.SOUNDARARAJAN / CHECKED M.BARNS

DATE 17/08/20 / DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST PO BOX 120 MINGENEW WA 6522

Ph (08) 9928 1102 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.
RECOMMENDED
APPROVED

YANDANOOKA NE RD REALIGNMENT  
INTERSECTION SWEEP PATHS - Sheet 1 of 2  
YANDANOOKA NE RD / MINGENEW-MORAWA RD

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER 202014-0214-F

Ch 22900B

Ch 22950B

Ch 23000B

Ch 23050B

MINGENEW MORAWA ROAD

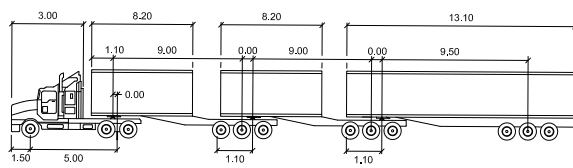
YANDANOOKA NE ROAD

Ch 1180A

Ch 1160A

Ch 1140A

Ch 1120A



MRWA RAV 6(B)

Tractor Width	2.50	Lock to Lock Time	6.0
Trailer Width	2.50	Steering Angle	17.2
Tractor Track	2.50	Articulating Angle	70.0
Trailer Track	2.50		

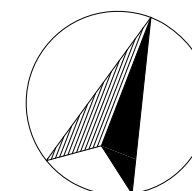
LEFT TURN IN

36.5m long Design vehicle traveling at 30km/h

RIGHT TURN OUT

36.5m long Design vehicle traveling at 20km/h

Minimum R=20m turning radius to outside front wheels.



E D C A	Issued for Final design review	10-02-21
	Issued for 100% design review	06-11-20
	Issued for 85% design review	19-06-20
	Issued for 15% design review	17-06-19

METADATA	
GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547

3 Shakespeare Ave Perth WA 6060 Mob - 0498 999 484

DESIGNED M.BARNES / DRAWN S.SOUNDARARAJAN DATE 17/08/20

CHECKED M.BARNES DATE 23/02/21

**SHIRE OF MINGENEW**

21 VICTORIA ST PO BOX 120 MINGENEW WA 6522

Ph (08) 9928 1102 Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

YANDANOOKA NORTH EAST RD - 5090002  
MINGENEW-MORAWA RD - M025

YANDANOOKA NE RD REALIGNMENT  
INTERSECTION SWEEP PATHS - Sheet 2 of 2  
YANDANOOKA NE RD / MINGENEW-MORAWA RD

LOCAL AUTHORITY SHIRE OF MINGENEW (509)

DRAWING NUMBER 202014-0215-F

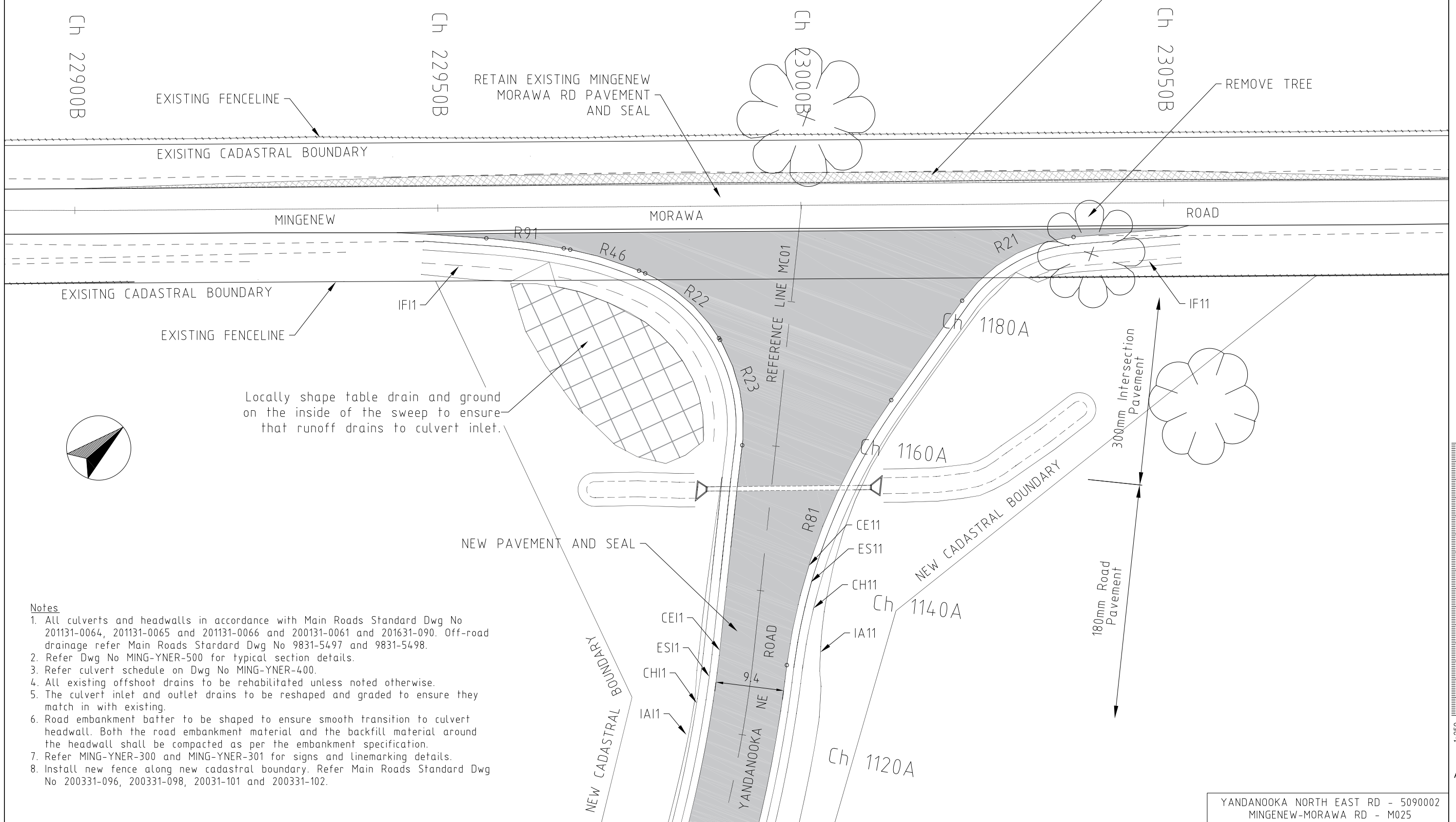
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A 1

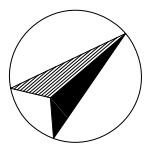


**WARNING:**  
SERVICES AND CADASTRAL BOUNDARY LOCATIONS SHOWN ARE INDICATIVE ONLY AND MUST NOT BE USED FOR EXCAVATION. THE "ONE CALL 1100" SYSTEM SHALL BE USED TO OBTAIN ACCURATE SERVICE LOCATIONS

Ch 22900B-23100B : Reconstruct existing shoulder and seal approx 1.5m. Section includes 50m seal taper on each end.



Locally shape table drain and ground on the inside of the sweep to ensure that runoff drains to culvert inlet.



- Notes**
1. All culverts and headwalls in accordance with Main Roads Standard Dwg No 201131-0064, 201131-0065 and 201131-0066 and 200131-0061 and 201631-090. Off-road drainage refer Main Roads Standard Dwg No 9831-5497 and 9831-5498.
  2. Refer Dwg No MING-YNER-500 for typical section details.
  3. Refer culvert schedule on Dwg No MING-YNER-400.
  4. All existing offshoot drains to be rehabilitated unless noted otherwise.
  5. The culvert inlet and outlet drains to be reshaped and graded to ensure they match in with existing.
  6. Road embankment batter to be shaped to ensure smooth transition to culvert headwall. Both the road embankment material and the backfill material around the headwall shall be compacted as per the embankment specification.
  7. Refer MING-YNER-300 and MING-YNER-301 for signs and linemarking details.
  8. Install new fence along new cadastral boundary. Refer Main Roads Standard Dwg No 200331-096, 200331-098, 20031-101 and 200331-102.

1:250 0 2.5m 5 7.5 10 12.5 15 17.5 20 22.5 25 27.5 30 32.5 35 37.5

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YANDANOOKA NORTH EAST RD - 5090002  
MINGENEV-MORAWA RD - M025

F E D	Re-issued for Final design review	23-03-21
	Issued for Final design review	10-02-21
No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

**METADATA**

GROUND SURVEY STANDARD:	ENGINEERING SURVEY
DATE OF CAPTURE:	VARIOUS
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	MGA_Z50
HEIGHT DATUM:	AHD

**GREENFIELD TECHNICAL SERVICES**

8/81 Forrest St Geraldton WA 6530 Ph - 9921 5547

3 Shakespeare Ave Perth WA 6060 Mob - 0498 999 484

DESIGNED / DRAWN M.BARNS	DATE 18/08/20
CHECKED M.BARNS	DATE 23/02/21

**SHIRE OF MINGENEV**

21 VICTORIA ST  
PO BOX 120  
MINGENEV WA 6522

Ph (08) 9928 1102  
Fax (08) 9928 1128

**mainroads WESTERN AUSTRALIA**

CENTRAL & NORTHERN DIRECTORATE  
MID WEST-GASCOYNE REGION

EASTWARD ROAD GERALDTON  
Telephone (08) 9956 1200 Fax (08) 9956 1240

CLIENT FILE No.	
RECOMMENDED	
APPROVED	

YANDANOOKA NE RD REALIGNMENT  
INTERSECTION DETAILS

LOCAL AUTHORITY SHIRE OF MINGENEV (509)

DRAWING NUMBER 202014-0216-F

## COUNCIL POLICY

1.3.1

### Finance

<b>Title:</b>	<b>1.3.1 PURCHASING POLICY</b>
<b>Adopted:</b>	20 April 2020
<b>Reviewed:</b>	17 November 2021 (no change)
<b>Associated Legislation:</b>	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
<b>Associated Documentation:</b>	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
<b>Review Responsibility:</b>	Governance Officer Finance and Administration Manager
<b>Delegation:</b>	Chief Executive Officer

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Last Adopted: April 2020

## POLICY STATEMENT

The Shire of Mingenew (the Shire) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

### 1. PURCHASING

#### 1.1 OBJECTIVES

The Shire's purchasing activities will:

- a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- f) Comply with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
- i) Ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan;
- j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

## **1.2 ETHICS & INTEGRITY**

The Shire's Codes of Conduct apply when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

## **1.3 VALUE FOR MONEY**

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

### **1.3.1 Assessing Value for Money**

Value for money assessment will consider:

- a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- b) 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, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- e) 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;
- f) 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 including Local Economic Benefit; and
- g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## **1.4 PURCHASING THRESHOLDS AND PRACTICES**

### **1.4.1 Defining the Purchasing Value**

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A category of supply can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

### Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

### Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- a) Exclusive of Goods and Services Tax (GST); and
- b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

### **1.4.2. Table of Purchasing Thresholds and Practices**

#### Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing Prequalified Supplier Panel or other Contract</b> Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.  If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA may be used.
<b>Priority 2:</b>	<b>Local Suppliers</b> Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.  If no relevant local supplier is available, then a relevant WALGA PSA may be used.
<b>Priority 3:</b>	<b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b> Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.

	<p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b> Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt [<i>F&amp;G Reg. 11(2)</i>] arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement [<i>F&amp;G Reg. 11(2)</i>]</b> Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

#### Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

<b>Purchase Value Threshold</b> ( <i>ex GST</i> )	<b>Purchasing Practice</b>
Up to \$5,000 ( <i>ex GST</i> )	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).

Purchase Value Threshold (ex GST)	Purchasing Practice
	The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.
From \$5,001 and up to \$50,000 (ex GST)	<p>Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (2) written quotations are to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
From \$50,001 and up to \$100,000 (ex GST)	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
From \$100,001 and up to \$250,000 (ex GST)	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
Over \$250,000 (ex GST)	<b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i> ) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).



Purchase Value Threshold (ex GST)	Purchasing Practice
	<p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
<p>Emergency Purchases (Within Budget) Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available) Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b)</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS</p>

Purchase Value Threshold (ex GST)	Purchasing Practice
Local Government Act	insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

### 1.4.3. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### 1.4.4. Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

### 1.4.5. Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- a) Unable to sufficiently scope or specify the requirement;
- b) There is significant variability for how the requirement may be met;
- c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- d) Subject to a creative element; or

e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.  
All EOI processes will be based upon qualitative and other non-price information only.

#### **1.4.6. Unique Nature of Supply (Sole Supplier)**

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be permitted where the:

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

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

#### **1.4.7. 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, so that the effect is to avoid 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.

#### **1.4.8. Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

For any other contract, the contract must not be varied unless

- a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

## **2. 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 apply Sustainable Procurement criteria as part of 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 may include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

## **2.1. LOCAL ECONOMIC BENEFIT**

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- d) 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;
- e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all tendering activities.

## **2.2. SOCIALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting may be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

### Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in F&G Reg.11(2)(h)) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

#### Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

### **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria may be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

### **3. RECORD KEEPING**

All Local Government 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.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

#### 4. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996 and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Finance and Administration Manager

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- a) an opportunity for additional training to be provided;
- b) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the Corruption, Crime and Misconduct Act 2003. 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).

**COUNCIL POLICY**  
**Finance**

**1.3.7**

<b>Title:</b>	<b>1.3.7 REGIONAL PRICE PREFERENCE</b>
<b>Adopted:</b>	<2009
<b>Reviewed:</b>	17 November 2021 (no change)
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; State Records Act 2000 Local Government (Functions and General) Regulations 1996, Part 4A
<b>Associated Documentation:</b>	Shire of Mingenew Code of Conduct Shire of Mingenew Policy 1.3.1- Purchasing Shire of Mingenew Management Procedure 1.3.1- Purchasing
<b>Review Responsibility:</b>	Council

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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 does 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

The Midwest Region incorporates the following 17 local governments: Carnamah, Chapman Valley, Coorow, Cue, Greater Geraldton, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Murchison, Northampton, Perenjori, Sandstone, Three Springs, Wiluna and Yalgoo.

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

**SHIRE OF MINGENEW  
YANDANOOKA NE ROAD INTERSECTION CONSTRUCTION  
RFT2 22-23**

**SUMMARY**

SCHEDULE No. 1 - GENERAL ITEMS		\$0.00
SCHEDULE No. 2 - ROADWORKS		
SERIES 300 - EARTHWORKS	\$0.00	
SERIES 400 - DRAINAGE	\$0.00	
SERIES 500 - PAVEMENT & SURFACING	\$0.00	
SERIES 600 - TRAFFIC FACILITIES	\$0.00	
SERIES 900 - MISCELLANEOUS	\$0.00	\$0.00
SCHEDULE No. 3 - PROVISIONAL SUMS		\$10,000.00
GST EXCLUSIVE AMOUNT		\$10,000.00
ESTIMATED GST PAYABLE		\$1,000.00
<b>TOTAL OF TENDER</b>		<b>\$11,000.00</b>

**SHIRE OF MINGENEW  
YANDANOOKA NE ROAD INTERSECTION CONSTRUCTION  
RFT2 22-23**

**SCHEDULES OF RATES**

**CONTENTS**

THIS PAGE - CONTENTS	1
SCHEDULE No. 1 - GENERAL ITEMS	2
SCHEDULE No. 2 - ROADWORKS	5
SERIES 300 - EARTHWORKS	6
SERIES 400 - DRAINAGE	7
SERIES 500 - PAVEMENT & SURFACING	8
SERIES 600 - TRAFFIC FACILITIES	9
SERIES 900 - MISCELLANEOUS	10
SCHEDULE No. 3 - PROVISIONAL SUMS	11
SUMMARY	13

**SCHEDULE No. 1 - GENERAL ITEMS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>CONDITIONS OF CONTRACT</u></b>					
GCC	<b>GENERAL CONDITIONS OF CONTRACT</b>				
GCC.01	Insurances in accordance with the General Conditions of Contract	Item	1		\$0.00
GCC.02	Contractor's superintendence during the execution of the Works	Item	1		\$0.00
GCC.03	All charges, costs and obligations relating to the General Conditions of Contract not provided for elsewhere	Item	1		\$0.00
<b>SPECIAL CONDITIONS OF CONTRACT</b>					
SCC.01	All charges, costs and obligations relating to the Special Conditions of Contract not provided for elsewhere	Item	1		\$0.00
<b><u>SERIES 100 - GENERAL REQUIREMENTS</u></b>					
<b>101 DESCRIPTION OF WORKS</b>					
101.01	Provision of access for others to undertake works	Item	1		\$0.00
101.02	Contractors programs	Item	1		\$0.00
101.03	Project works sign	No.	3		\$0.00
<b>102 SURVEY INFORMATION</b>					
102.01	Survey information, control and setting out of the works	Item	1		\$0.00
<b>103 SITE FACILITIES</b>					
<u>Contractors Site Facilities</u>					
103.01	Provision of Contractor's site facilities	Item	1		\$0.00
<u>Contractor's Plant</u>					
103.02	Mobilisation and demobilisation of Contractor's plant	Item	1		\$0.00
<b>104 ENTRY TO LAND</b>					
104.01	Entry to land	Item	1		\$0.00
<b>106 UTILITIES AND SERVICES</b>					
106.01	Liaison, programming, location and protection of utilities and services	Item	1		\$0.00

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 200 - MANAGEMENT REQUIREMENTS</u></b>					
<b>202 - TRAFFIC</b>					
202.01	Traffic management	Item	1		\$0.00
202.02	Traffic control devices	Item	1		\$0.00
202.03	Traffic controllers	Item	1		\$0.00
202.04	Construction, maintenance and removal of sidetracks, access tracks and temporary driving surfaces	Item	1		\$0.00
202.05	Maintenance of existing roads	Item	1		\$0.00
<b>203 - OCCUPATIONAL SAFETY AND HEALTH</b>					
203.01	Occupational safety and health including safety and health plans and safety and health audits	Item	1		\$0.00
<b>204 - ENVIRONMENTAL MANAGEMENT</b>					
204.01	Construction Environmental Management Plan	Item	1		\$0.00
	To Summary				\$0.00

**SCHEDULE No. 2 - ROADWORKS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 300 - EARTHWORKS</u></b>					
<b>301 - VEGETATION CLEARING AND DEMOLITION</b>					
301.01	Native vegetation clearing	m <sup>2</sup>	350		\$0.00
301.02	General vegetaion clearing	m <sup>2</sup>	4,130		\$0.00
301.03	Topsoil removal, 100 deep	m <sup>2</sup>	26,195		\$0.00
<b>302 - EARTHWORKS</b>					
302.01	Removal of redundant seal	m <sup>2</sup>	2,056		\$0.00
302.02	Ripping and rehabilitating redundant pavement	m <sup>2</sup>	3,395		\$0.00
302.03	Marking out and cutting edge of existing pavement	m	315		\$0.00
<b><u>UNSUITABLE MATERIAL</u></b>					
302.04	Removal of unsuitable material	m <sup>3</sup>	-		Rate Only
302.05	Backfilling unsuitable material excavations	m <sup>3</sup>	-		Rate Only
<b><u>CONTAMINATED MATERIAL</u></b>					
302.06	Removal of contaminated material	m <sup>3</sup>	-		Rate Only
302.07	Backfilling contaminated material excavations	m <sup>3</sup>	-		Rate Only
<b><u>EXCAVATION IN ROCK</u></b>					
302.08	Excavation in rock	m <sup>3</sup>	-		Rate Only
<b><u>EMBANKMENT CONSTRUCTION</u></b>					
302.09	Embankment foundation compaction	m <sup>2</sup>	13,485		\$0.00
302.10	Embankment construction cut to fill	m <sup>3</sup>	9,120		\$0.00
302.11	Disposal of excess cut material to fill batter slopes and road reserve as directed by the superintendent	m <sup>3</sup>	3,055		\$0.00
<b><u>SUBGRADE</u></b>					
302.12	Subgrade preparation	m <sup>2</sup>	16,480		\$0.00
302.13	Subgrade preparation in road widenings	m <sup>2</sup>	225		\$0.00
<b>303 - MATERIAL AND WATER SOURCES</b>					
<b><u>PIT ESTABLISHMENT</u></b>					
303.01	Pavement material borrow pits	Item	1		\$0.00
<b><u>WATER SUPPLIES</u></b>					
303.02	Water supplies	Item	1		\$0.00
	To Summary				\$0.00



Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 400 - DRAINAGE</u></b>					
<b>402 - SURFACE DRAINS AND LEVEES</b>					
<u>SURFACE DRAINS AND LEVEES</u>					
402.01	Table drains	m	1,210		\$0.00
402.02	Type F surface drain to culvert inlet / outlet not exceeding 2m wide at base	m	45		\$0.00
402.03	Extra over surface drains for excavation in rock	m <sup>3</sup>	-		Rate Only
<b>404 - CULVERTS</b>					
<u>CULVERTS</u>					
<u>Reinforced Concrete Pipes Class 2</u>					
404.01	600 mm diameter class 2 RCP culvert	m	28.8		\$0.00
<u>Reinforced Concrete Box Sections</u>					
404.02	1200 x 300 Box culvert	m	22.8		\$0.00
<u>All Culverts</u>					
404.03	Select bedding	m <sup>3</sup>	4.2		\$0.00
404.04	Reinforced concrete base slab	m <sup>3</sup>	9.3		\$0.00
404.05	Reinforced insitu concrete culvert end treatments	m <sup>3</sup>	7		\$0.00
404.06	Extra over culverts for excavation in rock	m <sup>3</sup>	-		Rate Only
<u>Redundant Culverts</u>					
404.07	Removal of 450 mm diameter reinforced concrete pipe	m	10		\$0.00
<b>406 - ROCK PROTECTION</b>					
406.01	750 mm deep light class rock pitching downstream from culvert outlet headwall	m <sup>2</sup>	5		\$0.00
	To Summary				\$0.00
<b><u>SERIES 500 - PAVEMENT &amp; SURFACING</u></b>					
<b>501 - PAVEMENTS</b>					
<u>BASECOURSE</u>					
501.01	180 mm thick gravel basecourse - Yandanooka NE Road	m <sup>2</sup>	15,185		\$0.00
501.02	300 mm thick gravel basecourse - Intersection approach	m <sup>2</sup>	1,295		\$0.00
501.03	250 mm thick gravel basecourse in widenings - Mingenew Morawa Road	m <sup>2</sup>	465		\$0.00
<b>503 - BITUMINOUS SURFACING</b>					
<i>NOTE: Seal design to be undertaken by contractor and approved by MRWA. Below is indicative only.</i>					
<u>ROADWORKS</u>					
<u>Prime</u>					
503.01	Prime coat with BAR of 0.9 litres/m <sup>2</sup>	m <sup>2</sup>	11,115		\$0.00
<u>Bitumen Seal</u>					
503.02	First coat seal with BAR of 1.8 litres/m <sup>2</sup> and 14mm aggregate	m <sup>2</sup>	11,115		\$0.00
503.03	Second coat seal with BAR of 1.1 litres/m <sup>2</sup> and 7mm aggregate	m <sup>2</sup>	11,115		\$0.00
	To Summary				\$0.00

Item	Description	Unit	Qty	Rate	Amount
<b><u>SERIES 600 - TRAFFIC FACILITIES</u></b>					
<b>601 - SIGNS</b>					
<u>SINGLE POST SIGNS</u>					
601.01	D4-6B	No.	20		\$0.00
601.02	W1-3B(L)	No.	1		\$0.00
601.03	W8-2B	No.	1		\$0.00
601.04	W2-14C(L)	No.	1		\$0.00
601.05	W2-4B(L)	No.	1		\$0.00
601.06	W2-4B(R)	No.	1		\$0.00
601.07	R1-2B	No.	1		\$0.00
601.08	MR-GS-5	No.	1		\$0.00
601.09	MR-GS-3B(L)	No.	1		\$0.00
601.10	MR-GS-3B(R)	No.	1		\$0.00
601.11	MR-GS-4B	No.	1		\$0.00
<u>DOUBLE POST SIGNS</u>					
601.12	MR-HM-2	No.	1		\$0.00
<u>REMOVAL OF REDUNDANT SIGNS</u>					
601.13	Single post sign	No.	4		\$0.00
601.14	Double post sign	No.	1		\$0.00
<b>602 - GUIDE POSTS</b>					
602.01	Guide posts	No.	75		\$0.00
602.02	Removal of redundant guide posts	No.	7		\$0.00
<b>604 - PAVEMENT MARKING</b>					
<u>ROAD PAVEMENT MARKINGS</u>					
604.01	Double two way barrier line	m	1,155		\$0.00
604.02	Edge line	m	817		\$0.00
<u>RAISED PAVEMENT MARKERS</u>					
604.03	Yellow bi-directional	No.	261		\$0.00
604.04	Yellow uni-directional	No.	21		\$0.00
604.05	Temporary raised pavement markers	Item	1		\$0.00
To Summary					\$0.00

Item	Description	Unit	Qty	Rate	Amount
	<b><u>SERIES 900 - MISCELLANEOUS</u></b>				
	<b>903 - FENCING</b>				
	<u>Agricultural Fencing</u>				
903.01	Agricultural fence (Refer to standard drawing 200311-096)	m	2,050		\$0.00
	<u>Removal Of Redundant Fencing</u>				
903.02	Removal of redundant 1.0 m high agricultrual fencing and gates	m	350		\$0.00
	To Summary				\$0.00

**SCHEDULE No. 3 - PROVISIONAL SUMS**

Item	Description	Unit	Qty	Rate	Amount
<b><u>PROVISIONAL SUMS</u></b>					
<b>SERVICES</b>					
PS.01	Allow the Provisional Sum of \$10,000 for the relocation/protection of services	P.S.	1	<b>\$10,000.00</b>	\$10,000.00
	To Summary				\$10,000.00

Our ref: 78-11008

3 February 2023

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS  
ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS**

As you know, the State Government is continuing to work with the local government sector to deliver the most significant package of local government reforms in more than 25 years. These reforms include several measures to strengthen local democracy and increase community engagement, including new requirements for:

- the introduction of optional preferential voting for all local government elections;
- directly-elected Mayors and Presidents for all Band 1 and 2 local governments;
- the abolition of wards for all Band 3 and 4 local governments; and
- aligning the size of councils with the size of the population of each district.

In September 2022, I wrote to all local governments to outline the implications of the reforms for each council, and pathways for implementing required changes. Since then, the majority of impacted councils have been working to consider how best to transition in changes. Many councils have since completed Ward and Representation Reviews, while others will have more substantial changes implemented through reform elections, or minor changes made to apply by default.

I would like to acknowledge and thank local governments for the constructive and proactive way they have approached this forward planning.

Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.

The reforms will also include related new changes for the backfilling of vacancies, including:

- in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;
- if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and
- the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.

However, these changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the *Local Government Act 1995* (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC's CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at [Phillip.Richards@waec.wa.gov.au](mailto:Phillip.Richards@waec.wa.gov.au) if you have any queries.

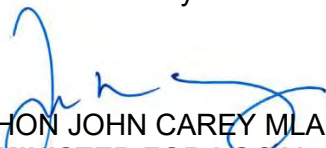
It is strongly recommended that the decision for whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working closely with the WAEC to prepare further materials to assist local governments with the implementation of reforms. The DLGSC will provide further updates through LG Alerts to the sector and on the DLGSC's website. The DLGSC is also available to assist with any queries, including by email at [lghotline@dlgsc.wa.gov.au](mailto:lghotline@dlgsc.wa.gov.au) or by phone on 1300 762 511.

I have also written a letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA  
MINISTER FOR LOCAL GOVERNMENT



LGE 028

Mr Matt Fanning  
Chief Executive Officer  
Shire of Mingenew  
PO Box 120  
MINGENEW WA 6522

Attention: Ms Erin Greaves

Dear Mr Fanning

### Local Government Ordinary Election: 2023

I refer to your email dated 9 February 2023 in which you request a cost estimate for the Shire of Mingenew 2023 Local Government Election to be conducted as a postal election.

The estimated cost for the 2023 election if conducted as a postal ballot is \$12,000 inc GST, which has been based on the following assumptions:

- 310 electors
- response rate of approximately 50%
- 4 vacancies
- count to be conducted at the offices of the Shire of Mingenew
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$75 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.



As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. These include increased costs from the Commission arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Mingenew in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Mingenew also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March 2023 council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Mingenew in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy  
**ELECTORAL COMMISSIONER**

10 February 2023



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

2023  
NGA

OUR COMMUNITIES  
OUR FUTURE ▶▶▶

**DISCUSSION PAPER**  
Call for Motions

**13 – 15 JUNE 2023**

NATIONAL CONVENTION CENTRE  
CANBERRA





The Australian Local Government Association (ALGA) is pleased to convene the 29<sup>th</sup> National General Assembly of Local Government (NGA), to be held in Canberra 13 - 15 June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

## Key Dates

<b>24 March 2023</b> Acceptance of Motions	<b>13 June 2023</b> Regional Cooperation & Development Forum	<b>14 - 15 June 2023</b> National General Assembly	<b>16 June 2023</b> Australian Council of Local Government
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**To submit your motion,  
visit: [alga.com.au](https://alga.com.au)**

# Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

# Changes for 2023

The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





# Submitting Motions

## **The theme of the 2023 NGA: Our Communities, Our Future.**

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra 13 – 15 June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at [www.alga.com.au](http://www.alga.com.au) and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the convenor of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.

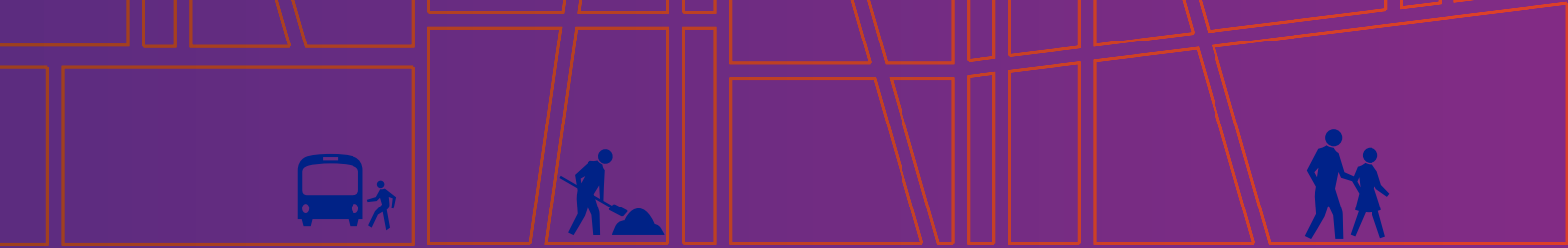
## Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*



## Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.com.au](http://www.alga.com.au).

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**



## Setting the scene

*‘Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.’*

*The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022–23*

The opening statement of the Federal Treasurer’s first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank’s target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.





The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



# 1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia’s productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia’s future. Drawing on the Intergenerational Report the Treasurer notes that ‘... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.’

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

**Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:**



Sources: Adapted from SGS Research for ALGA’s Submission to Productivity Commission (2022)

*Are there programs and initiatives that the Commonwealth Government could implement to improve local government’s capacity to support productivity growth?*

*Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?*



## 2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

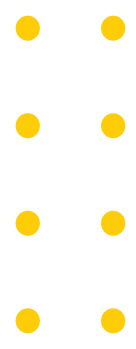
The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

*Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?*

*Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*



### 3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

*Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?*

*Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?*

*Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?*

*What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?*



## 4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

*Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?*



## 5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

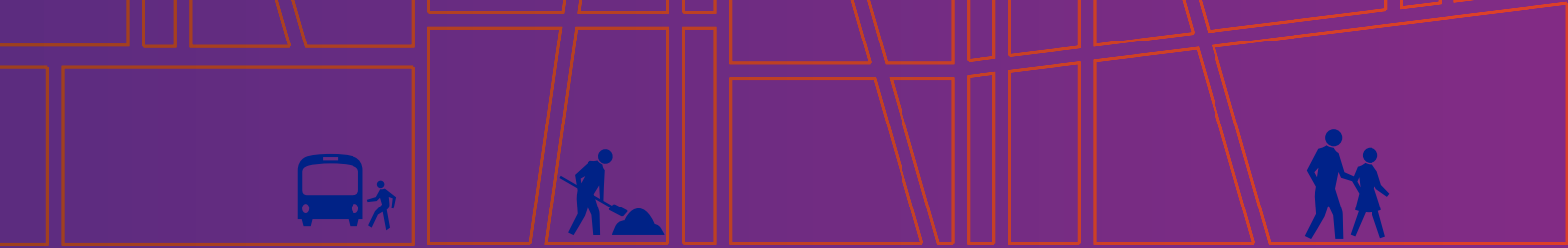
Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?*



## 6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

*Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?*





## 7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

*What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*





## 8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

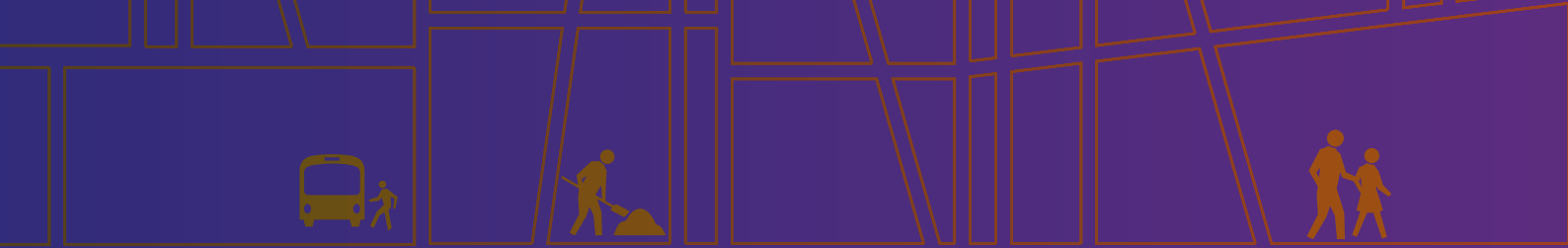
Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*





# Conclusion

Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

## A FINAL REMINDER:

- » Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.





AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

8 Geils Court  
Deakin, ACT, 2600

02 6122 9400  
alga@alga.asn.au

[www.alga.com.au](http://www.alga.com.au)

# SHIRE OF MINGENEW

## BUDGET REVIEW REPORT

### FOR THE PERIOD ENDED 28 FEBRUARY 2023

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

#### TABLE OF CONTENTS

Statement of Budget Review by Nature or Type	2
Note 1 Basis of Preparation	3
Note 2 Summary Graphs - Budget Review	4
Note 3 Net Current Funding Position	5
Note 4 Predicted Variances	7
Note 5 Budget Amendments	8

SHIRE OF MINGENEW  
STATEMENT OF BUDGET REVIEW  
(NATURE OR TYPE)  
FOR THE PERIOD ENDED 28 FEBRUARY 2023

Note	Budget v Actual			Predicted		
	Current Budget (a)	Adopted Budget	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)
	\$		\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>						
Net current assets at start of financial year surplus/(deficit)	635,672	592,469	635,672			635,672
<b>Revenue from operating activities (excluding rates)</b>						
Ex gratia rates	54,741	54,741	55,063			54,741
Operating grants, subsidies and contributions	921,902	886,902	251,089	(25,000)		896,902
Fees and charges	289,262	304,262	266,241			289,262
Interest earnings	12,740	12,740	39,112	25,000		37,740
Other revenue	724,919	724,919	330,643	29,363		754,282
Profit on asset disposals	7,705	7,705	26,393			7,705
	2,011,269	1,991,269	968,541	29,363	0	2,040,632
<b>Expenditure from operating activities</b>						
Employee costs	(1,213,366)	(1,235,494)	(869,912)	16,433		(1,196,933)
Materials and contracts	(1,063,875)	(904,521)	(672,740)	32,980		(1,030,895)
Utility charges	(83,800)	(83,800)	(45,362)			(83,800)
Depreciation on non-current assets	(2,382,070)	(2,382,070)	(1,677,339)			(2,382,070)
Interest expenses	(8,383)	(8,383)	(1,513)			(8,383)
Insurance expenses	(148,784)	(146,784)	(155,561)			(148,784)
Other expenditure	(697,416)	(697,416)	(273,123)			(697,416)
Loss on asset disposals	(7,000)	(7,000)	0			(7,000)
	(5,604,694)	(5,465,468)	(3,695,550)	49,413	0	(5,555,281)
Non-cash amounts excluded from operating activities	2,381,365	2,381,365	1,620,946			2,381,365
<b>Amount attributable to operating activities</b>	(576,388)	(500,365)	(470,391)	78,776	0	(497,612)
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	7,876,532	8,092,764	2,254,662	(1,610,844)		6,265,688
Purchase land and buildings	(1,744,157)	(2,350,157)	(236,456)	937,157		(807,000)
Purchase plant and equipment	(455,000)	(455,000)	(314,326)	(80,976)		(535,976)
Purchase furniture and equipment	(10,000)	(10,000)	(29,363)	(59,363)		(69,363)
Purchase and construction of infrastructure-roads	(5,252,441)	(5,079,941)	(2,308,020)			(5,252,441)
Purchase and construction of infrastructure-other	(1,378,335)	(1,300,000)	(236,286)	715,000		(663,335)
Proceeds from disposal of assets	26,862	26,862	38,182			26,862
	(936,539)	(1,075,472)	(831,607)	(99,026)	0	(1,035,565)
Non-cash amounts excluded from investing activities	0	0	0			0
<b>Amount attributable to investing activities</b>	(936,539)	(1,075,472)	(831,607)	(99,026)	0	(1,035,565)
<b>FINANCING ACTIVITIES</b>						
Repayment of debentures	(57,041)	(57,041)	(27,610)			(57,041)
Principal elements of finance lease payments	(3,187)	(3,187)	(2,417)			(3,187)
Transfers to cash backed reserves (restricted assets)	(498,971)	(493,607)	(2,362)			(498,971)
<b>Amount attributable to financing activities</b>	(559,199)	(553,835)	(32,389)	0	0	(559,199)
<b>Budget deficiency before general rates</b>	(2,072,126)	(2,129,672)	(1,334,387)	(20,250)	0	(2,092,376)
<b>Estimated amount to be raised from general rates</b>	2,129,672	2,129,672	2,153,579	23,000		2,152,672
<b>Closing funding surplus(deficit)</b>	<b>57,546</b>	<b>0</b>	<b>819,192</b>	<b>2,750</b>	<b>0</b>	<b>60,296</b>

3 (c)

## 1. BASIS OF PREPARATION

The budget review comprises financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

### **Local Government Act 1995 requirements**

*Local Government (Financial Management) Regulations 1996* prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire of Mingenew to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for rate setting information, the budget review 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.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget review or required by legislation.

### **The local government reporting entity**

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

All monies held in the Trust Fund are excluded from the financial statements.

### **Rounding off figures**

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

### **2022-23 actual balances**

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

### **Budget comparative figures**

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

### **Judgements, estimates and assumptions**

The preparation of the annual budget review in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

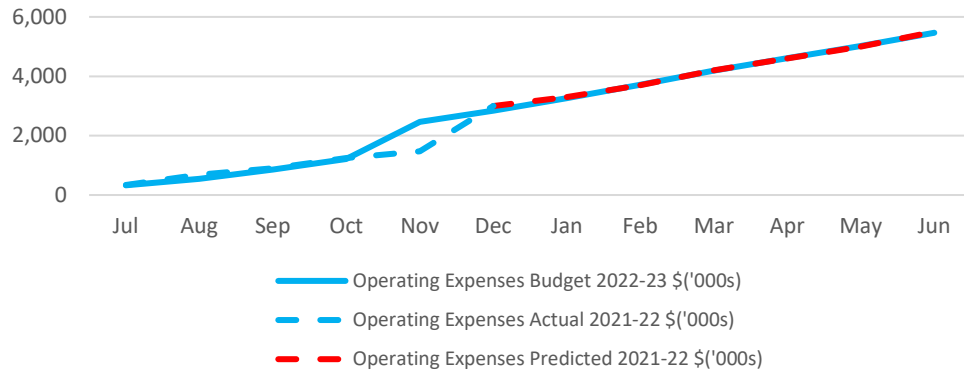
The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

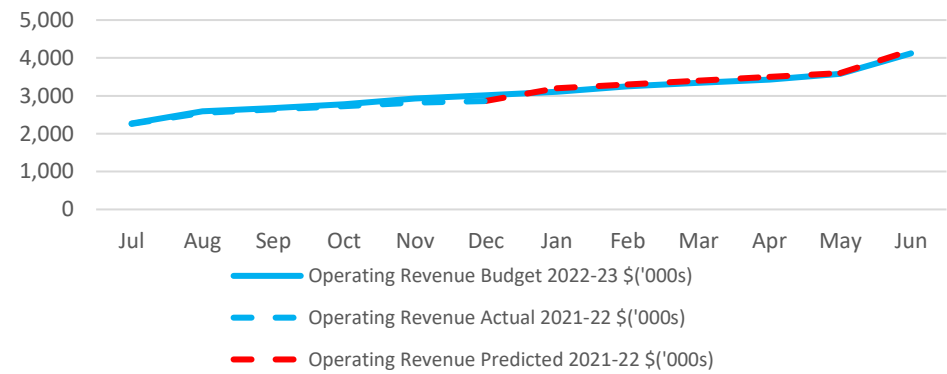
- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

2. SUMMARY GRAPHS - BUDGET REVIEW

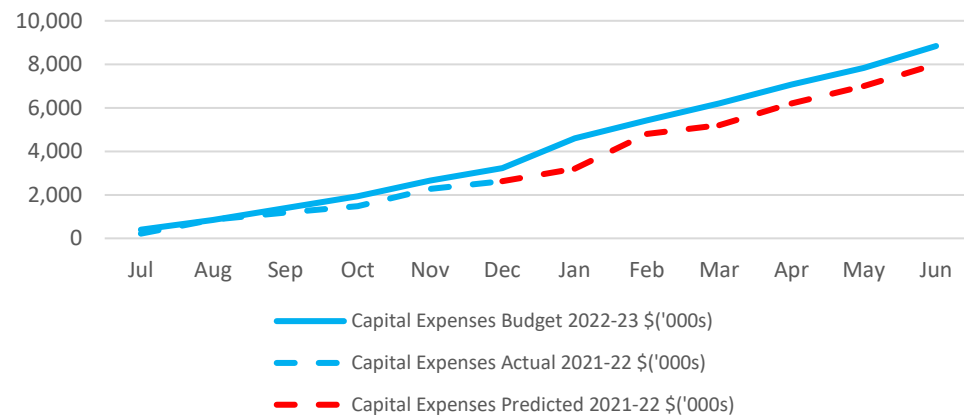
Operating Expenses



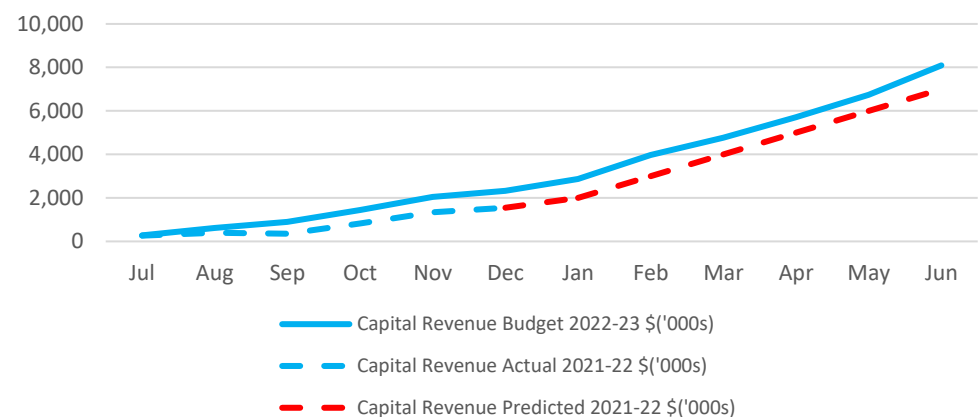
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

### 3 NET CURRENT FUNDING POSITION

#### EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

##### Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

##### (a) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actual - Used for Budget 30 June 2022	Audited Actual 30 June 2022	Budget 30 June 2023	Actual 28 February 2023
<b>Adjustments to operating activities</b>			\$	\$
Less: Profit on asset disposals	(182,950)	(182,950)	(7,705)	(26,393)
Less: Movement in liabilities associated with restricted cash	(12,181)	(12,178)		
Less: Movement in non current assets and liabilities	(4,826)	(4,166)		
Less: Adjustments to assets at amortised cost				(30,000)
Less: Fair value adj to financial assets through P&L		(2,998)		
Add: Loss on asset disposals	11,945	11,945	7,000	0
Add: Depreciation on non-current assets	2,261,472	2,261,471	2,382,070	1,677,339
<b>Non-cash amounts excluded from operating activities</b>	<b>2,073,460</b>	<b>2,071,124</b>	<b>2,381,365</b>	<b>1,620,946</b>

##### (b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

##### Adjustments to net current assets

Less: Restricted cash	(560,894)	(560,894)	(1,054,501)	(563,254)
Add: Long term borrowings	55,331	55,331	(1,710)	27,721
Add: Provisions - employee	92,603	92,601	92,602	92,603
Add: Lease liabilities	3,675	3,675	488	1,258
<b>Total adjustments to net current assets</b>	<b>(409,285)</b>	<b>(409,287)</b>	<b>(963,121)</b>	<b>(441,672)</b>

##### (c) Composition of estimated net current assets

##### Current assets

Cash unrestricted	482,127	750,900	197,463	730,848
Cash restricted	1,521,943	1,253,170	1,730,925	1,933,403
Receivables - rates and rubbish	39,714	39,714	29,714	144,566
Receivables - other	1,004,864	1,013,774	38,804	67,824
Other current assets	33,179	33,179	66,060	36,924
Inventories	4,228	4,228	4,228	700
	<b>3,086,055</b>	<b>3,094,965</b>	<b>2,067,194</b>	<b>2,914,265</b>

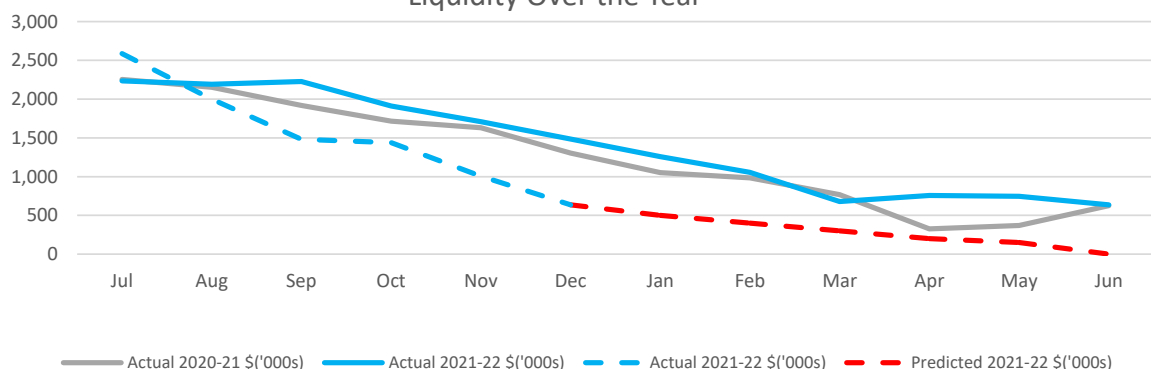
##### Less: current liabilities

Payables	(1,006,268)	(1,218,298)	(336,268)	(183,725)
Contract liabilities	(926,424)	(680,099)	(676,424)	(1,348,094)
Lease liabilities	(3,675)	(3,675)	(488)	(1,258)
Long term borrowings	(55,331)	(55,331)	1,710	(27,721)
Provisions	(92,603)	(92,603)	(92,603)	(92,603)
	<b>(2,084,301)</b>	<b>(2,050,006)</b>	<b>(1,104,073)</b>	<b>(1,653,401)</b>

##### Net current assets

	1,001,754	1,044,959	963,121	1,260,864
<b>Less: Total adjustments to net current assets</b>	<b>(409,285)</b>	<b>(409,287)</b>	<b>(963,121)</b>	<b>(441,672)</b>
<b>Closing funding surplus / (deficit)</b>	<b>592,469</b>	<b>635,672</b>	<b>0</b>	<b>819,192</b>

#### Liquidity Over the Year





### 3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

#### SIGNIFICANT ACCOUNTING POLICIES

##### CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities.

##### FINANCIAL ASSETS AT AMORTISED COST

The Shire of Mingenew 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.

##### TRADE AND OTHER RECEIVABLES

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Mingenew applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

##### INVENTORIES

###### General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### 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.

##### CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Mingenew's operational cycle. In the case of liabilities where the Shire of Mingenew does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Mingenew's intentions to release for sale.

##### TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Mingenew prior to the end of the financial year that are unpaid and arise when the Shire of Mingenew 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.

##### PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Mingenew recognises revenue for the prepaid rates that have not been refunded.

##### EMPLOYEE BENEFITS

###### Short-Term Employee Benefits

Provision is made for the Shire of Mingenew'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 of Mingenew's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Mingenew's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

##### PROVISIONS

Provisions are recognised when the Shire of Mingenew has a 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.

##### CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Mingenew are recognised as a liability until such time as the Shire of Mingenew satisfies its obligations under the agreement.

4. BUDGET AMENDMENTS  
 Predicted variances

GL Account Code	Job number	IE Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
						\$	\$	\$	\$	
			Opening surplus after budget amendments		Opening				57,546	
3030131			RATES - Rates Levied - Interim MUN		Surplus(Deficit)		23,000		80,546	Interim rates
3030246			Interest Earned - Municipal Funds MUN		Operating Revenue		25,000		105,546	Increased interest on savings
3100110			SAN - Grants MUN		Operating Revenue			-25,000	80,546	See Note 5
	PE827		Light Attack Fire Vehicle - 1ECT827 - Capital		Capital Expenses			-80,976	(430)	To increase budget in line with actual cost
	BC076		76 Phillip Street (Lot 106) - Daycare Centre - Building		Capital Expenses	750,000			749,570	Project to be c/f to 23/24 (leave 50k for nominal expenses)
	LC999		Community Housing Project - Land Purchase		Capital Expenses	52,000			801,570	c/f to 23/24
	BC030		30 Bride Street (Lot 65) - Tennis Club - Building		Capital Expenses	135,157			936,727	Readjust budget in line with tender
	PC009		Midlands Road Garden		Capital Expenses	25,000			961,727	Project not proceeding
	PC011		Skate Park		Capital Expenses			-70,650	891,077	Extra funding available to complete project (\$100,000 less internal costs of \$29,350)
	PC012		Mingenev Spring		Capital Expenses		10,063		901,140	c/f to 23/24 (\$20,000 less internal costs of \$9,937 = \$10,063)
	BR0833		Yarragadee - Mingenev - Mullewa Road - Bridge		Capital Expenses		800,000		1,701,140	c/f to 23/24
	PC003		Cecil Newton Park/Garden		Capital Expenses			-30,000	1,671,140	Refurbishment of "Big Ears"
3050515			ESL BFB - Capital Grant MUN		Capital Revenue	53,656			1,724,796	New fire truck more than budget
3080310	BC076		FAMILIES - Grant Funding MUN		Capital Revenue			-150,000	1,574,796	Day care centre c/f to 23/24. LRCI 3
3080310	BC076		FAMILIES - Grant Funding MUN		Capital Revenue			-399,500	1,175,296	BRRF grant not approved
3080310	BC076		FAMILIES - Grant Funding MUN		Capital Revenue			-150,000	1,025,296	Day care centre c/f to 23/24. CRC contribution
3110310	PC009		REC - Grants MUN		Capital Revenue			-12,500	1,012,796	Midlands Rd garden - project not going ahead
3110310	PC012		REC - Grants MUN		Capital Revenue			-10,000	1,002,796	Mingenev Spring - c/f to 23/24 with increased scoping
3110310	OC002		REC - Grants MUN		Capital Revenue	15,000			1,017,796	Walk trail - moved from 3120113
3110310	BC030		REC - Grants MUN		Capital Revenue			-135,000	882,796	Tennis club - adjust new budget
3120111	BR0833		ROADC - Roads to Recovery Grant MUN		Capital Revenue			-266,000	616,796	Yarragadee bridge c/f to 23/24
3120113	CRF002		ROADC - Other Grants - Roads/Streets MUN		Capital Revenue			-37,500	579,296	Incorrectly shown as grant income
3120113	OC002		ROADC - Other Grants - Roads/Streets MUN		Capital Revenue			-15,000	564,296	Move to 3110310 above (Walk trail)
3120116	BR0833		ROADC - Other Grants - Bridges MUN		Capital Revenue			-534,000	30,296	Yarragadee bridge c/f to 23/24
3110300	PC003		REC - Contributions & Donations MUN		Capital Revenue		30,000		60,296	Donations to pay for "Big ears" refurbishment
2140221			ADMIN - Information Technology MUN		Operating Expenses	30,000			90,296	Capitalisation of Altus Payroll purchased in 2021/22 - per auditors
9264401			Intangible asset - software		Capital Expenses	-30,000.00			60,296	Capitalisation of Altus Payroll purchased in 2021/22 - per auditors
2140221			ADMIN - Information Technology MUN		Operating Revenue		29,363		89,659	Moving the purchase of Altus software from operating to capital expenditure
	FE003		ADMIN - Furniture & Equipment - Capital		Capital Expenses			-29,363	60,296	Moving the purchase of Altus software from operating to capital expenditure
	PC012	2000	Mingenev Spring Capital - project c/f to 23/24 and will increase in scope		Capital Expenses	\$3,958.00			64,254	Internal cost adjustments of capital projects - non cash
	PC012	9300	Mingenev Spring Capital - project c/f to 23/24 and will increase in scope		Capital Expenses	\$3,509.00			67,763	Internal cost adjustments of capital projects - non cash
	PC012	9400	Mingenev Spring Capital - project c/f to 23/24 and will increase in scope		Capital Expenses	\$2,470.00			70,233	Internal cost adjustments of capital projects - non cash
	RM999	2000	Road Maintenance General BUA (Budgeting Only)		Operating Expenses	-\$3,958.00			66,275	Internal cost adjustments of capital projects - non cash
	RM999	9300	Road Maintenance General BUA (Budgeting Only)		Operating Expenses	-\$3,509.00			62,766	Internal cost adjustments of capital projects - non cash
	RM999	9400	Road Maintenance General BUA (Budgeting Only)		Operating Expenses	-\$2,470.00			60,296	Internal cost adjustments of capital projects - non cash
	PC011	2000	Skate park - increased budget to account for extra expenditure		Capital Expenses	-\$15,000.00			45,296	Internal cost adjustments of capital projects - non cash
	PC011	9300	Skate park - increased budget to account for extra expenditure		Capital Expenses	-\$13,350.00			31,946	Internal cost adjustments of capital projects - non cash
	PC011	9400	Skate park - increased budget to account for extra expenditure		Capital Expenses	-\$1,000.00			30,946	Internal cost adjustments of capital projects - non cash
	W0013	2000	Rec Centre - Main Oval		Operating Expenses	\$5,000.00			35,946	Internal cost adjustments of capital projects - non cash
	W0013	9300	Rec Centre - Main Oval		Operating Expenses	\$4,450.00			40,396	Internal cost adjustments of capital projects - non cash
	W0013	9400	Rec Centre - Main Oval		Operating Expenses	\$1,000.00			41,396	Internal cost adjustments of capital projects - non cash
	W0012	2000	Rec Centre - Bowling Green		Operating Expenses	\$5,000.00			46,396	Internal cost adjustments of capital projects - non cash
	W0012	9300	Rec Centre - Bowling Green		Operating Expenses	\$4,450.00			50,846	Internal cost adjustments of capital projects - non cash
	W0016	2000	Rec Centre - Race Track		Operating Expenses	\$5,000.00			55,846	Internal cost adjustments of capital projects - non cash
	W0016	9400	Rec Centre - Race Track		Operating Expenses	\$4,450.00			60,296	Internal cost adjustments of capital projects - non cash
Amended Budget Cash Position as per Council Resolution						0	1,918,876	-1,916,126	60,296	

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

GL Account Code	Job number	IE Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
						\$	\$	\$	\$	
					Opening					
					Surplus(Deficit)				0	
	FC000		Budget Adoption	06170822	Capital Expenses		30,000		30,000	Capital Revenue
	FM000		Footpath construction	06170822	Operating Expenses			-15,000	15,000	Capital Expenses
3120114			Footpath maintenance	06170822	Capital Revenue			-15,000	0	Opening Surplus(Deficit)
			Other Grants - Footpaths	11170822			26,746		26,746	Non Cash Item
			Opening surplus adjustments	11170822	Capital Revenue		81,781		108,527	
Various			DCP funding from completed projects	11170822	Capital Revenue		53,962		162,489	
3110310			DCP funding for Skate park	11170822	Capital Revenue		24,290		186,779	
Various			LRCI Phase 1 funding from completed projects	11170822	Capital Revenue		25,800		212,579	
3110310			LRCI Phase 2 funding from completed projects	11170822	Capital Revenue		8,374		220,953	
	PC011		LRCI Phase 2 funding for Skate park	11170822	Capital Expenses			-61,774	159,179	Internal costs increased (2000 - \$7,500, 9300 - \$6,675, 9400 - \$7,599)
	BC030		Skate park	11170822	Capital Expenses			-7,000	152,179	
			Tennis Club redevelopment	11170822	Operating Expenses		10,000		162,179	Line entered to balance internal costs that were increased in PC011 (costs reduced 2000 - \$5,000, 9300 - \$4,000, 9400 - \$1,000)
	W0003		Cecil Newton Park/Garden	11170822	Operating Expenses		6,175		168,354	Line entered to balance internal costs that were increased in PC011 (costs reduced 2000 - \$2,500, 9300 - \$2,675, 9400 - \$1,000)
	W0021		Rec Centre - Parks/Gardens	11170822	Operating Expenses		5,599		173,953	Line entered to balance internal costs that were increased in PC011 (costs reduced 9400 - \$5,599)
	W0012		Rec Centre - Bowling Green	11170822	Capital Expenses			-50,561	123,392	
	OC010		Airstrip upgrade	11170822	Capital Revenue		50,561		173,953	
3120610			DFES - grant water tank	11170822	Capital Expenses			-5,364	168,589	
4100181			Transfer to Environmental Reserve	11170822	Capital Expenses			-172,500	(3,911)	
	BS002		Yandanooka NE Road intersection realignment	11170822	Capital Revenue		115,000		111,089	
3120110			Main Roads - grant funding	11170822	Capital Expenses		20,000		131,089	
	LC999		Rural residential land purchase	11170822	Capital Revenue			-36,000	95,089	
3090310			Rural residential land purchase	11170822	Capital Expenses			-5,000	90,089	
	BC016		Railway Station upgrade	11170822	Capital Expenses			-6,000	84,089	
	OC005		Public WiFi	11170822	Capital Expenses			-2,000	82,089	
	BC050		Bank Building painting	11170822	Opening					
			Additional year end adjustments	13191022	Surplus(Deficit)		21,900	-5,443	98,546	
	RM000		Road Maint General Gravel Outside BUA	13191022	Operating Expenses			-30,000	68,546	
3100621			PLAN - Consultant Fees MUN	13191022	Operating Revenue			-15,000	53,546	
3090310			COM HOUSE - Grant Income MUN	13191022	Capital Revenue			-125,000	(71,454)	
	EM003		Temporary Worker Accommodation Project	13191022	Operating Expenses			-10,000	(81,454)	
3050710			EM MGMT - Grants MUN	13191022	Operating Revenue		10,000		(71,454)	
3050515			ESL BFB - Capital Grant MUN	13191022	Capital Revenue			-400,000	(471,454)	
	BC085		25 Victoria Road (Lot 85) - Fire Shed - Building (Capital)	13191022	Capital Expenses		400,000		(71,454)	
	BC999		Community Housing Project - Building Purchase	13191022	Capital Expenses		250,000		178,546	
	BM500		Public Conveniences - Building Maintenance	13191022	Operating Expenses			-19,000	159,546	
	PC007		Information Bay Park - (Capital)	13191022	Capital Expenses		10,000		169,546	
	BC030		30 Bride Street (Lot 65) - Tennis Club - Building (Capital)	13191022	Capital Expenses			-50,000	119,546	
	W0013		Rec Centre - Main Oval	13191022	Operating Expenses			-10,000	109,546	
	W0014		Rec Centre - Hockey Oval	13191022	Operating Expenses			-5,000	104,546	
	W0017		Rec Centre - Tennis Courts	13191022	Operating Expenses			-5,000	99,546	
	W0016		Rec Centre - Race Track	13191022	Operating Expenses			-10,000	89,546	
	W0033		Refuse Site	13191022	Operating Expenses			-25,000	64,546	Keep this amount for a Waste site rehab report
3100110			SAN - Grants MUN	13191022	Operating Revenue		25,000		89,546	Remove this grant. See Note 4
2120252			ROADM - Consultants MUN	13191022	Operating Expenses			-30,000	59,546	
	W0049		Marketing & Promotion	13191022	Operating Expenses			-2,000	57,546	
			Opening surplus after budget amendments						57,546	