



PUBLIC ATTACHMENTS

Ordinary Council

Meeting

27 May 2020

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8816	03/04/2020	AC Healthcare Pty Ltd	Medical fee -Staff Work Compensation		194.10
EFT8817	03/04/2020	Australian Taxation Office	Payroll deductions		26,638.00
EFT8818	03/04/2020	Allwest Plant Hire Australia Pty Ltd	Dry hire of Komatsu grader for various roads maintenance grading including mobilisation		6,791.84
EFT8819	03/04/2020	Castledine Gregory & Law & Mediation	Legal advice re Mogumber reserve		1,645.60
EFT8820	03/04/2020	Countrywide Windscreens	Fitted windscreen Holden Colorado ute - Depot Office		429.00
EFT8821	03/04/2020	DWA Consulting Engineers	Provision of consulting engineering services for Specification review for Mogumber-Yarrowindah Road project		1,320.00
EFT8822	03/04/2020	Fletcher Family Trust T/A Strategic Teams	Governance support for week end 27 March 2020- queries Shire President-review minutes, Covid 19 matters, attendance to Ordinary Council meetings and other meetings, FOI matters, complaints, senior staff matters		4,400.00
EFT8823	03/04/2020	IT Vision Australia Pty Ltd	Monthly rates processing service, March 2020		2,935.63
EFT8824	03/04/2020	Jennifer Anne Glass	House rent and bond - 6 Lambert Crescent for Consultants' accommodation		1,500.00
EFT8825	03/04/2020	Kleen West Distributors	Cleaning products for Shire facilities - extra supplies for Covid 19		893.18
EFT8826	03/04/2020	Landgate	Valuation charge - Mining tenement - March 2020		39.80
EFT8827	03/04/2020	MD Maintenance & Glass	Reglazed window and rewire flyscreens due to storm damage 25/2/20 - insurance claim		374.00
EFT8828	03/04/2020	Officeworks	Office supplies - clips, notebooks, stapler, pencils, pens, pressboards, blu tack		334.86
EFT8829	03/04/2020	Plasmo Pty Ltd	Purchased poison DG white bottle and wedge cap to decant A Class Foam for firefighting including delivery		316.80
EFT8830	03/04/2020	Shermac Australia Pty Ltd	Purchased straight push in joiner for Roadserve Water tanker		61.45
EFT8831	03/04/2020	Vern Mitchell	Website document management		252.50
EFT8832	03/04/2020	WA Webb & Co	Repair bore at Gillingarra - installed new generator inlet plug and changed over switch to switch and tested		698.30
EFT8833	03/04/2020	Wallis Computer Solutions	NBN wireless service and monthly subscription office365 - April 2020		759.22
EFT8834	09/04/2020	Abbott Auto Electrics	Plant repairs and maintenance:		2,092.15
			>Bobcat loader - checked lighting fault and carried out repairs	633.00	

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			>Multi-tyred Roller - checked aircon fault, removed broken bolts bracket and reassembled, and refitted compressor; Caterpillar wheel loader - pressure test aircon system, checked leak on condenser, and replaced fittings vac and gas system	1,459.15	
EFT8835	09/04/2020	Advanced Traffic Manangement WA Pty Ltd	Traffic management for Mogumber Yarrowindah Road project:		8,751.60
			>Traffic controllers with signs and cones to worksite Mogumber Yarrowindah roads project 19/3/20 to 25/03/20	7,959.60	
			>Traffic controllers with signs and cones to worksite @ Mogumber - Yarrowindah Road project 26/03/20	792.00	
EFT8836	09/04/2020	Anspach AG Contracting	Wet hire of haulage plant for works at Mogumber-Yarrowindah roads - hire of side tipper and water truck		23,073.60
EFT8837	09/04/2020	Addprint Rubber Stamps	Purchased office rubber stamp and ink stamp pad for Admin and Depot office		146.80
EFT8838	09/04/2020	Avon Waste	Rubbish collections - March 2020		4,726.71
EFT8839	09/04/2020	BOC Limited	Monthly gas cylinder service and charge - March 2020		25.12
EFT8840	09/04/2020	BigMate Monitoring Services Pty Ltd	Monthly GPS monitoring of fleet vehicles - April 2020		374.00
EFT8841	09/04/2020	Bob Waddell & Associates Pty Ltd	Assistance provided to CEO including telephone conversation		264.00
EFT8842	09/04/2020	Boekeman Machinery	Carried out logbook service and safety checks:		800.80
			>110,000kms service and safety checks - Toyota Prado - CEO's vehicle	448.11	
			> 170000kms service and safety checks - Toyota Prado - Works Manager vehicle	352.69	
EFT8843	09/04/2020	Bolgart Rural Merchandise	Monthly purchases - March 2020 - maintenance items		391.03
EFT8844	09/04/2020	Countrywide Windscreens	Fitted windscreen: - insurance claim		913.00
			>on Ranger's ute	429.00	
			>on Mitsubishi Canter Ttop - Gardener's truck	484.00	
EFT8845	09/04/2020	Civic Legal Pty Ltd	Legal advice re Management of Natural Resources		2,640.00
EFT8846	09/04/2020	Covs Parts Pty Ltd	Purchased jump starter, bagof rags, and spray bottles - Depot		310.72
EFT8847	09/04/2020	Fletcher Family Trust T/A Strategic Teams	Governance support:		4,235.00

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			> for week end 3 April 2020 - Covid 19 matters, audit matters, plan & meeting, draft policies, HR matters, council meeting attendance and guide, contract,	2,860.00	
			>Fee for completion of Annual Report 2018/2019	1,375.00	
EFT8848	09/04/2020	Cr Jim Kelly	Travel reimbursement - Ordinary council meetings and briefing session - Dec 2019 & Jan 2020		286.62
EFT8849	09/04/2020	JR & A Hersey Pty Ltd	Purchased diesel pump - Depot		468.60
EFT8850	09/04/2020	Jennifer Anne Glass	Rent for consultants' accommodation - 6 Lambert Cres for week 13 April 2020 and 20 April 2020		500.00
EFT8851	09/04/2020	Kleen West Distributors	Purchased cleaning products/supplies for Shire facilities		952.16
EFT8852	09/04/2020	Linsey Cotter	Contract Cleaner - cleaning services of various Shires facilities from 27 March 2020 to 9 April 2020		1,203.95
EFT8853	09/04/2020	Officeworks	Office supplies - Printer ink, pressboards, foldback clips and stapler		304.20
EFT8854	09/04/2020	R Munns Engineering Consulting Services	Consulting fee to project manage the WSFN Mogumber Yarrowindah pilot project for the period from 7 February 2020 to 20 March 2020		14,422.82
EFT8855	09/04/2020	Rajaford Pty Ltd	Purchased maintenance items for Mogumber Hall		674.08
EFT8856	09/04/2020	RSM Australia Pty Ltd	Accounting services for April 2020, including the Budget Review and Understanding of Financial Statements workshop		10,215.28
EFT8857	09/04/2020	Ramsay Construction Pty Ltd	Health & Building services for the month of March 2020		7,799.00
EFT8858	09/04/2020	Roadswest Engineering Group Pty Ltd	Provision of environmental consulting services for DWER clearing permit, and environmental impact assessment and reporting relating to clearing permit for area adjacent to rail crossing for period from 1 February to 29 February 2020		10,063.63
EFT8859	09/04/2020	SF Fitzgerald Plumbing & Gas	Repairs and maintenance:		1,899.39
			>Installed new basin, taps, shower rails, toilet cistern for bathroom - Aged Persons Unit 1 - Bolgart	1,069.25	
			>Installed new sink set (taps and breech) for kitchen sink - Staff housing 16 Yulgering St	454.60	
			>Installed flush pipe cone for toilet at Bolgart hall and caravan park	375.54	
EFT8860	09/04/2020	Stihl Shop Midland	Purchased spline screw and hexagon nut for sundry plant - Depot		18.00
EFT8861	09/04/2020	Totally Workwear	Depot staff uniform		178.57

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8862	09/04/2020	WA Hino Sales & Services	Hino 300 Series Truck - purchased condensor/ fan motor		631.73
EFT8863	09/04/2020	WCS Concrete Pty Ltd	Purchased pipe headwalls for Mogumber Yarrowindah Roads project		1,448.70
EFT8864	09/04/2020	Wheatbelt Signs	Signs for Tips and various Shire's amenities		594.00
EFT8865	09/04/2020	Yerecoin Traders	Purchased PineCleen disinfectant for Depot		4.50
EFT8866	14/04/2020	Gavin Eastwood	Various jobs at Shire's facilities:		10,646.50
			>Council chambers - fitted and installed TV brackets	308.00	
			>Calingiri Recreation hall - removed old ceiling in hall, dining and kitchen area, and replaced new gibrock ceilings, cornices and new battery lights	6,873.50	
			>Mogumber library - removed and replaced old broken rain water pipe from gutter to tank	115.50	
			>Piawanning hall - removed and replaced old fascia from hall, and painted	308.00	
			>Mogumber hall - removed temporary slide bolt lock and fitted new dead bolt lock to hall kitchen entrance	258.00	
			>Mogumber toilets - fitted barriers to male and female toilets entrances to stop public entry	219.50	
			>Calingiri hall dining and kitchen area - painted all new cornices and gyprock ceilings - insurance claim due to hail damage	2,564.00	
EFT8867	14/04/2020	Northwest Firearms and Gunsmithing	Ammunition for Corella Cull		190.00
EFT8868	14/04/2020	Pauline Bantock	Reimbursement for sanitiser, gloves, wipes for Council chambers/ Admin office		242.39
EFT8869	14/04/2020	Saoirse Kelly	Staff training - Dept of Transport - travel and meals allowance		455.98
EFT8870	19/04/2020	Australian Taxation Office	Payroll deductions		32,415.00
EFT8871	22/04/2020	Australian Taxation Office	Business Activity Statement (BAS) tax quarterly payment end 31 March 2020		33,339.00
EFT8872	22/04/2020	Abbott Auto Electrics	Removed GPS from Community car - Mitsubishi 2WD		312.40
EFT8873	22/04/2020	Australia Post	Postage charges - March 2020		69.23
EFT8874	22/04/2020	Avon Waste	Refuse collection services - January 2020		5,466.29
EFT8875	22/04/2020	B&J Catalano Pty Ltd	Refund of overpayment of invoice #2592 - administration fees		1,211.97
EFT8876	22/04/2020	Bluesteel Enterprises Pty Ltd	Fire Prevention - purchased Pacific fire lighter drip torch		532.40

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8877	22/04/2020	Clark Equipment Sales Pty Ltd	Bobcat track loader - purchased blade wipe and arm wiper		321.75
EFT8878	22/04/2020	Calingiri Golf Club	Refund for overpayment of account		20.92
EFT8879	22/04/2020	Corsign Wa	Tourism Association and Information centre at Bolgart		35.20
EFT8880	22/04/2020	Dun Direct Pty Ltd	Fuel storage tank hire and mobilisation for Mogumber Yarawindah Road project - SFN		2,634.50
EFT8881	22/04/2020	Exurban Rural & Regional Planning	Town planning consultancy services for March 2020		9,602.05
EFT8882	22/04/2020	Fulton Hogan Industries Pty Ltd	Purchased 10 tonne cold mix for bitumen maintenance - road potholes/patching		2,075.70
EFT8883	22/04/2020	Fletcher Family Trust T/A Strategic Teams	Governance support:		7,370.00
			<i>>for week end 10 April 2020 - advice on Covid 19, policies, HR matters, CESM infringement advice, review of letter to Minister, LRCG matters, and advice on Councillor late items (shared path project funding)</i>	3,520.00	
			<i>> for week ending 17 April 2020 - April briefing session, Covid 19 framework, facebook matters, significant policies, community update re annual elector's meeting, HR matters, agenda item(s) preparation.</i>	3,850.00	
EFT8884	22/04/2020	Hendo's Plumbing & Gas Services	Repaired leaking water pipe located at water meter - Staff housing		338.80
EFT8885	22/04/2020	IT Vision Australia Pty Ltd	Staff training - Interim Rates Online training		1,152.80
EFT8886	22/04/2020	Ignite Limited	Contracting Services of Human Resource Advisor:		6,022.50
			<i>>for week ending 12 April 2020</i>	2,928.75	
			<i>>for week ending 19 April 2020</i>	3,093.75	
EFT8887	22/04/2020	Jennifer Anne Glass	Rent @ 6 Lambert Crescent for week 27 April and 4 May 2020		500.00
EFT8888	22/04/2020	Linsey Cotter	Contract cleaning services from 10 April 2020 to 23 April 2020 - Various Shire's facilities		1,098.95
EFT8889	22/04/2020	Main Roads of Western Australia	Refund duplicate charge - invoice 2602 and 2545 claims for Aglime 2 project management and engineering services		5,498.38
EFT8890	22/04/2020	Marketforce Pty Ltd	Advertising fee: Local planning scheme and planning & extractive industries licence proposal		2,310.56
EFT8891	22/04/2020	Mayday Services	Dry hire of Roller and mobilisation for Mogumber Yarawindah SFN project		2,689.50

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8892	22/04/2020	Muchea Grading Contractors	Water cart - to cart fresh water from Goodes Road to Cocking Road gravel pit for mixing gravel for the Mogumber Yarrowindah road project		1,028.50
EFT8893	22/04/2020	New Norcia Services	New Norcia Fire services - purchased fuel and postage		104.86
EFT8894	22/04/2020	Northwest Firearms and Gunsmithing	Purchased ammunition - Ranger		185.01
EFT8895	22/04/2020	Officeworks	Office supplies - postage stamp, arch file, stapler, gloves		188.77
EFT8896	22/04/2020	Pirtek Malaga	Purchased fuel hose with fittings for sundry plant		438.09
EFT8897	22/04/2020	Rajaford Pty Ltd	Depot monthly purchases - March 2020 - maintenance items, milk and coffee, unleaded petrol		1,334.08
EFT8898	22/04/2020	Roadswest Engineering Group Pty Ltd	Provision of project management and engineering services:		3,946.49
			<i>>environmental impact assessment and reporting - 1/11/2019 to 31/01/20</i>	<i>1,343.89</i>	
			<i>>for period 27 December 2019 to 5 March 2020</i>	<i>1,513.60</i>	
			<i>>for period 6 March 2020 to 2 April 2020</i>	<i>1,089.00</i>	
EFT8899	22/04/2020	Simon Willmott Electrical	Maintenance and repairs jobs at Mogumber hall, Admin office and staff housing		1,017.79
EFT8900	22/04/2020	St John Ambulance Western Australia Ltd (Belmont)	Purchased First Aid boxes and bags		426.09
EFT8901	22/04/2020	Star Track Express	Freight charges - Depot		49.29
EFT8902	22/04/2020	Vernice Pty Ltd	Plant hire (D9R Dozer) for SFN Mogumber - Yarawindah Rd project, including mobilisation		30,250.00
EFT8903	22/04/2020	WA Hino Sales & Services	Hino 300 Long Crew - Service Truck - carried out 140,000km service and repairs - checked noise from release bearing, and driver's side check strap broken		2,990.85
EFT8904	22/04/2020	Walkers Diesel Services	Hino Side Tipper 3 Axle Trailer - repaired leaking ram on side tipper, replaced damaged hydraulic hose on front trailer, checked wheel bearings, and adjusted brakes		1,939.82
EFT8905	29/04/2020	Cr Jim Kelly	Member's sitting fees and telecommunication allowance 3rd quarter 19/20		2,125.00
EFT8906	29/04/2020	Cr David Lovelock	Member's sitting fees, Deputy President's allowance, and telecommunication allowance 3rd quarter 19/20		2,531.25

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT8907	29/04/2020	Cr Jacqueline Corless-Crowther	Member's sitting fees and telecommunication allowance 3rd quarter 19/20		2,125.00
EFT8908	29/04/2020	Cr Jaymie King	Member's sitting fees and telecommunication allowance 3rd quarter 19/20		2,125.00
EFT8909	29/04/2020	Cr Neville James Clarke	Member's sitting fees and telecommunication allowance 3rd quarter 19/20		2,125.00
EFT8910	29/04/2020	Cr Pauline Bantock	Member's sitting fees, President's allowance and telecommunication allowance - 3rd quarter 19/20		3,750.00
EFT8911	29/04/2020	Cr Stephanie Penn	Member's sitting fees and telecommunications allowance 3rd quarter 19/20		2,125.00
			Total EFT payments		337,352.70
			Total Cheque payments		-
DD11734.1	14/04/2020	Shire of Victoria Plains - Credit Card Account	Credit card charges - March 2020 - monthly subscriptions, public relations, card fees, office supplies, drinks and nibbles for council meet, maintenance items, television for chamber		2,974.75
DD11734.2	14/04/2020	Wright Express Australia Pty Ltd	Fuel card charges - March 2020		628.48
			Total Credit and Fuel Card payments		3,603.23
DD11704.1	01/04/2020	WA Super	Superannuation contributions		4,372.91
DD11704.2	01/04/2020	North Superannuation	Superannuation contributions		510.44
DD11704.3	01/04/2020	LGIA Super	Superannuation contributions		842.99
DD11704.4	01/04/2020	BT Super For Life	Superannuation contributions		213.33
DD11704.5	01/04/2020	GESB Superannuation	Superannuation contributions		53.95
DD11704.6	01/04/2020	Australian Super Pty Ltd	Superannuation contributions		202.15
DD11704.7	01/04/2020	Prime Super	Superannuation contributions		211.77
DD11704.8	01/04/2020	Cbus Super Australia	Superannuation contributions		154.24
DD11718.1	01/04/2020	Department Of Transport	Transport Licensing Transactions 30/03/20		1,895.65
DD11718.2	02/04/2020	Department Of Transport	Transport Licensing Transactions 31/03/20		1,439.25
DD11718.3	07/04/2020	Department Of Transport	Transport Licensing Transactions 3/4/20		164.15

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11718.4	09/04/2020	Department Of Transport	Transport Licensing Transactions 7/4/20		244.65
DD11720.1	15/04/2020	WA Super	Superannuation contributions		4,082.24
DD11720.2	15/04/2020	North Superannuation	Superannuation contributions		586.95
DD11720.3	15/04/2020	LGIA Super	Superannuation contributions		842.99
DD11720.4	15/04/2020	BT Super For Life	Superannuation contributions		213.33
DD11720.5	15/04/2020	GESB Superannuation	Superannuation contributions		170.85
DD11720.6	15/04/2020	Australian Super Pty Ltd	Superannuation contributions		210.34
DD11720.7	15/04/2020	Prime Super	Superannuation contributions		214.44
DD11720.8	15/04/2020	Cbus Super Australia	Superannuation contributions		147.42
DD11728.1	16/04/2020	Department Of Transport	Transport Licensing transactions 14/04/20		1,861.45
DD11730	15/04/2020	Synergy	Electricity charges from 18 January 2020 to 19 March 2020 - Bolgart Hall		149.18
DD11731	15/04/2020	Telstra Corporation Ltd	Phone charges from 23 February 2020 to 22 March 2020 Fire Prevention		529.32
DD11732.1	21/04/2020	Department Of Transport	Transport Licensing Transactions 17/4/20		943.95
DD11733.1	01/04/2020	inet Limited	Internet service - Bolgart and Mogumber libraries - April 2020		79.98
DD11733.2	06/04/2020	Telstra Corporation Ltd	Mobile phone charges from 17 March 2020 to 16 April 2020 -Ranger, Depot, CEO, Works Manager, Finance Manager,		942.58
DD11733.3	14/04/2020	Telstra Corporation Ltd	Telephone charges from 23 February to 22 March 2020 - Administration office, Depot, Recreation Centre, libraries, CEO. WM		1,081.50
DD11733.4	15/04/2020	Synergy	Electricity charges from 18 January 2020 - 19 March 2020 Bolgart Caravan Park		162.88
DD11739.1	29/04/2020	WA Super	Superannuation contributions		10,533.72
DD11739.2	29/04/2020	North Superannuation	Superannuation contributions		586.95
DD11739.3	29/04/2020	LGIA Super	Superannuation contributions		842.99
DD11739.4	29/04/2020	BT Super For Life	Superannuation contributions		213.33
DD11739.5	29/04/2020	GESB Superannuation	Superannuation contributions		170.85
DD11739.6	29/04/2020	Australian Super Pty Ltd	Superannuation contributions		200.67
DD11739.7	29/04/2020	Prime Super	Superannuation contributions		211.77
DD11739.8	29/04/2020	Cbus Super Australia	Superannuation contributions		282.55
DD11744.1	23/04/2020	Department Of Transport	Transport Licensing Transactions 21/4/20		117.90

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of April 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11744.2	24/04/2020	Department Of Transport	Transport Licensing Transactions 22/4/20		341.50
DD11744.3	29/04/2020	Department Of Transport	Transport Licensing Transactions 24/4/20		4,525.15
DD11746.1	30/04/2020	Telstra Corporation Ltd	Internet charges - Elected members, Officers, and Gym access - April 2020		464.97
DD11750.1	30/04/2020	Synergy	Electricity charges from 03 March 2020 to 1 April 2020 Streetlights		1,285.20
Bank fees	30/04/2020	Bendigo Bank	Bank fees and charges		309.07
			Total Direct debits		42,611.50
EFT	01/04/2020	Employees	Payroll Ending 1 April 2020		43,851.34
EFT	15/04/2020	Employees	Payroll Ending 15 April 2020		39,520.95
EFT	29/04/2020	Employee	Payroll Ending 29 April 2020		50,054.88
			Total Payroll		133,427.17
			Total Municipal Account		516,994.60
249	15/04/2020	John Young	Toilet Hire bond		110.00
			Total Trust payments		110.00
			TOTAL ACCOUNTS PAID FOR THE MONTH OF APRIL 2020		517,104.60



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SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

For the Period Ending 30 April 2020

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

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Compilation Report

To the Council

Shire of Victoria Plains

Scope

We have compiled the accompanying special purpose financial statements.

The specific purpose for which the special purpose financial report has been prepared is to provide information relating to the financial performance and financial position of the Shire that satisfies the information needs of the Council and the *Local Government Act 1995* and associated regulations.

The responsibility of the Shire

The Shire is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the Council and the *Local Government Act 1995* and associated regulations.

Our responsibility

On the basis of information provided by the Shire, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Management provided, into a financial report. Our procedures do not include any verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Shire of Victoria Plains, may suffer arising from negligence on our part.

This report was prepared for the benefit of the Council of the Shire of Victoria Plains and the purpose identified above. We do not accept responsibility to any other person for the content of the report.



Signed at GERALDTON

RSM Australia Pty Ltd
Chartered Accountants

Date 19th May 2020

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321 377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

Liability limited by a scheme approved under Professional Standards Legislation

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 April 2020
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SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 April 2020
EXECUTIVE SUMMARY

Statement of Financial Activity

Statements are presented on pages 5 and 6 showing a surplus/(deficit) as at 30 April 2020 of \$694,681

Significant Revenue and Expenditure

Significant Projects	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Bolgart East Road Final Seal (RRG)	91%	259,400	216,150	237,238
Bolgart East Road Final Seal (RTR)	100%	29,500	24,570	29,500
Toodyay-Bindi Bindi Road 19/20	96%	262,000	218,310	251,580
New Norcia-Gillingara Road 19/20	67%	114,000	94,980	75,967
AG Lime - Calingiri / Toodyay Intersection	148%	65,408	65,408	96,808
Glentromie-Yerecoin Road Bridge	0%	100,000	83,340	-
	83%	830,308	702,758	691,092

Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	81%	742,156	595,524	604,189
Non-operating Grants, Subsidies and Contributions	85%	1,623,565	1,390,225	1,377,281
	84%	2,365,721	1,985,749	1,981,470

Rates Levied				
	100%	2,594,784	2,594,784	2,591,159

% - Compares current YTD actuals to the Annual Budget

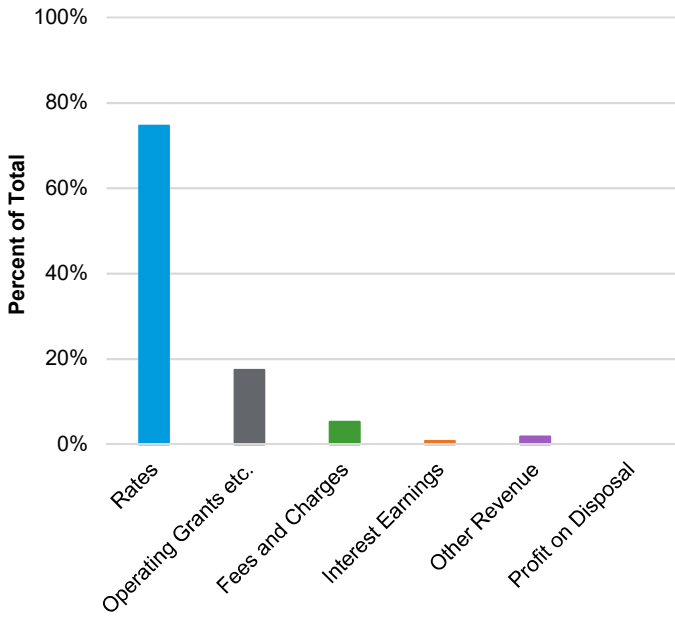
Financial Position

Account	Difference to Prior Year %	Current Year 30 Apr 20 \$	Prior Year 30 Apr 19 \$
Adjusted Net Current Assets	86%	694,681	808,263
Cash and Equivalent - Unrestricted	112%	1,240,479	1,105,523
Cash and Equivalent - Restricted	91%	488,557	534,847
Receivables - Rates	178%	37,133	20,864
Receivables - Other	3%	14,928	589,245
Payables	63%	528,688	844,192

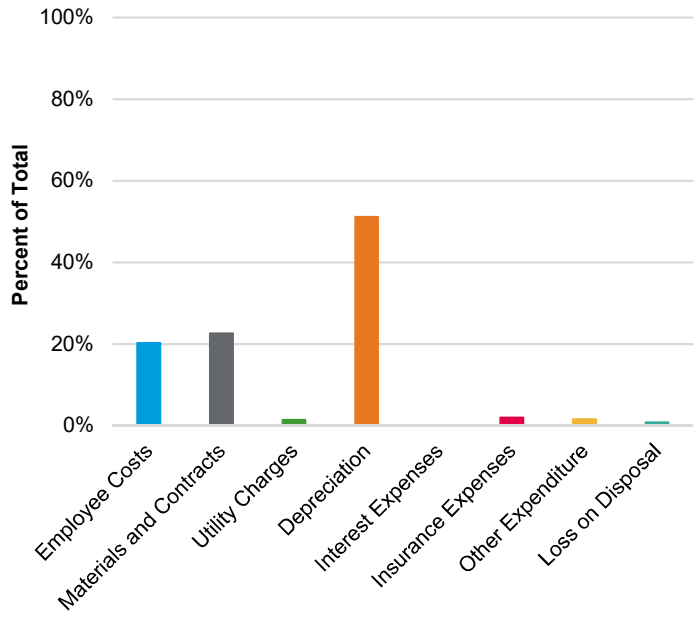
% - Compares current YTD actuals to prior year actuals

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
 For the Period Ending 30 April 2020
SUMMARY GRAPHS

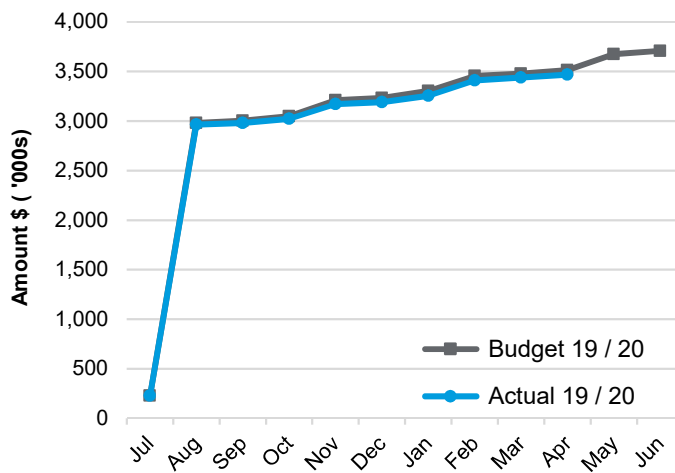
Operating Income



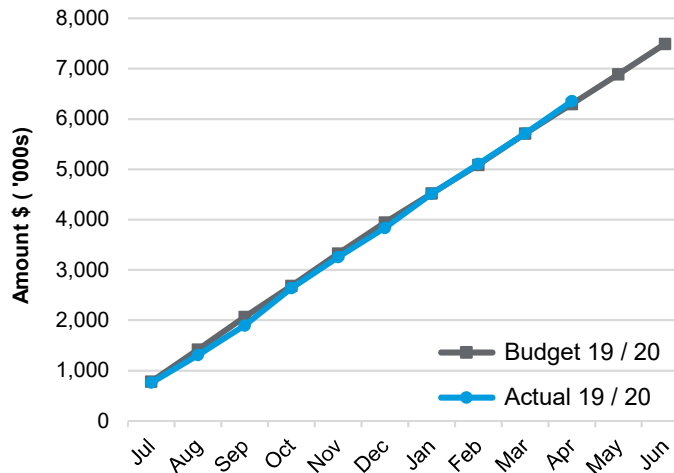
Operating Expenditure



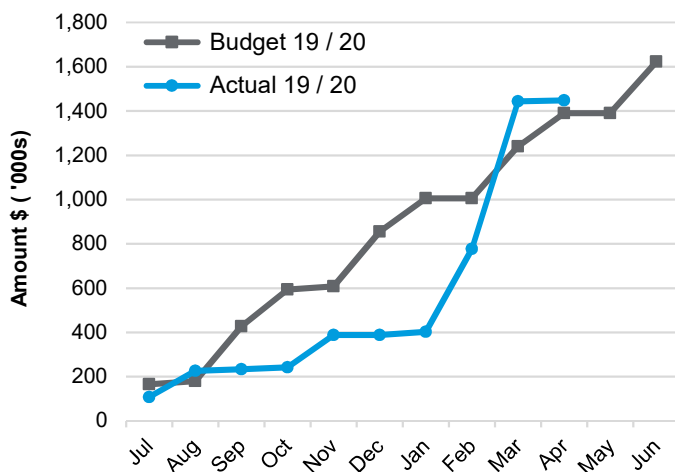
Operating Revenues



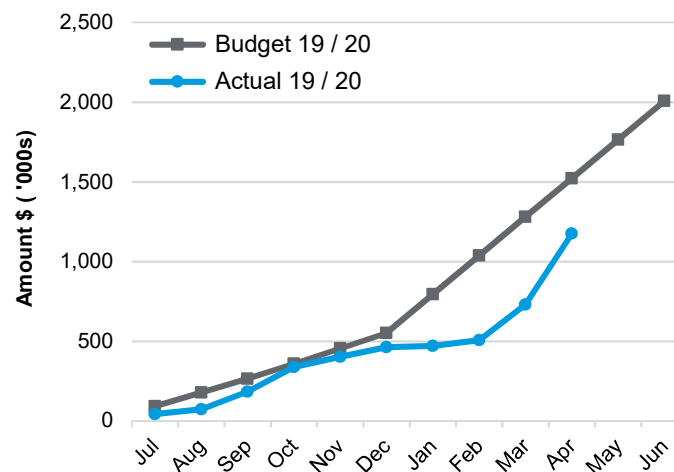
Operating Expenses



Capital Revenues - Investing



Capital Expenses



SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 30 April 2020

NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	29,877	29,877	29,877		
Revenue from Operating Activities						
Rates	10	2,594,784	2,594,784	2,591,159	(3,625)	(0%)
Grants, Subsidies and Contributions	12(a)	742,156	595,524	604,189	8,665	1%
Fees and Charges		230,486	205,929	183,251	(22,678)	(11%)
Interest Earnings		46,403	34,741	26,729	(8,012)	(23%)
Other Revenue		87,291	76,938	63,382	(13,556)	(18%)
Profit on Disposal of Assets	8	8,013	6,680	-	(6,680)	(100%)
		3,709,133	3,514,596	3,468,710		
Expenditure from Operating Activities						
Employee Costs		(1,434,411)	(1,198,115)	(1,287,834)	(89,719)	(7%)
Materials and Contracts		(1,657,453)	(1,401,653)	(1,436,023)	(34,370)	(2%)
Utility Charges		(109,630)	(99,998)	(89,638)	10,360	10%
Depreciation on Non-current Assets		(3,953,089)	(3,294,210)	(3,248,272)	45,938	1%
Interest Expenses		(20,826)	(11,012)	(7,092)	3,920	36%
Insurance Expenses		(151,086)	(147,071)	(128,102)	18,969	13%
Other Expenditure		(149,498)	(129,150)	(99,224)	29,926	23%
Loss on Disposal of Assets	8	(18,336)	(15,280)	(53,760)	(38,480)	(252%)
		(7,494,329)	(6,296,489)	(6,349,944)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,953,089	3,294,210	3,248,272		
(Profit) / Loss on Asset Disposal		10,323	8,600	53,760		
Net Amount from Operating Activities		178,216	520,917	420,798		
Investing Activities						
Grants, Subsidies and Contributions	12(b)	1,623,565	1,390,225	1,377,281	(12,944)	(1%)
Proceeds from Disposal of Assets	8	96,100	80,083	70,909	(9,174)	(11%)
Land and Buildings	9(a)	(33,590)	(33,590)	(33,829)	(239)	(1%)
Plant and Equipment		-	-	-	-	
Furniture and Equipment		-	-	-	-	
Infrastructure - Roads	9(b)	(1,874,394)	(1,405,450)	(1,141,656)	263,794	19%
Infrastructure - Bridges	9(c)	(100,000)	(83,340)	-	83,340	100%
Net Amount from Investing Activities		(288,319)	(52,072)	272,706		
Financing Activities						
Proceeds from New Loans	11	70,000	-	-	-	
Proceeds from Self Supporting Loans	11	16,777	8,388	8,997	609	7%
Transfer from Reserves	7	165,123	104,276	20,946	(83,330)	(80%)
Repayment of Debentures	11	(52,228)	(34,419)	(34,925)	(506)	(1%)
Transfer to Reserves	7	(119,446)	(57,022)	(23,717)	33,305	58%
Net Amount from Financing Activities		80,226	21,223	(28,699)		
Closing Funding Surplus / (Deficit)	3	-	519,945	694,681		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 30 April 2020
REPORTING PROGRAM

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	29,877	29,877	29,877		
Revenue from Operating Activities						
Governance		32,889	32,438	33,729	1,291	4%
General Purpose Funding - Rates	10	2,594,784	2,594,784	2,591,159	(3,625)	(0%)
General Purpose Funding - Other		579,462	438,598	432,027	(6,571)	(1%)
Law, Order and Public Safety		59,818	46,673	48,123	1,450	3%
Health		3,150	2,620	2,942	322	12%
Education and Welfare		8,500	7,060	628	(6,432)	(91%)
Housing		92,732	76,765	72,163	(4,602)	(6%)
Community Amenities		91,142	89,296	89,176	(120)	(0%)
Recreation and Culture		27,687	19,141	13,097	(6,044)	(32%)
Transport		135,854	133,741	134,494	753	1%
Economic Services		39,355	32,770	22,892	(9,878)	(30%)
Other Property and Services		43,760	40,710	28,282	(12,428)	(31%)
		3,709,133	3,514,596	3,468,710		
Expenditure from Operating Activities						
Governance		(503,146)	(451,348)	(408,315)	43,033	10%
General Purpose Funding		(362,341)	(301,930)	(316,565)	(14,635)	(5%)
Law, Order and Public Safety		(319,967)	(267,671)	(259,682)	7,989	3%
Health		(150,015)	(125,000)	(124,475)	525	0%
Education and Welfare		(47,828)	(42,594)	(32,625)	9,969	23%
Housing		(209,523)	(180,072)	(223,403)	(43,331)	(24%)
Community Amenities		(510,572)	(426,352)	(400,924)	25,428	6%
Recreation and Culture		(693,797)	(575,726)	(673,599)	(97,873)	(17%)
Transport		(4,510,419)	(3,757,457)	(3,803,166)	(45,709)	(1%)
Economic Services		(176,721)	(147,275)	(132,145)	15,130	10%
Other Property and Services		(10,000)	(21,064)	24,956	46,020	218%
		(7,494,329)	(6,296,489)	(6,349,944)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,953,089	3,294,210	3,248,272		
(Profit) / Loss on Asset Disposal	8	10,323	8,600	53,760		
Net Amount from Operating Activities		178,216	520,917	420,798		
Investing Activities						
Grants, Subsidies and Contributions	12(b)	1,623,565	1,390,225	1,377,281	(12,944)	(1%)
Proceeds from Disposal of Assets	8	96,100	80,083	70,909	(9,174)	(11%)
Land and Buildings	9(a)	(33,590)	(33,590)	(33,829)	(239)	(1%)
Plant and Equipment		-	-	-	-	
Furniture and Equipment		-	-	-	-	
Infrastructure - Roads	9(b)	(1,874,394)	(1,405,450)	(1,141,656)	263,794	19%
Infrastructure - Bridges	9(c)	(100,000)	(83,340)	-	83,340	100%
Net Amount from Investing Activities		(288,319)	(52,072)	272,706		
Financing Activities						
Proceeds from New Loans	11	70,000	-	-	-	
Proceeds from New Debentures	11	16,777	8,388	8,997	609	7%
Transfer from Reserves	7	165,123	104,276	20,946	(83,330)	(80%)
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Transfer to Reserves	7	(119,446)	(57,022)	(23,717)	33,305	58%
Net Amount from Financing Activities		80,226	21,223	(28,699)		
Closing Funding Surplus / (Deficit)	3	-	519,945	694,681		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF VICTORIA PLAINS
STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING
For the Period Ending 30 April 2020
CAPITAL ACQUISITIONS AND FUNDING

Asset Group	Note	Annual Budget \$	YTD Actual Total \$
Land and Buildings	9(a)	33,590	33,829
Infrastructure - Roads	9(b)	1,874,394	1,141,656
Infrastructure - Bridges	9(c)	100,000	-
Total Capital Expenditure		2,007,984	1,175,485
Capital Acquisitions Funded by:			
Capital Grants and Contributions		1,623,565	709,826
Borrowings		70,000	-
Other (Disposals and C/Fwd)		96,100	70,909
Council Contribution - From Reserves		165,123	20,946
Council Contribution - Operations		53,196	373,803
Total Capital Acquisitions Funding		2,007,984	1,175,485

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES

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

The material variance adopted by the Shire of Victoria Plains for the 2019/20 year is \$25,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

Actual and Budget comparatives are presented in year to date format unless otherwise stated. The Adopted Budget is used in the report until superseded by the Budget Review.

Preparation

Prepared by: Glenn Boyes
Reviewed by: Travis Bate
Date prepared: 19 May 20

(a) Basis of Preparation

The following financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Authoritative Interpretations, the *Local Government Act 1995*, and regulations, within the context in which they relate to local governments and not-for-profit entities.

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

With the exception of the cash flow statement and rate setting information, the following report has been prepared on an accrual basis with balances measured at historical cost unless subject to fair value adjustments. Items subject to fair value adjustments include certain non-current assets, financial assets, and financial liabilities. Items such as assets, liabilities, equity, income and expenses have been recognized in accordance with the definitions and recognition criteria set out in the Framework for the Preparation and Presentation of Financial Statements.

These financial statements comply with, and supersede, the Australian Accounting Standards with the *Local Government (Financial Management) Regulations 1996* where applicable. Further information is provided in Note 1(j).

The functional and presentation currency of the report is Australian dollars.

(b) The Local Government Reporting Entity

The Australian Accounting Standards define local government as a reporting entity which can be a single entity or a group comprising a parent and all its subsidiaries. All funds controlled by the Shire in order to provide its services have formed part of the following report. Transactions and balances related to these controlled funds, such as transfers to and from reserves, were eliminated during the preparation of the report.

Funds held in Trust, which are controlled but not owned by the Shire, do not form part of the financial statements. Further information on the Shire funds in Trust are provided in Note 5.

(c) Rounding of Amounts

The Shire is an entity to which the *Local Government (Financial Management) Regulations 1996* applies and, accordingly amounts in the financial report have been rounded to the dollar except for amounts shown as a rate in the dollar. Where total assets exceed \$10,000,000 in the prior audited annual financial report, the amounts may be rounded to the nearest \$1,000.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Rates, Grants, Donations and Other Contributions

Revenue from rates, grants, donations and other contributions are recognised when; the Shire gains control over the related assets, the assets can be measured reliably, it is probable that economic benefits associated with the transaction will flow to Shire, and specific criteria relating to the type of revenue, as noted below, have been satisfied.

Conditional Grants, Subsidies and Contributions

Revenue subject to conditions or obligations are recognised as above unless the conditions or obligations were not fully performed as at the reporting date. Revenue held at reporting date by the Shire, and are subject to discharging the required conditions or obligations, are recognised as liabilities.

Rate Revenue

The Shire gains control over rate revenue at the earlier of the rating period or the receipt of rates.

(e) Goods and Services Tax (GST)

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

Receivables and payables are stated inclusive of GST where applicable.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents normally include cash on hand, bonds and deposits, overdrafts, excess rates, unspent grant funds, on call deposits, and term deposits with maturities equal to or less than three months. Cash and cash equivalents are typically characterised as highly liquid investments with little risk of experiencing material changes in value. Further information is provided in Note 1(g)(ii).

(g) Financial Instruments

Initial Recognition and Measurement

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial Assets

Financial assets are divided into the following categories which are described in further detail below:

- (i) Loans and Receivables;
- (ii) Financial Assets at Fair Value Through Profit or Loss;
- (iii) Available-for-sale Financial Assets; and
- (iv) Held-to-maturity Investments.

Financial assets are assigned to the different categories on initial recognition, depending on the characteristics of the instrument and its purpose. A financial instrument's category is relevant to the way it is measured and whether any resulting income and expenses are recognised in profit or loss or in other comprehensive income.

All income and expenses relating to financial assets are recognised in the statement of comprehensive income under the heading 'Comprehensive Income / Expense'.

(i) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in the statement of comprehensive income.

In some circumstances, the Shire renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the Shire does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

(ii) Financial Assets at Fair Value Through Profit or Loss (FVTPL)

Financial assets at fair value through profit or loss include financial assets:

- acquired principally for the purpose of selling in the near future;
- designated by the entity to be carried at fair value through profit or loss upon initial recognition; or
- which are derivatives not qualifying for hedge accounting.

Term deposits with maturities greater than three months from initial recognition are classified as FVTPL instruments.

(iii) Available-for-sale Financial Assets

Available-for-sale financial assets are non-derivative financial assets that do not qualify for inclusion in any of the other categories of financial assets or which have been designated in this category.

(iv) Held-to-maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity. Investments are classified as held-to-maturity if it is the intention of the Shire's management to hold them until maturity.

Held-to-maturity investments are subsequently measured at amortised cost using the effective interest method, with revenue recognised on an effective yield basis. In addition, if there is objective evidence that the investment has been impaired, the financial asset is measured at the present value of estimated cash flows. Any changes to the carrying amount of the investment are recognised in the statement of comprehensive income.

Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities depending on the purpose for which the liability was acquired.

The Shire's financial liabilities include borrowings, trade and other payables (including finance lease liabilities), which are measured at amortised cost using the effective interest rate method. Further information is provided in Note 1(k).

Impairment of Financial Assets

At the end of the annual reporting period the Shire assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired.

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial assets original effective interest rate.

Impairment of loans and receivables are reduced through the use of an allowance account, all other impairment losses on financial assets at amortised cost are taken directly to the asset. Subsequent recoveries of amounts previously written off are credited against other expenses in the statement of comprehensive income. Further information is provided in Note 1(n).

De-recognition of Financial Instruments

Financial assets are de-recognised when the Shire no longer holds the rights to receive cash flows from the asset, or no longer has any significant involvement in the risks and benefits associated with it.

Financial liabilities are de-recognised when the related obligations are discharged, expired, or cancelled. Any difference between the carrying value of the liability and the consideration paid, including non-cash amounts, is recognised in the

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs related to completion and its sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets

Initial recognition of an asset is recognised at cost where the fair value of the asset, at the date of acquisition, is equal to or greater than \$5,000.

Subsequent Measurement

All asset classes are measured using the revaluation model. All asset classes are revalued at least every three years and no more than five years.

Impairment of Non-financial Assets

At the end of each annual reporting period the Shire determines whether there is an evidence of an impairment indicator for non-financial assets.

Where an indicator exists the recoverable amount of the asset is estimated. Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in the statement of comprehensive income.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

(j) Depreciation of Non-current Assets

Fixed assets, excluding freehold land, are depreciated on a straight-line basis over the asset's useful life to Shire, commencing when the asset is ready for use. The estimated useful lives used for each class of depreciable asset are shown below in years:

Asset	Years
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Other infrastructure	15 to 80 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	15 to 20 years
asphalt surfaces	20 years
Gravel Roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 to 60 years
Sewerage piping	80 years
Water supply piping and drainage systems	17 to 80 years
Sewerage piping	80 years
Bridges	60 years

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

Land Under Local Government Control

Regulation 16 in the *Local Government (Financial Management) Regulations 1996* prohibit certain assets to be included in the financial report of a local government and require other assets to be included. The regulation therefore supersedes the reporting requirements of AASB 1051 *Land Under Roads (p.15)* and AASB 116 *Property, Plant and Equipment (p.7)*

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Land Under Local Government Control (Continued)

Asset not to be included in the financial report include Crown Land managed by the Shire which is a public thoroughfare, and Crown land or land owned by another person which is managed or controlled by the Shire, except if it is a golf course, showground, racecourse, or any other sporting or recreational facility of State or regional significance. Therefore assets, such as land under roads, purchased after 01 July 2008 do not form part of the financial statements.

Assets required to be included under Regulation 16 include a structure or any other improvement on the land referred to above, and an easement granted to the Shire over any land.

(k) Trade and Other Payables

Trade and other payables are unpaid current liabilities owed for goods and services provided to the Council prior to the end of the financial year. The amounts are unsecured and are normally paid within 30 days of recognition.

(l) Employee Benefits

Provision is made for the Shire's liability for employee benefits arising from services rendered by employees to the end of the annual reporting period. Employee benefits that are expected to be wholly settled within one year are measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on 10 year Australia Government Bonds. Changes in the measurement of the liability are recognised in the statement of comprehensive income.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

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

Borrowing Costs

Borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset are capitalised as part of the cost of that asset. All other borrowing costs are recognised as an expense in the period in which they are incurred.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-current Classification

The report classifies current and non-current balances as defined by the *Local Government (Financial Management) Regulations 1996*, AASB 101 *Presentation of Financial Statements*, or by another applicable regulation or interpretation.

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on Asset Disposal

Loss on the disposal of fixed assets.

Depreciation on Non-current Assets

Depreciation expense raised on all classes of assets.

Interest Expenses

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

Other Expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Program Classifications (Function / Activity)

Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and rate payers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue. Costs incurred in obtaining general purpose funding (rates and general purpose grants), including costs of property valuations and rates assessments and collections.

LAW, ORDER AND PUBLIC SAFETY

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Control the quality of food and water. Environmental Health Officer twice per year.

EDUCATION AND WELFARE

Provide a range of appropriate services via the Community Resource Centre.

HOUSING

Provide housing for staff.

COMMUNITY AMENITIES

Rubbish collection services, operation of rubbish disposal sites, litter control, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Maintenance of public use buildings and areas including various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc.

ECONOMIC SERVICES

Tourism and area promotion. Building Control.

OTHER PROPERTY AND SERVICES

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

2. EXPLANATION OF MATERIAL VARIANCES

Variances which have exceeded the thresholds are listed below by Program. Significant variances within the Program are listed underneath it by Nature or Type.

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

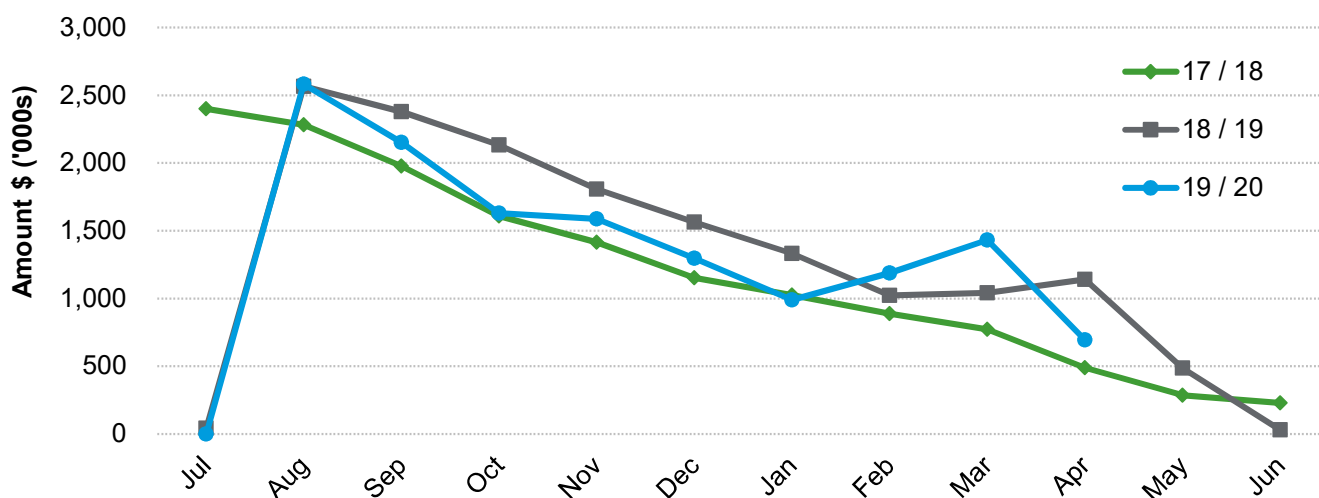
Reporting Program	Var	Var	Var	Timing /	Explanation of Variance
	\$	%		Permanent	
Operating Revenues					
Other Property and Services	(12,428)	(31%)	▼	Timing	Private Works and Fuel Rebate under budget.
Operating Expense					
Governance	43,033	10%	▲	Timing	Consultants, Admin Wages, Office Expenses over budget. Legal, Allocations, OH&S, Public Relations, Insurance under budget.
General Purpose Funding	(14,635)	(5%)	▼	Timing	Allocated Admin expenses over budget
Housing	(43,331)	(24%)	▼	Permanent	Loss on Disposal over budget (Land portion).
Community Amenities	25,428	6%	▲	Timing	Landfill maintenance over budget. Town Planner under budget.
Recreation and Culture	(97,873)	(17%)	▼	Timing	Town Garden maintenance, Calingiri Football Ground maintenance over budget.
Transport	(45,709)	(1%)	▼	Timing	Grading, Bitumen Mtce, Stormwater Damage over budget. Signage & Guideposts, Depot Costs, Depreciation under budget.
Economic Services	15,130	10%	▲	Timing	Caravan Park, Area Promotion, Building Control under budget.
Other Property and Services	46,020	218%	▲	Timing	Salaries under budget. Legal, Overheads over budget. Expenses over allocated.
Capital Revenues					
Grants, Subsidies and Contributions	(12,944)	(1%)	▼	Timing	RRG under budget. Mogumber - Yarawindah Road, Ag Lime over budget.
Capital Expenses					
Infrastructure - Roads	263,794	19%	▲	Timing	Mogumber - Yarawindah Road, Bolgart East Seal over budget.
Infrastructure - Bridges	83,340	100%	▲	Timing	Project not started yet.
Financing					
Transfer from Reserves	(83,330)	(80%)	▼	Timing	Timing of Reserve transfers.
Transfer to Reserves	33,305	58%	▲	Timing	Timing of Reserve transfers.
Nature or Type					
Operating Revenues	Var	Var	Var	Timing /	Explanation of Variance
	\$	%		Permanent	
Fees and Charges	(22,678)	(11%)	▼	Timing	Private Works, Pet Licencing, Effluent Scheme, Caravan Park, Building Application fees under budget. Planning Applications over budget.
Other Revenue	(13,556)	(18%)	▼	Timing	Fuel Rebate, Housing Income under budget.
Operating Expense					
Employee Costs	(89,719)	(7%)	▼	Timing	Admin Wages, Landfill Mtce, Town/Garden Mtce, Grading, Calingiri Football Ground, Stormwater Damage over budget. Works Wages under budget.
Materials and Contracts	(34,370)	(2%)	▼	Timing	Consultants, Landfill Mtce, Grading, Bitumen Mtce, Legal Cessation over budget. Legal, Town Planner, OH&S under budget.
Utility Charges	10,360	10%	▲	Timing	Electricity costs under budget.
Depreciation on Non-current Assets	45,938	1%	▲	Permanent	Tracking under budget.
Insurance Expenses	18,969	13%	▲	Timing	Administration, Bridge insurance under budget.
Other Expenditure	29,926	23%	▲	Timing	Public Relations under budget.
Loss on Disposal of Assets	(38,480)	(252%)	▼	Permanent	Loss on Disposal over budget (Land portion).

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

3. NET CURRENT FUNDING POSITION

	Note	Current Month 30 Apr 20 \$	Prior Year Closing 30 Jun 19 \$	This Time Last Year 30 Apr 19 \$
Current Assets				
Cash Unrestricted	4	1,240,479	352,718	1,105,523
Cash Restricted	4	472,889	470,117	534,847
Cash Bonds and Deposits	4	15,668	15,123	-
Receivables - Rates	6(a)	37,133	22,201	20,864
Receivables - Sundry	6(b)	14,928	173,231	589,245
Receivables - Other		52,472	300,243	-
Receivables - Loans	11	8,681	17,678	-
Provision for Doubtful Debts		(32,195)	(32,195)	-
Inventories		40,002	33,416	44,544
Total Current Assets		1,850,057	1,352,532	2,295,023
Current Liabilities				
Payables - Sundry		(483,130)	(367,074)	(821,445)
Payables - Other		(1,665)	(250,185)	-
Rates Received in Advance		(10,232)	(35,434)	-
Deposits and Bonds		(15,456)	(15,123)	-
Loan Liabilities	11	(18,204)	(53,129)	(22,747)
Total Payables		(528,688)	(720,945)	(844,192)
Provisions		(163,322)	(167,044)	(136,945)
Total Current Liabilities		(692,010)	(887,989)	(981,137)
Less: Cash Reserves	7	(472,889)	(470,117)	(534,847)
Add: Loan Principal (Current)		9,523	35,451	22,747
Add: Trust Transactions to Municipal		-	-	6,476
Net Funding Position - Surplus / (Deficit)		694,681	29,877	808,263

Liquidity over the Year



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

4. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Total	Institution	Interest	Maturity
	\$	\$	\$		Rate	Date
					%	
Cash						
Cash on Hand	590		590	N/A	0.00	N/A
Municipal Fund	579,726		579,726	Bendigo	0.00	N/A
Municipal Savings	3,594		3,594	Bendigo	0.25	N/A
Municipal 3 Months (#1)	152,702		152,702	Bendigo	1.20	03 Jul 20
Municipal 3 Months (#7)	503,867		503,867	Bendigo	1.20	03 Jul 20
Reserve Funds		362,950	362,950	Bendigo	0.25	N/A
Bonds and Deposits		15,668	15,668	Bendigo	0.00	N/A
Financial Assets at Amortised Cost						
Reserve Funds		109,938	109,938	Bendigo	1.20	05 Sep 20
Total Cash and Financial Assets	1,240,479	488,557	1,729,036			

5. TRUST FUND

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

Description	Opening Balance 01 Jul 19	Amount Received	Amount Paid	Closing Balance 30 Apr 20
	\$	\$	\$	\$
	-	-	-	-
Total Funds in Trust	-	-	-	-

Comments / Notes

No funds were held in Trust at reporting date.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

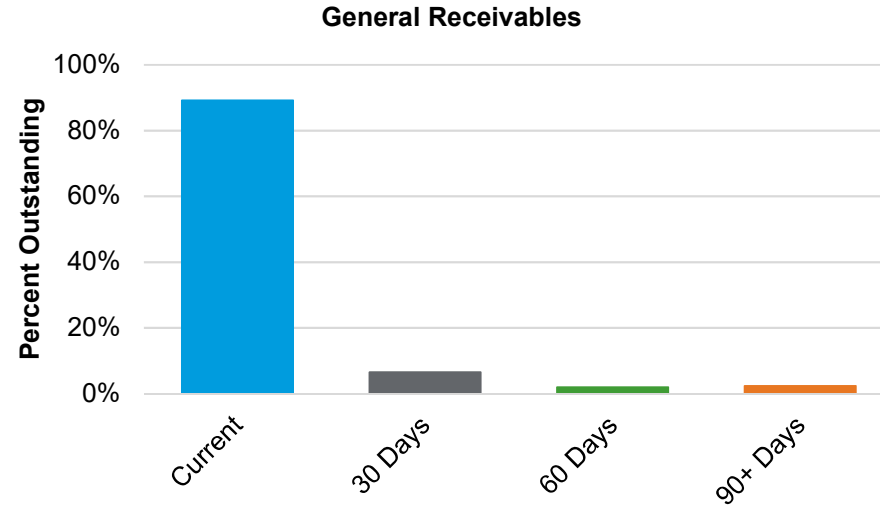
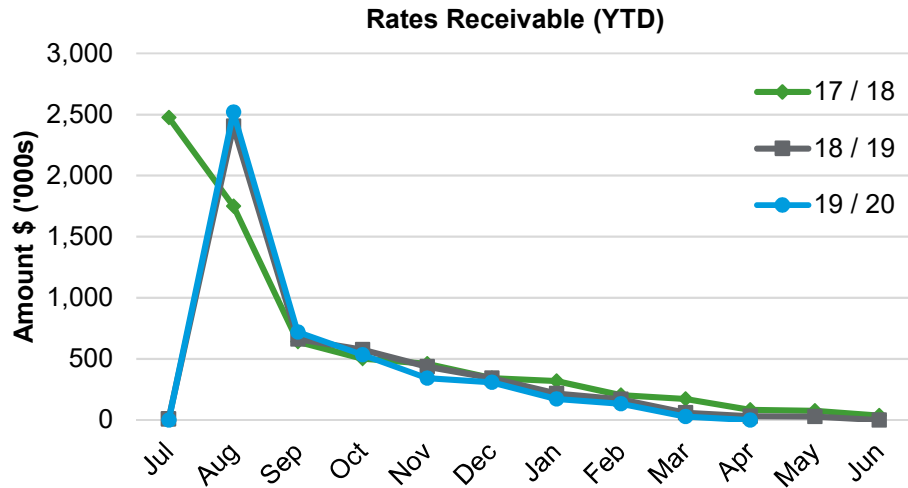
6. RECEIVABLES

(a) Rates Receivable

	30 Apr 20
	\$
Rates Receivables	37,133
Rates Received in Advance	<u>(10,232)</u>
Total Rates Receivable Outstanding	<u>26,901</u>
Closing Balances - Prior Year	22,201
Rates Levied this Year	2,591,159
Closing Balances - Current Month	<u>(37,133)</u>
Total Rates Collected to Date	<u>2,576,227</u>
<i>Percentage Collected</i>	99%

(b) General Receivables

	30 Apr 20
	\$
Current	13,319
30 Days	967
60 Days	292
90+ Days	350
Total General Receivables Outstanding	<u>14,928</u>



Comments / Notes

Rubbish fees included in YTD graph

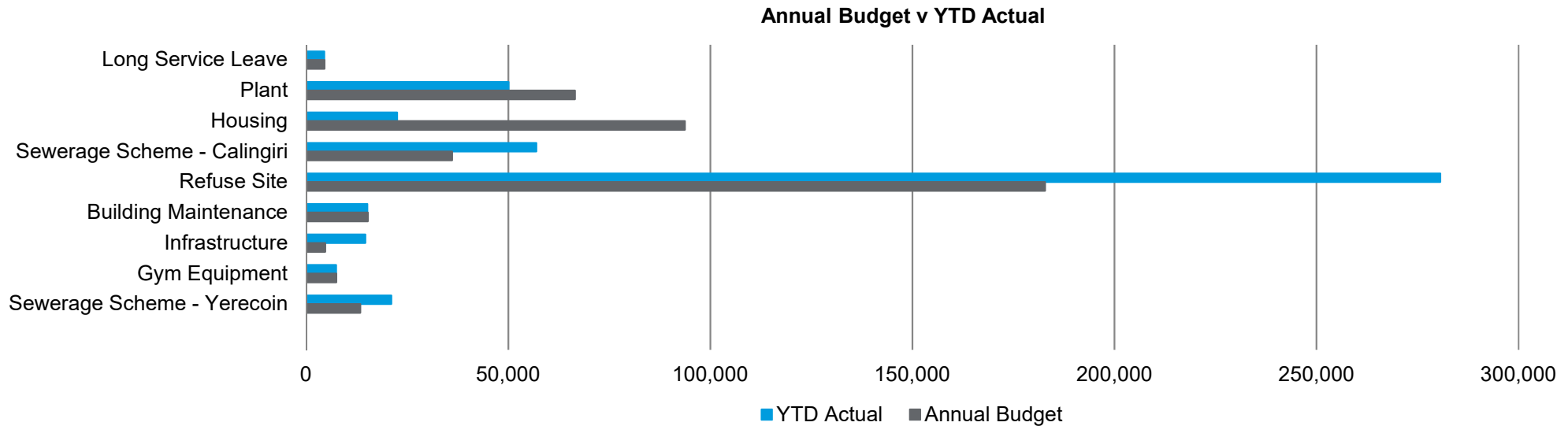
Comments / Notes

Amounts shown above include GST (where applicable)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

7. CASH BACKED RESERVES

Reserve Name	Annual Budget				YTD Actual				
	Balance 01 Jul 19 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Jun 20 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Apr 20 \$
Long Service Leave	4,437	-	61	-	4,498	-	26	-	4,463
Plant	49,808	-	689	16,000	66,497	-	294	-	50,102
Housing	22,400	(5,000)	310	76,000	93,710	-	132	-	22,532
Sewerage Scheme - Calingiri	77,578	(42,249)	783	-	36,112	(20,946)	334	-	56,966
Refuse Site	278,983	(100,000)	3,857	-	182,840	-	1,645	-	280,628
Building Maintenance	15,032	-	208	-	15,240	-	89	-	15,121
Infrastructure	14,535	(10,000)	201	-	4,736	-	86	-	14,621
Gym Equipment	7,344	-	101	-	7,445	-	43	-	7,387
Sewerage Scheme - Yerecoin	-	(7,874)	290	20,946	13,362	-	123	20,946	21,069
Total Cash Backed Reserves	470,117	(165,123)	6,500	112,946	424,440	(20,946)	2,771	20,946	472,888



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

8. DISPOSAL OF ASSETS

Annual Budget

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
PE097 Toro Z580D 25hp Ride On Mower	-	4,100	4,100	-
Community Vehicle	12,087	16,000	3,913	-
Housing				
Land and Buildings				
44 Edmonds Street	94,336	76,000	-	(18,336)
Total Disposal of Assets	106,423	96,100	8,013	(18,336)
Total Profit or (Loss)				(10,323)

YTD Actual

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
PE097 Toro Z580D 25hp Ride On Mower	-	-	-	-
Community Vehicle	-	-	-	-
Housing				
Land and Buildings				
44 Edmonds Street	124,669	70,909	-	(53,760)
Total Disposal of Assets	124,669	70,909	-	(53,760)
Total Profit or (Loss)				(53,760)

SHIRE OF VICTORIA PLAINS
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 April 2020

9. CAPITAL ACQUISITIONS

(a) Land and Buildings

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Governance					
Admin Office Upgrade		12,000	12,000	11,161	839
		12,000	12,000	11,161	839
Housing					
44 Edmonds Street Upgrade		2,000	2,000	-	2,000
		2,000	2,000	-	2,000
Other Property and Services					
Depot Office Upgrade		19,590	19,590	22,669	(3,079)
		19,590	19,590	22,669	(3,079)
Total Land and Buildings		33,590	33,590	33,829	(239)

(b) Infrastructure - Roads

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Transport					
AG Lime - Calingiri / Toodyay Intersection		65,408	65,408	96,808	(31,400)
Bolgart East Road Final Seal	RRG	259,400	216,150	237,238	(21,088)
Bolgart East Road Final Seal	RTR	29,500	24,570	29,500	(4,930)
Bolgart West Road	Council	20,746	17,300	-	17,300
Duggan Road	Council	-	-	-	-
Gillingarra Glentromie Road	Council	18,000	14,980	11,854	3,126
New Norcia-Gillingara Road 19/20	RTR	114,000	94,980	75,967	19,013
Mogumber-Yarawindah Road		1,000,000	666,668	334,927	331,741
Toodyay-Bindi Bindi Road 19/20	RTR	262,000	218,310	251,580	(33,270)
Toodyay-Bindi Bindi Road 18/19	RRG	7,000	4,664	-	4,664
Woods Road	Council	95,340	79,420	96,806	(17,386)
Yerecoin SE Road 18/19	RTR	3,000	3,000	6,975	(3,975)
		1,874,394	1,405,450	1,141,656	263,794
Total Infrastructure - Roads		1,874,394	1,405,450	1,141,656	263,794

(c) Infrastructure - Bridges

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Transport					
Glentromie-Yerecoin Road Bridge	RTR	100,000	83,340	-	83,340
		100,000	83,340	-	83,340
Total Infrastructure - Bridges		100,000	83,340	-	83,340

Total Capital Expenditure		2,007,984	1,522,380	1,175,485	346,895
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SHIRE OF VICTORIA PLAINS
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 April 2020

10. RATING INFORMATION

	Rateable Value \$	Valuation \$	Number of Properties #	Annual Budget Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	YTD Actual Revenue \$
General Rates								
GRV	1,794,146	0.105810	162	189,839	189,839	-	-	189,839
UV	321,973,750	0.007051	302	2,270,237	2,270,237	(2,583)	(785)	2,266,869
Total General Rates				2,460,076	2,460,076	(2,583)	(785)	2,456,707
Minimum Rates								
GRV	81,774	436.80	65	28,392	28,392	-	-	28,392
UV	1,726,321	572.00	53	30,316	30,316	-	-	30,316
Total Minimum Rates				58,708	58,708	-	-	58,708
Total General and Minimum Rates				2,518,784	2,518,784	(2,583)	(785)	2,515,415
Other Rate Revenue								
Facilities Fees (Ex Gratia)				76,000				75,744
Total Rate Revenue				2,594,784				2,591,159

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

11. INFORMATION ON BORROWINGS

Debenture Repayments*

	01 Jul 19	New Loans	Principal Repayments	Annual Budget Interest Repayments	Principal Outstanding	Principal Repayments	YTD Actual Interest Repayments	Principal Outstanding
	\$	\$	\$		\$	\$	\$	\$
Housing								
Loan 82 Calingiri Sports Pavilion	59,114	-	18,838	2,903	40,276	9,315	1,198	49,799
Economic Services								
Loan 84 Piawaning Water Supply	135,222	-	16,613	4,200	118,609	16,613	2,584	118,609
Recreation and Culture								
Loan 83 Calingiri Football Club	222,074	-	16,777	11,723	205,297	8,997	3,310	213,077
Transport								
Mogumber-Yarawindah Project**	-	70,000	-	-	70,000	-	-	-
Total Debenture Repayments	416,410	70,000	52,228	18,826	434,182	34,925	7,092	381,485

Self Supporting Loans

	01 Jul 19	New Loans	Principal Received	Annual Budget Interest Received	Principal Outstanding	Principal Received	YTD Actual Interest Received	Principal Outstanding
	\$	\$	\$		\$	\$	\$	\$
Recreation and Culture								
Loan 83 Calingiri Football Club	222,074	-	16,777	11,723	205,297	8,997	4,735	213,077
Total Self Supporting Loans	222,074	-	16,777	11,723	205,297	8,997	4,735	213,077

Comments / Notes

* - All debenture repayments were financed by general purpose revenue.

** - Mogumber-Yarawindah Project loan not advanced at reporting date.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

12. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
Governance				
Traineeship Grant	DPIRD	30,000	30,000	30,000
General Purpose Funding				
General Commission Grants	WALGGC	279,811	209,856	210,285
Law, Order and Public Safety				
ESL BFB Operating Grant	DFES	45,116	33,385	39,961
DFES Commission on ESL Levy	DFES	4,000	3,330	4,000
Education and Welfare				
Seniors Week/TAVD Community	DLGC	2,000	1,660	528
WA Youth Week Grant	DLGC	1,000	830	-
Community Development Programs		5,000	4,160	-
Transport				
Roads Commission Grants	WALGGC	251,018	188,262	188,278
Street Lighting	MRWA	1,000	830	-
Direct Road	MRWA	123,211	123,211	131,137
Total Operating Grants, Subsidies and Contributions		742,156	595,524	604,189

(b) Non-operating Grants, Subsidies and Contributions

Transport				
Regional Road Group - Road Projects	Main Roads WA	257,921	257,920	176,938
Roads to Recovery	Dept of Infrastructure	344,595	344,592	344,595
Mogumber - Yarawindah Road	Main Roads WA	933,333	699,999	746,666
Ag-Lime Project	Main Roads WA	87,716	87,714	109,082
Total Non-Operating Grants, Subsidies and Contributions		1,623,565	1,390,225	1,377,281
Total Grants, Subsidies and Contributions		2,365,721	1,985,749	1,981,470

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

13. BUDGET AMENDMENTS

GL	Description	Classification	Increase in Cash \$	Decrease in Cash \$	Running Balance \$
	Opening Surplus Adjustment (Non-cash)				(155,449)
	Operating Revenue				
10431	Commissions	Budget Review		(4,200)	(159,649)
10433	Sundry Income	Budget Review	2,856		(156,793)
10436	Grant - Traineeship (DPIRD)	Budget Review	30,000		(126,793)
10923	Calingiri Aged Person Unit 4 - 11 Harrington Street	Budget Review		(5,760)	(132,553)
11020	Effluent Scheme Income - Calingiri	Budget Review	5,404		(127,149)
11103	Calingiri Gymnasium	Budget Review	741		(126,408)
11410	Sundry Income	Budget Review	630		(125,778)
11411	Diesel Fuel Rebate	Budget Review	25,470		(100,308)
	Operating Expenses				
20403	Election Expenses	Budget Review	1,915		(98,393)
20404	Conferences & Seminars - Local Government Week	Budget Review	681		(97,712)
20405	Conferences & Seminars - Councillor Training	Budget Review	15,000		(82,712)
20406	Meeting Costs	Budget Review		(1,190)	(83,902)
20408	Sundry	Budget Review	3,000		(80,902)
20414	Subscriptions - Members	Budget Review		(5,500)	(86,402)
20430	Salaries & Wages	Budget Review	18,377		(68,025)
20432	Finance and Administration Manager Package	Budget Review	9,000		(59,025)
20435	Computing/IT Support	Budget Review		(15,043)	(74,068)
20437	Staff Recruitment	Budget Review	7,500		(66,568)
20438	Staff Training	Budget Review	8,000		(58,568)
20442	Subscriptions - Admin	Budget Review		(1,603)	(60,171)
20444	Postage	Budget Review	2,500		(57,671)
20451	Consultancy/Contractors	Budget Review	2,000		(55,671)
20452	Legal Fees - Administration	Budget Review		(65,000)	(120,671)
20500	Fire Prevention	Budget Review		(497)	(121,168)
20510	Mtce of Plant & Equip (FESA Fire Trucks)	Budget Review		(4,387)	(125,555)
20520	Animal Control	Budget Review		(545)	(126,100)
20534	Ranger Services	Budget Review		(994)	(127,094)
20710	Mosquito Control	Budget Review	729		(126,365)
20804	Community Development Expenditure	Budget Review		(2,295)	(128,660)
20809	Grants Officer - External	Budget Review	11,000		(117,660)
20901	Staff Housing Building & Surrounds Maintenance	Budget Review	25,000		(92,660)
20903	Calingiri Aged Person Units Maintenance	Budget Review	2,000		(90,660)
20905	Bolgart Aged Person Units - Maintenance	Budget Review	6,000		(84,660)
21005	Landfill Site Maintenance	Budget Review	201,000		116,340
21033	Jet Cleaning & CCTV of Sewer Mains - Calingiri	Budget Review	23,835		140,175
21037	Jet Cleaning & CCTV of Sewer Mains - Yerecoin	Budget Review	8,816		148,991

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2020

13. BUDGET AMENDMENTS (Continued)

GL	Description	Classification	Increase in Cash	Decrease in Cash	Running Balance
			\$	\$	\$
Operating Expenses (Continued)					
21102	Piawaning Hall	Budget Review		(1,064)	147,927
21103	Mogumber Hall	Budget Review	7,209		155,136
21104	Gillingarra Hall	Budget Review	800		155,936
21105	Yerecoin Hall	Budget Review	1,000		156,936
21110	Town & Gardens Maintenance	Budget Review		(20,000)	136,936
21130	Library - Salaries & Wages	Budget Review		(88)	136,848
21200	Maintenance Grading	Budget Review		(121,507)	15,341
21202	Bitumen Maintenance	Budget Review	35,000		50,341
21203	Signage & Guideposts	Budget Review		(40,427)	9,914
21204	Tree Lopping/Verge Maintenance	Budget Review	40,000		49,914
21206	Town Streets Maintenance	Budget Review	16,000		65,914
21207	Roads Stormwater Damage (includes call-outs)	Budget Review		(28,105)	37,809
21209	Bridge & Culvert Maintenance	Budget Review		(18,443)	19,366
21212	Traffic Signs & Control Equipment	Budget Review		(3,764)	15,602
21218	Minor Plant/Equipment Purchases	Budget Review		(4,100)	11,502
21420	Depot Maintenance	Budget Review	8,000		19,502
21300	Noxious Weeds & Pest Control	Budget Review	18,680		38,182
21321	Caravan Parks and Camping Grounds Operating	Budget Review		(75)	38,107
21410	Salaries & Wages	Budget Review		(115,828)	(77,721)
21411	Works Manager Package	Budget Review		(3,033)	(80,754)
21412	Superannuation	Budget Review		(3,453)	(84,207)
21413	Insurance	Budget Review		(20,327)	(104,534)
21415	Conferences & Seminars	Budget Review	863		(103,671)
21416	Engineering Services	Budget Review		(4,000)	(107,671)
21422	Staff Training	Budget Review	7,703		(99,968)
21433	Insurance & Licences	Budget Review		(3,510)	(103,478)
21445	Legal Fees - Cessation of EBA	Budget Review		(3,327)	(106,805)
21490	Workshop Overheads Recovered	Budget Review	214,088		107,283
21495	Plant Recovery	Budget Review		(28,630)	78,653
21496	Gross Salaries & Wages	Budget Review		(185,598)	(106,945)
21497	Salaries & Wages Allocated	Budget Review	114,591		7,646
Capital Revenue					
16018	AG Lime Route 2 - Other Contributions	Budget Review		(680,000)	(672,354)
16054	R4R CLGF Grants - Road Projects	Budget Review		(592,284)	(1,264,638)
16091	MRWA Mogumber - Yarawindah Rd	Budget Review	933,333		(331,305)
95111	Transfers from Plant Reserves	Budget Review	100,000		(231,305)
95111	Transfers to Plant Reserves	Budget Review		(16,000)	(247,305)
95121	Transfers to Housing Reserves	Budget Review		(76,000)	(323,305)
16088	Proceeds from Sale of Plant	Budget Review	16,000		(307,305)
16090	Proceeds - 44 Edmonds Street	Budget Review	76,000		(231,305)
94000	Proceeds from New Loan	Budget Review	70,000		(161,305)
Capital Expenditure					
40110	44 Edmonds Street - Housing upgrade	Budget Review	3,000		(158,305)
40021	Roadworks - Council & Direct Road Funding	Budget Review	100,500		(57,805)
40024	RTR Funded Infrastructure	Budget Review			(57,805)
40025	AG Lime Route Capital Expenditure	Budget Review	1,046,395		988,590
40322	Roadworks - State Freight Network	Budget Review		(1,000,000)	(11,410)
40063	Depot Office Upgrade	Budget Review	11,410		-
Amended Budget Totals			3,232,026	(3,076,577)	-

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records where required or obtained, the following are to be attached to the purchase order:

- a) Note of verbal specification and submission;
- b) Specification required, assessment criteria set, summary of submissions, evaluation made.

General purchasing thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is anticipated.

Anticipated Value of Purchase Excl. GST	Requirement	Documentation	Evaluation Panel
Less than \$1,500	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	None	One Employee
\$1,500 to less than \$5,000	Seek two verbal quotations Written quotations recommended but not required	Required Note of verbal quotations received Recommended Written quotations received	One Employee
\$5,000 to less than \$25,000	Seek two written quotations	Required Written quotations	One Employee
\$25,000 to less than \$50,000	Seek three written quotations	Required Written quotations received Recommended <ul style="list-style-type: none"> • Written specifications • Assessment criteria • Evaluation panel 	Two Employees
\$50,000 to less than \$250,000	Seek three written quotations containing price and specification of goods and services	Required <ul style="list-style-type: none"> • Written specification • Written assessment criteria • Written quotations received • Evaluation panel 	Two Employees

\$250,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required <ul style="list-style-type: none"> • Written specification • Written assessment criteria • Written quotations received • Evaluation panel 	Two Employees or One Employee and One external person
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WALGA Preferred Supplier or State Government Common Use Agreement Thresholds

Less than \$250,000	As per General threshold	As per General Thresholds	As per General Thresholds
\$250,000 and above	Seek three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	As per General Thresholds	As per General Thresholds

Definition of 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.

How the Emergency Purchase is Applied – Within Budget

Emergency Purchases <i>(Within Budget)</i>	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. 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
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	<p>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/Town/City’s Record Keeping Plan.</p>
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How the Emergency Purchase is Applied – No Budget Allocation

<p>Emergency Purchases (No budget allocation available)</p> <p>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>
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NOTES

Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract or agreement to purchase.

1. Any work done outside of warranty / guarantee, even if it may affect warranty / guarantee, is a purchasing activity.
2. Management of that risk is an administrative task, and may be a factor in a “value for money” consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the **\$250,000** threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than **\$250,000**, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

2. Quotations/Submissions

1. If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions. The Panel is to consist of a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.
2. Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing.
 - For quotations – by the purchasing officer, and approved by the relevant Manager within their approved purchasing limits, otherwise by the CEO

- For tenders – by the purchasing officer, approved by the relevant Manager, and authorised by the CEO under delegated authority.
3. The general principles relating to written quotations / submission are:
- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
 - The request for written quotation should include as a minimum the:
 - Written specification
 - Assessment criteria to be applied
 - Price schedule
 - Conditions of responding
 - Validity period of offer
 - Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
 - Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
 - Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
 - Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

3. Specifications, Assessment Criteria and Evaluation

Specifications

Applies to all procurements as determined by the thresholds in clause 1:

A. Where a specification is provided or required by clause 1, the specification may include:

- Details, format and request to be appropriate to the procurement
- How many / how much
- What size / power etc
- How fitted out
- Standard / quality required
- Type of construction
- Where the work / product is to be delivered etc.

B. If a written specification has been issued the assessment criteria is to be included in the written specification.

Assessment Criteria

Assessment criteria are to be determined prior to evaluation i.e. how the submission is to be assessed and scored, and may include:

- Details and record to be appropriate to the procurement
- Local provider or external
- Standard of work, quality of item
- Reliability, service, warranty
- References
- Price etc

Evaluation

After close of the submission period, an evaluation is to be made based on the following i.e. how the submission was actually assessed and scored:

- To what extent was each specification met
- How does the submission measure against each criteria
- Which score provides best value for money

Schedule Ends _____



Hon David Templeman MLA
Minister for Local Government; Heritage; Culture & the Arts

Our Ref: 66-12319

TO ALL LOCAL GOVERNMENTS

CIRCULAR N^o 03-2020

LOCAL GOVERNMENT (COVID-19 RESPONSE) ORDER 2020

As you would be aware, the *Local Government Amendment (COVID-19 Response) Act 2020* was passed by Parliament on 16 April 2020 and came into effect on 21 April 2020.

This Act provided a power to enable the Minister to modify or suspend provisions of the Local Government Act 1995 and Regulations while a State of Emergency declaration is in force and where the Minister considers that such an order is necessary to deal with the consequences of the COVID-19 pandemic.

I have made the first Order under this legislation to deal with issues relating to requirements to hold public meetings, for access to information when council offices are closed due to the COVID-19 pandemic, and budgetary matters. This will be published on 8 May 2020, coming into effect on that day.

Some of these measures will assist ratepayers who have been adversely impacted by this COVID-19 pandemic. As you are displaying through your actions in freezing rates, fees and charges during these extraordinary times, it is vital to maximise assistance to get our economy back on track.

The Order recognises that the local government is in the best position to assess whether a person in their district is in hardship but does provide that those residential and small business ratepayers that are suffering financial hardship because of the consequences of the COVID-19 pandemic will not be charged interest in the 2020/21 financial year. Local governments will be able to assess whether any other ratepayers are in hardship and should be provided with assistance.

Local governments are encouraged to adopt a financial hardship policy. This will address the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government. Local governments with such a policy in place will be able to charge a maximum of 5.5% for instalment interest as they are formally

recognising and providing for other groups that are in hardship. This recognises that the 5.5% will apply to those who wish to pay by instalments but are not in hardship.

If a local government does not have in place a financial hardship policy, the interest rate that can be charged for payment by instalments will be capped at 3%.

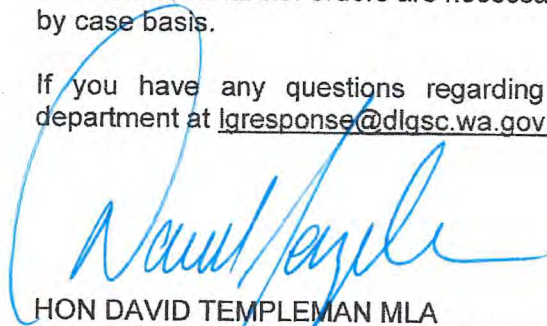
Interest rates that can be charged for late payments are being capped at 8%, which aligns with the interest rate charged by the Australian Taxation Office.

Other measures will directly assist local governments through removing red tape and compliance requirements which are not considered to be necessary while local governments and the community deal with the pandemic. This includes a number of measures that are designed to assist local governments that resolve to not increase the rate in the dollar from those applied last year.

The attachment details the modifications made to the operation of the *Local Government Act 1995*.

The Department of Local Government, Sport and Cultural Industries and the Western Australian Electoral Commission will continue to monitor council vacancies to determine if further orders are necessary to deal with electoral matters on a case by case basis.

If you have any questions regarding these provisions, please contact the department at lgresponse@dlgsc.wa.gov.au



HON DAVID TEMPLEMAN MLA
MINISTER FOR LOCAL GOVERNMENT;
HERITAGE; CULTURE AND THE ARTS

08 MAY 2020

Local Government (COVID-19 Response) Order 2020

The order deals with issues relating to requirements to hold public meetings, access to information when council offices are closed due to the COVID-19 pandemic, and budgetary matters, including financial hardship of ratepayers.

Specifically, the order provides for:

Clause 2: Commencement

The order comes into effect on the day it is published in the *Gazette*.

Clause 3: Terms Used

Key terms relate to the definition of an excluded person. This is a residential or small business ratepayer who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic.

A small business has the same meaning as under the *Small Business Development Corporation Act 1983*:

a business undertaking which is wholly owned and operated by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the *Corporations Act 2001* of the Commonwealth and which —

- (i) has a relatively small share of the market in which it competes; and
- (ii) is managed personally by the owner or owners or directors, as the case requires; and
- (iii) is not a subsidiary of, or does not form part of, a larger business or enterprise.

Clause 4: Section 5.27 – Electors' general meetings

Section 5.27 of the Local Government Act requires a general meeting of electors to be held once every financial year and within 56 days after the local government accepts the annual report for the previous financial year. Holding such a meeting would breach the prohibition on gatherings direction and could result in health risks to attendees.

The requirement for the holding of a general meeting of electors under section 5.27(2) has been modified so that any meeting for 2019/20 that has not yet been held is to be held within 56 days of the date on which the state of emergency declaration ceases to have effect, but not while a declaration is in effect.

Clause 5: Section 5.28 modified – Electors’ special meetings

Section 5.28 requires a local government to hold an electors’ special meeting within 35 days of receiving a request from 5% (or 100 if less) of the electors of that district. At least 14 days’ notice must be given of the meeting. As above this presents health risks and is contrary to the prohibition on public gatherings.

The requirement for holding an electors’ special meeting under section 5.28(4) has been modified so that any meeting is to be held within 35 days after the end of the state of emergency declaration but not while a declaration is in effect.

Clause 6: Section 5.94 modified – Public can inspect certain local government information

Section 5.94 provides a list of information that must be available for inspection free of charge to a person who attends the local government office during office hours. The effect of the pandemic has been to close local government offices, removing the ability for members of the community to access information thereby reducing transparency and accountability. Access to information is likely to become even more important to the community as the length of the state of emergency extends and the economic impacts on local governments and the community become more pressing.

Section 5.94 is modified so that during the closure of a local government office due to the COVID-19 pandemic, the local government is to provide access to the information listed in 5.94 either by having it available on their website or by providing a free copy to the person by mail or email. This does not override the current provisions in section 5.95 which limits access to certain information, including confidential information.

Clause 7: Section 6.2 modified – Local government to prepare annual budget

Section 6.2(2) provides that in preparing the annual budget, the local government is to have regard to the contents of the plan for the future. The aspirations of the community as reflected in the plan for the future are not at the current time the best basis for the 2020/21 budget, but rather the more pressing and unforeseen consequences of the COVID-19 pandemic.

Section 6.2(1) has been modified such that in preparing the budget for 2020/21 a local government is to have regard to the consequences of the COVID-19 pandemic (rather than the plan for the future, although this can also be considered by the local government).

Clause 8: Section 6.13 modified – Interest on money owing to local governments

Section 6.13 allows local governments to charge interest on overdue amounts, with the rate set by the local government in its budget. The rate is capped in the *Local Government (Financial Management) Regulations 1996* at 11%.

Recognising the substantial hardship likely to be caused because of consequences of the pandemic, local governments will be unable to charge interest on money owing by any person they consider to be in financial hardship in these circumstances for the 2020/21 financial year.

Local governments will need to resolve (when setting their interest rate on overdue amounts) that this will not apply to a person who is considered by the local government to be suffering hardship as a consequence of the COVID-19 pandemic.

The interest that can be charged on amounts owing by others will be capped at 8% – the interest rate used by the Australian Taxation Office on overdue amounts.

Clause 9: Section 6.33 modified – Differential general rates

Where a local government is imposing differential rates and the rate to be imposed on one category is more than twice the lowest differential rate to be imposed in another category, Ministerial approval must be obtained under section 6.33(3).

Local governments that resolve to freeze their rates in the dollar at or below those imposed in 2019/20 recognising the economic impacts of the pandemic, are being released from the requirement to obtain Ministerial approval if they obtained Ministerial approval under this section in that year. This reduces the regulatory burden on those local governments that are assisting ratepayers by not increasing the rate in the dollar.

Clause 10: Section 6.34 modified – Limit on revenue or income from general rates

Section 6.34 provides that local governments must set their rates at a level to cover between 90 and 110% of the estimated budget deficiency, unless the Minister otherwise approves. As local governments have been requested to freeze their rate in the dollar, it is likely that, due to the effects of the COVID-19 pandemic, revenue from rates will be less than 90% of the estimated deficiency.

Recognising that local governments are likely to be receiving less income, section 6.34(b) is modified so that the yield from the general rate for the 2020/21 financial year is not to be less than 80% of the amount of the budget deficiency (rather than 90%). Approval for less than 80% (or more than 110%) can still be sought from the Minister for Local Government.

Clause 11: Section 6.35 modified – Minimum payment

Section 6.35 allows a local government to set a minimum payment for rates on any land. Certain conditions apply, including that more than half of the properties in a category cannot be paying the minimum. An exception to this is if there is a differential rating category for vacant land for which a minimum is applied, and if the Minister approves more than half the properties being subject to the minimum.

The effect of this variation is to remove the requirement for Ministerial approval for those local governments that are not increasing their differential rates or minimum payments from 2019/20 and that obtained Ministerial approval for those minimum payments last year. This reduces the regulatory burden on those local governments that are assisting ratepayers by not increasing the rate in the dollar or the minimum payment.

Clause 12: Section 6.36 modified – Local government to give notice of certain rates

Section 6.36 sets out the process that a local government must go through to advertise and set their rates. This requires local governments that are seeking to impose differential general rates or minimum payments to give local public notice and seek submissions for a minimum of 21 days and then consider these submissions before imposing the rates. A document describing the objects of, and reasons for, each proposed rate must be prepared and published on the local government's website.

To address the economic consequences of the COVID-19 pandemic, it is understood that many local governments are in the process of agreeing to freeze their rates in the dollar at the levels imposed in 2019/20. For those local governments, the process set out in 6.36 is unnecessary, meaningless and costly in a time when budgets are being negatively impacted.

Local governments that resolve to set differential general rates and minimum payments at a level no higher than that imposed in 2019/20 will not have to comply with the provisions of section 6.36.

Local governments will be required to publish the differential general rates and minimum payments on their website within ten days of the resolution or of this notice coming into effect whichever is later.

Clause 13: Section 6.45 modified – Options for payment of rates or service charges

Section 6.45(3) allows a local government to charge an additional amount if a payment of rates or service charge is made in instalments. This is capped at 5.5% in the *Local Government (Financial Management) Regulations 1996*.

Recognising the substantial hardship likely to be caused to many ratepayers because of consequences of the pandemic, local governments will be unable to charge excluded persons interest for payment by instalments for the 2020/21 financial year.

If a local government does not have in place a financial hardship policy, the interest rate that they can charge other ratepayers for payment by instalments will be capped at 3%.

Local governments that have a policy in place that addresses the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government will be able to charge a maximum of 5.5%. This recognises that the local government will be able to distinguish those that are in hardship and make appropriate provisions regarding their payments.

Clause 14: Section 6.51 modified – Accrual of interest on overdue rates or service charges

Section 6.51 allows local governments to charge interest on overdue amounts of rates and service charges. The rate is set by the local government by resolution when it imposes the rate or service charge. The rate is capped in the *Local Government (Financial Management) Regulations 1996* at 11%.

Recognising the substantial hardship likely to be caused to many ratepayers because of consequences of the pandemic, local governments will be unable to charge excluded persons interest on overdue rates or service charges for the 2020/21 financial year. This will be reflected in a resolution of council when they set the interest rate.

This provides relief for those residential and small business ratepayers who are experiencing financial hardship because of the COVID-19 pandemic. Local governments will determine the applications for hardship.

The interest that can be charged on amounts owing by others will be capped at 8% – the interest rate used by the Australian Taxation Office on overdue amounts.

Clause 13: Section 9.51 modified – Giving documents to local governments

Section 9.51 deals with the giving of documents and states that a document is given to a local government if given personally to an employee of the local government at its office or sent by post to the local government's postal address. A consequence of the pandemic is that any hand delivery is no longer possible.

Section 9.51 has been modified so that a document may be given to a local government electronically.

COVID-19: Councils contribute \$300m to support community



MAYOR
TRACEY ROBERTS
PRESIDENT
WALGA

The Local Government response to COVID-19 is estimated to be in excess of \$325 million – equivalent to \$130 for every person in Western Australia.

Local Government in WA was one of the first sectors to make a meaningful response to the pandemic with real financial and practical initiatives that directly benefit the community.

In perspective, the financial cost of the Local Government response is proportionate to the package provided by the State Government based on the comparative size of the workforce in each sector.

Already most Councils have committed to holding down their rates this year, while some with greater financial capacity are working on offering discounts.

Almost every Local Government that has property tenants has waived rent for at least the short term while others have removed normal fees and charges for services.

In regard to helping stimulate the local economy, Local Governments are bringing forward capital works and fast tracking approvals processes.

In addition to the initiatives that for the most part reduce revenue, Local Governments are also working to redeploy staff and maintain their workforce.

The State Government has urged Councils not to stand down staff so as to help maintain wages and expenditure in local communities but without the support of the Jobkeeper program.

Meanwhile some Local Governments are being told by their communities to stand down employees to save on expenditure.

Every Local Government in WA has taken action to support their local communities through reducing direct costs or adapting services in response to the pandemic.

There is a wide diversity between locations in WA and consequently the scale and capacity of local services, so too is the response able to be achieved by various Local Governments.

For example the City of Karratha has implemented a \$3m package that along with freezing rates and charges, includes grants to community groups, six-months' rent relief for small business in Council properties, supports a buy local campaign and coordinates advice to local businesses.

In the metropolitan area many of the larger Local Governments have estimated their response to COVID-19 at in excess of \$15m. Many other Local Governments have similar comprehensive strategies and even those with less financial capacity are focussed on what measures they can implement.

Such as the Shire of Coolgardie, a Council with total rates of less than \$7m, still managed very early in the crisis to reallocate \$1m from its reserves to support their local economy.

WALGA has also worked to support Local Governments and their communities including underwriting a platform for local suppliers to better access Council contracts and championing the use of reserves from its insurance service to reduce contribution costs.

It is beyond doubt that the Local Government sector in WA is supporting residents and businesses through the pandemic, and I thank the community for their understanding of all that their Councils are doing.



Responsible Areas	Administration
Responsible Officer	Manager Finance and Administration
Affected Staff	Finance Staff

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Victoria Plains recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

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

Policy

1. Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Victoria Plains recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2. Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance**: <http://www.ombudsman.wa.gov.au/>

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income;
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

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

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

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

5. Interest Charges

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

6. Deferral of Rates

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

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

- does not incur penalty interest charges.

7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

8. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9. Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Definitions

Nil

Relevant management practices/documents

Executive Policy regarding Debt Management/Recovery

Procedures regarding Debt Management/Recovery

Legislation/local law requirements

Local Government Act 1995 – s6.49

Local Government (Financial Management) Regulations 1996

Office Use Only			
Relevant delegations	Delegations 3.4; 3.5 & 3.6		
Initial Council adoption	Date	27 May 2020	Resolution #
Last reviewed	Date	N/A	Resolution #

From: Child Safeguarding
Sent: Friday, 15 May 2020 12:02 PM
To: Child Safeguarding <childsafeguarding@dlgsc.wa.gov.au>
Cc: Kirstie Davis <KDavis@walga.asn.au>; Mark Batty <mbatty@walga.asn.au>; Candy Choo <candy@lgprofessionalswa.org.au>; Ben Armstrong <ben.armstrong@dlgsc.wa.gov.au>; Gordon MacMile <gordon.macmile@dlgsc.wa.gov.au>
Subject: FW: National Redress Scheme - Participation of WA Local Governments - Key Decisions and Action
Importance: High

Good afternoon,

Further to the Department's email below sent 17 April, the Department is seeking for each WA Local Government to make a Council decision regarding participation in the National Redress Scheme.

Each WA local government is requested to inform the State (DLGSC) of their Council's decision (regarding participation) and return the Council minute / decision and completed spreadsheet by 31 May 2020. Information to be returned to Attention – Gordon MacMile on email to childsafeguarding@dlgsc.wa.gov.au

If your Local Government is unable to meet the 31 May 2020 deadline, then please email us at childsafeguarding@dlgsc.wa.gov.au to explore alternative options.

If your Local Government is deciding or has decided not to join the National Redress Scheme as part of the States amended declaration, the Department requests that you advise the Department at childsafeguarding@dlgsc.wa.gov.au by 31 May 2020.

The Department acknowledges the current situation regarding the COVID-19 pandemic and the challenges being faced by the WA local government sector. Concurrently, the Department is working towards the strict deadline of 30 June 2020 set by the Commonwealth Government for institutions to join the scheme. If your Local Government is experiencing any difficulties or has any queries then we encourage you to contact us at your earliest convenience. We are more than happy to help.

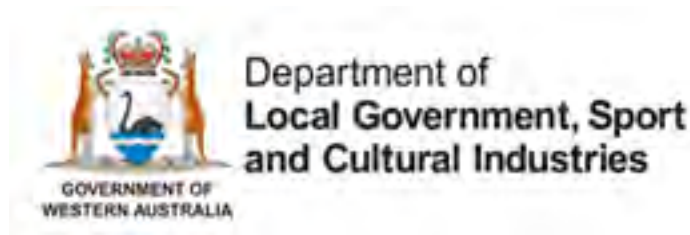
The Department would like to thank the following Local Governments for already completing this exercise; Bayswater, Dalwallinu, Gosnells, Menzies, Quairading and Wagin.

Regards, Gordon

Gordon MacMile
Director Strategic Coordination and Delivery
Planning and Service Delivery

246 Vincent Street, Leederville, WA, 6007
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Telephone: (08) 9492 9752
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Website: www.dlgsc.wa.gov.au



From: Child Safeguarding <childsafeguarding@dlgsc.wa.gov.au>
Sent: Friday, 17 April 2020 3:07 PM
To: Child Safeguarding <childsafeguarding@dlgsc.wa.gov.au>
Cc: Kirstie Davis <KDavis@walga.asn.au>; Mark Batty <mbatty@walga.asn.au>; Candy Choo <candy@lgprofessionalswa.org.au>; Ben Armstrong <ben.armstrong@dlgsc.wa.gov.au>
Subject: National Redress Scheme - Participation of WA Local Governments - Key Decisions and Action
Importance: High

Good afternoon

The Department of Local Government, Sport and Cultural Industries (DLGSC) is part of the Western Australian Government (State Government) implementing reforms from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The establishment of a National Redress Scheme (Scheme) was a key recommendation of the Royal Commission to recognise the harm suffered by survivors of institutional child sexual abuse. DLGSC consulted with WA local governments throughout 2019 and early 2020 focusing on raising awareness of the Scheme (including an Information Paper – copy attached) and identifying how participation of the sector may be best approached.

Following this consultation and in line with the WALGA State Council resolution on 3 July 2019, the State Government (December 2019):

- Noted the consultation undertaken with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to WA local governments participating in the Scheme as State Government institutions and to include local governments (that formally indicate a desire to do so) within an amended State Government participation declaration;
- Agreed to the State Government covering payments to the survivor (LGs that receive an application will cover their own information search / administration costs and the delivery of an apology, if requested by the survivor).

A Memorandum of Understanding has now been signed with WALGA that sets out the key principles of the WA local government sector participating in the Scheme with the State Government.

DLGSC acknowledges the current situation regarding the COVID-19 pandemic and the challenges being faced by the WA local government sector and the communities you work with and support. Given the priority is to make redress available to as many survivors as possible and that organisations have until 30 June 2020 to join the Scheme, local governments are asked to progress some key actions even during this difficult time.

Attached to this email correspondence is 2 documents to assist each local government to complete the actions necessary:

1. A template Council report – local governments are requested to use the template Council report through the May 2020 round of meetings and for each local government to make a formal decision regarding Scheme participation.

Critical note – The financial and administrative coverage offered by the State will only be afforded to WA local governments that decide (via a resolution of Council) to join the Scheme as a State Government institution, as part of the State’s amended participation declaration.

Should a local government formally decide (via a resolution of Council) **not** to participate with the State or in the Scheme altogether, considerations for the local government include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector’s position on the Scheme (noting the Commonwealth’s impending intent to name-and-shame non-participating organisations);
 - Potential reputational damage at a State, sector and community level;
 - Complete removal of the State’s coverage of costs and administrative support, with the local government having full responsibility and liability for any potential claim;
 - Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the local government.
2. A spreadsheet - seeking specific details of each local government’s facilities and services – this information will be loaded into the [Scheme database of participating organisations](#) and is used in the Redress application process.

The following information needs to be completed in the spreadsheet by each local government:

‘Current’ tab:

- The name, address and details of each local government;
- The same details as above for all local government run organisations and / or facilities (e.g. libraries, sports / youth / aquatic and community facilities etc);

- Ensure that column B is completed if an organisation or facility is (or was) known under other names. This will be true if a local government previously was known under a different title.

'Defunct' tab:

- The name, address and details of any organisation or facility previously run by local government, that no longer exists;
- Ensure that column B is completed if an institution was known under other names.

Each WA local government is requested to inform the State (DLGSC) of their Council's decision (regarding participation) and return the completed spreadsheet by 31 May 2020. Information to be returned to Attention – Gordon MacMile on email to childsafeguarding@dlgsc.wa.gov.au

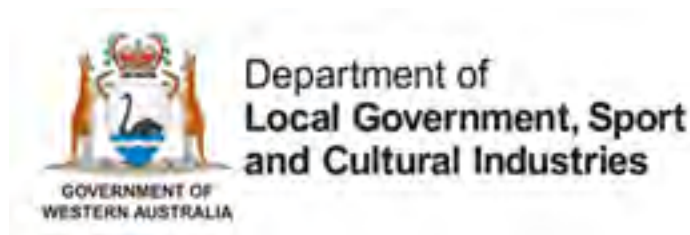
Thank you sincerely for your work and assistance regarding redress for survivors of institutional abuse, particularly during this difficult time.

Please contact me if there are any questions or if any support is needed.

Regards, Gordon

Gordon MacMile
Director Strategic Coordination and Delivery
Planning and Service Delivery

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PO Box 8349, Perth Business Centre, WA, 6849
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National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



**EXTRACTIVE INDUSTRY APPLICATION
&
ENVIRONMENTAL MANAGEMENT PLAN (EMP)**

**LOTS 1806 AND 6 JINDABYNE FARM, COCKING ROAD
MOGUMBER, SHIRE OF VICTORIA PLAINS**

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January 2020

Extractive Industries Licence Application and Environmental Management Plan

LOTS 1 806 AND 6 JINDABYNE FARM, COCKING ROAD,
MOGUMBER



REPORT PREPARED BY
LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

Lots 1806 and 6 on Diagram 8582 and 19255

Jindabyne Farm, Cocking Road, Mogumber

Shire of Victoria Plains

Extractive Industries Licence Application and Environmental Management Plan

Version Reference: 0.2

Date: January 2020

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Front cover image: *Landgate Image of the extraction area, December 2017*

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1 INTRODUCTION

The purpose of this report is to provide all the necessary information required in support of an Extractive Industries Licence (EIL) application and a Development Approval (DA) application (Appendix 1) for Lots 1806 and 6 Jindabyne Farm, Cocking Road, Mogumber, Shire of Victoria Plains.

The Proponent, B & J Catalano Pty Ltd, has extensive experience in the extraction industry but no commercial lateritic gravel extraction has occurred at the properties previously. The properties consists primarily of cleared agricultural land and pockets of remnant vegetation.

This report sets out the details of the proposed future lateritic gravel extraction on the Lot 1806 together with maps. It also provides an environmental assessment of the proposal and environmental management plans. The Proponent is committed to ensuring full *Extractive Industry Local Law 2018* throughout the course of the proposed operations

1.1 PUBLIC LIABILITY INSURANCE POLICY

The Shire's *Extractive Industry Local Law 2018* states any application submitted for an extractive industry licence must be accompanied by the following information:

- A copy of a current public liability insurance policy in respect of the proposed activities on a given property naming the relevant local government authority and indemnifying the licensee and the local government for a sum not less than \$20 million in respect of any one claim relating to any of the excavation operations.

B & J Catalano Pty Ltd will provide a copy of the required public liability insurance policy within 14 days of the Shire's decision to approve the extractive industry license application and yearly thereafter (i.e. within 14 days of renewal of that policy).

2 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

The properties are situated within a farm in the wheatbelt region, approximately 160 kilometres north of Perth and approximately six kilometres from the rural township of Mogumber. The properties and surrounding land consist of cleared agricultural land and pockets of remnant vegetation. The extraction area is located within Lot M1806 however Lot 6 has also been included on the application because part of the access road will run through this property. A locality plan is included as Figure 1. The property description and ownership are summarised in Table 1.

Table 1. Property description

Property Description:	Lot M1806 on Diagram 8582 and Lot 6 on Diagram 19255 Jindabyne Farm, Cocking Road, Mogumber, Shire of Victoria Plains
Volume	2213
Folio	504
Area:	Lot M1805 - 498.9 ha
Ownership	Jindabyne Mogumber Pty Ltd of Annadale Farm

3 DESCRIPTION OF THE SITE AND ITS SURROUNDS

3.1 PRESENT LAND USE

The properties are part of Jindabyne farm. The farm and surrounding land consist primarily of large, cleared areas for commercial cereal production and some remnant native vegetation. No commercial lateritic gravel extraction has occurred at the properties previously.

Figure 2 illustrates the land use of Lot 1806 and the immediate surrounds.

3.2 TOPOGRAPHY

The extraction area is located on relatively flat, high point of Lot 1806, with a slope of approximately 1:20 (5%) and an elevation range of 308 to 288 m AHD (Figure 2). The surrounding property slopes towards the east, south and north with a minimum elevation of approximately 200 m AHD in the north eastern corner of the property and a maximum slope of approximately 1:8 (12.5%).

3.3 SURFACE WATER, DRAINAGE AND WETLANDS

Drainage from the extraction area is to the east, south and north. The surrounding area has multiple non-perennial creeks and drainage lines transecting it, all eventually terminating at the Moore River. There are also multiple agricultural dams located along these drainage lines which provide water for agricultural activities (Figure 2).

The Moore River is located approximately 2km to the north west of the extraction area.

Lot 1806 is located in the Moore River Catchment within the Moore-Hill Rivers Basin (Landgate 2019).

No known lakes or wetlands exist within 1 000 metres of the proposed extraction area (Landgate 2019).

Details of the methods that will be used to manage stormwater and off-site sedimentation are discussed in Section 5.5.2 of this report.

3.4 GEOLOGY AND SOILS

Underlying rock is granite which has been weathered variably between 1 and 10 m. Overlying the granite is weathered clayey material which has a capping of laterite and gravel. The rock and soil profile are exposed in a breakaway feature immediately to the west of the site.

3.5 ACID SULFATE SOILS

A search of the CSIRO's Australian Soil Resource Information System (ASRIS) database identified the area as having an extremely low probability of occurrence for acid sulfate soils (CSIRO 2019).

3.6 GROUNDWATER HYDROLOGY

The occurrence of groundwater is very limited due to the impervious nature of the underlying granite. Small quantities of groundwater can be found within fractures in the granite.

There is one stock bore located at Jindabyne farm. DWER data indicates that there are no licenced water bores within Jindabyne Farm and lists the closest licenced groundwater abstraction bore as being approximately 9 km west of the farm (Aroona Alliance, 2018).

Lot 1806 does not fall within a Public Drinking Water Source Area or a Rights in Water and Irrigation (RIWI) Act 1914 Groundwater Proclamation Area.

3.7 VEGETATION

A desktop vegetation survey has been completed. The area is cleared agricultural land, historically used for cereal cropping, and the proposed extraction area has been planned to avoid remnant vegetation on Lot 1806. A clearing permit for the proposed extraction area will not be required.

Lot 1806 is situated in the Avon Botanical Province and bordering the Irwin Botanical Province of Western Australia (Beard 1990), and within the Jarrah Forest Bioregion (JAF01) and Northern Jarrah Forest (JAF01) subregion as described by the Interim Biogeographic Region of Western Australia (DoEE 2018). This subregion is characterised by Jarrah- Marri Forest over lateritic gravel. Woodlands of Wandoo – Marri forest over clayey soils in the east. In areas of Mesozoic sediment exists Jarrah forests occurring with a variety of other flora species (Williams and Mitchell, 2001).

No Department of Biodiversity Conservation and Attractions (DBCA) listed Threatened Ecological Communities (TECs) have been previously recorded within the proposed EIL area. The TEC, Banksia Woodlands of the Swan Coastal Plain may occur nearby but not within the EIL area (WALGA 2019).

A black cockatoo habitat survey detailed in Section 3.8 below found the vegetation near the extraction area is largely represented by a wandoo dominated open woodland. Most of the buffer area has been open to grazing and now contains no significant lower shrub or ground cover component. A very small number of marri (*Corymbia calophylla*) were observed in some areas.

3.8 FAUNA

Part of Lot 1806 is within a 'Confirmed' breeding area buffer for Carnaby's black cockatoo (*Calyptorhynchus latorostris*). Some of the remnant vegetation on the property may also be black cockatoo feeding habitat (WALGA 2019). No habitat will be disturbed since no clearing will be required.

A black cockatoo habitat survey was carried out within close proximity (75m buffer) to the proposed extraction area to help determine if any impacts would result from the proposed gravel extraction. The results of the assessment are summarised below, and the full report is attached as Appendix 2.

Almost all the trees present within 75m of the proposed extraction area do not contain hollows suitable for black cockatoos to use for nesting purposes. A single tree was found with some large hollows, but these showed no evidence of use.

The vegetation within the buffer zone does not provide quality foraging habitat given the limited range of plant species present and the dominance of wandoo, a species not favoured by Carnaby's black cockatoo as a food source.

Black cockatoos are adaptable to some degree of disturbance (i.e. noise and vibration) when breeding with actual breeding hollows having been recorded immediately adjacent to busy highways at several locations. Based on the results of the survey and observations made elsewhere, it is concluded that a management plan specifically related to the potential disturbance of black cockatoos is unnecessary as impacts are unlikely to occur.

3.9 ENVIRONMENTALLY SENSITIVE AREAS

An Environmentally Sensitive Area (ESA) is an area where the vegetation has high conservation value and cannot be cleared. ESAs are declared by the Minister in the Environmental Protection (Environmentally Sensitive Areas) Notice 55 (2005) under section 51B of the Environmental Protection Act 1986. There are no Environmentally Sensitive Areas (ESA) as defined by the Clearing Regulations (DWER, 2019a) within or adjacent to the proposed EIL area. The closest ESA is approximately two kilometres east from the proposed extraction area.

3.10 CURRENT ZONING

The area is zoned as “Rural” in terms of the Shire of Victoria Plains Planning Scheme (LPS) No. 5.

It is noted that the use class ‘Extractive Industry’ is listed in the zoning table of LPS No. 5 as being a use that is not permitted on any land classified ‘Rural’ zone unless the Shire has exercised its discretion and grants development approval following completion of public advertising (i.e. it is listed as a discretionary use in the Zoning Table).

3.11 BUSHFIRE PRONE AREAS

A portion of the Lot 1806 and the proposed extraction area falls within a bushfire prone area (Figure 2) as designated by the Fire and Emergency Services (FES) Commissioner on 1 June 2018. However, the threat of bushfire from this operation is considered low. The development area is on cleared agricultural land. There are no habitable buildings or any other structures. None are planned to be developed.

3.12 CLOSEST RESIDENCES

There are no residences within 1 000 m of the proposed extraction area (measured from the closest point) as illustrated in Figure 2. The nearest residences (Res 1 and Res 2) are located approximately 1.5 and 2.0 km north west the proposed extraction area. The landowner’s residence (Res 3) is located approximately 3.5 km south west of the proposed extraction area. The landowner is supportive of the proposed operation and will benefit from it.

The EPA draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” lists the generic buffer for extractive industries where “grinding and milling works but no blasting” are proposed as 500-1 000m, depending on the type of processing. As this operation would be considered a “low scale” operation, the minimum generic buffer would be likely to apply.

4 THE DEVELOPMENT PROPOSAL

4.1 PREVIOUS GRAVEL EXTRACTION

No previous commercial lateritic gravel extraction has occurred on the properties.

4.2 PROPOSED GRAVEL EXTRACTION

B & J Catalano propose to extract lateritic gravel from a 26.1 ha area, as shown in Figure 3. It is estimated by Catalano that the demand for gravel from this pit will be 3000 to 5000 tonnes/month, dependent on demand. Furthermore, it is also estimated that the depth of the gravel is approximately 1m with a bulk density of 1.7 tonnes/bank m³. The total volume of gravel to be removed is thus estimated at 240,000 tonnes over 5 years. This means that, at this rate of extraction, the life of the pit is estimated to between 8 and 10 years.

Extraction activity will result in the lowering of the ground level by approximately 1.0m.

A licenced surveyor has undertaken a contour and feature survey of the extraction area and this is attached as Appendix 3 of the report and the land's existing contours are shown on Figure 3. Surveying by a licensed surveyor will be carried out during and after each year of excavation works to verify gravel volumes in accordance with the specific requirements of the Shire's Extractive Industry Local Law.

Table 2 describes the proposed extraction operations that will be undertaken over a period of approximately nine years. A summary of the actions is given below:

- The proposed extraction area is already cleared of native vegetation. Mechanical means will be used for extraction with the gravel stockpiled on the boundary of the area.
- There will be no blasting activity associated with the proposed extraction operations.
- Topsoil and overburden will be removed from the extraction area in five stages with only the areas targeted for immediate extraction being opened. Topsoil and over-burden will be stockpiled separately, with topsoil stockpiles being no higher than two metres.
- A mobile crushing and screening plant will be used for approximately five weeks per annum on site to prepare the material for haulage offsite.
- Measures to limit noise and dust from this part of the operations are discussed separately in Sections 5.6 and 5.7.
- Topsoil will be re-spread and the area will be returned to agriculture use.

Table 2. Proposed Stages of Extraction

Stage	Action	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1	Rip, blade and crush laterite to gravel										
1	Removal of 3000 to 5000 tonnes/month										
2	Rip, blade and crush laterite to gravel										
2	Removal of 3000 to 5000 tonnes/month										
3	Rip, blade and crush laterite to gravel										
3	Removal of 3000 to 5000 tonnes/month										
4	Rip, blade and crush laterite to gravel										
4	Removal of 3000 to 5000 tonnes/month										
5	Rip, blade and crush laterite to gravel										
5	Removal of 3000 to 5000 tonnes/month										
1-5	Rehabilitate areas previously mined										
1-5	Monitoring and remediation of rehabilitated areas										

4.3 SITE ACCESS AND EGRESS ROADS

The proposed route to the site will be from Great Northern Highway onto Mogumber-Yarawindah Road and then south onto Cocking Road. The distance along Cocking Road from Mogumber-Yarawindah Road is approximately 2.7 km. Access from Cocking Road, to the pit, will be from a haulage road that will be constructed by B&J Catalano (Figure 2).

4.4 ESTIMATED TRAFFIC TO BE GENERATED

The following estimates are made:

- Estimated monthly gravel removal: 3000 to 5000 tonnes
- Number of working days per month: 22 days
- Truck Type, Capacity and RAV rating:
 - 20% single semi-trailer (can operate up to RAV N2.3) (26 tonnes)
 - 80% RAV N4.1 pocket roadtrains (55 tonnes)

The above factors suggest an average of 4 to 6 truck movements per day, but this will be dependent on demand. Operating times will be Monday to Friday 0630 to 1800 and Saturday 0600 to 1200.

5 POTENTIAL NEGATIVE ENVIRONMENTAL IMPACTS AND PROPOSED MANAGEMENT

Short-term negative environmental impacts are to be expected in the process of all mining actions. These can largely be mitigated over the medium to long term provided that operating procedures are in accordance with acceptable standards and that rehabilitation measures are implemented as proposed. The following listed potential impacts are used as a checklist to ensure that all potential major impacts are addressed.

5.1 FLORA AND FAUNA

Most of the area has already cleared, and the proposed extraction area has been planned to avoid remnant vegetation on Lot 1806. The area will be returned to agricultural use once extraction is completed. As detailed in Section 3.8 there is no evidence of black cockatoo nesting or quality foraging habitat within close proximity to the extraction area. Black cockatoos are also adaptable to some degree of disturbance (i.e. noise and vibration) when breeding. Therefore, it is unlikely there will be significant impact to indigenous flora and fauna.

5.2 WEEDS

B & J Catalano will implement a weed management plan as is described in Appendix 4 of this report.

5.3 ALTERATION OF THE LAND SURFACE

After extraction, the land surface will be approximately 1 metre lower than the original, apart from the batters which will be at a maximum gradient of 1:6. The battered slopes for each stage of the excavation works will be contained within the designated boundaries of each stage.

5.4 VISUAL IMPACT

The proposed extraction will occur in existing an agricultural region. It is highly unlikely to create a visual impact due to remnant topography surrounding the proposed extraction area, and the natural undulation of the landscape.

The nearest residences (Res 1 and Res 2) are located approximately 1.5 and 2.0 km north west the proposed extraction area. The landowner's residence (Res 3) is located approximately 3.5 km south west of the proposed extraction area. The landowner is supportive of the proposed operation and will benefit from it.

The nearest regional link road, the Mogumber-Yarawindah Road is located more than 1.5 km north of the proposed extraction area. There is a buffer zone of native vegetation between the nearest roads and residences and extraction activities on Lot 1806. Since the proposed extraction area will be well screened by existing vegetation on the property, no visual impact will occur. Once rehabilitation has been completed and crops regrown, there will be little evidence that extraction has taken place.

5.5 WATER

5.5.1 Potential Impacts

In all mining operations the potential exists for impacts to be incurred on surrounding water resources, or by storm water erosion of exposed areas. This is dependent on the slopes associated with the site, the nature of the ground materials and the proximity of the site to sensitive receptors such as productive aquifers, wetlands, lakes or rivers.

5.5.2 Water Management

5.5.2.1 Surface Water and Stormwater Management

The methodology implemented to manage stormwater within the extraction area has been obtained from Water Quality Protection Note 15 for extractive industries (DWER, 2019b).

Five surface water management areas (Sub-catchments 1 to 5) have been defined around the extraction areas (Figure 3). Sub-catchment 5 has been divided into two catchments (A and B) in order to follow the natural sub-catchment boundaries.

Runoff generated within each sub-catchment for the 2hr 10% Annual Exceedance Probability (AEP) rainfall event, has been calculated using the Rational Method. Storm-water management infrastructure (detention ponds and contour bunds) will be designed to manage at minimum this runoff. Runoff from areas outside the defined sub-catchments will be diverted away using diversion bunds.

Surface water and stormwater management is discussed in more detail in the Water Management Plan (Appendix 5).

5.5.2.2 Groundwater Management

The project does not involve dewatering. The average depth of the extraction will be approximately 1 metre. Groundwater will not be exposed by the excavations.

Due to the low scale nature of the operations and limited groundwater, no groundwater contamination is anticipated and there is no risk to any private groundwater supply. No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a “snap-on snap-off, fast-fill and auto shut-off” facility. Detailed hydrocarbon management is outlined in the Water Management Plan (Appendix 5).

5.6 NOISE

The proposed extraction activities will create some operational noise, the majority of which will be generated by bulldozers, crushing and screening, loaders and haulage trucks.

There are no noise sensitive premises within 1 000m of the proposed operations. The nearest residences (Res 1 and Res 2) are located approximately 1.5 and 2.0 km north west of the proposed extraction area (Figure 2). The landowner’s residence (Res 3) is located approximately 3.5 km south west of the proposed extraction area. The landowner is supportive of the proposed operation and will benefit from it. No noise impact is anticipated due to the remoteness of the operation.

5.7 DUST

5.7.1 Dust Management

The proposed gravel extraction may emit dust to the atmosphere from the following activities:

- Removing topsoil.
- Excavation of gravel.
- Stockpiles.
- Crushing and screening.
- Loading of haulage trucks.
- Trafficking on unsealed surfaces. Potential for dust uplift by trucks exists using the unsealed access road (Cocking Road) up to the access road on the properties (Figure 2). The remaining haulage route is on pre-existing sealed roads and highways.

The EPA draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” list of the generic buffer for extractive industries apply as noted in Section 3.12.

A Dust Management Plan (DMP) is presented in Appendix 6 and a summary of dust control measures to be implemented are summarised in Table 3. Management actions will ensure no sensitive receptors are impacted by dust from the proposed operations.

Table 3. Summary of Dust Control Actions

Activity	Action	Control Measure	Result
Daily			
Topsoil Stripping and stockpiling	Visual inspection of site and access road for dust generation that is moving off site.	Water cart application over dust prone areas to reduce dust lift off.	Reduced dust generation. No dust leaving the properties.
Gravel extraction and product loading	Visual inspection of site and access road for dust generation that is moving off site.	Water cart application over dust prone areas to reduce dust lift off. Crushing and stockpiling activities located in topographic low points with stockpiles arranged such that windbreaks are created to further shield sensitive receptors.	Reduced dust generation. No dust leaving the properties.
Product transport	All loads covered before leaving the properties.	Cover loads.	Reduced dust generation from product transport.
As Required			
Training	Induct all employees and contractors working on site.	Site induction includes awareness of dust generation and management measures to be utilised by all personnel on site.	Activities undertaken to minimise dust generation on site.
Dust complaints	Provide a contact number for dust complaints.	Undertake review of potential complaints and implement appropriate action to reduce dust generation from site.	Reduced dust generation from the properties.
Rehabilitation /stabilisation of completed areas	Undertake rehabilitation on completed areas.	As per Section 6 of this report.	Reduced dust generation from the properties.

Visual monitoring will be undertaken to confirm dust management measures are effectively maintaining dust emissions at acceptable levels.

5.8 DIEBACK

5.8.1 Potential Impacts

No obvious signs of dieback infestation were observed in the uncleared vegetation in the proposed extraction area. Since most of the area within which the extraction is to be undertaken has little or sparse vegetation, the status of this area could not readily be ascertained. Based on this, the site should be classified as uninterpretable and managed as such. Guidelines for the management of the pit and the movement of vehicles in and out of the pit are contained in the Dieback Working Group guideline document (Dieback Working Group 2010).

5.8.2 Dieback Management

The following management measures will be put in place to minimise future spread of dieback:

- The properties will be fenced at all times.
- Access to the properties will be via a single entrance gate.
- All machinery, trucks and other vehicles will arrive in a clean condition free of soil and organic matter that may contain dieback fungus.
- Any soil and plant material brought to the site for rehabilitation purposes should be from dieback free sources.
- Employees and contractors working on the site will be informed of the purpose of the above measures and their responsibilities in relation to dieback prevention.

5.9 HERITAGE SITES

A search of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System (AHIS) shows no registered sites or other heritage places on Lot 1806 Cocking Road (DPLH 2019) except for the Gingin Brook Waggyl registered site. The registered site follows the Moore River and intersects the north west corner of Lot 1806 but does not fall within the extraction area. If during the works, an Aboriginal cultural heritage site is discovered, the Proponent will immediately advise the Department of Aboriginal Affairs and abide by the *Aboriginal Heritage Act 1972*.

6 REHABILITATION

Although a clearing permit is not required, rehabilitation of each stage of extraction area will be completed in accordance with best practice as outlined in the Clearing Permit Guidelines (DWER 2019a) and complying with the provisions in Part 6 of the *Extractive Industry Local Law 2018*. There will be no pit wall gradients of any significance. The extraction area will be taken to an average depth of 1 metre. A gentle sloping gradient will be maintained at a maximum of 1:6 throughout the pit area.

6.1 PROPOSED REHABILITATION MEASURES

Rehabilitation of the completed areas will be progressive, and the following steps will be implemented:

- Topsoil and overburden will be retained on the site to be used during rehabilitation.
- The final rehabilitated surface will be at approximately 1m below the current.
- The area will revert to agriculture (cropping) use after extraction has ceased.

The restoration goals proposed for the EIL Area are as follows:

- To restore the area to resemble as closely as possible that which is currently present on the site (agricultural farmland)
- To create a landform that is stable, erosion resistant, aesthetically pleasing and safe for humans and animals, both on and surrounding the site
- To encourage rapid reuse of the area for agricultural cropping

6.2 MONITORING AND MAINTENANCE

Monitoring of rehabilitated areas will ensure that any areas requiring remedial work are identified. Monitoring will be carried out on an annual basis to assess:

- The physical stability of the landform in the rehabilitated areas.
- The success of rehabilitation for cropping.
- The emergence of weeds.

Monitoring will continue until the completion criteria presented in Section 6.3 have been fulfilled. Maintenance procedures will be carried out where necessary and may include:

- Repair of any erosion damage.
- Weed control.

6.3 COMPLETION CRITERIA

Completion criteria must be sufficiently stringent to ensure that the overall objectives of the rehabilitation have been met. These criteria must also be designed to allow effective reporting and auditing to define an endpoint for the rehabilitation activities. The completion criteria proposed for extractive operations on Lot 1806 are presented in Table 4.

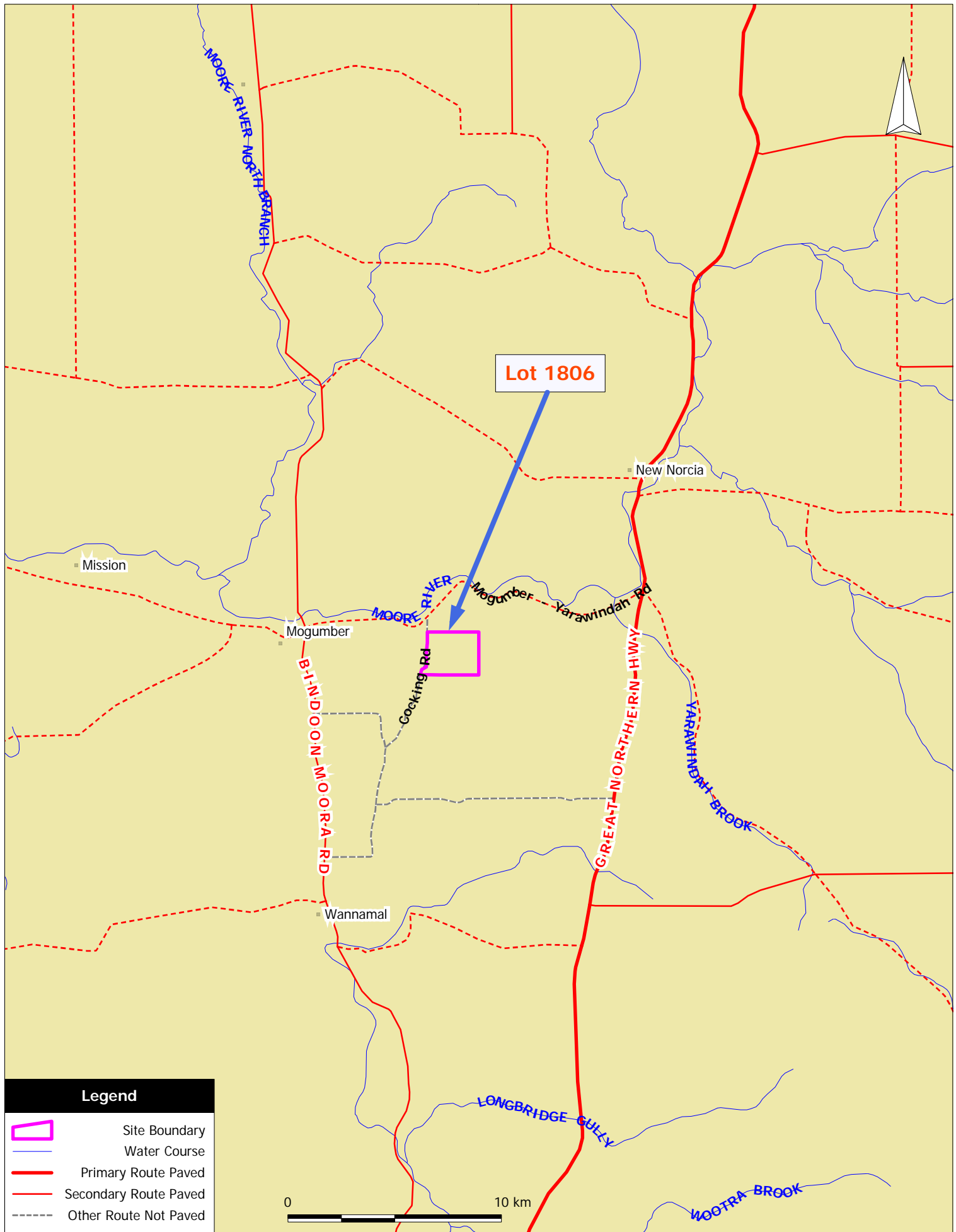
Table 4. Closure Criteria, Objectives and Interim Targets

Criteria	Objective	Interim Targets
a) Safety	The site is safe to humans and animals.	<ul style="list-style-type: none"> Site is safe to humans and animals during operations.
b) Sustainability	The site is sustainable in the long term without additional management inputs.	<ul style="list-style-type: none"> On-going Management of short-term impacts
c) Suitability	The site is suitable for the agreed land uses.	<ul style="list-style-type: none"> On-going Management of short-term impacts
d) Visual amenity and heritage	The rehabilitated extraction area blends into the surrounding environment.	<ul style="list-style-type: none"> On-going Management of short-term impacts
e) Off-site impacts	Significant adverse off-site impacts are prevented.	<ul style="list-style-type: none"> Significant adverse off-site impacts are prevented.
f) Hydrology	<ol style="list-style-type: none"> Site hydrology does not prevent the establishment of desired vegetation. Site hydrology does not reduce the stability of the landform. Stormwater is contained within the site. 	<ul style="list-style-type: none"> Stormwater is contained within the site during operations. Identification and mitigation of any hydrology related issues during operations.
g) Soils and stability	<ol style="list-style-type: none"> Soil profiles and structures are sufficient to ensure cropping can be established. The landform is stable. 	<ul style="list-style-type: none"> Topsoil is respread in all rehabilitation areas. Identification and mitigation of potential erosion scars and scours during operations.
h) Vegetation	<ol style="list-style-type: none"> The site is returned to its former land use of cropping. 	<ul style="list-style-type: none"> Agricultural production returns to its former levels
i) Weeds	<ol style="list-style-type: none"> Declared pest weeds are absent. The level of weed species should not be detrimental to the planted seedlings. 	<ul style="list-style-type: none"> Declared weed species removed systematically during operations.






7 REFERENCES

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- CSIRO (2019). Australian Soil Resource Information System (ASRIS). [Online], <http://www.asris.csiro.au>. Accessed October 2019.
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- Department of Water and Environment Regulation (DWER) (2019a). A guide to the exemptions and regulations for clearing native vegetation, Under part V of the Environmental Protection Act 1986. Government of Western Australia.
- Department of Water and Environment Regulation (DWER) (2019b). Water quality protection note no. 15, Basic raw materials extraction. Government of Western Australia.
- Environmental Protection Authority (EPA) (2015). Draft Environmental Assessment Guidelines for Separation distances between industrial and sensitive land uses. Western Australia, September 2015.
- Landgate (2019). Locate Lot 1806 Cocking Rd, Mogumber. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed: September/October 2019.
- WALGA (2019). Environmental Planning Tool (EPT). [Online], http://lbp.asn.au/index_public.html. Accessed October 2019.
- Williams and Mitchell (2001). Jarrah Forest 1 (JF1 - Northern Jarrah Forest subregion), in 'A Biodiversity Audit of Western Australia's 53 Biogeographical Subregions in 2002'. Report published by the Department of Conservation and Land Management, Perth, Western Australia.

FIGURES



Legend

-  Site Boundary
-  Water Course
-  Primary Route Paved
-  Secondary Route Paved
-  Other Route Not Paved

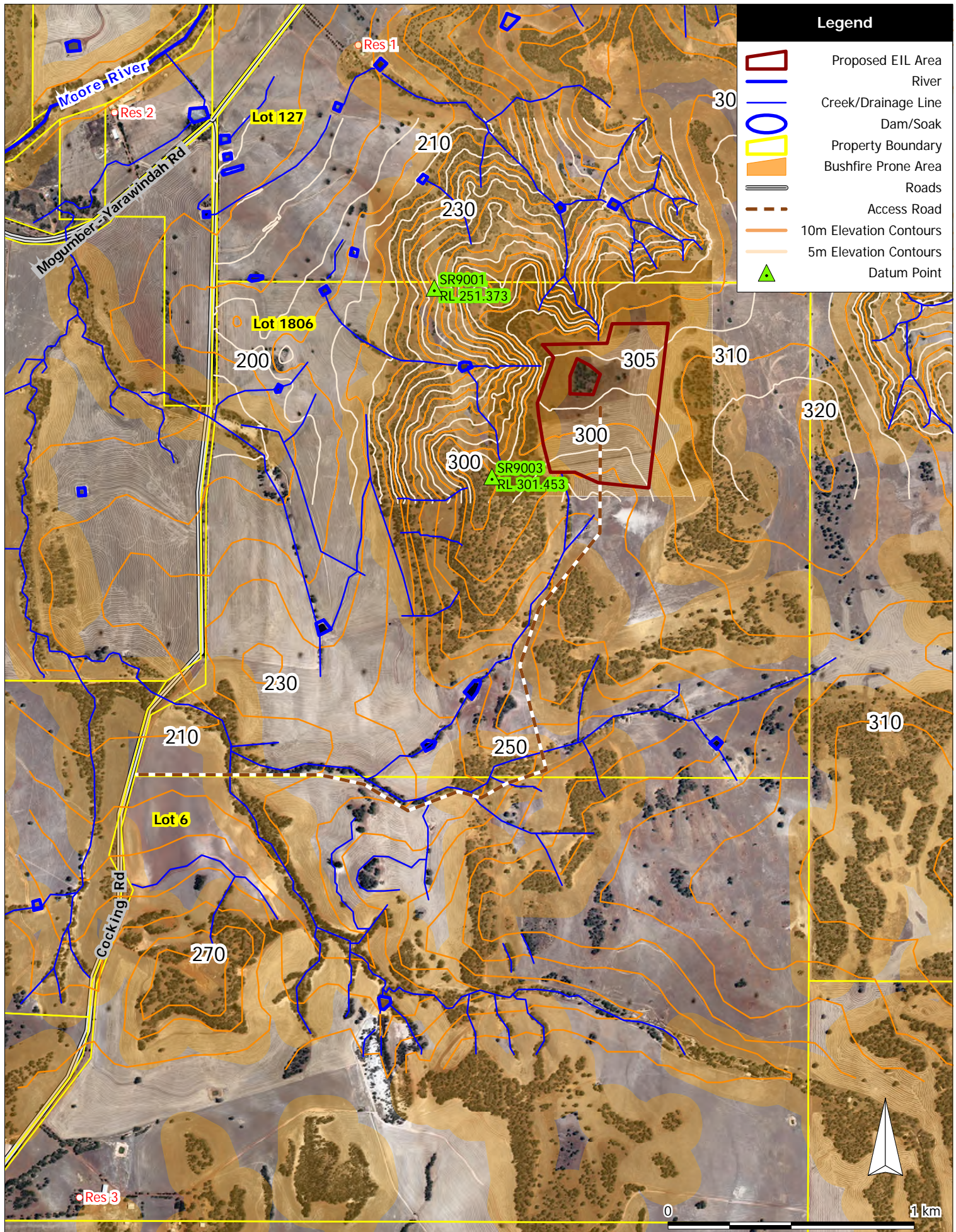


Lundstrom Environmental Consultants Pty Ltd
 Leeming WA 6149
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 mikelund1@bigpond.com

Scale: 1:220000
 Original Size: A4
 Datum: GDA94
 Projection: Australia MGA94 (50)

Client: B & J Catalano
 Project: Gravel Extraction
 Location: Lot 1806 Cocking Rd Mogumber

Figure 1:
Locality Plan



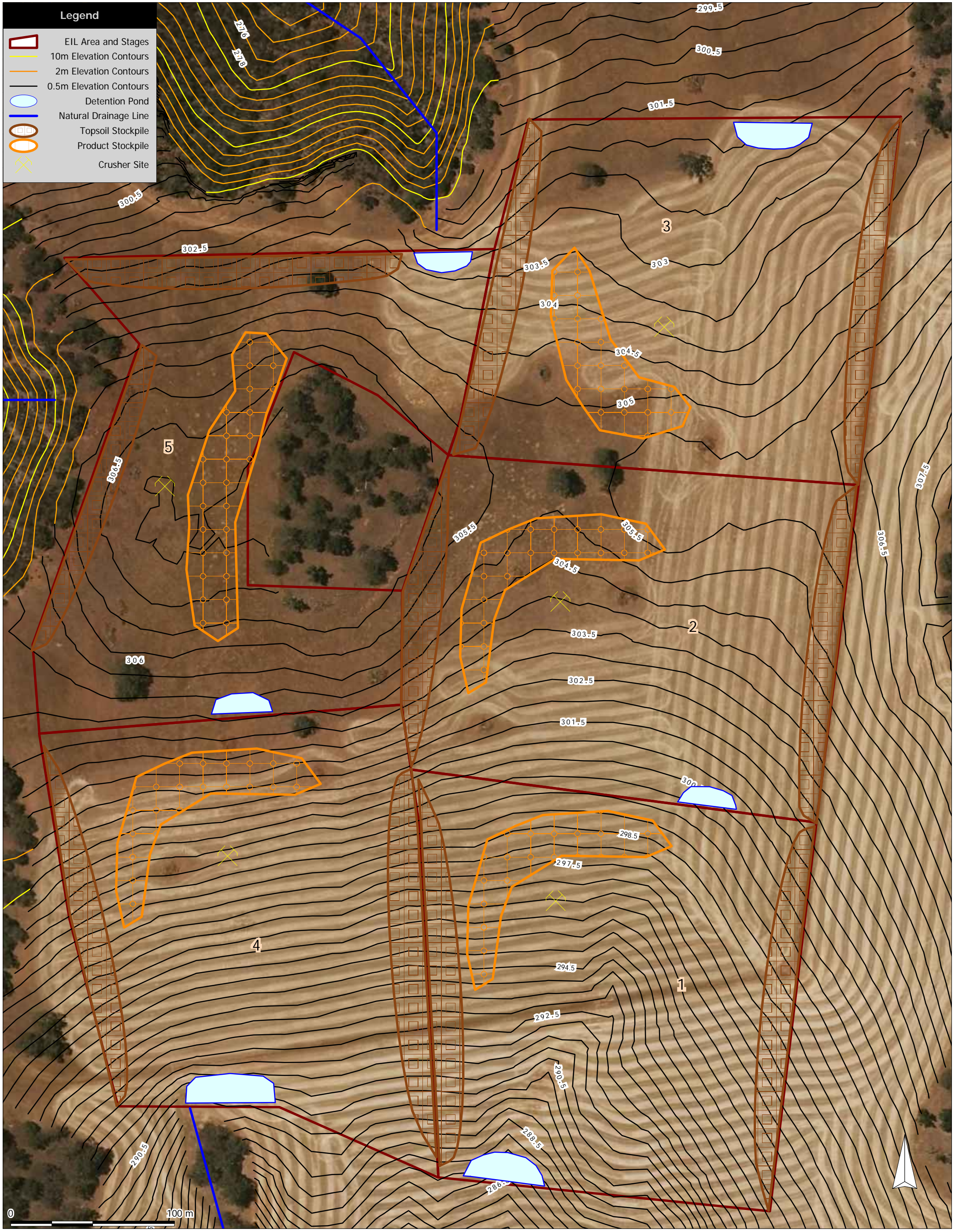
**Lundstrom Environmental
Consultants Pty Ltd**

Leeming WA 6149
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Scale: 1:19000
Original Size: A4
Air Photo Source: Nearmap Feb 2009
Datum: GDA94
Projection: Australia MGA94 (50)

Client: B & J Catalano
Project: Gravel Extraction
Location: Lot 1806 Cocking Rd
Mogumber

**Figure 2:
Site and
Surrounds**



Lundstrom Environmental Consultants Pty Ltd



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 mikelund1@bigpond.com

Scale: 1:2000
 Original Size: A3
 Air Photo Source: Landgate Dec 2017
 Datum: GDA94
 Projection: Australia MGA94 (50)

Client: B & J Catalano
 Project: Gravel Extraction
 Location: Lot 1806 Cocking Rd
 Mogumber

**Figure 3:
 Proposed Operations**

APPENDIX 1:

DEVELOPMENT APPROVAL APPLICATION FORM

SHIRE OF VICTORIA PLAINS LOCAL PLANNING SCHEME NO.5



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name/s: Jindabyne Mogumber Pty Ltd

Directors: *JADEN AND BREE COCKLING*

ABN (if applicable): 78 625 701 626

Postal Address: *RMB 405 MOORA* Postcode: *6510*

Work Phone:	Fax:	E-mail:
Home Phone:	-	
Mobile Phone: <i>0409516013</i>		<i>annadalefarm@bigpond.com</i>

Contact Person for Correspondence: *MIKE KANDSIRAM - 0417934863 - 21 SELLEN COURT KEEMING 6149*

Signature: *[Signature]* Date: *7-9-19*

Signature: *[Signature]* Date: *7-9-19*

NOTES:

i) Use and attach a separate copy of this page where there are more than two (2) landowners.

ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:

- 1 director of the company, accompanied by the company seal; or
- 2 directors of the company; or
- 1 director and 1 secretary of the company; or
- 1 director if a sole proprietorship company.

Print the full names and positions of company signatories underneath the signatures.


iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.

iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Victoria Plains where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

Applicant Details (if different from owner)

Name/s: *B & J CASARANO Pty Ltd*

Address: *SOUTH WESTERN HOY, BRUNSWICK JUNCTION* Postcode: *6224*

Work Phone: 9726 8100 Home Phone: Mobile Phone: 0407 857 026	Fax:	E-mail: peterbennett@catalano.com.au
Contact Person for Correspondence: Peter Bennett		
Signature: 		Date: 30/10/19
NOTES: i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.		
Property Details NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No: M1 806 & Lot 6	House/Street No:	Location No:
Survey Diagram or Plan No: Diagram 8582 & Diagram 19255	Certificate of Title Volume No: 2213	Certificate of Title Folio No: 504 & 500
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): 1. EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 20047/1954. 2. *N948887 MORTGAGE TO WESTPAC BANKING CORPORATION REGISTERED 24/7/2018.		
Street name: Cocking Rd	Suburb: Mogumber	
Nearest street intersection: Mogumber-Yarawindah Road		
Proposed Development:		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input checked="" type="checkbox"/> Works and Use NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		

Description of proposed works and/or land use:

GRAVEL EXTRACTION

Description of exemption claimed (if relevant):

N/A

Nature of any existing buildings and/or land use:

AGRICULTURE - CROPS/PASTURES

Approximate cost of proposed development (excluding GST):

< \$5000

OFFICE USE ONLY

Date application received:

Received by:

Application reference number:

Application fee payable: \$

Date of receipt of application fee from applicant:

Receipt number for application fee:

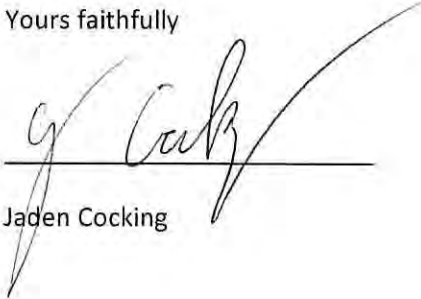
12 November 2019

To whom it may concern,

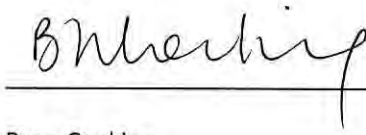
We, Jaden and Bree Cocking of Jindabyne Mogumber Pty Ltd of Annadale Farm, are the registered owners of Lot M1806 Cocking Road, Mogumber, WA 6506.

We hereby grant permission for B & J Catalano Pty Ltd and their consultant, Lundstrom Environmental Consultants Pty Ltd, to make applications for all the necessary licences and permits to extract gravel on this property.

Yours faithfully



Jaden Cocking



Bree Cocking

WESTERN



AUSTRALIA

REGISTER NUMBER M 1806/D8582	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 28/5/2012

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2213** FOLIO **504**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT M 1806 ON DIAGRAM 8582

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

JINDABYNE MOGUMBER PTY LTD OF ANNADALE FARM BULL BARNETT ROAD KOOJAN WA 6510
(T N948885) REGISTERED 24/7/2018

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 20047/1954.
- *N948887 MORTGAGE TO WESTPAC BANKING CORPORATION REGISTERED 24/7/2018.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2213-504 (M 1806/D8582)
 PREVIOUS TITLE: 1217-354
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF VICTORIA PLAINS

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M234733

WESTERN



AUSTRALIA

REGISTER NUMBER 6/D19255	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 6/6/2006

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2213** FOLIO **500**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 6 ON DIAGRAM 19255

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

JINDABYNE MOGUMBER PTY LTD OF ANNADALE FARM BULL BARNETT ROAD KOOJAN WA 6510
(T N948886) REGISTERED 24/7/2018

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 20047/1954.
- *N948887 MORTGAGE TO WESTPAC BANKING CORPORATION REGISTERED 24/7/2018.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: D19255
 PREVIOUS TITLE: 1217-354
 PROPERTY STREET ADDRESS: 190 COCKING RD, MOGUMBER.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF VICTORIA PLAINS

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M234735

APPENDIX 2

BLACK COCKATOO HABITAT ASSESSMENT

Greg Harewood
Zoologist
PO Box 755
BUNBURY WA 6231
18 December 2019

B & J Catalano
C/- Lundstrom Environmental Consultants Pty Ltd
21 Sellen Court
LEEMING WA 6149
E: mikelund1@bigpond.com

Attention: Mike Lundstrom

Dear Mike

RE: **Black Cockatoo Habitat Assessment - Lot 1806 Cocking Road – Mogumber**

1. **BACKGROUND**

This report details the results of a black cockatoo habitat survey carried out within a section of Lot 1806 Cocking Road – Mogumber (the subject site). It is understood that B & J Catalano have applied for an extractive industry licence over a section of the site to allow for a proposed extractive industry to be undertaken (see attached figure).

The Shire of Victoria Plains have in their initial assessment of the project issued some concerns about what impact the proposal may have on Carnaby's black cockatoo which are known to frequent general area. In their report that state:

Section 3.8 – Fauna: It is noted the subject land is in a confirmed breeding area for Carnaby's Black Cockatoo and may contain vegetation they feed on. Whilst it is acknowledged no vegetation will be removed to accommodate the proposed development, the Shire has raised concern that the activities on the land will generate noise and vibration that may have an impact on this protected fauna species. We haven't yet delved into this issue in any great detail and will ultimately rely upon advice to be sought from the DWER during the public advertising / referral process. You may therefore wish to have a chat to the DWER in the meantime to see if noise and vibration are likely to have a bearing on things and whether some consideration needs to be given to preparing a suitable management plan of some sort. We may find it's not a major issue however the Shire would like to cover that base just in case.

To provide some information on the current status of the black cockatoo habitat within close proximity (75m buffer) to the proposed extraction area a survey has been undertaken.

The results of this assessment are provided here.



2. SCOPE

The scope of works was to:

- Examine the defined buffer area for hollows suitable or possibly suitable for black cockatoos to use for nesting;
- Examine the defined buffer area for forging habitat suitable or possibly suitable for black cockatoos to use for feeding;
- Provide a brief report detailing methods and results.

3. METHODS

Field work was carried out by Greg Harewood (Zoologist) on the 1 December 2019.

Breeding Habitat

All of the trees with the defined 75 m buffer area were examined for large hollows suitable or possibly suitable for black cockatoos to use for nesting purposes. Carnaby's black cockatoo has a preference for large (>20cm diameter) top opening hollows. For the purpose of this assessment any hollow or possible with an entrance diameter of at least 10cm while providing entry into a suitable sized and orientated branch or tree trunk (~>20 cm diameter).

Any suitable or potentially suitable hollows were placed into one of three categories, these being:

- Chewed Hollow – The hollow shows signs of chewing (around or near entrance and/or internally) attributed to black cockatoo activity (in most cases indicating nesting activity, but in some cases possibly marks left by black cockatoos investigating hollows).
- Used Hollow – The hollow appears to be of a suitable size for black cockatoos to use for nesting but no conclusive evidence of this activity seen but evidence of use other fauna species (e.g. ducks or possums).
- Unused Hollow – The hollow appears to be of a suitable size for black cockatoos to use for nesting but no conclusive evidence of this activity seen. It should be noted that chew marks are not always evident or present on some hollows that have been used for nesting. Hollows classified as “unused” may therefore have been used for nesting but cannot be specifically classified as such. Alternatively, some “unused” hollows may not be suitable for black cockatoos as a range of characteristics, not all of which can be seen or measured, ultimately determined if a hollow will ever actually be used.



Foraging Habitat

Vegetation within the defined buffer area was examined for the [presence of species documented as being fed upon by black cockatoos.

4. RESULTS

Breeding Habitat

The buffer area is dominated by an open wandoo (*Eucalyptus wandoo*) woodland. The vast majority of the trees are small stunted specimens that were not observed to contain hollows of any size. Example images are provided below





A single tree with two large hollows was recorded in the north east section of the buffer area (see attached figure). This tree was a large, old wandoo specimen with a bifurcating central truck forming two chimney type, upward facing hollows (see pictures below). These hollows were examined from ground level and using a pole mounted camera. No evidence of use by black cockatoos was evident in either case and both have been classified as “Unused Hollows”.





Entrance 1



Entrance 2



Foraging Habitat

As indicated the vegetation is largely represented by a wandoo dominated open woodland. Most of the buffer area has been open to grazing and now contains no significant lower shrub or ground cover component. A very small number of marri (*Corymbia calophylla*) were observed in some areas.

Wandoo (flowers and seeds) are is foraged upon by Carnaby's black cockatoos but it is not noted as a favoured species given they only produce small fruiting bodies. This means high numbers of fruits must be obtained to provide sufficient value for effort. Marri is a much more favoured species but only a few trees are present and therefore this resource is insignificant.

No evidence of black cockatoos foraging within the buffer area was observed.



5. CONCLUSION

The assessment reported on here was carried out to provide some information on the extent of black cockatoo habitat within close proximity (75m buffer) to the proposed extraction area to help determine if any impacts would result as a consequence of the proposed gravel extraction.

Almost all of the trees present within 75m of the proposed extraction area do not contain hollows suitable for black cockatoos to use for nesting purposes. The single tree found with some large hollows showed no evidence of use.

The vegetation within the buffer zone does not present quality foraging habitat given the limited range of plant species present and the dominance of wandoo, a species not favoured by Carnaby's black cockatoo as a food source.

It should also be noted that black cockatoo are adaptable to some degree of disturbance (i.e. noise and vibration) when breeding with actual breeding hollows having been recorded immediately adjacent to busy highways at several locations. I have also observed Carnaby's black cockatoo feeding in trees along busy highways which would indicate noise and vibration does not necessarily prevent them from using areas if they contain suitable foraging habitat.

Based on the results of the survey and observations made elsewhere it is the Authors opinion that a management plan specifically related to the potential disturbance of black cockatoos is unnecessary in this case as impacts are unlikely to occur.

If you have any questions or queries relating the information provided here please contact the undersigned on 0402 141 197 / gharewood@iinet.net.au






Greg Harewood
Zoologist

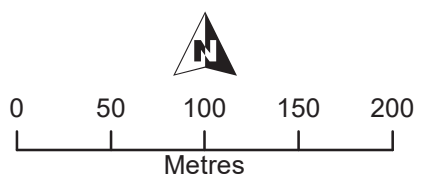




Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Legend

-  Proposed Extraction Area
-  75m Buffer
-  Habitat Tree with Hollow



Drawn: G Harewood
Date: Dec 2019
Scale: 1:4,028

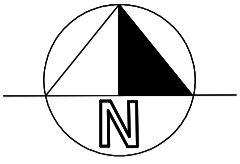
Lot 1806 Cocking Rd
Mogumber

Field Observations

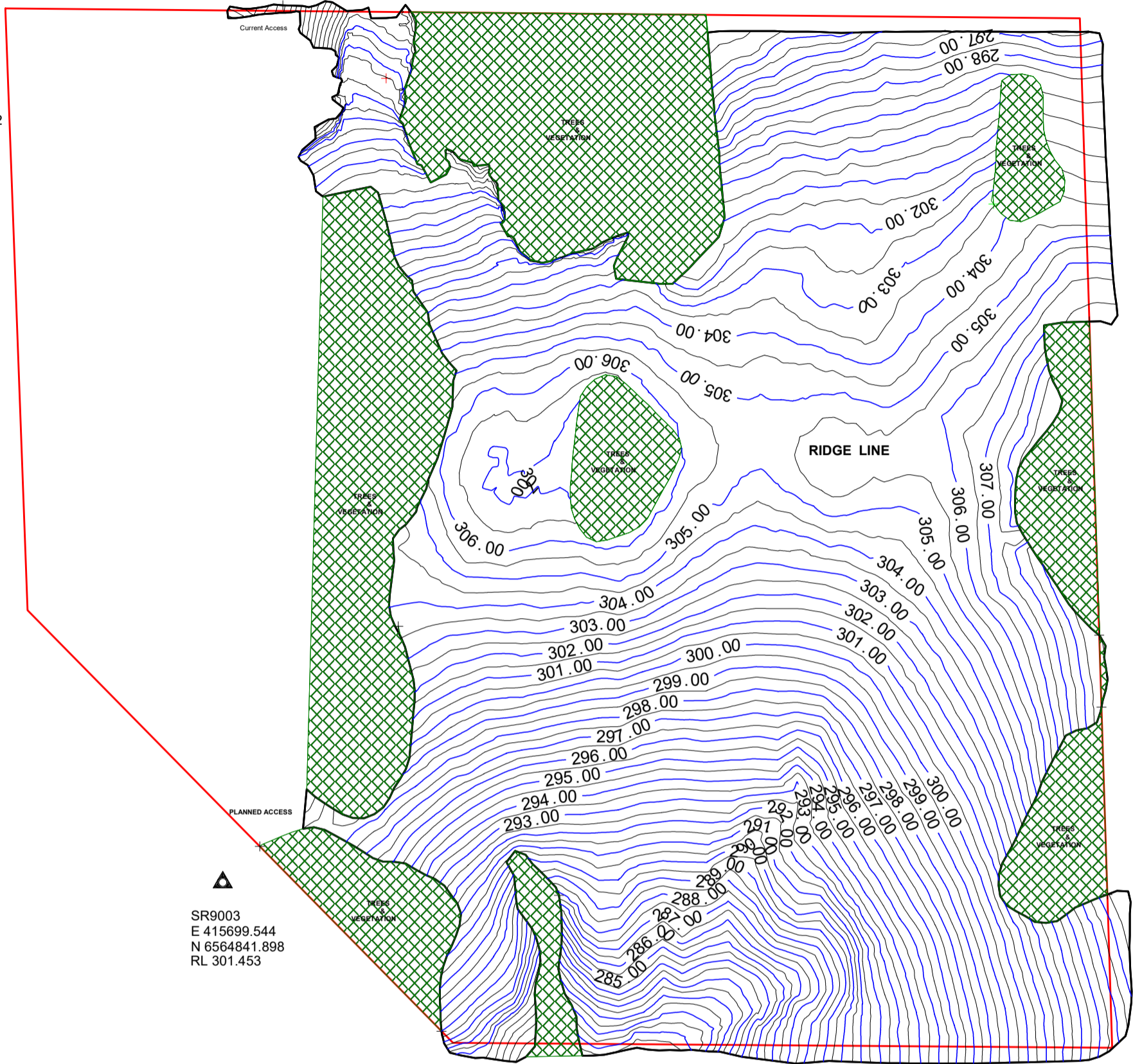
117

APPENDIX 3

CONTOUR AND FEATURE SURVEY OF EXTRACTION AREA




SR9001
E 415465.818
N 6565608.032
RL 251.373



Trees and Vegetation



		CLIENT DETAILS		SURVEYOR : Jayden Merritt Rod Gordon DATE OF CAPTURE : 11/12/2019 DRAFTSPERSON : Jayden Merritt DATE DRAWN : 11/12/2019		 SURVEY RESULTS SPECIALIST ENGINEERING SURVEYORS Lot 27 Bushmead Road Hazelmere WA 6055 C - PO Brunswick, Brunswick WA 6224 ABN: 59 116 729 189 (P) (08) 9379 2001 www.surveymresults.com.au		PROJECT TITLE : B & J Catalano Jindabyne Farm, Mogumber DRAWING TITLE : Gravel Extraction Area Contour Plan HORIZONTAL DATUM : MGA50 VERTICAL DATUM : AHD <small>This drawing shall remain the property of Survey Results PTY LTD, trading as Survey Results. Unauthorised use or copying in whole or part without permission of Survey Results PTY LTD trading as Survey Results constitutes a copyright infringement.</small>		Orig. Dwg A3
REV.	DATE	DESCRIPTION	CHK			DRAWING NUMBER : SR2002-37-001_A SCALE : 1:4500				

APPENDIX 4

WEED MANAGEMENT PLAN



LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

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WEED MANAGEMENT PLAN

Prepared for B & J Catalano Pty Ltd
Lot 1806 Jindabyne Farm , Cocking Road, Mogumber
Shire of Victoria Plains

1. INTRODUCTION

This Weed Management Plan (WMP) has been prepared in accordance with guidelines published by the Department of Agriculture and Food (DAF) (DAF 2014). This WMP should be read in conjunction with the report entitled "*Extractive Industries Licence Application and Environmental Management Plan 1806 Cocking Road, Mogumber, Shire of Victoria Plains*", prepared for B&J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.

1.1 Locality and Ownership

Locality: Lot 1806 Cocking Road, Mogumber, Myalup, Shire of Victoria Plains
Ownership: Jindabyne Mogumber Pty Ltd of Annadale Farm

Figure 1 shows the site and its surrounds and indicates the proposed Extractive Industries Licence (EIL) area covered by this application.

1.2 Development Proposal

B & J Catalano Pty Ltd intend to extract approximately 3000 to 5000 tonnes/month of gravel from the area indicated on Figure 1 in five equal stages of approximately 5.2 ha. Extraction will occur over the next 8-10 years and total area to be disturbed is 26.1 ha.

2. RESPONSIBILITIES

B & J Catalano Pty Ltd accepts responsibility for weed management within Zones A and B (as identified in Section 4.1 of this report) and any areas identified within the conditions of approval set by the Shire of Victoria Plains.

3. CURRENT WEED STATUS OF THE PROPERTY

At present there are no declared weeds on the property.

4. PROPOSED WEED MANAGEMENT ACTIONS

The following is a general description of the actions that will be implemented by B & J Catalano Pty Ltd for weed management:

4.1 Weed Management Zones on the Subject Land

For the purpose of this WMP, the subject land has been allocated zones as follows:

Zone A: This is all the land within the quarry and includes the base of the excavation, roadways and stockpiles of topsoil, overburden and all product stockpiles.

Zone B: This is all land that is at natural level which extends 100 meters beyond the perimeter of the quarry and includes any stockpiles or overburden created by the excavation and rehabilitated areas.

4.2 Weed Emergence Monitoring

Monitoring of the emergence of weeds in Zones A and B will be undertaken by an experienced and licensed weed management contractor on a six monthly basis i.e. after the first seasonal rains and at the end of spring. In addition, B & J Catalano Pty Ltd personnel on the site will be instructed to report any infestations that may occur on other occasions. Based on the type of weeds that emerge, a control plan will be formulated by the licensed weed management contractor.

4.3 Import and Export of Weeds

B & J Catalano Pty Ltd will ensure that all plant and equipment is clean and free of any soil when moving any equipment to or from the site. B & J Catalano Pty Ltd will also ensure that any quarry products imported to the site will be free of weeds.

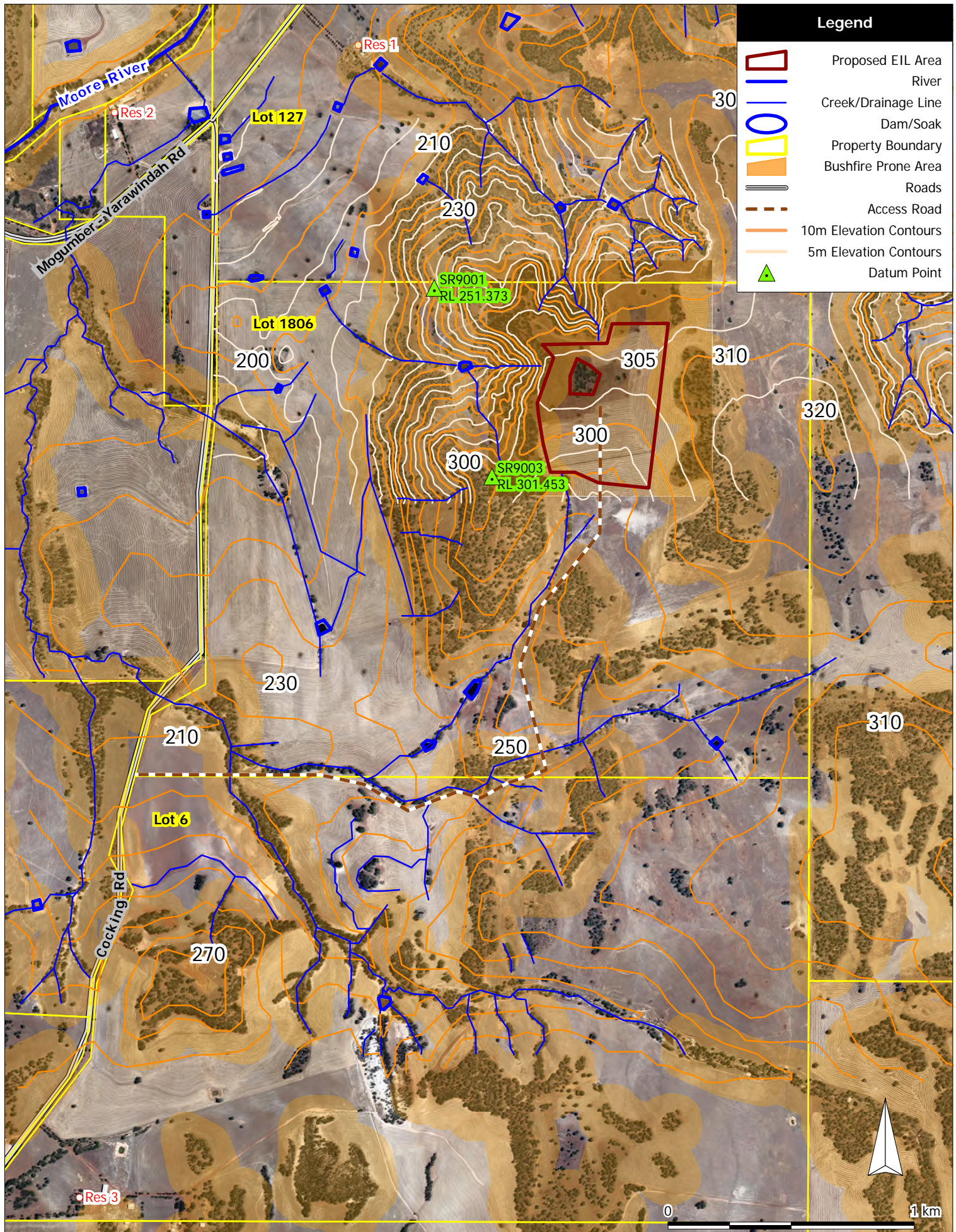
4.4 Weed Control Program

If a weed infestation occurs within Zones A or B, the licensed weed management contractor will apply the appropriate method of control, in accordance with the guidelines published by the DAF, whether chemical or mechanical, at the appropriate time. The weed management contractor will keep a record of all treatments.

5. REFERENCES

Department of Agriculture and Food (DAF) (2014). *Department of Agriculture and Food WA guidelines for weed control procedures for extractive industries licence.*

FIGURES



**Lundstrom Environmental
Consultants Pty Ltd**

Leeming WA 6149
Mob: 0417934863
mikelund1@bigpond.com

Scale: 1:19000
Original Size: A4
Air Photo Source: Nearmap Feb 2009
Datum: GDA94
Projection: Australia MGA94 (50)

Client: B & J Catalano
Project: Gravel Extraction
Location: Lot 1806 Cocking Rd
Mogumber

**Figure 1:
Site and
Surrounds**

APPENDIX 5

WATER MANAGEMENT PLAN



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WATER MANAGEMENT PLAN

Prepared for B&J Catalano Pty Ltd
Lot 1806 Jindabyne Farm , Cocking Road, Mogumber
Shire of Victoria Plains

1. INTRODUCTION

This Water Management Plan (WMP) has been prepared for the purpose of an Extractive Industries Licence (EIL) application and a Development Approval (DA) application for gravel extraction on Lot 1806 Cocking Road, Mogumber, Shire of Victoria Plains.

No previous commercial gravel extraction has occurred on the property. An EIL is sought for a 26.1 ha area, as shown in Figure 1.

This WMP should be read in conjunction with the report entitled "*Extractive Industries Licence Application and Environmental Management Plan 1806 Cocking Road, Mogumber, Shire of Victoria Plains*", prepared for B&J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.

1.1 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

Property Description: Lot M1806 on Diagram 8582
Cocking Road, Mogumber
Shire of Victoria Plains

Volume: 2213
Folio: 504
Area: 498.9 ha

Ownership: Jindabyne Mogumber Pty Ltd of Annadale Farm

Latitude: -31.048
Longitude: 116.118

The property is situated within a farm in the wheatbelt region, approximately 160 kilometres north of Perth and approximately six kilometres from the rural township of Mogumber.

1.2 HISTORIC AND PRESENT LAND USE

Figure 1 is a recent aerial photograph showing the proposed and existing operations on the property.

The property and surrounding land comprise cleared agricultural land and pockets of remnant vegetation.

The area is zoned as “Rural” in terms of the Shire of Victoria Plains Planning Scheme No. 5.

2. THE DEVELOPMENT PROPOSAL

2.1 PROPOSED EXTRACTION ACTIVITIES

B & J Catalano Pty Ltd intend to extract approximately 260,000 cubic metres (m³) of gravel from an area of 26.1 ha in five equal stages over approximately 8-10 years as shown on Figure 2. Monthly gravel extraction is estimated to be around 3000 to 5000 tonnes/month, dependent on demand.

Table 1 below summarises the actions that are to take place on the property over the next 10 years (2020 to 2029). A summary of the actions is given below:

- Topsoil and overburden will be removed from the extraction area over the five stages with only the areas targeted for immediate extraction (~5.2 ha at a time) being opened. Topsoil and over-burden will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than 2m.
- Extraction activity will result in the lowering of the ground level by approximately 1.0m.
- Crushing and screening will be undertaken over the five stages.
- Measures to limit noise and dust will be undertaken.
- There will be no blasting.
- Rehabilitation and stormwater management measures will be implemented.
- The area will be returned to agricultural use.

Table 1: Stages of the Extraction Operation

Stage	Action	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1	Rip, blade and crush laterite to gravel										
1	Removal of 3000 to 5000 tonnes/month										
2	Rip, blade and crush laterite to gravel										
2	Removal of 3000 to 5000 tonnes/month										
3	Rip, blade and crush laterite to gravel										
3	Removal of 3000 to 5000 tonnes/month										
4	Rip, blade and crush laterite to gravel										
4	Removal of 3000 to 5000 tonnes/month										
5	Rip, blade and crush laterite to gravel										
5	Removal of 3000 to 5000 tonnes/month										
1-5	Rehabilitate areas previously mined										
1-5	Monitoring and remediation of rehabilitated areas										

3. EXISTING ENVIRONMENT

3.1 TOPOGRAPHY, HYDROLOGY AND WETLANDS

The extraction area is located on relatively flat and high point of the property and with a slope of approximately 1:20 (5%) and an elevation range of 308 to 288 m AHD (Figures 1 and 2). The surrounding property slopes towards the east, south and north with a minimum elevation of approximately 200 m AHD in the north eastern corner of the property and a maximum slope of approximately 1:8 (12.5%).

The Moore River is located approximately 2km to the north west of the extraction area. The property is located in the Moore River Catchment within the Moore-Hill Rivers Basin (Landgate 2019).

Drainage from the extraction area is to the east, south and north. The surrounding area has multiple non-perennial creeks and drainage lines transecting it, all eventually terminating at the Moore River. There are also multiple agricultural dams located along these drainage lines which provide water for agricultural activities (Figure 1).

No known lakes or wetlands exist within 1 000 metres of the proposed extraction area (Landgate 2019).

The site does not fall within a RIWI Surface Water Proclamation Area (Landgate 2019).

3.2 GEOLOGY AND SOILS

Underlying rock is granite which has been weathered variably between 1 and 10 m. Overlying the granite is weathered clayey material which has a capping of laterite and gravel. The rock and soil profile are exposed in a breakaway feature immediately to the west of the site.

3.3 GROUNDWATER HYDROLOGY

The occurrence of groundwater is very limited due to the impervious nature of the underlying granite. Small quantities of groundwater can be found within fractures in the granite.

There is one stock bore located at Jindabyne farm. DWER data indicates that there are no licenced water bores within the property and lists the closest licenced groundwater abstraction bore as being approximately 9 km west of the farm (Aroona Alliance, 2018).

The property does not fall within a Public Drinking Water Source Area or a Rights in Water and Irrigation (RIWI) Act 1914 Groundwater Proclamation Area.

3.4 RAINFALL

One of the closest rainfall recording stations is New Norcia (Station 9033) and it has a mean annual rainfall of 519.2 mm. The wettest months are June, July and August and the driest months are December, January and February. The highest recorded annual rainfall was 947.6mm in 1917 and the lowest was 305.6mm in 1994.

Table 2 shows the average monthly and annual rainfall for New Norcia.

Table 2: Mean Rainfall Data (mm) for New Norcia for Period (Station 9033) 1883 to 2018 (BoM 2019a)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
11.7	13.0	21.3	25.1	66.9	97.9	96.3	78.0	47.2	30.4	14.7	11.2	519.2

Rainfall intensity has been calculated using the Bureau of Meteorology (BoM) Rainfall Intensity-Frequency-Duration (IFD) data system (BoM 2019b), which yields the 2hr 10% Annual Exceedance Probability (AEP) (31.2mm). The DWER recommends that surface water runoff produced within the mined area from this rainfall event should be contained within the pit (DWER 2019). This aspect is discussed later in this document.

4. WATER MANAGEMENT

In all extraction operations the potential exists for impacts to be incurred on surrounding water resources, or by stormwater erosion of exposed areas. The water management strategies outlined below will ensure the mitigation of potential impacts.

4.1 Surface Water Management

Five surface water management areas (sub-catchments 1 to 5) have been defined around the extraction areas (Figure 2). These five areas largely follow the extraction boundaries. Sub-catchment 5 has included areas not to be disturbed and has been divided into two catchments (A and B) in order to follow the natural sub-catchment boundaries.

Runoff generated within each sub-catchment for the 2hr 10% Annual Exceedance Probability (AEP) rainfall event has been calculated using the Rational Method as detailed in Table 3. Storm-water management infrastructure (detention ponds and contour bunds) will be designed to manage at minimum this runoff. Runoff from areas outside the defined sub-catchments will be diverted away using diversion bunds.

Table 3: Surface Water Management Areas (Sub-catchments) and Runoff Volumes

Sub-catchment	EIL Stages incorporated	Total Area (ha)	Extraction Area (ha)	Undisturbed Area (ha)	Design Storm Runoff* (m ³ x 10 ³)
1	1	5.46	5.46	0.00	1.363
2	2	5.22	5.22	0.00	1.303
3	3	5.18	5.18	0.00	1.292
4	4	5.27	5.27	0.00	1.316
5A	5	3.25	2.55	0.70	0.701
5B	5	3.00	2.40	0.60	0.656
TOTAL		27.38	26.08	1.30	6.632

*Calculated by Rational Method with a 2hr 10% AEP of 31.2mm obtained from the Bureau of Meteorology (BoM) website (BOM 2019b). Runoff coefficients used for Rational Method calculations were 0.8 for disturbed areas and 0.3 for undisturbed areas.

Based on the calculated storm design runoff shown in Table 3, the following measures will be used to achieve comprehensive onsite management of surface water runoff from the proposed EIL workings:

- Stormwater detention ponds with the capacity to hold at least the a 2hr 10% AEP storm event as detailed in Section 4.2.
- As each extraction area is completed, narrow-based contour bunds will be constructed to a grade of between 0.1 and 0.4%. Contour bund design methodology is discussed further in Section 4.2.1 below. A total length of approximately 5km of contour bunds will be constructed through the life if this extraction operation.
- A cut-off bund will be formed along the eastern edges of stages 1, 2 and 3 to prevent runoff entering into mined areas.

- As part of the rehabilitation process, the ground will be ripped along the contour at six metre intervals prior to fertilisation and seeding. This leaves a depression and low bund which will attenuate surface water flows and prevent rill erosion during the period that pasture grasses are becoming established. Surface water detention ponds and cut-off bunds will be retained until vegetation ground cover is sufficient to stabilise the ground surface and prevent erosion.
- Regular monitoring of the erosion control measures will be undertaken, and repairs implemented where necessary throughout the licence period or longer if necessary.

4.2 Storm Water Management

As each extraction stage is opened, a stormwater detention pond will be excavated below the workings (but within the extraction area) with the capacity to hold at least the a 2hr 10% AEP storm event. The positions of these detention ponds are shown on Figure 2 and the storage capacities listed in Table 4.

Table 4: Stormwater Detention Pond Capacity

Subcatchment	Detention Pond No. (see Figure 2)	Sub-catchment Area (ha)	Design Storm Runoff (m ³ x 10 ³)	Detention Pond Storage (m ³ x 10 ³)
1	1	5.46	1.363	1.4
2	2	5.22	1.303	1.4
3	3	5.18	1.292	1.3
4	4	5.27	1.316	1.4
5	5A	3.25	0.701	0.8
	5B	3.00	0.656	0.7
TOTAL		27.38	6.632	7.0

4.2.1 Contour Bank/Bund Design

Basic design parameters for the contour bunds that will be used for stormwater management on this property have been taken from the Queensland Department of Environment and Resource Management guideline.

Contour bank design is dependent on the following factors:

- Land-use after rehabilitation
- Slope
- Soil erodibility

In this case, the site will be returned to its former land use of cropping post-extraction. The proposed contour bank type in this situation is "narrow-based" i.e. approximately 4m across but may be substituted to "broad-based" if required at the end of extraction.

Slopes range from 1:50 to 1:20 and it is recommended that contour banks are spaced approximately 60 to 40m apart in this situation, and with an average fall of 0.2% and within a range of 0.1 and 0.4%.

4.3 Groundwater Management

The project does not involve dewatering. The average depth of the extraction will be approximately 1 metre. Groundwater will not be exposed by the excavations.

When water is required for dust management, it will be abstracted from the existing farm dams on the property.

No dewatering activities will be undertaken.

Due to the low scale nature of the operations and limited groundwater, no groundwater contamination is anticipated and there is no risk to any private groundwater supply. No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a “snap-on snap-off, fast-fill and auto shut-off” facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight. No major servicing, which could lead to fuel and oil spills, will take place on the site. Minor spills which may occur occasionally will be neutralised by soil processes. B&J Catalano have a Safety Practice document for Hydrocarbon Spill Response outlining their procedures for controlling, recovering, treating and reporting hydrocarbon spills (Annexure 1).

5. ACID SULFATE SOILS

A search of the CSIRO’s Australian Soil Resource Information System (ASRIS) database identified the area as having an extremely low probability of occurrence for acid sulphate soils (CSIRO 2019).

Since the excavations are for gravel extraction and there will be no dewatering or additional excavation below the water table, the risk of disturbing acid sulphate soils will be very low.

6. REFERENCES

Aroona Alliance (2018). Review of Environmental Factors Jindabyne Farm (for biosolids application). Report prepared on behalf of property owner Jaden Cocking.

Bureau of Meteorology (BoM) (2019a). Rainfall records for New Norcia (Station 9033). Website: www.bom.gov.au

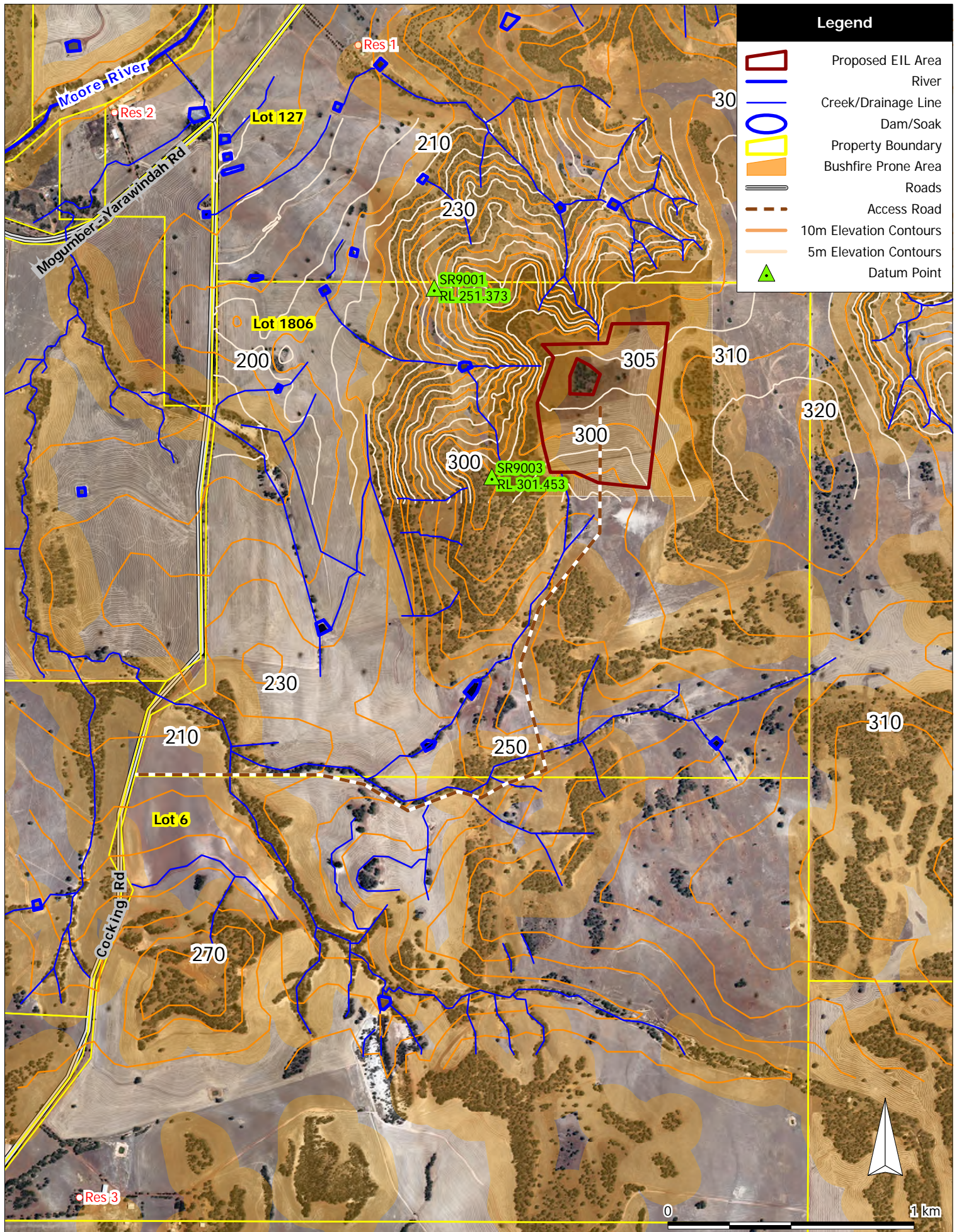
Bureau of Meteorology (BoM) (2019b). Rainfall frequency information. Website: www.bom.gov.au

CSIRO (2019). ASRIS - Australian Soil Resource Information System. <http://www.asris.csiro.au>. Accessed: July 2019.

Department of Water and Environment Regulation (DWER) (2019). Water quality protection note no. 15, Basic raw materials extraction. Government of Western Australia.

Landgate (2019). Locate V5. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed: October 2019.

FIGURES



Legend	
	Proposed EIL Area
	River
	Creek/Drainage Line
	Dam/Soak
	Property Boundary
	Bushfire Prone Area
	Roads
	Access Road
	10m Elevation Contours
	5m Elevation Contours
	Datum Point

**Lundstrom Environmental
Consultants Pty Ltd**











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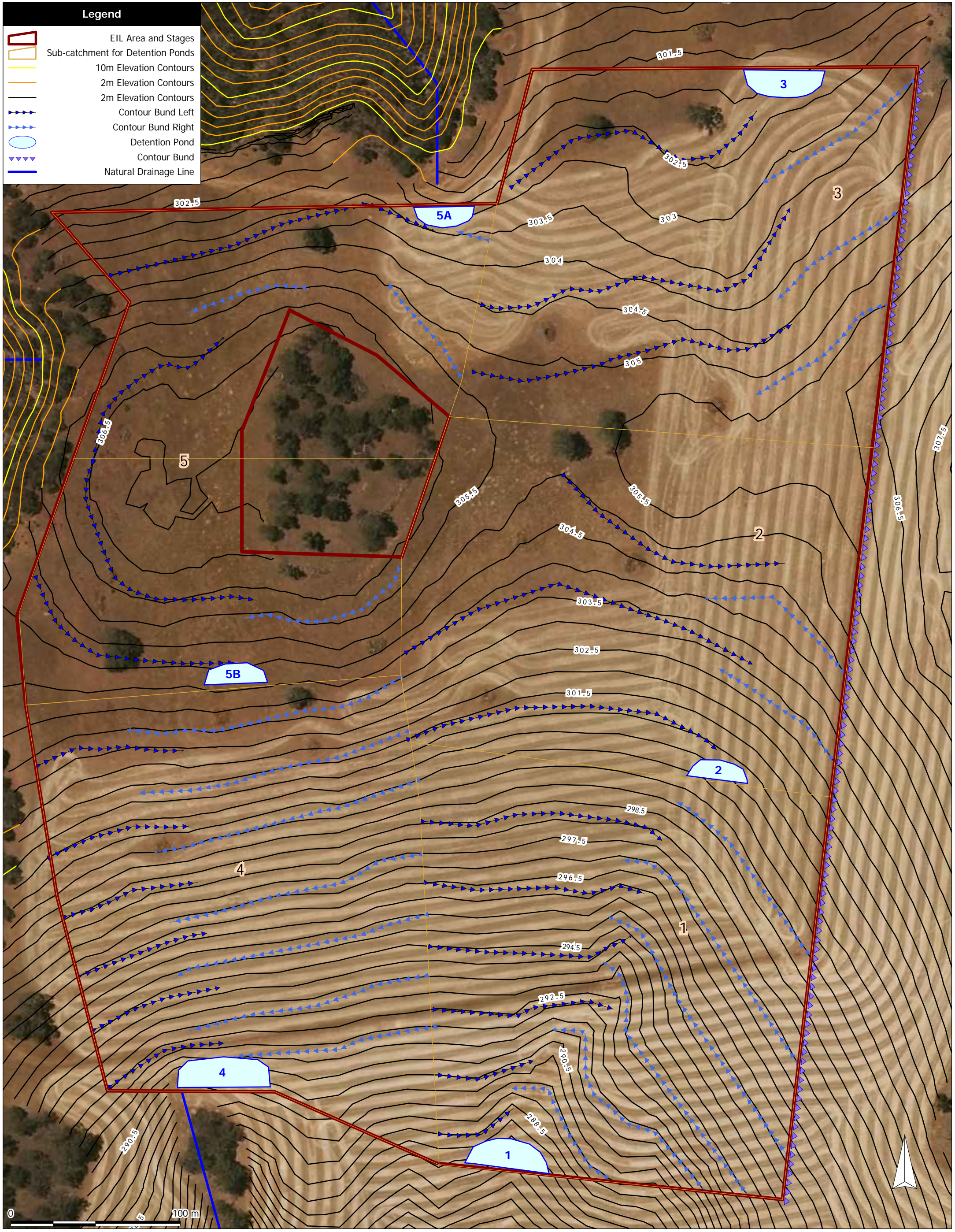
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Original Size: A4
Air Photo Source: Nearmap Feb 2009
Datum: GDA94
Projection: Australia MGA94 (50)

Client: B & J Catalano
Project: Gravel Extraction
Location: Lot 1806 Cocking Rd
Mogumber

**Figure 1:
Site and
Surrounds**

Legend

-  EIL Area and Stages
-  Sub-catchment for Detention Ponds
-  10m Elevation Contours
-  2m Elevation Contours
-  2m Elevation Contours
-  Contour Bund Left
-  Contour Bund Right
-  Detention Pond
-  Contour Bund
-  Natural Drainage Line



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Scale: 1:2000
 Original Size: A3
 Air Photo Source: Landgate Dec 2017
 Datum: GDA94
 Projection: Australia MGA94 (50)

Client: B & J Catalano
 Project: Gravel Extraction
 Location: Lot 1806 Cocking Rd
 Mogumber

Figure 2:
Proposed Operations and Stormwater Management

ANNEXURE 1

Hydrocarbon Spill Management Plan

Safety Practice

SAF-SP-029 HYDROCARBON SPILL RESPONSE

PURPOSE

This procedure summarises the safety practice of B & J Catalano to control the personal and environmental hazard posed by hydrocarbon spills. It outlines the correct procedure for controlling, recovering and reporting hydrocarbon spills to ensure compliance with West Australian legislative requirements.

SCOPE

This safety practice will apply to all B & J Catalano areas and employees.

DEFINITIONS

MSDS: Material Safety Data Sheet - A document which describes the properties and use of a substance, i.e., its identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

Hydrocarbon: An organic compound containing only carbon and hydrogen including diesel, oil, petrol, grease, solvent-based degreasers, hydraulic fluids and transformer oils.

Hydrocarbon Spill: Any uncontrolled release of hydrocarbon products.

Bund: An embankment or wall that may form part or the entire perimeter of a compound. Usually made of concrete, bunds are placed around storage tanks to contain spills.

INFORMATION

Under the general and specific provision of duty of care an employer shall, so far as is practicable, provide and maintain a working environment in which his employees are not exposed to hazards existing in the workplace. This requirement includes the hazards associated with hydrocarbons spills.

It is the responsibility of ALL employees and contractors to manage hydrocarbon spills as they occur. Supervisors are accountable if their immediate areas are found to have poor hydrocarbon management practices (this includes the clean-up of minor spills).

Spills involving hydrocarbons have the potential to produce adverse consequences to human health and/or the environment. Environmental spills can lead to contamination of water (both surface and aquifers), soil and habitats. The effect is higher closure costs, loss of a potable resource, death of flora and fauna, requirement for remediation, classification into Western Australia's Contaminated Sites database and prosecution by the Department of Environment and Conservation (DEC).

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	1 of 4

This safety practise outlines:

- Action required when a spill is identified
- Techniques to restrict the extent of the contamination
- Techniques to collect spilled material
- Techniques to collect and dispose of contaminated material
- Techniques to treat soils contaminated by hydrocarbon
- Reporting requirements in regard to hydrocarbon spills

REQUIREMENTS

1 Action required when a spill is identified

- 1.1 Isolate the spill area
- 1.2 Identify the spilt substance
- 1.3 Identify hazards and PPE requirements – consult the appropriate MSDS.
- 1.4 If safe to do so, the source of the spill should be restricted or stopped (i.e. shutdown machinery, switch off pumps, close valves).
- 1.5 If suitable equipment is readily available and can be operated in a safe manner, the extent of the spill is to be contained.
- 1.6 Contact immediate Supervisor as soon as possible and advise of spill.

2 Techniques to restrict the extent of the contamination

- 2.1 If possible restrict the source of the spill to ensure the flow of hydrocarbon is stopped.
- 2.2 If the spill is occurring outside a containment bund, use earthmoving equipment to construct additional earthen bunds to contain the extent of the flow.
- 2.3 Isolate drains.
- 2.4 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.

3 Techniques to collect spilled hydrocarbon

- 3.1 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.
- 3.2 Use absorbent materials to soak up residual hydrocarbon.
- 3.3 If the spill occurs in an area where a water body has become contaminated, use mini air booms to contain the spread of hydrocarbon on the surface of the water.
- 3.4 Use a skimmer to collect contained hydrocarbon in a triple oil separator or retain on the surface of the water body and pump to a waste oil tank or other safe container.
- 3.5 Hydrocarbon absorbents are to be collected and disposed of as decided by the Environmental Department and according to site requirements.

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	2 of 4

4 Techniques to treat soils contaminated by hydrocarbon

- 4.1 Dependent on site requirements and on advice from the Environmental Department, contaminated soils may be treated in the following ways:
- Collected and disposed of
 - Encapsulated in the waste dump
 - Collected or remain in situ and treated by bioremediation to breakdown the hydrocarbon.
- 4.2 On completion of the rehabilitation program the Environmental Department must inspect and verify that the spill has been successfully remediated.

5 Reporting requirements in regard to hydrocarbon spills

- 5.1 All incidents of hydrocarbon spills are to be reported to the immediate Supervisor as soon as possible and followed up with the completion of the B&J Catalano Incident Report Form which requires an incident investigation to determine root cause and assists in the prevention of a reoccurrence.
- 5.2.1 The immediate Supervisor must then report the incident to the Environmental Department to determine what reporting to external departments is required i.e. Department of Conservation.

Table 1: Suggested Spill Equipment

Type of Spill	Recommended Spill Equipment
Spill on rocks / dirt	<ul style="list-style-type: none"> • Use earthen bunds or booms to contain spill • Polypropylene pads to mop up excess oil at the outset • Global Peat or Enretec to treat contaminated soil in-situ
Spill on concrete / hardstand area e.g. workshop	<ul style="list-style-type: none"> • Polypropylene pads (easiest and quickest) • Floorsorb / kitty litter if pads not available (this must be swept up and disposed of in hydrocarbon bins immediately, as these products are not hydrophobic and will not contain the spill if they become wet)
Spill in containment bund	<ul style="list-style-type: none"> • Polypropylene pads or pillows • Bund can be drained or sucked out to waste oil receptacle if the spill is large
Spill occurs when raining or on a water body	<ul style="list-style-type: none"> • Polypropylene pads

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	3 of 4

RELATED DOCUMENTS

- a. B&J Catalano Incident Report Form

REFERENCES

- a. Occupational Safety and Health Act (WA) 1984
- b. Occupational Safety and Health Regulations (WA) 1996
- c. Mines Safety and Inspections Act (WA) 1994
- d. Mines Safety and Inspections Regulations (WA) 1995
- e. Environmental Protection Act 1986
- f. Environmental Protection (Unauthorised Discharges) Regulations 2004
- g. AS 1940 : 2004 Storage and handling of flammable and combustible liquids

DOCUMENT CONTROL

Approval			
Role	Name	Date	
General Manager	Nunzio Giunta	Sept 2011	
HSE/HR Manager	Doriann Walls	Sept 2011	
Revision Events			
Rev.	Author	Changes	Date
1.0	Nic Henley		May 2011
2.0	Ian Prosser	Definitions / Table 1	March 2012

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	4 of 4

APPENDIX 6

DUST MANAGEMENT PLAN



DUST MANAGEMENT PLAN

Prepared for B & J Catalano Pty Ltd
Lot 1806 JindabyneFarm , Cocking Road, Mogumber
Shire of Victoria Plains

1. INTRODUCTION

This Dust Management Plan (DMP) has been prepared in accordance with guidelines published by the Department of Environment and Conservation (DEC) (Jan. 2011), now the Department of Water and Environmental Regulation (DWER). This Dust Management Plan should be read in conjunction with the report entitled "*Extractive Industries Licence Application and Environmental Management Plan (EMP); Lot 1806 on Diagram 8582, Jindabyne Farm, Cocking Road, Mogumber, Shire of Victoria Plains*", prepared for B & J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.

The objectives of this DMP are as follows:

- To describe the nature of the proposed operation;
- To identify any sources of dust that might arise from these operations;
- To identify the proximity of any sensitive premises in this regard;
- To identify measures that will limit the generation of dust from the operations;
- To identify measures that will limit the impact of dust on sensitive premises.

2. SITE BACKGROUND

Locality: Lot 1806 Cocking Road, Mogumber, Myalup, Shire of Victoria Plains
Ownership: Jindabyne Mogumber Pty Ltd of Annadale Farm

Figure 1 is a recent aerial photograph showing the property and its surrounds. Figure 2 indicates the proposed operations areas covered by this application.

2.1 Land Use

The property and surrounding land consists of cleared agricultural land and pockets of remnant vegetation (Figure 1).

2.2 Geology and Soils

Underlying rock is granite which has been weathered variably between 1 and 10 m. Overlying the granite is weathered clayey material which has a capping of laterite and gravel. The rock and soil profile are exposed in a breakaway feature immediately to the west of the site.

2.3 Nuisance Potential of materials

The crushed material texture is predominantly gravel with moderate amounts of sand and trace amounts of fines (clays and silts), with grain size distribution (ISO 14688-1) being approximately as follows:

Gravel (>2.0mm):	58%
Sand (0.063<2.0mm):	33%
Fines (Silt & Clay; <0.063mm):	9%

Although there will be some uplift of the finer particle component of this soil during stripping and stockpiling operations, this will be limited due to the low proportion of fines. During strong winds the potential exists for fine particles (including fine sand) to become airborne especially when they are disturbed by excavation activities.

In its in-situ state, the laterite is a cemented pisolitic material and has no loose fines. However, during the crushing operation very fine particles of less than PM50 (particulate matter with diameter 50 micrometers) are produced as fugitive dust and require suppression as is discussed in Section 4 below.

Whilst the analysis presented above does not determine the quantity of PM50 particles, it is estimated that the potential for total suspended particles (TSP) less than PM50 is approximately 7.5%. Mitigation measures are discussed in Section 4 below.

Potentially significant sources of airborne particulates from the site have been assessed as being limited to:

- Dust lift-off from exposed extraction areas or rehabilitated surfaces
- Dust lift-off from stockpiles (topsoil and extracted product)
- Dust lift-off from haul roads and tracks resulting from light vehicle and heavy earthmoving traffic
- Dust generation from crushing and screening processes, loading and transportation of extracted material.

The majority of airborne particulates from the site are likely to be visible dust.

Mitigation measures for the operations are discussed in Section 4 below.

3. PROPOSED WORKS AND POTENTIAL IMPACTS

B & J Catalano Pty Ltd intend to extract approximately 3000 to 5000 tonnes/month of gravel from the area that are indicated on Figure 1 in five equal stages of approximately 5.2 ha. Extraction will occur over the next 8-10 years and total area to be disturbed is 26.1 ha.

Equipment to be used in these operations includes:

- D10/D9 Bulldozer
- CAT 980 Front End Loader (FEL)
- Striker 1320 Crusher
- Finlay Screen 693
- Striker 25m Stacker
- Single Semi-loader (26 tonnes)
- Road Train (55 tonnes)

Extractive operations within the stages will include topsoil removal, ripping, blading, crushing and stockpiling of gravel, truck loading of gravel and rehabilitation of the extraction area.

Stripped topsoil from each stage will be placed in windrows along the edges of the working area to serve as noise, stormwater and visual barriers.

A bulldozer will rip the laterite and then blade it into the crusher sites until a large raw material stockpile has accumulated. It is anticipated that the ripping and blading phase of the operation will be undertaken for approximately one week per each stage.

Once all the raw material has been stockpiled, a crusher, screen and stacker unit will be deployed for a period of approximately eight to ten weeks per year. At the end of this period all material will be processed and ready for use. Trucks, as required, will enter and cart material out of the site over the remainder of the five year licence period.

After extraction, the land surface will on average 1 metre lower than the original height, apart from the batters which will be at a maximum gradient of 1:6.

The first stage of rehabilitation is topsoil replacement and contour ripping. This will be conducted immediately after completion of extraction in each stage.

Rehabilitation will be done in progressive stages over the life of the extraction.

Table 1 provides a description of all activities, their duration, aspect and an assessment of potential for dust impacts.

Table 1: Aspects and Impacts of Dust Generating Activities

Activity	Duration	Aspect	Impact
Construction of internal driveway / access road	~1 week	Actions may release dust into the atmosphere	Dust may create an amenity issue with nearby residents
Topsoil Stripping and stockpiling	Up to 1 week per annum in 5 stages.	Disturbance of grass and soil exposes ground to wind erosion	Dust may create an amenity issue with nearby residents
Rip and blade laterite to crusher site	Up to 3 weeks per annum in 5 stages.	Actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Crushing, screening and stockpiling of gravel	Up to 4 weeks per annum in 5 stages.	Crushing and screening actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Loading of trucks from stockpiles	5 years at a maximum of 10 loaded trucks per day.	Loading of gravel may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Transport of gravel from site	5 years at a maximum of 10 loaded trucks per day.	Dust could escape from trucks in transit	Amenity, health or traffic safety issue
Rehabilitation of completed stages	Up to 2 weeks per year from 2020 to 2025	Disturbance of topsoil could release dust into the atmosphere	Dust may create an amenity issue with nearby residents

2.3 Potentially Sensitive Receptors

The Environmental Protection Authority (EPA) draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” lists the generic buffer for extractive industries grinding and milling works but no blasting as 500 - 1 000m depending on the type of processing. As this operation would be considered to be a “low scale” operation, the minimum generic buffer would be likely to apply.

There are no residential dwellings within 1 000m of the proposed EIL area.

2.4 Prevailing Winds

The nearest weather station to the property with wind speed data is Gingin Aerodrome. Wind speed data has been obtained for 9 am and 3 pm.

The prevailing winds in the drier months from December to April are predominantly from the east in the morning and from the south-west in the afternoon.

Wind roses for Gingin Aerodrome have been included in Annexures 1 and 2 (Bureau of Meteorology 2019).

3.2 Site Risk Assessment and Classification

The site risk assessment is based on the format provided in the Appendices of the DEC guideline document referred to in this DMP. Based on the risk assessment conducted (Annexure 3), the classification derived is “negligible risk” (Classification 1). Measures for managing dust impacts are discussed in Section 4 below.

4. MEASURES PROPOSED FOR MANAGING DUST

This report has identified the potential dust generating activities associated with the proposed development and has also identified the potentially sensitive receptors. The measures that are proposed to manage dust impacts are listed below:

- A water cart will be on site during periods when the internal access road is being constructed, material is being moved or crushing is being conducted. When dust is caused to occur during these periods, the water cart will be employed to damp down the areas of concern.
- If necessary, loads will be dampened prior to loading/unloading.
- If dust can be seen to be carried outside The Site, the source of dust will be identified and measures implemented to prevent or minimise further dust emissions.
- If there are high winds and conditions are dusty, then operations will be stopped until such time as adequate wetting down has occurred or conditions have changed.
- Stockpiles will be located where lift-off from the prevailing wind is minimised. If necessary stockpiles will be treated with sprays or polymer binders.
- Handling of materials will be kept to a minimum.
- Internal roads will be surfaced with gravel. A 20km per hour speed limit will apply to trucks on these internal roads at all times.
- Truck loads will be covered for preventing dust generation in transit.
- Employees and contractors working on site will be provided with information on how to minimise dust emissions.
- No burning of waste will occur.
- A notice will be erected at the front gate that provides emergency contact details for the Operations Manager.
- A complaints system will be put in place and these will be recorded by the Operations Manager and acted on promptly.

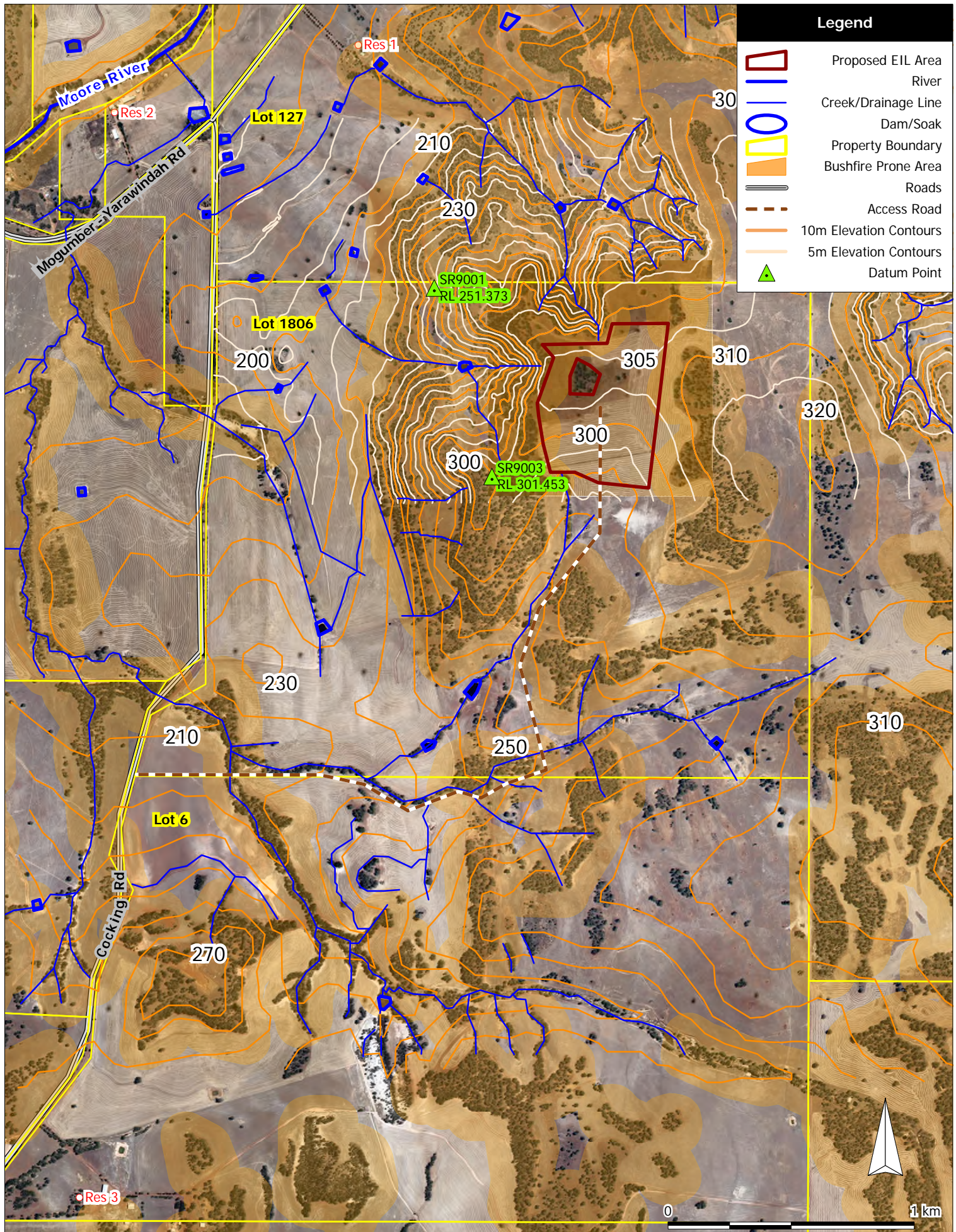
Visual monitoring will be undertaken to confirm dust management measures are effectively maintaining dust emissions at acceptable levels. Quantitative dust monitoring is not necessary at The Site because of the small scale of the operation and the lack of nearby sensitive receptors.

5. REFERENCES

Bureau of Meteorology (BOM) (2019). *Wind roses for Gingin Aerodrome*. Website: www.bom.gov.au

Department of Environment and Conservation (DEC) (2011). *A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*.

FIGURES



Legend	
	Proposed EIL Area
	River
	Creek/Drainage Line
	Dam/Soak
	Property Boundary
	Bushfire Prone Area
	Roads
	Access Road
	10m Elevation Contours
	5m Elevation Contours
	Datum Point

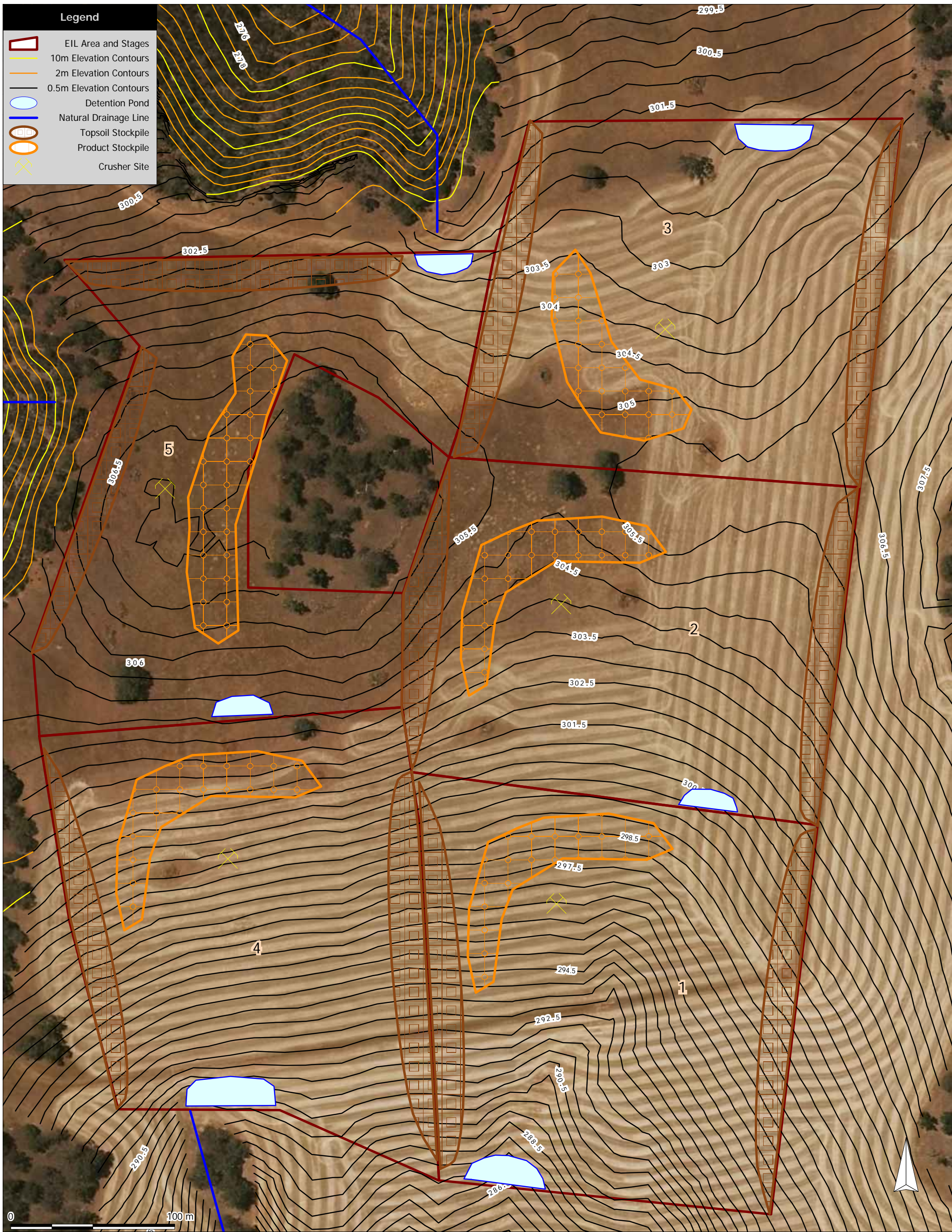
**Lundstrom Environmental
Consultants Pty Ltd**

Leeming WA 6149
Mob: 0417934863
mikelund1@bigpond.com

Scale: 1:19000
Original Size: A4
Air Photo Source: Nearmap Feb 2009
Datum: GDA94
Projection: Australia MGA94 (50)

Client: B & J Catalano
Project: Gravel Extraction
Location: Lot 1806 Cocking Rd
Mogumber

**Figure 1:
Site and
Surrounds**



Lundstrom Environmental Consultants Pty Ltd

Leeming WA 6149
 Mob: 0417934863
 mikelund1@bigpond.com

Scale: 1:2000
 Original Size: A3
 Air Photo Source: Landgate Dec 2017
 Datum: GDA94
 Projection: Australia MGA94 (50)

Client: B & J Catalano
 Project: Gravel Extraction
 Location: Lot 1806 Cocking Rd
 Mogumber

Figure 2:
Proposed Operations
 150

ANNEXURE 1

Afternoon Wind Roses for Gingin Aerodrome

Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 10 Aug 2019)

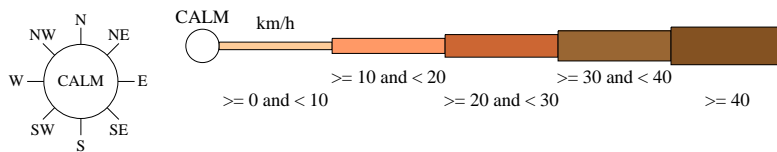
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

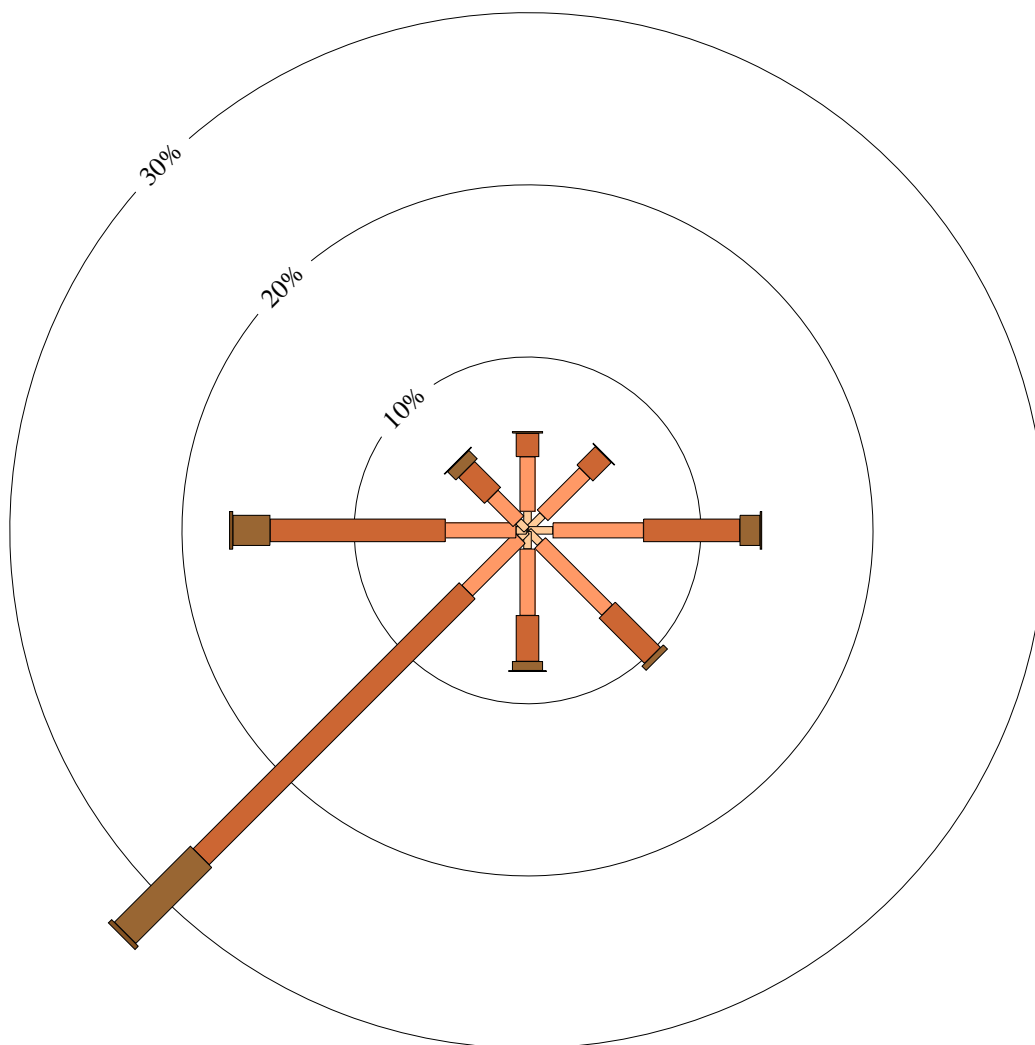
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm
8292 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

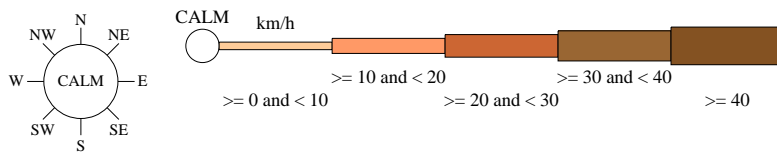
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

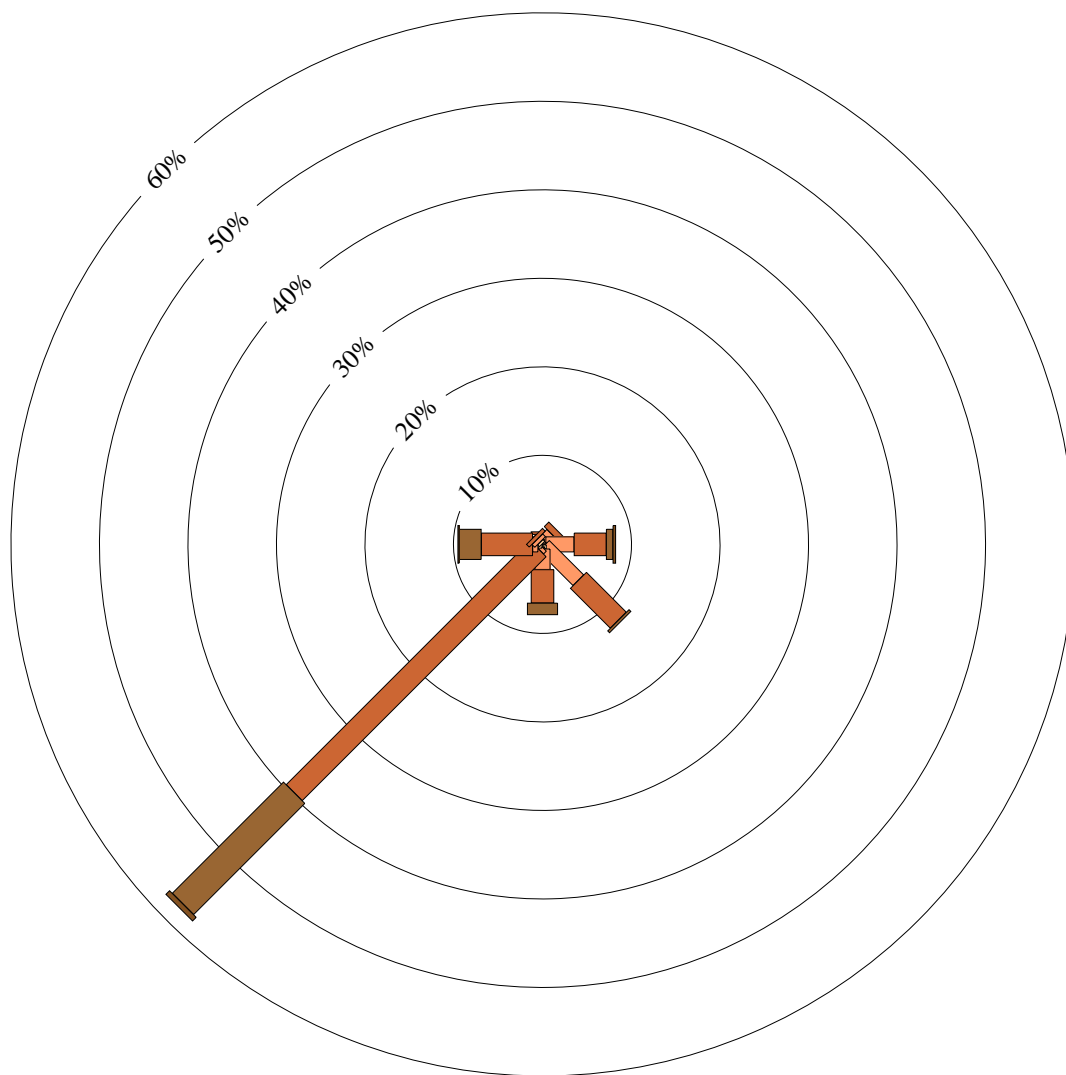
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm Dec
693 Total Observations

Calm *



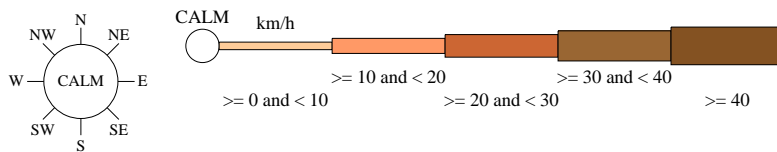
Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

Custom times selected, refer to attached note for details

GINGIN AERO

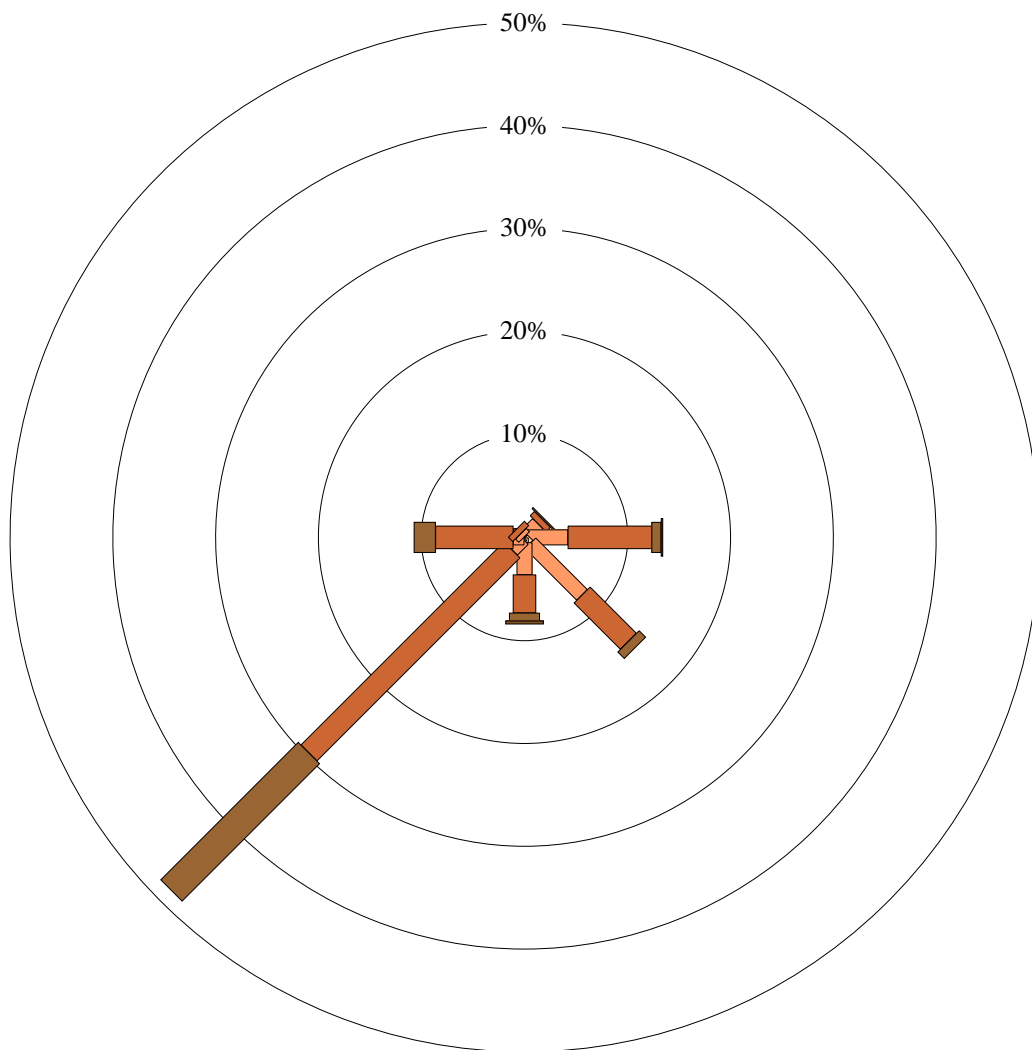
Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



3 pm Jan
677 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

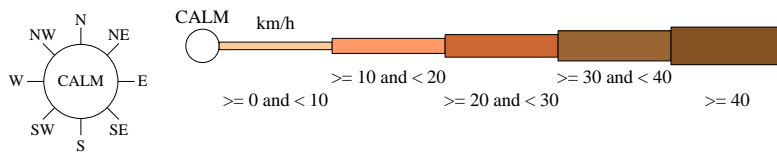
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

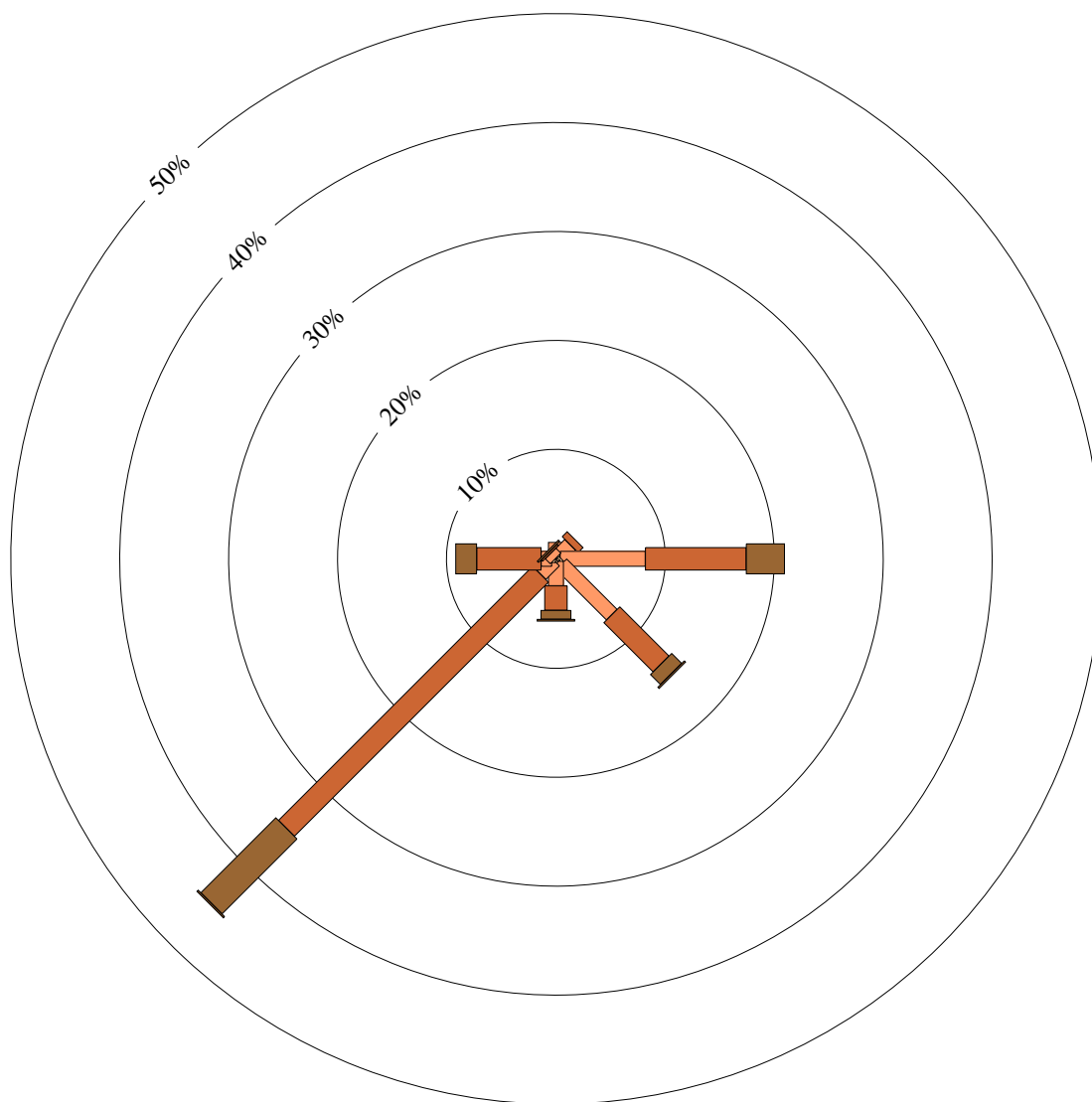
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm Feb
628 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

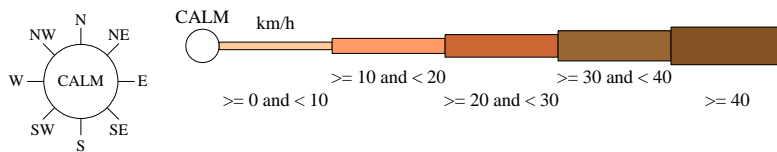
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

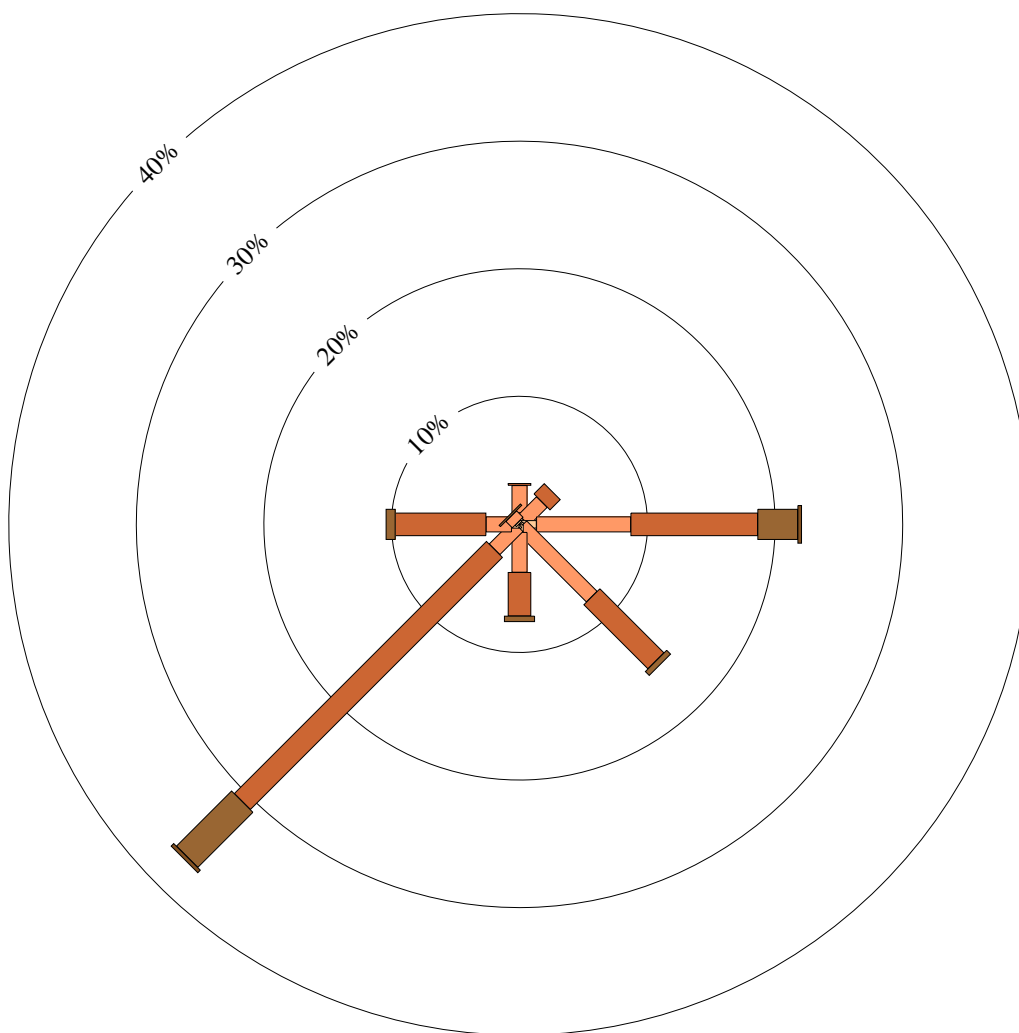
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm Mar
705 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

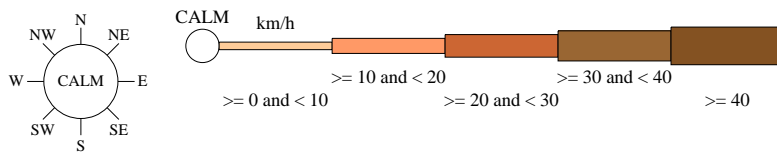
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

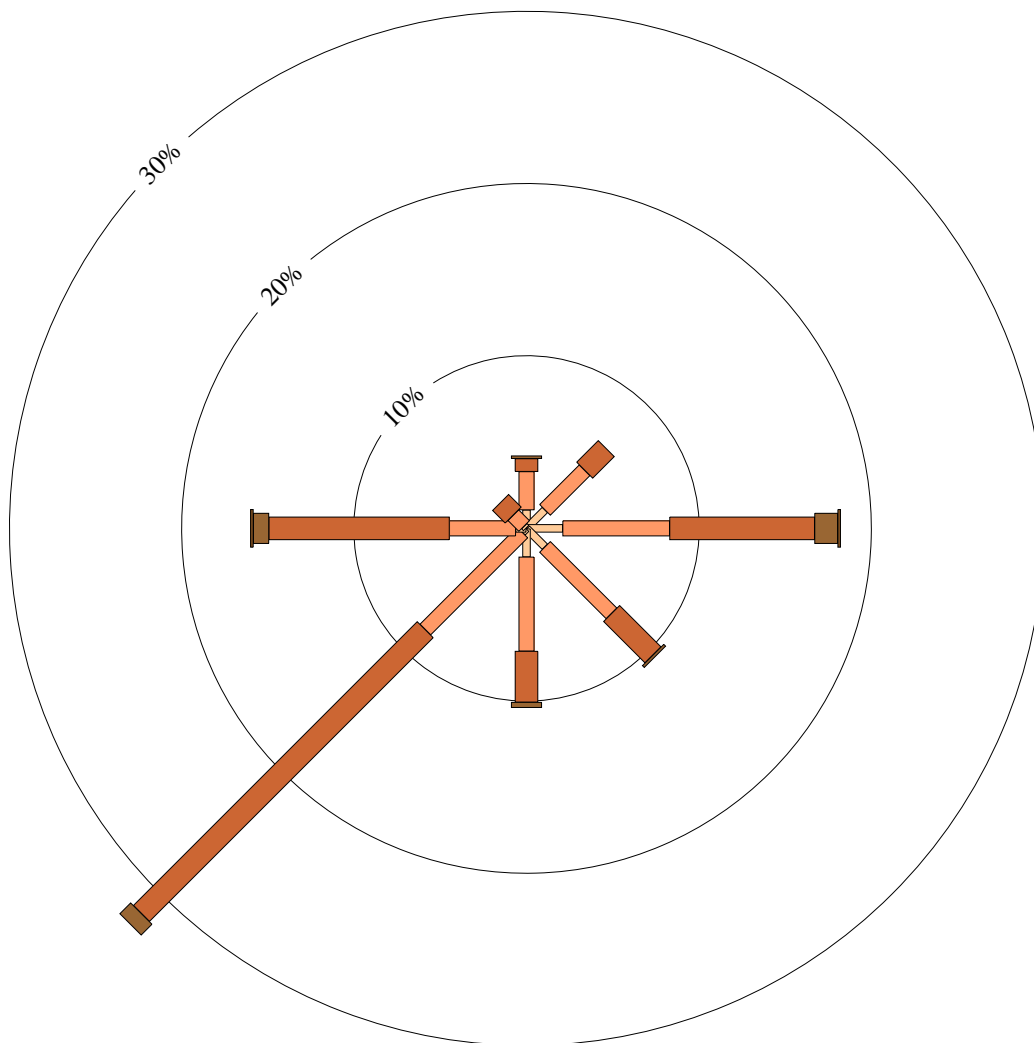
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm Apr
678 Total Observations

Calm *



ANNEXURE 2

Morning Wind Roses for Gingin Aerodrome

Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 10 Aug 2019)

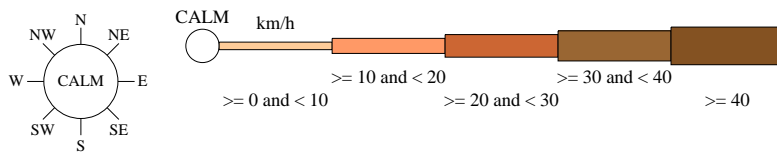
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

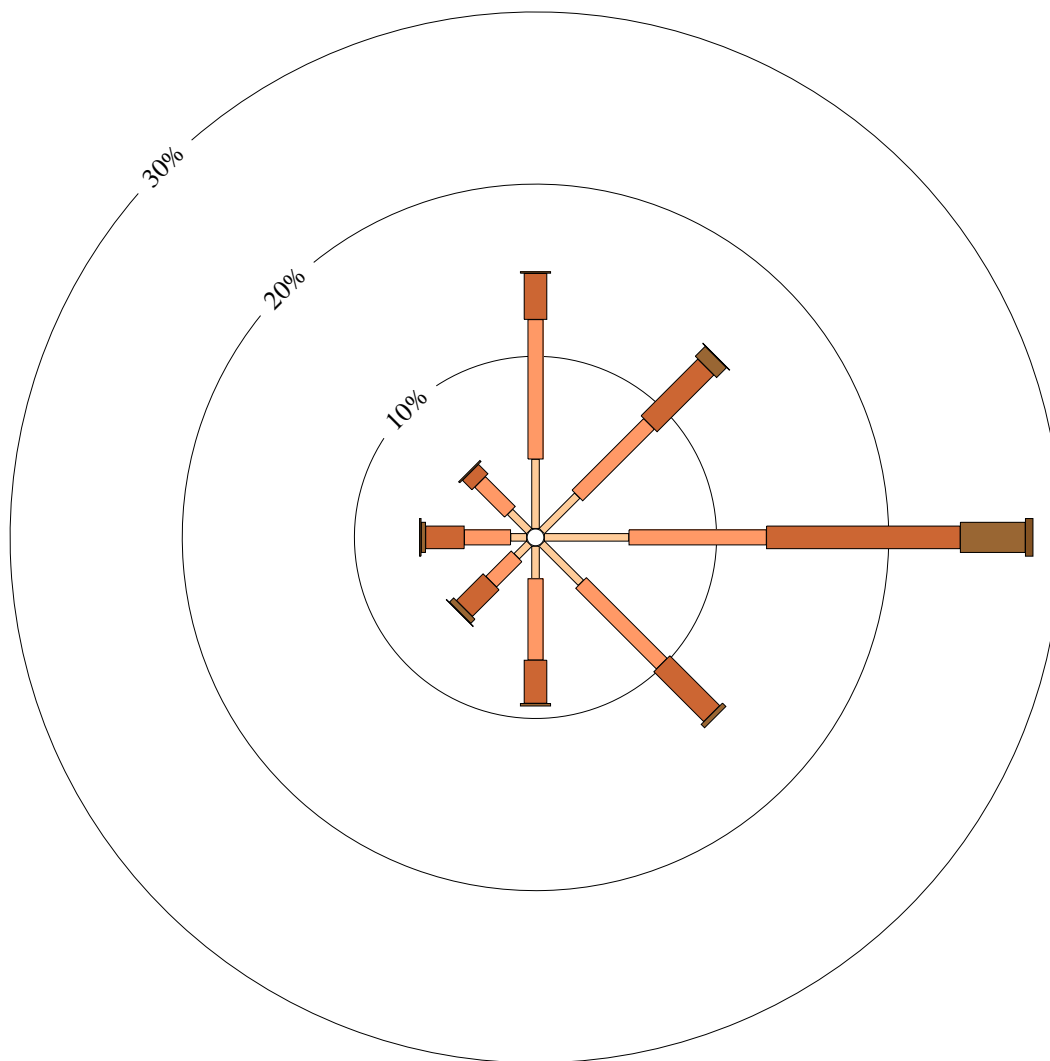
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am
8289 Total Observations

Calm 2%



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

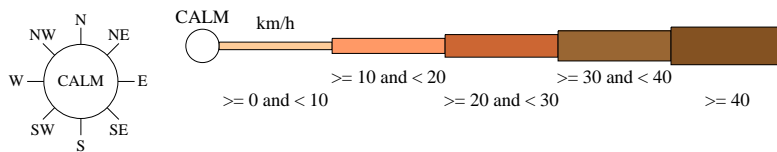
Custom times selected, refer to attached note for details

GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

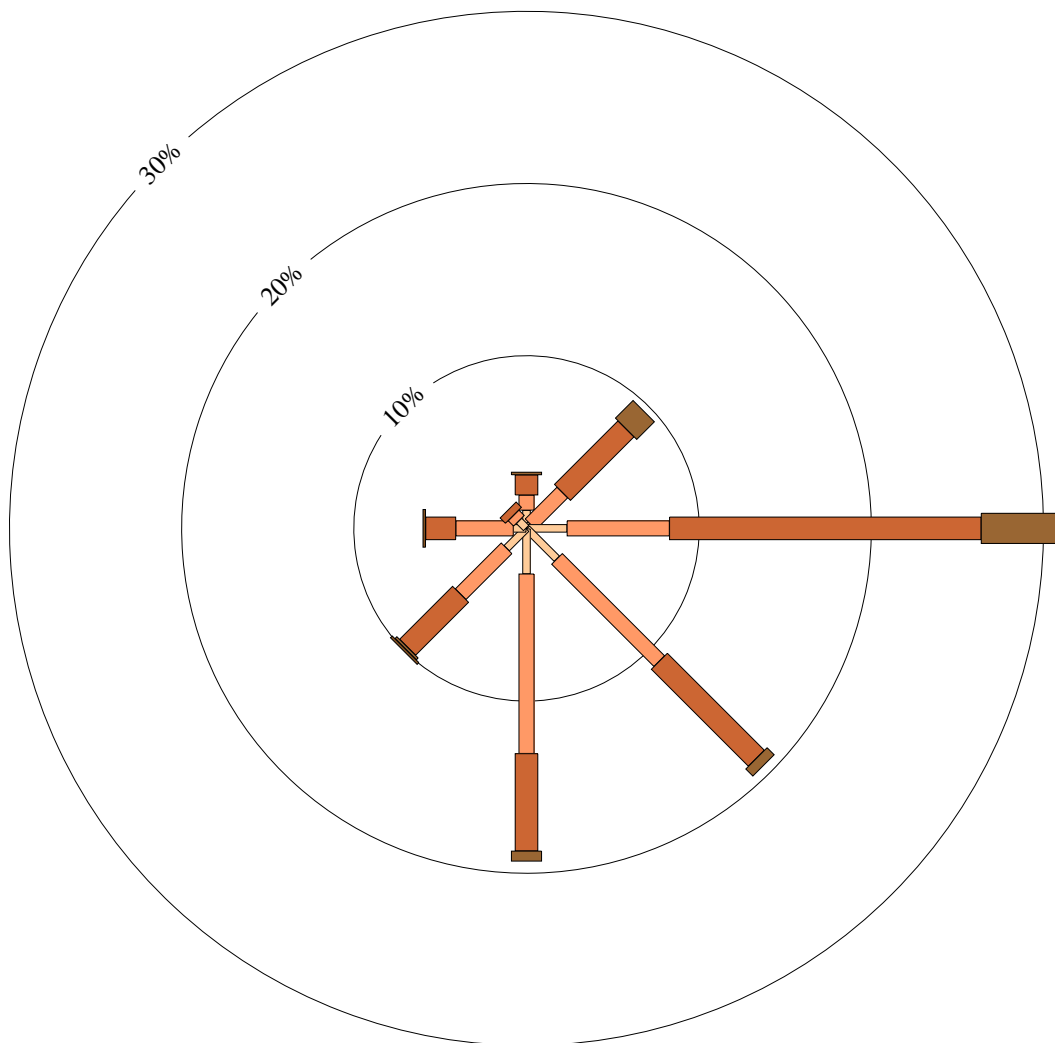
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am Dec
691 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

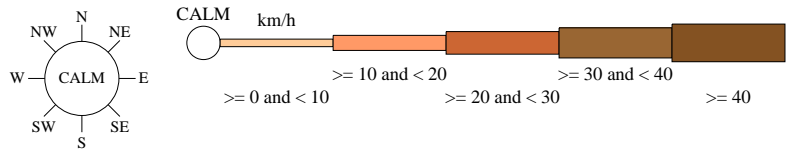
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GINGIN AERO

Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

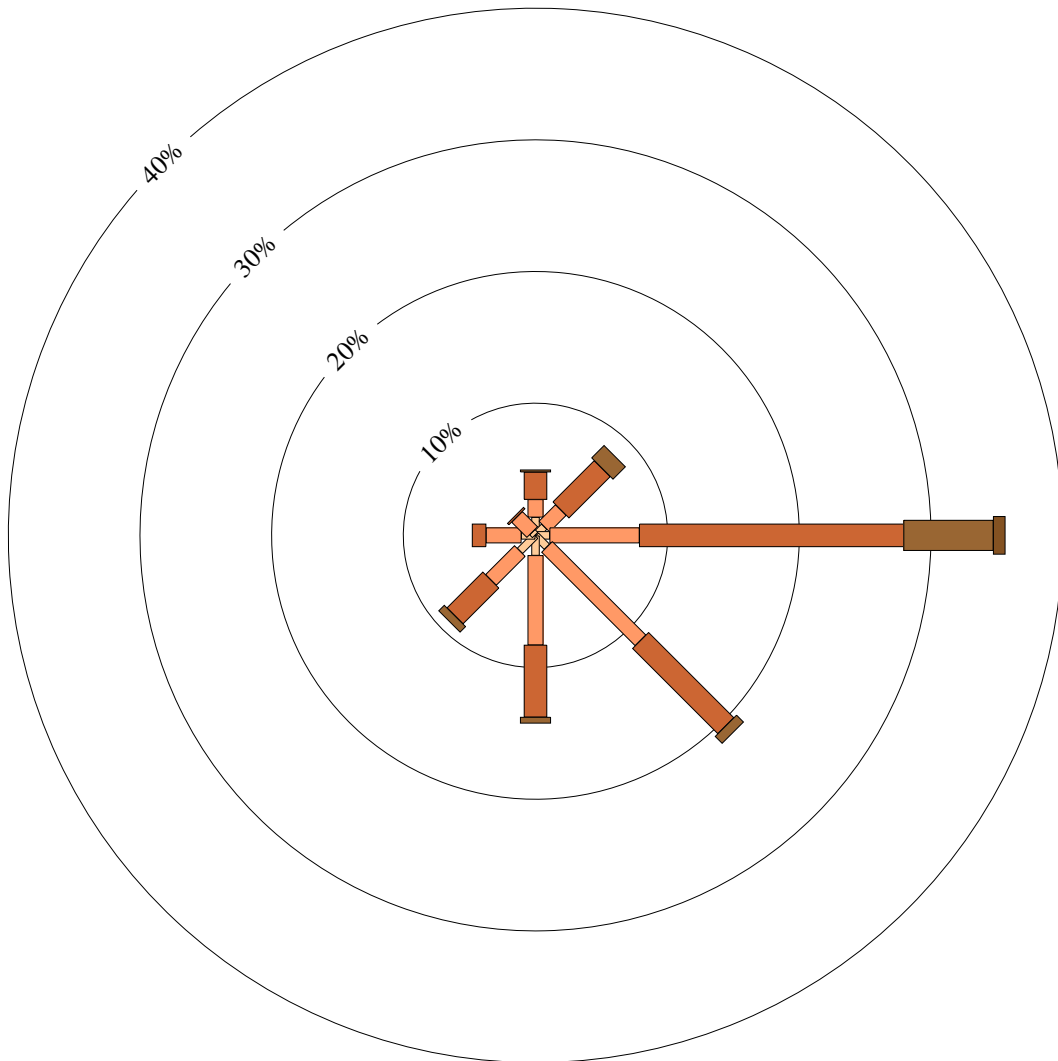
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am Jan
678 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

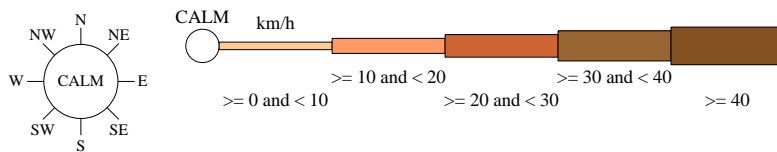
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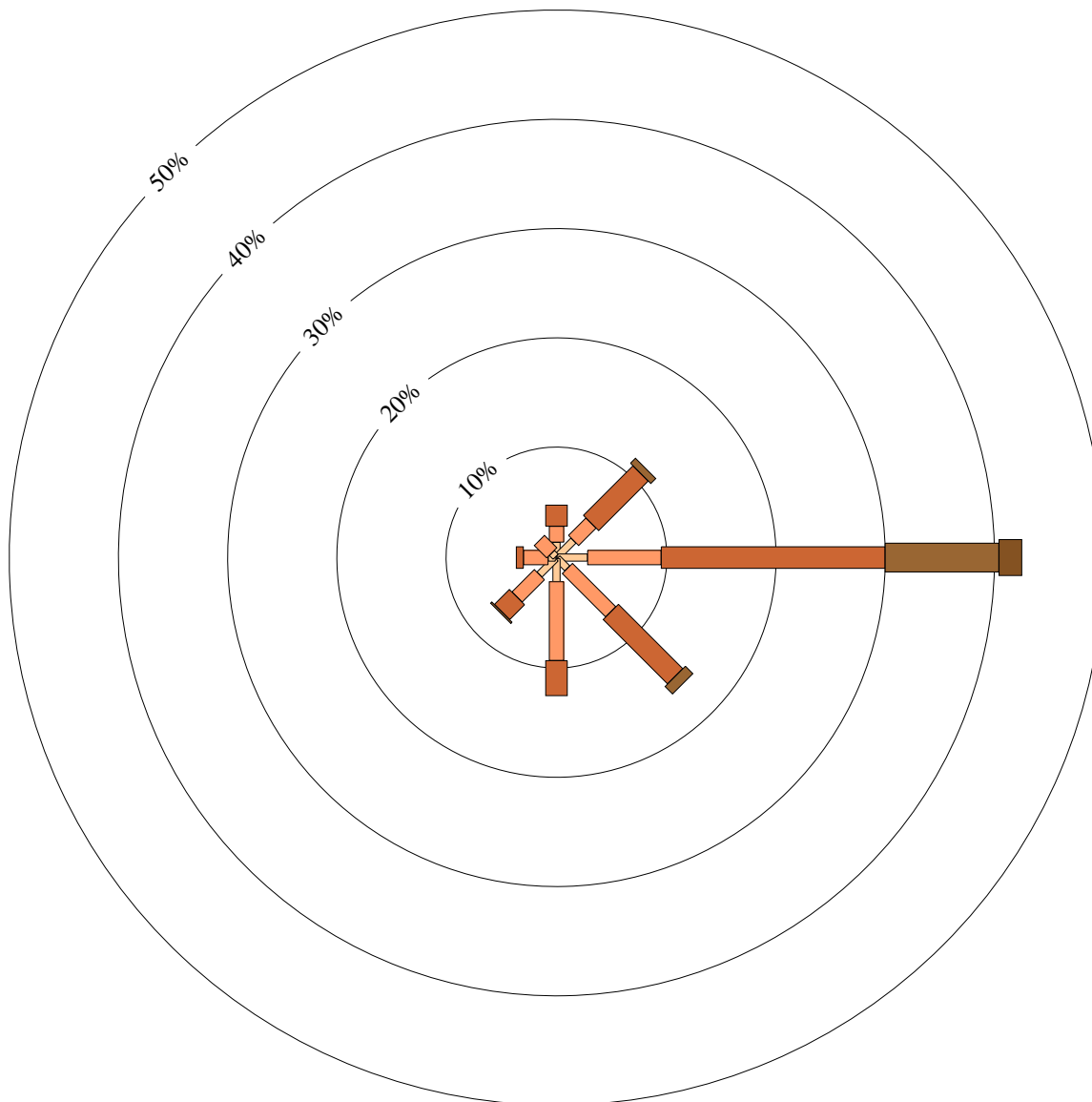
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am Feb
625 Total Observations

Calm *



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

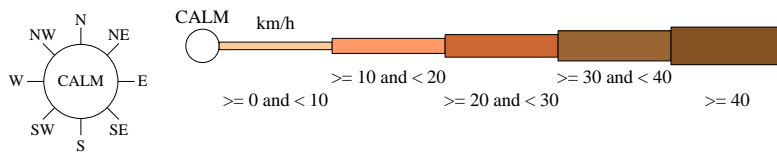
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Site No: 009178 • Opened Jan 1968 • Still Open • Latitude: -31.4628° • Longitude: 115.8642° • Elevation 73m

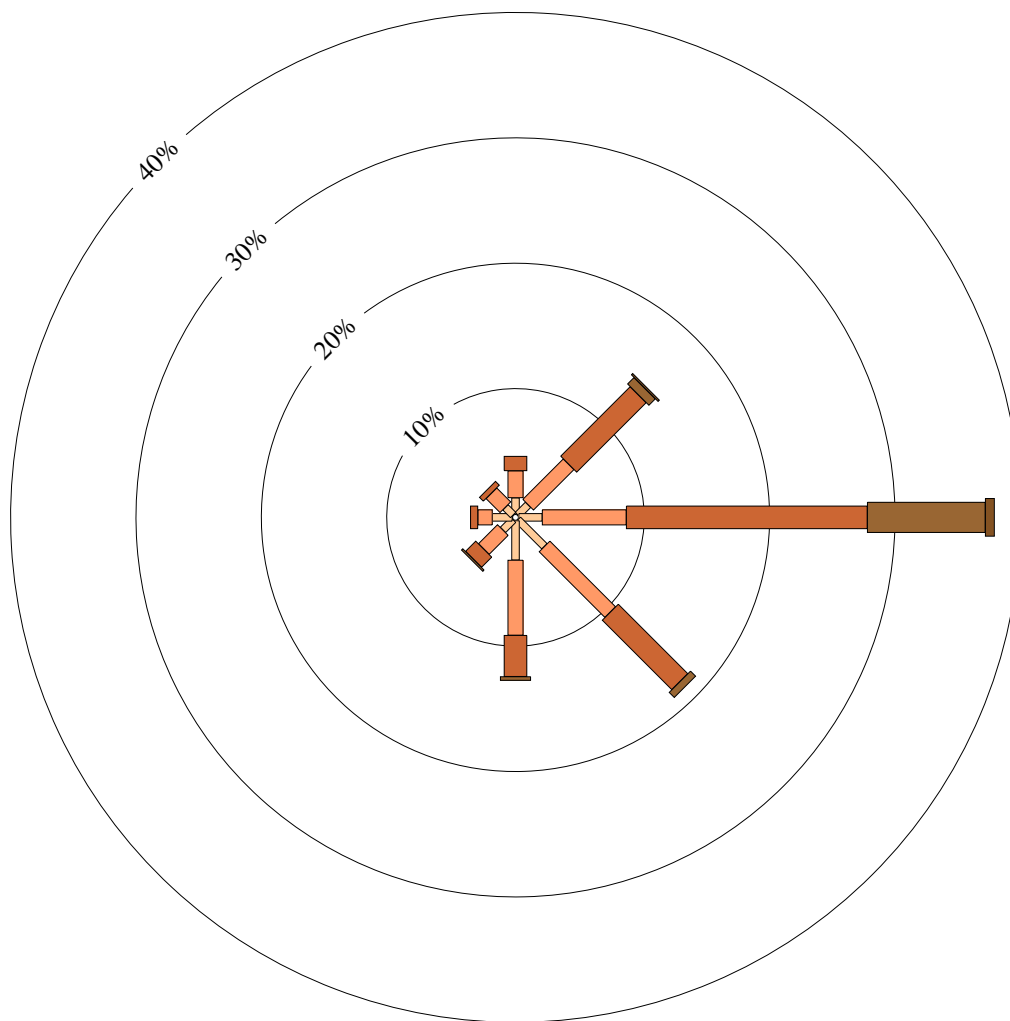
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am Mar
703 Total Observations

Calm 1%



Rose of Wind direction versus Wind speed in km/h (01 May 1996 to 11 Aug 2019)

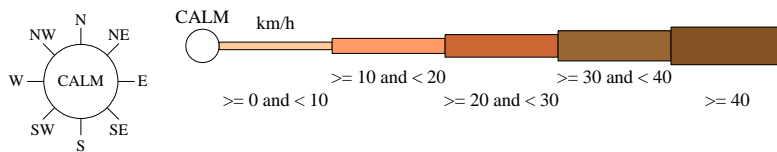
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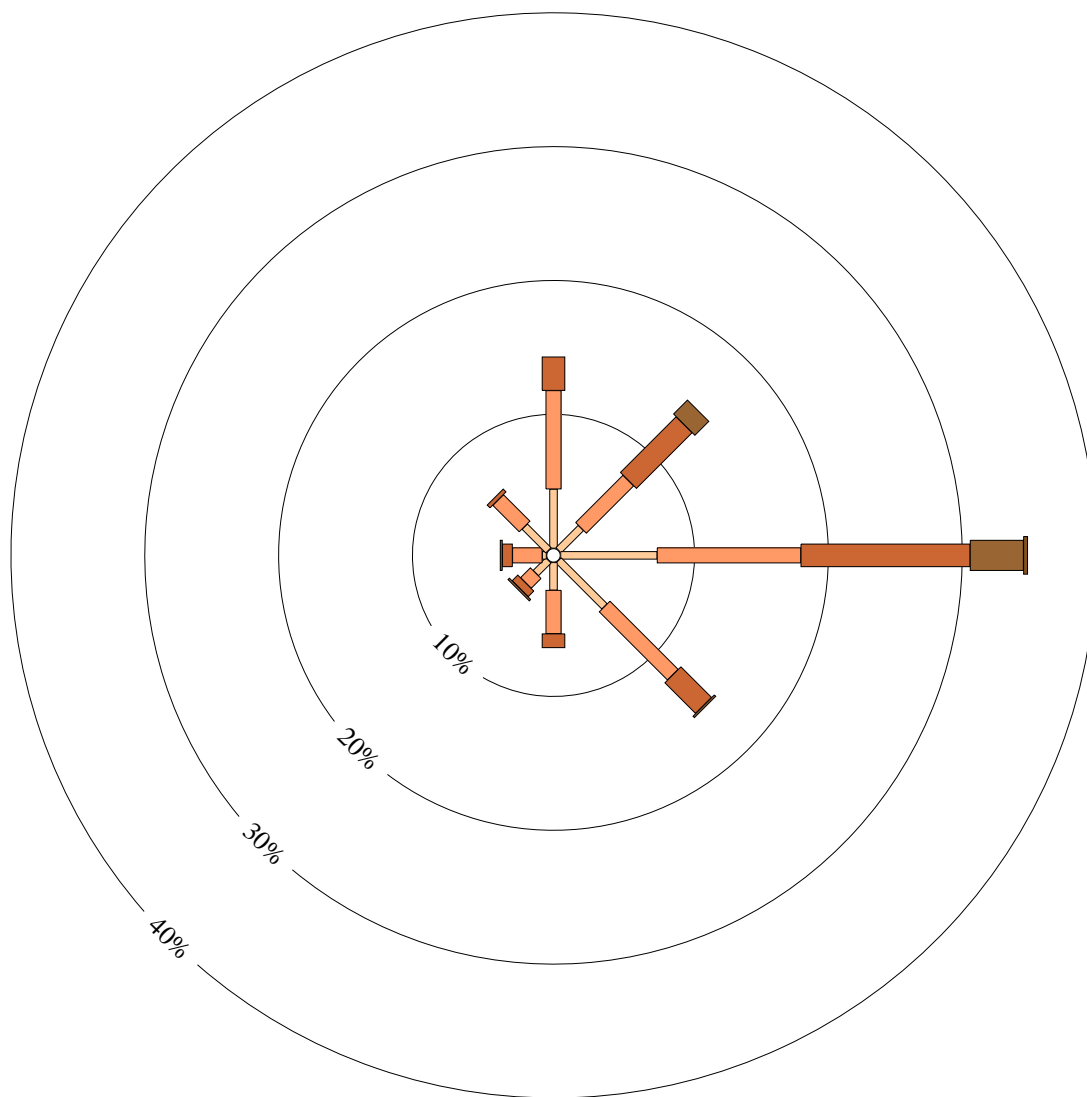
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am Apr
681 Total Observations

Calm 2%



ANNEXURE 3

Site Classification Assessment Chart

Appendix 1: Site risk assessment/classification for activities generating uncontaminated dust

Sheet 1: Site classification assessment chart

Part A. Nature of site

Item	Score options				Allocated score
1. Nuisance potential of soil, when disturbed	Very low..... 1	Low..... 2	Medium..... 4	High..... 6	1
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened..... 1	Medium screening.... 6	Little screening..... 12	Exposed and wind prone..... 18	12
3. Area of site disturbed by the works	Less than 1ha..... 1	Between 1 and 5ha.. 3	Between 5 and 10ha..... 6	More than 10ha..... 9	9
4. Type of work being done	roads or shallow trenches..... 1	roads, drains and medium depth sewers..... 3	Roads, drains, sewers and partial earthworks..... 6	Bulk earthworks and deep trenches..... 9	1
TOTAL score for Part A					23

Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km..... 1	Between 1km and 500m..... 6	Between 100m and 500m..... 12	Less than 100m..... 18	1
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected..... 1	Isolated land uses affected by one wind direction..... 6	Dense land uses affected by one wind direction..... 12	Dense/sensitive land uses highly affected by prevailing winds..... 18	1
TOTAL score for Part B					2

SITE CLASSIFICATION SCORE (A X B) =	46
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Sheet 3: Notes relating to 'site assessment classification chart'

1. The site assessment chart is used to differentiate between Classifications 1, 2, 3 and 4, as defined within these guidelines. Classifications 2 and 3 are subject to Note 4, below.
2. Sites may be divided into two or more classifications depending mainly on the proximity of existing land uses.
3. In assessing the relevant score level, the 'effect of prevailing winds' must be carefully considered. While houses, commercial areas, market gardens, schools and factories have high sensitivity ratings, roads, parks and recreational areas have lower sensitivity ratings.
4. Construction during dry period (1 October – 31 March).
 - (a) Where other land uses are within 100 metres of the site:
 - (i) sites assessed as Class 3 will automatically become Class 4, and
 - (ii) sites assessed as Class 2 will automatically become Class 3.
 - (b) Where other land uses are situated between 100 metres and 500 metres from the site, an on-site re-evaluation of Class 3 sites shall be conducted by the engineer for the developer, the local government or the DEC to determine the extent of additional Class 4 requirements considered necessary (if any).

Sheet 4: Dust management and monitoring requirements for each site classification score

Based on the total score obtained from the 'SITE CLASSIFICATION ASSESSMENT CHART' and notwithstanding any allowance for special site conditions during the dry period, (refer to Note 4, Appendix 1) the following site classification will apply:

Site classification 1 — under 199;

Site classification 2 — 200 to 399;

Site classification 3 — 400 to 799, and

Site classification 4 — over 800.

Note:

- Unique sites may need special assessment.
- It is essential that any contracts for construction work on site include the relevant contingency arrangements appropriate for the site classification.

- **Classification 1 (score under 199, considered negligible risk)**

Provisions:

- None required.

Contingency arrangements:

- None required.

- **Classification 2 (score between 200 and 399, considered low risk)**

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

- **Classification 3 (score between 400 and 799, considered medium risk)**

Provisions:

- Appropriate wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum to prevent exceedence of dust standards (see Section 4.4.2).
- The engineer for the developer shall maintain close control of works with dust creating potential (for example, allowable length of open trenching).
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 7.5 hectares of disturbed site, or other suitable alternatives, shall be available to commence watering on the site within 18 hours of being required to do so by the engineer for the developer/local government/DEC.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- If dust-related complaints are generated due to activities on the site, the developer may be required by the local government or an authorised DEC officer to distribute advisory notices to adjoining land occupiers within 48 hours. A notice form is provided in Sheet 5 of Appendix 1.
- If dust-related complaints are generated due to material which has been excavated for trenching, the developer shall ensure this material is stabilised within 48 hours of being requested to do so by the engineer for the developer, local government or an authorised DEC officer.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

- Site dust management system in place.
- On-site dust monitoring against short term criteria.
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors. See Section 4 and Appendix 4.
- Complaints management system in place (complaints recorded and acted on promptly).
- Exceedences to be reported to the relevant authority – DEC, Local Government or DOH.
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.

Classification 4 (score over 800, considered high risk)

Provisions:

- Advisory notices shall be issued to adjoining land occupiers, the local government and the DEC at least 48 hours before site works commence. The notices shall include the name of the developer, engineer for the developer, contractor/s, contract period, contact telephone numbers of the site engineer and local government environmental health officer as detailed in Sheet 5 of Appendix 1.
- Fencing to the extent and in locations agreed to by the developer and local government shall be erected before any part of the site surface is disturbed.

Note: This provision does not necessarily mean that the total site boundary is to be fenced. The fence is to be installed to an extent which will protect adjacent land uses and in most cases should be erected on the edge of the area which will be disturbed rather than on the site boundary.

- An amount of wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- The nominated wind fencing is to remain in position until the disturbed surface is stable.
- Surface stabilisation is to be applied to the disturbed area of each section of the site upon completion of the works in that section.
- The engineer for the developer shall maintain strict control of works with dust-creating potential. Material which has been excavated for trenching shall be stabilised if the trench is to be left exposed for longer than 72 hours.
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 5 hectares of disturbed site, or an appropriate alternative, shall be available to commence immediate watering on the site.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Additional wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

As for Classification 3.



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Shire of Victoria Plains

Important Notice

This report is confidential and is provided solely for the purposes of determining requirements for road access for the proposed Gravel Pit at Lots 18-6 & 6 Jindabyne farm Mogumber]. This report is provided pursuant to a Consultancy Agreement between SMEC Australia Pty Limited ("SMEC") and The Shire of Victoria Plains, under which SMEC undertook to perform a specific and limited task for The Shire of Victoria Plains. This report is strictly limited to the matters stated in it and subject to the various assumptions, qualifications and limitations in it and does not apply by implication to other matters. SMEC makes no representation that the scope, assumptions, qualifications and exclusions set out in this report will be suitable or sufficient for other purposes nor that the content of the report covers all matters which you may regard as material for your purposes.

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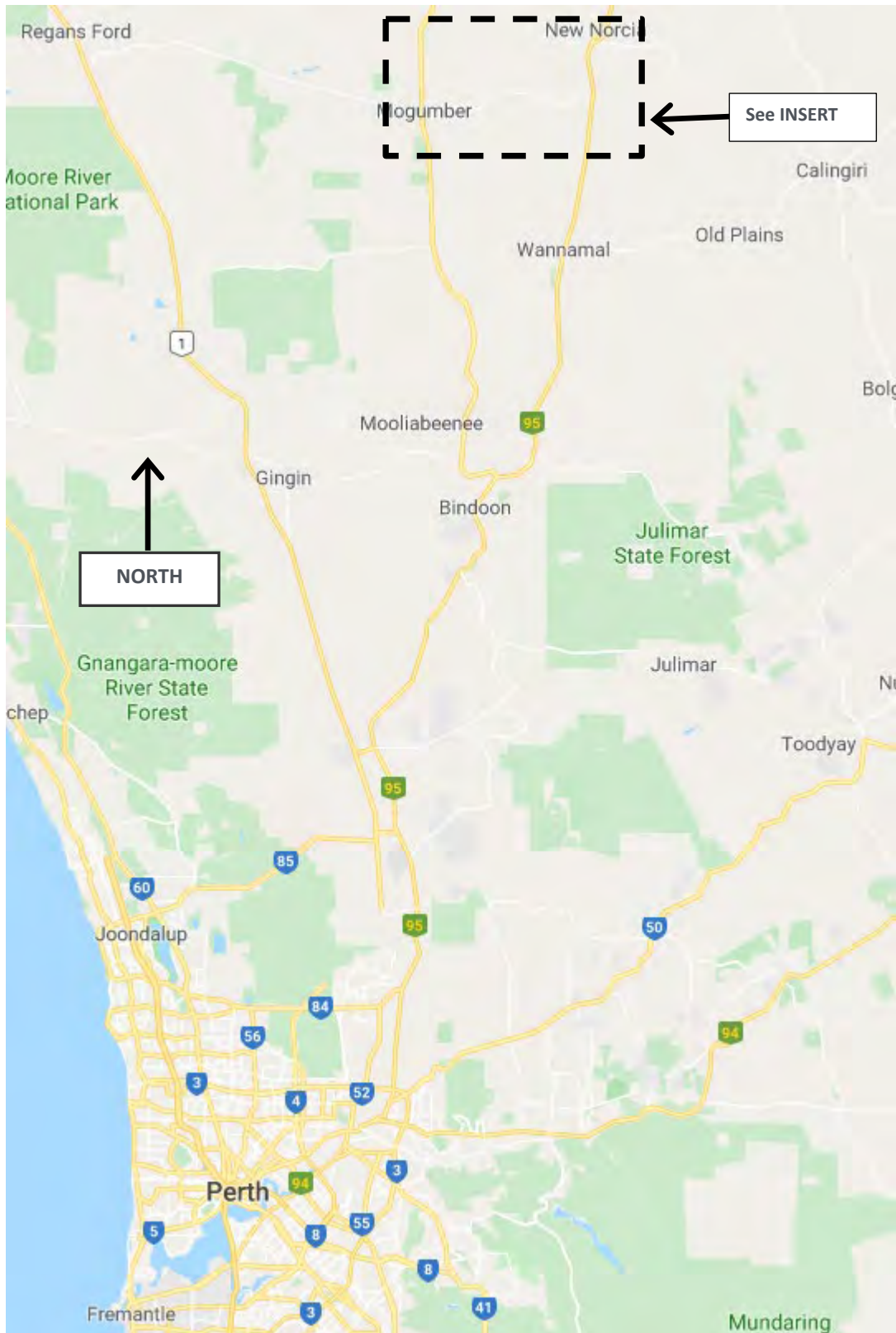
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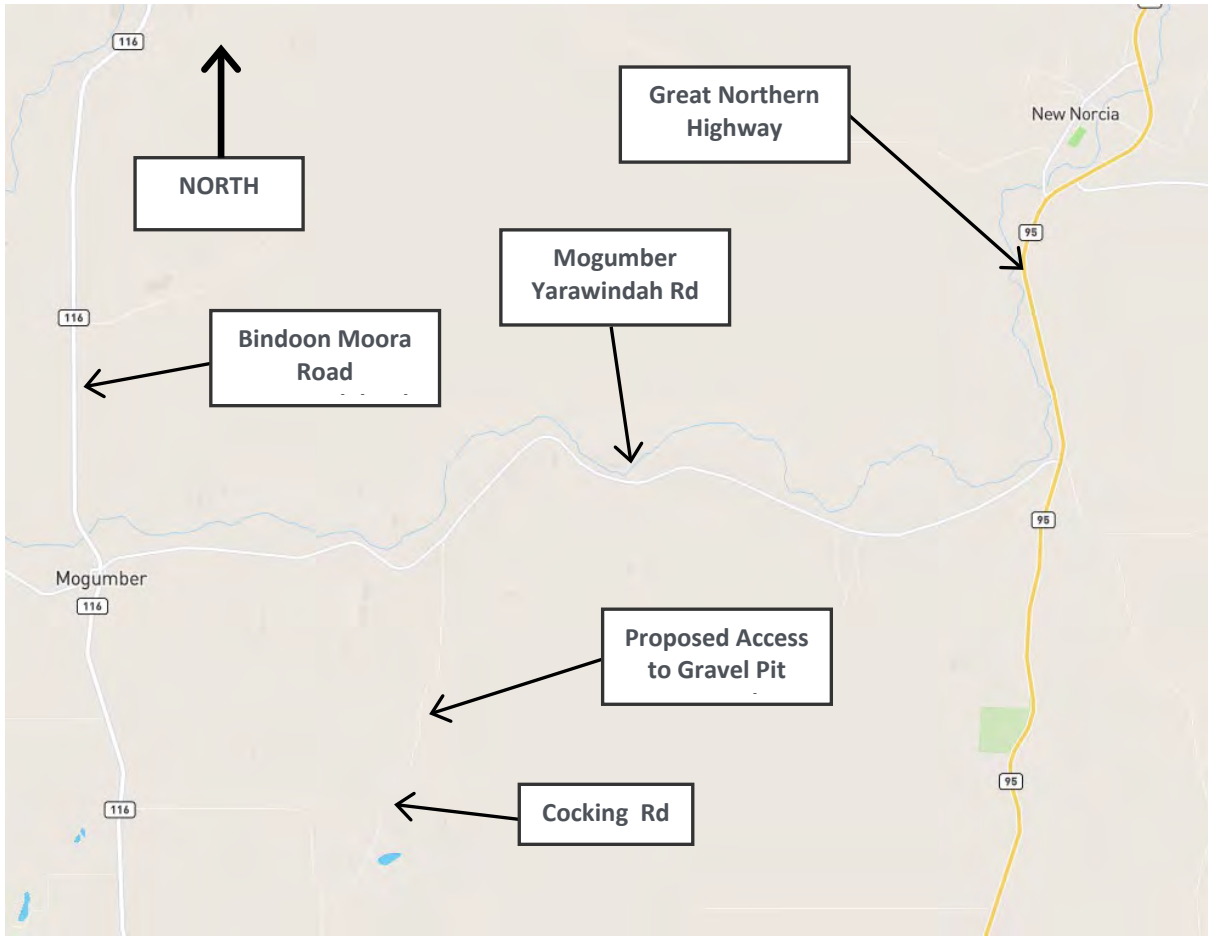
APPENDIX A SWEEP PATH DIAGRAMS

APPENDIX B CRASH DATA AND TRAFFIC CPOINTS

1 Locality Plan



INSERT



2 Background

2.1 General

B & J Catalano propose to operate a commercial gravel pit on a property on the eastern side of Cocking Road in the Locality of Mogumber in the Shire of Victoria Plains. The proposed pit is on Lots 1806 & 6 part of Jindabyne Farm. The opening of operations at the pit will generate heavy truck traffic that will affect the utilisation of Cocking Road and the intersection with the Mogumber Yarawindah Road.

This report outlines the methodology adopted and criteria used to undertake an assessment of the affected section of Cocking Road and the intersection with the Mogumber Yarawindah Road and to identify deficiencies.

The location of the proposed Catalano's gravel pit in relation to the adjacent roads within the Shire of Victoria Plains, is shown in Section 1 Locality Plan.

This intersection and road assessment report is required to provide the Shire of Victoria Plains, with sufficient information to make relevant planning decisions in regard to the proposal to utilise the property for the purpose of commercial quarry operations for extracting gravel materials.

Figure 1 shows the location of the proposed gravel pit and access to the adjacent road network.

2.2 Site Inspection

A site inspection of the relevant section of Cocking Road and intersection with the Mogumber Yarawindah Roads was undertaken by Mr David McKenna Senior Engineer for SMEC, on 31st March 2020.

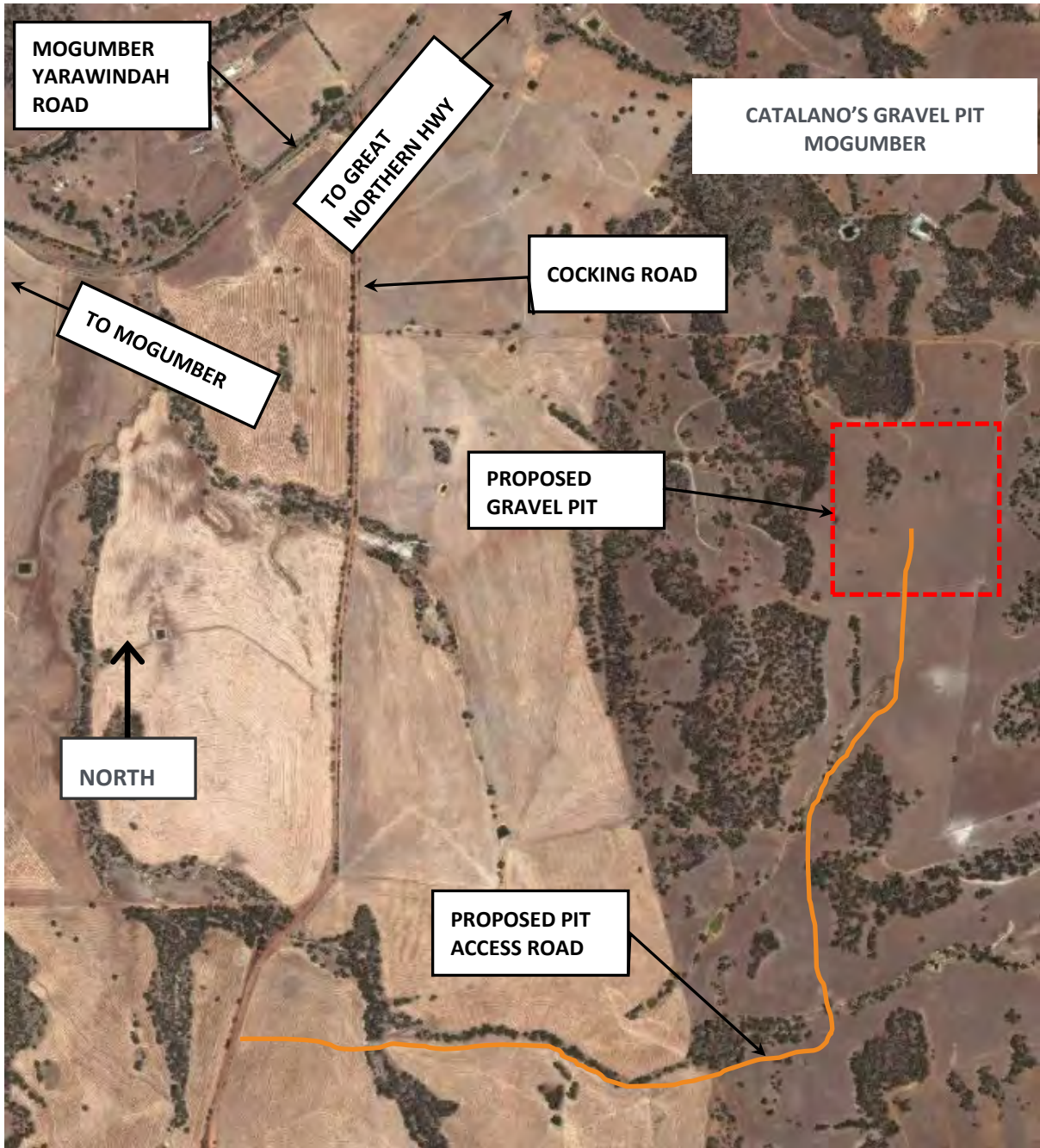


Figure 1. Aerial photograph of the proposed gravel pit and access

3 Description of the Proposed Development

The following is a summary of the operations that are planned to take place at the Catalano's gravel pit.

- Lateritic gravel material is quarried from a deposit on the property.
- The gravel will be won by bulldozers.
- The material is crushed, screened and blended to manufacture materials for road building – mainly granular pavement materials.
- The finished product is loaded onto trucks –using truck trailer combinations and road trains and delivered to clients.
- The proposed route will be via the pit access road, north on Cocking Road then east or west along the Mogumber Yarawindah Road as required.

4 Existing Operational Conditions

4.1 Affected roads

The Mogumber – Yarawindah Road (5170006) is a Regional Distributor and is owned and controlled by the Shire of Victoria Plains and as such any proposed development impacting on this road and within their road reserve will require planning, designing and constructing in accordance with their standards and guidelines.

The road is a major east west distributor and is part of Agricultural Lime Route No.2. It provides a link to the coast for agricultural lime sands which is delivered throughout the Shire and wheatbelt in general. It forms a link between the Bindoon Moora Road and Great Northern Highway.

The road is also used to provide access to local agricultural properties for the transport of grains, livestock, agricultural products and other general freight.

Cocking Road (5170003) is an local access Road and is owned and controlled by the Shire of Victoria Plains and as such any proposed development impacting on this road and within their road reserve will require planning, designing and constructing in accordance with their standards and guidelines.

The road provides access to hinterland farming properties from the Mogumber Yarawindah Road and the Bindoon Moora Road. The road is also used to provide access to local agricultural properties for the transport of grains, livestock, agricultural products and other general freight.

4.2 Restricted Access Vehicles (RAV) Network

The Mogumber – Yarawindah Road is designated by Main Roads of Western Australia (MRWA) as RAV 5 road network. RAV 5 can accommodate prime mover and trailer combinations up to a maximum length of 36.5m and up to a maximum gross mass of 84 tonnes. Refer to Figure 2.

Cocking Road is designated by Main Roads of Western Australia (MRWA) as RAV 4 road network. RAV 4 can accommodate prime mover and trailer combinations up to a maximum length of 27.5m and up to a maximum gross mass of 87.5 tonnes. Refer to Figure 3.

Catalano’s propose to use mainly RAV 4 and some RAV 2 vehicles.

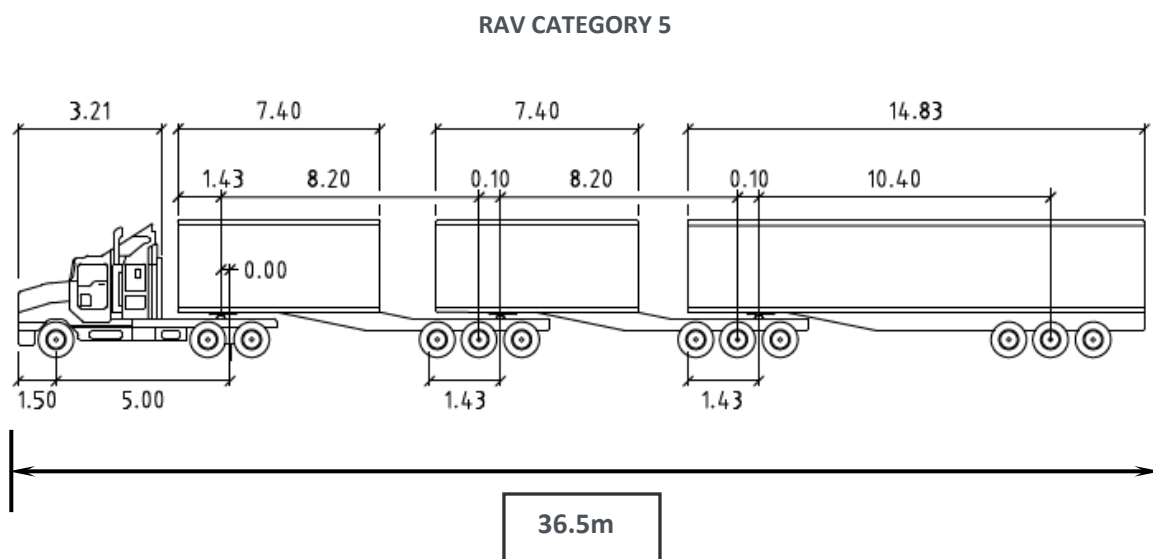


Figure 2 – Demonstrates a typical vehicle combination that is used on the MRWA RAV 5 road network.

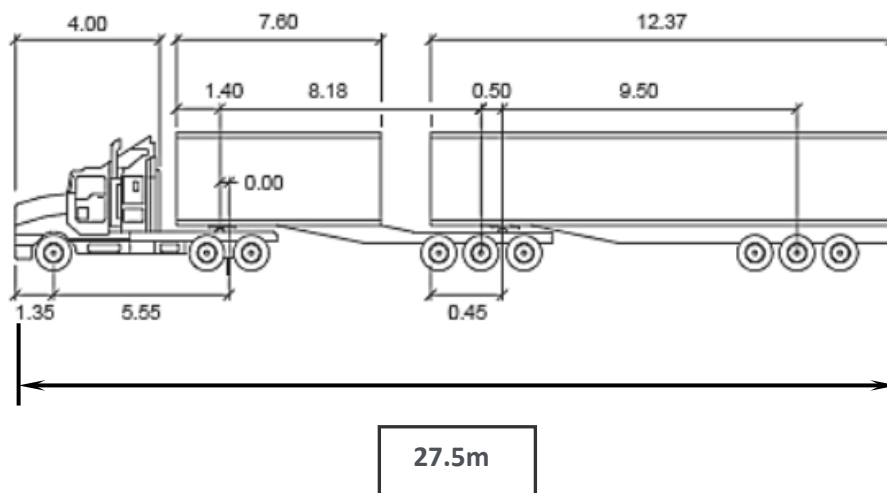


Figure 3 – Demonstrates a typical vehicle combination that is used on the MRWA RAV 4 road network.

4.3 Proposed Access

The proposed access to Catalano’s gravel pit is via the Mogumber Yarawindah Road, Cocking Road and then into the Jindabyne farm through a proposed gravel access road. Cocking Road intersects with the Mogumber Yarawindah Road at 6.15 SLK. The Mogumber Yarawindah Road is nominally 6.8m wide. The first 30m of Cocking Road has been sealed at the intersection and due to fishtails is 60m wide on the existing Mogumber Yarawindah seal edge. Cocking Road is typically 6.8m wide and unsealed.

The proposed internal access track through the farm to the pit starts at Cocking Road at 3.15 SLK. There is an existing cross over and gate that will need to be completely reconstructed. There is currently no track for the majority of the proposed pit access road within the farm.

Please refer photographs below. Figure 4 – showing relevant SLK points gives an indication as to where the photographs were taken from.



PHOTOGRAPH 1 - SLK 3.35 Cocking Road Looking north along Cocking Road south of proposed pit access



PHOTOGRAPH 2 - SLK 3.15 Cocking Road Looking north along Cocking Road south of proposed pit access



PHOTOGRAPH 3 - SLK 2.8 Cocking Road Looking south from proposed pit access road. Note scour and debris in drain



PHOTOGRAPH 4 - SLK 2.8 Cocking Road Upstream inlet of driveway culvert blocked



PHOTOGRAPH 5 - SLK 2.8 Cocking Road Downstream outlet of driveway culvert blocked



PHOTOGRAPH 6 SLK 2.8 Cocking Road Looking south scoured and debris filled drain



PHOTOGRAPH 7 - View along proposed access road where track exists



PHOTOGRAPH 8 2.66 SLK Cocking Road looking north



PHOTOGRAPH 9 2.66 SLK Cocking Road looking south



PHOTOGRAPH 10 2.56 SLK Cocking Road Looking south



PHOTOGRAPH 11 2.56 SLK Cocking Road Looking north – note steep batters



PHOTOGRAPH 12 2.53 SLK Cocking Road Looking north – note steep batters.



PHOTOGRAPH 13 2.44 SLK Cocking Road Looking north – culvert site – note steep batters.



PHOTOGRAPH 14 2.44 SLK Cocking Road LHS 900 RCP 8.6m running surface



PHOTOGRAPH 15 2.04 SLK Cocking Road looking north



PHOTOGRAPH 16 2.04 SLK Cocking Road looking south



PHOTOGRAPH 17 - 1.92 SLK Cocking Road looking south



PHOTOGRAPH 18 - 1.92 SLK Cocking Road looking north



PHOTOGRAPH 19 - 1.22 SLK Cocking Road looking north from culvert



PHOTOGRAPH 20 - 1.22 SLK Cocking Road looking south from culvert



PHOTOGRAPH 21 - 1.22 SLK Cocking Road Showing pruning requirements



PHOTOGRAPH 22 - 1.22 SLK Cocking Road culvert LHS – mixed pipe sizes



PHOTOGRAPH 23 - 1.22 SLK Cocking Road looking south culvert



PHOTOGRAPH 24 - 0.29 SLK Cocking Road drain LHS



PHOTOGRAPH 25 - Mogumber Yarawindah and Cocking Road intersection looking east



PHOTOGRAPH 26 - Mogumber Yarawindah and Cocking Road intersection Pavement Failure. Rutting and Potholing



PHOTOGRAPH 27 - 6.15 SLK Mogumber Yarawindah Road looking west from Cocking Road Intersection



PHOTOGRAPH 28 - 6.15 SLK Mogumber Yarawindah Road looking east from Cocking Road Intersection



PHOTOGRAPH 29 - 6.15 SLK Mogumber Yarawindah Road looking south from Cocking Road Intersection down Cocking Road



PHOTOGRAPH 30 - 6.17 SLK Mogumber Road culvert RHS 2 x 300RCP



PHOTOGRAPH 30 - 6.15 SLK Mogumber Yarawindah Road signage



PHOTOGRAPH 32 - 6.17 SLK Mogumber Road culvert LHS 2 x 300RCP



PHOTOGRAPH 33 - 6.62 SLK Mogumber Yarawindah Road looking west towards Cocking Road Intersection



Figure 4: Photograph Locations

4.4 Traffic Data –Affected Roads

Refer to Table 1 for detailed information on existing roads that will be affected by the proposal.

Item	Description	Cocking Road	Mogumber Yarawindah Rd
1	Hierarchy of Road and Road No	Access Road Road No. 517003 Local Government Road	Regional Distributor Road No 5170006 Local Government Road
2	Function and purpose	Cocking road provides a connection from hinterland farms to the distributor roads of Bindoon Moora and Mogumber Yarawindah. The route provides access for farm products and supplies such as grains, feed, hay, fertiliser and feed	Mogumber Yarawindah Rd forms part of the Agricultural Lime Route 2 between Lancelin to Goomalling The route provides easier access to lime sands being mined at the coast and improve access to the grain receival facilities at Calingiri and Mogumber. Access to important tourist destinations like New Norcia and Lancelin will be improved with greater access to Indian Ocean Drive, Brand Hwy, Bindoon Moora Rd and the Great Northern Highway
3	Width of Existing Seal	Unsealed Nominally 6.6m wide	Nominally 7.0m seal over 9.0m formation
4	MRWA Restricted Access Vehicle route (RAV) as at 14 th April 2020	RAV 4 27.5 m long	RAV 5 36.5m long
5	Speed Zones within the study area	Not speed zoned	The road for its full length has no posted speed signs However, MRWA Road Information Branch identifies this road has a 50 Km/hr or State Limit which is currently 110Km/Hr
6	Average Daily Traffic (ADT) Refer to APPENDIX B for detailed traffic count data obtained from Shire of Victoria Plains and Main Roads WA Road Information Branch	No count data available. Estimated at 20 VPD.	Count Site located at SLK 2.50 (2.5Km east of the Bindoon –Moora Rd) was 181 VPD (both directions) taken from 2nd January 2019 to 2 nd March 2019 MRWA Count Site 17800 located at SLK 0.01 (0.10Km east from Bindoon Moora Rd) count taken in 2005/2006 was 66 VPD (both directions)

<i>Item</i>	<i>Description</i>	<i>Cocking Road</i>	<i>Mogumber Yarawindah Rd</i>
7	Composition of Traffic	Estimated 50% Heavy Vehicles Classes 3 to 12	47.6% Heavy Vehicles Classes 3 to 12 - March 2019 count 18.6% Heavy Vehicles Classes 3 to 12 - 2005/2006 count
8	Estimate for Traffic Growth	Not applicable	63.5% increase in total traffic growth between 2005/2006 to March 2019 29% increase in heavy vehicle traffic

Table 1 – Affected Roads -Traffic data and other features

4.5 Forecast Traffic Analysis

Vehicle Description	EXISTING Traffic Cocking Road ADT (1)	FORECAST TRAFFIC Cocking Road ADT (2)	EXISTING Traffic Mogumber- Yarawindah Road ADT (3)	FORECAST TRAFFIC Mogumber- Yarawindah Road ADT (4)
Heavy Vehicles Classes 3 to 12	10	20	86	100
Light Vehicles Classes 1 to 2	10	10	95	99
TOTAL	20	30	181	199

TABLE 2: Existing traffic data and forecast growth

Legend

ADT = Average Daily Traffic

- (1) Estimated as no traffic count data available
- (2) Allowing extra 10 VPD based on Catalano's estimate of 5 vehicle movements per day
- (3) Traffic count data provided by Shire of Victoria Plains and MRWA (Refer APPENDIX B for detailed traffic count reports)
- (4) Based on an average growth rate of 4.23% over 1 year plus extra 10 VPD heavy based on Catalano's estimate of 5 vehicle movements per day

4.6 Accident Data

Investigations into MRWA's crash information database reveal that from the 1st January 2015 to 31st December 2019 there was no recorded crash incidents on Cocking Road. There was one accident recorded on the Mogumber Yarawindah Road 250m west of the intersection with Cocking Road. This was a single vehicle property damage only accident and is not indicative of a safety issue with the intersection.

Refer to Appendix B for detailed crash data report extracted from MRWA

4.7 Existing Speed Zones

Cocking Rd and the Mogumber Yarawindah Rd are not speed zoned. The roads, for their full length have no posted speed signs. Main Roads WA Road Information Branch identifies these roads as a 50 Km/hr or State Limit which is currently 110Km/Hr

4.8 Existing Pedestrian Movements

There are no pedestrian facilities footpaths or tracks along both the Mogumber Yarawindah Rd and Cocking Road.

4.9 Sight Distances

4.9.1 Safe Intersection Sight Distance

Safe Intersection Sight Distance checks are noted as follows:

Intersection Cocking Road and Mogumber Yarawindah Road:

From the Main Roads Supplement to Austroads Guide to Road Design Part 4 Table 3.2 – at 110 Km/hr a sight distance of 300m is required. Site observations confirm the actual available sight distance is greater than this however pruning of vegetation near the intersection is recommended.

Intersection Cocking Road and Proposed Pit Access Road:

As above at 110 Km/hr a sight distance of 300m is required. On site observations confirm the actual available sight distance is greater than this.

There are other farm gates with driveways along the length of Cocking Road between the proposed pit access and the Mogumber Yarawindah Road with poor sight distance. These driveways are only used for paddock access and are only used infrequently. With the low utilisation, and recommending that RAV vehicles be limited to 60 Km/hr -this is considered acceptable

4.9.2 Approach Sight Distance

Approach Sight Distance checks are noted as follows:

Intersection Cocking Road and Mogumber Yarawindah Road:

From the Main Roads Supplement to Austroads Guide to Road Design Part 4 Table 3.1 – at 110 Km/hr a sight distance of 209m is required. On site observations confirm the actual available sight distance is greater than this.

Intersection Cocking Road and Proposed Pit Access Road:

As above at 110 Km/hr a sight distance of 209m is required. Site observations confirm the actual available sight distance is greater than this.

4.9.3 Safe Stopping Distance

Survey data was not available to assess the Safe Stopping Distance at every point along Cocking Road north of the proposed pit.

From Table 5.6 of Austroads Guide to Road Design Part 6 for a design speed of 60 Km/hr and a reaction time of 2.0s a stopping distance of 82m is required. Most of the road will satisfy this requirement. Crests where this is marginal will be recommended for sign posting.

5 Existing Road Deficiencies

5.1 Bituminous seal surfaces

Cocking Road is not sealed except for the first 30m at the intersection and is in good condition. It is a multi-coat chip seal. The seal currently on the Mogumber Yarawindah Road is a similar multi coat ship seal and is in good condition except where rutting has caused flushing and potholing. It is recommended that this be repaired by a pavement repair 50m long and 7m (full width) wide.

5.2 Loose gravel safety risk

There is a build-up of loose gravel at the intersection of the Mogumber Yarawindah Rd and Cocking Road that requires sweeping.

5.3 Road Signage

- Road Train Entering signs MR-WM-3, as shown below, should be installed approximately 250m each side of the intersection to warn drivers on the Mogumber Yarawindah Road of entering trucks. Signs should be positioned so as not to be obscured by vegetation. Some localised widening and clearing may be required to facilitate installation of the signs.



- Crest Warning Signs should be installed on Cocking Road to warn of crests at SLK 0.83 & 2.12. The signs, W5-11B, shall be positioned 120m from the crest on each approach.
- For the culvert at SLK 2.44 install width markers 2 x D4-3B(L) and 2 x D4-3B(R) either side on approaches to the culvert

5.4 Heavy Vehicle turning movements

A Heavy Vehicle Swept path analysis has been undertaken and is shown on Drawing NO. 3006396-DRD-SK-001 for the intersection of Cocking Road and the Mogumber Yarawindah Rd, using a 27.5m road train (RAV 4) vehicle. Refer to APPENDIX A.

A Heavy Vehicle Swept path analysis has been undertaken and is shown on Drawing NO. 3006396-DRD-SK-002 for the intersection of Cocking Road and the proposed pit access road, using a 27.5m road train (RAV 4) vehicle. Refer to APPENDIX A.

5.5 Horizontal Geometry

The horizontal geometry was assessed as being satisfactory. There are two curves on Cocking Road with a small radius of 210m but they are short and have reasonable sight distance. As the recommended speed for RAV vehicles will be 60 Km/hr these are considered fit for purpose.

Cocking Road intersects the Mogumber Yarawindah Road at an angle. If drivers approaching the Mogumber Yarawindah Road do not adequately guide their vehicles by steering to the left, they will not be able to check for oncoming traffic on the Mogumber Yarawindah Road coming from their left (western side). For this reason, line marking at the intersection should be considered. It should be noted that this may increase the amount of widening required at the intersection.

The road cross section of Cocking Road is variable but generally does not have properly formed table drains and as such in some locations the side of the road forms a drainage path. This will make the edges of the road formation susceptible to pavement damage during wet weather.

5.6 Vertical Geometry

No survey was available to accurately assess the vertical geometry but as discussed previously there were two steep crests on Cocking Road. The gradient of these was measured with a smart level and they were approximately 4.5%. If this gradient was an issue it would have been reported to the Shire and as such it is concluded that whilst not ideal the geometry is fit for purpose.

Recommending RAV vehicles be limited to 60 Km/hr will mitigate other issues with poor vertical geometry.

5.7 Drainage

As noted above there is an absence of drains at some locations along Cocking Road. There are also some long vertical grades and drains are collecting enough quantities of rainfall runoff and attaining enough velocity to cause scours and sedimentation. This could be controlled by undertaking a drainage review that would as an outcome recommend the following:

- Improvements in table drains
- Recommendations for installation of off shoot drains subject to landowner consent.
- Recommendations for installation of check structures to dissipate flow velocity.
- Recommendations for installation of additional transverse culverts.

5.8 Culverts

Please note the following in relation to existing culverts:

1.22 SLK Cocking Road Twin Barrell RCP:

This is a twin barrel RCP. It has mismatched pipe sizes one side to the other. There is evidence of overtopping at this site. The site causes a width restriction as it is only 6.6m wide. Trees need to be removed as they are part of the width restriction, however they are stabilising the earthworks on the RHS as there is no end treatment. There is also scour undermining the pipes on the RHS.

This culvert should be replaced because of its condition and width restriction. A quick waterways assessment should be undertaken to determine the required pipe sizes - but if not a minimum of 2 x 450 Class 4 RCP's should be installed 9.6m wide if possible.

2.44 SLK Cocking Road:

This is a 1 x 900mm RCP. As recommended in 3.10.3 width markers should be installed at all four corners of this culvert.

6.17 SLK Mogumber Yarawindah Road Twin Barrell RCP:

This is a twin barrel 300mm diameter RCP. The culvert causes a width restriction as can be seen from the photographs and turn movement diagram.

This culvert should be widened to accommodate for the turning movement of the RAV vehicles.

6 Recommendations and Conclusions

After consideration of all the information provided, the traffic data and observations from the site inspection, the author recommends the following:

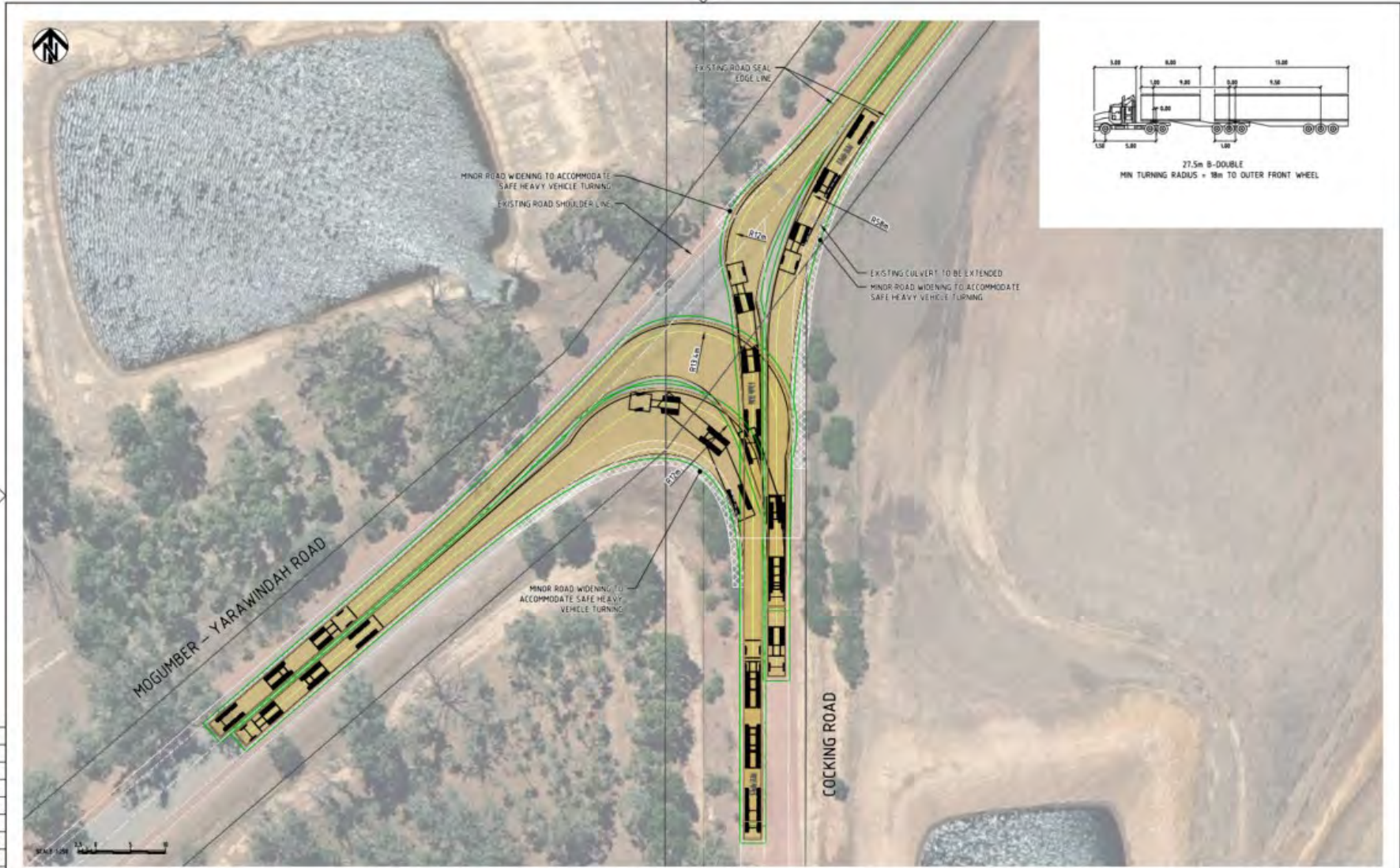
- This report does not intend to assign what costs, for the recommended road improvements, should be borne by Catalano's.
- The information provided by Catalano's stated that 4 to 6 road-train movements would be expected every day. Whilst there is no reason to doubt this estimate – should Catalano's be successful in gaining further sales, for example the Bindoon bypass, these numbers could increase significantly.
- It is recommended that RAV vehicles using Cocking Road be limited to 60Km/hr. This can be made as a condition of the RAV permit. This would mitigate some existing deficiencies in the road such as vertical and horizontal geometry and sight distance issues.
- It is recommended that Catalano's haulage operations be limited to predominately daytime only - for safety reasons.
- It is recommended that Catalano's carting operations be limited to only when Cocking Road is dry. During rainfall events, or shortly thereafter, carting on saturated gravels may cause failures and possible accidents.
- The access road through Jindabyne farm from Cocking Road to the pit has not been constructed. It is noted however that the proposed alignment crosses a number of waterways and is in steep undulating terrain. In the interests of safety, it is recommended that the Shire place a condition that any access roads on the property be designed and constructed in accordance with the appropriate Mines Department Regulations, Worksafe Regulations and Australian Standards.
- It is recommended that a holding line with 25m centreline double barrier tail be considered at the intersection of the Mogumber Yarawindah Road and Cocking Road. The tail is required to guide vehicles to approach the holding line at an angle that allows the driver to adequately check for oncoming vehicles on the Mogumber Yarawindah Road.
- "ROAD TRAINS ENTERING" signs as per section 5.3 should be installed on the Mogumber Yarawindah Road.
- Crest warning signs should be installed on Cocking Road as per section 5.3.
- Existing guideposts are in poor condition should be replaced and additional guideposts installed at locations in accordance with Main Roads guidelines. Additional guideposts should be installed where there are steep embankments.
- Clearing and pruning shall be undertaken on Cocking Road to re-establish the clearance envelope. Clearing/pruning shall also be undertaken to improve sight distance at the intersection of Cocking Road and Mogumber Road.
- As noted in section 3 a pavement repair – minimum 7m x 50m shall be undertaken at the intersection with Cocking and the Mogumber - Yarawindah Road. The repair should include a high strength seal.
- The culvert at SLK 1.22 Cocking Road should be replaced as noted in section 3. Width markers should be fitted to the culvert at SLK 2.44 Cocking Road. The culvert at 6.17 SLK Mogumber Yarawindah Road should be widened as outlined in Section 3.
- Drainage improvements as noted in sections 5.7 & 5.8 are recommended in order to reduce maintenance costs and improve safety.

- The swept path diagram for the intersection of Cocking Road and the Mogumber Yarawindah Road (refer Appendix A) gives an indication of the type of improvements that will be required to ensure safe access for RAV 4 vehicles. The required improvements are:
 - Widening the LHS (northern side) to accommodate vehicle turning right out of Cocking Road.
 - Widening both fishtails on the south east and south west corner of the intersection to accommodate turning vehicles.
 - Widening the culvert at SLK 6.17 Mogumber Yarawindah Road as mentioned previously.

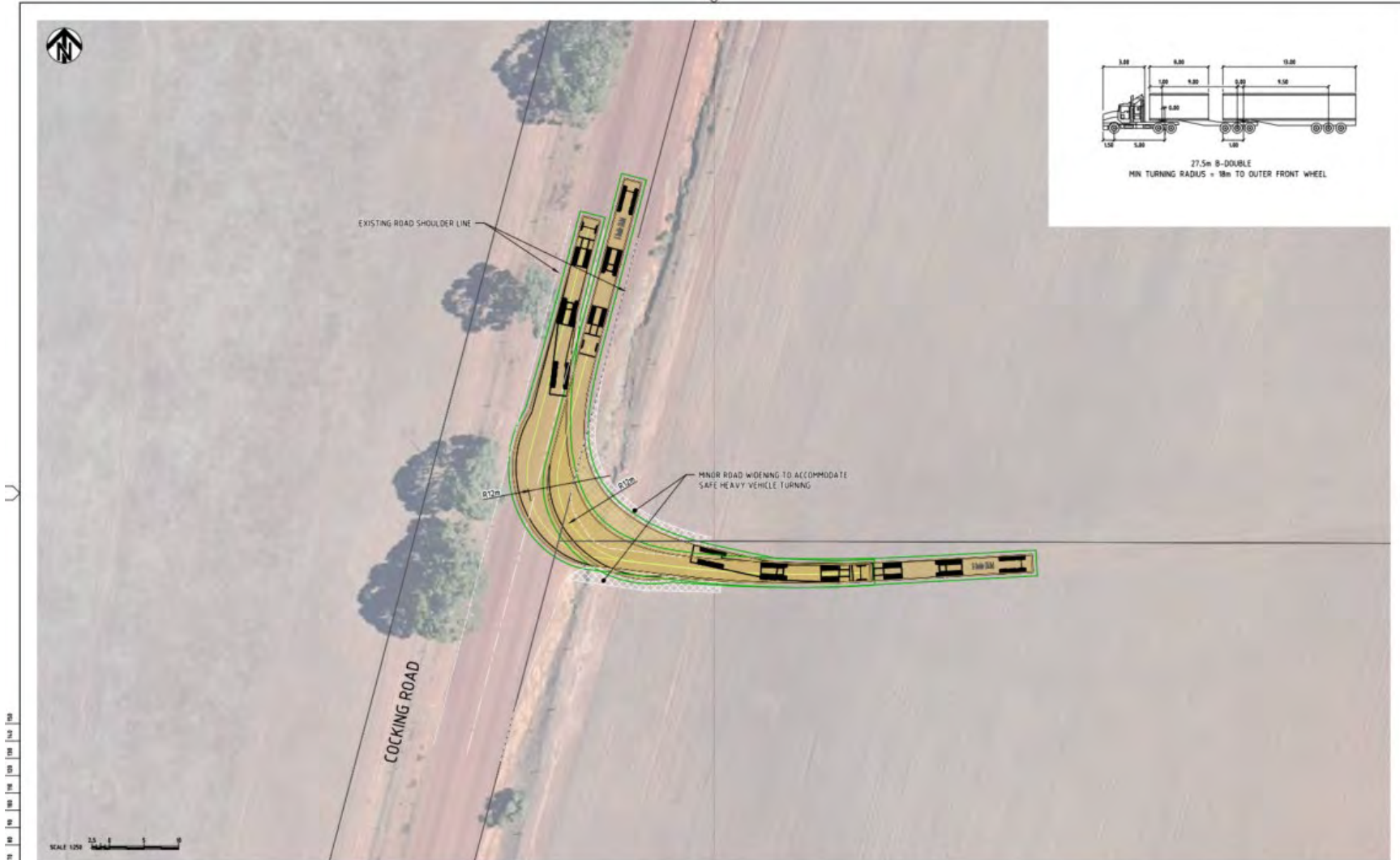
- The swept path diagram for the intersection of Cocking Road and the Pit Access road (refer Appendix A) gives an indication of the type of access that will need to be constructed to ensure safe access for vehicles from Cocking Road. Features of the access will be:
 - Sufficient width and size to accommodate the turning vehicles.
 - Fencing modifications. If the access is required to be gated the gates will need to be set back sufficiently to allow turning vehicles to park to attend the gate without overhanging on Cocking Road.
 - Install new driveway culvert.
 - Some modification to drains along Cocking Road and road width may be required to suit the new driveway culvert invert level.

Appendix A

SWEPT PATH DIAGRAMS



DRAWING FILE LOCATION / NAME V:_Visual\Projects\3006396\110_CADD\CAD\Sheet\3006396-DRD-SK-001.dwg		PLOT DATE / TIME 08 Apr 2020 14:19:22													
ESTIMATED REFERENCE FILES 3006396-DRD-SK-001.dwg 3006396-DRD-SK-001.dwg 3006396-DRD-SK-001.dwg		REV	DATE	AMENDMENT / REVISION DESCRIPTION	APP. NO.	APP. TITLE	NAME	SCALE AT A3 (200 DRAWING)	DESIGNER	CLIENT	PROJECT FILE	SCALE	PHASE	PROJECT / DRAWING NO.	REVISION
		01	08.Apr.2020	ISSUED FOR INFORMATION	001	AW	DRAFTER DRAFTING CHECK DESIGNER DESIGN CHECK PROJECT MANAGER PROJECT DIRECTOR	A. WALKER S. ANASTASIOU A. WALKER S. ANASTASIOU D. MCKELWA R. STANCOCK			SHIRE OF VICTORIA COCKING RD AND MOGUMBER-YARAMINDAH INTERSECTION HEAVY VEHICLE TURNING MOVEMENTS SITE ACCESS LAYOUT PLAN 01	1:250	CONCEPT	3006396-DRD-SK-001	01



DRAWING FILE LOCATION / NAME V:_Vaul1\Projects\3006396\110_CAD\CAD\Site\110\3006396-DRD-SK-002.dwg		PLT DATE 18 Apr 2020 16:22:43													
EXTERNAL REFERENCE FILES	REV	DATE	AMENDMENT / REVISION DESCRIPTION	REV No.	APPROVAL	TITLE	NAME	SCALE AT A1 SIZE DRAWING	DESIGNER	CLIENT	PROJECT TITLE	SCALE	PHASE	PROJECT / DRAWING No.	REVISION
	01	18.04.2020	ISSUED FOR INFORMATION	001	AM	DRAWN BY DRAFTING CHECK DESIGNER DESIGN CHECK PROJECT MANAGER PROJECT DIRECTOR	A. WALKER C. MATOLOVIC A. WALKER C. MATOLOVIC D. MCKENNA R. STANDISH		 Member of the Turbans Jurong Group 03 95 47 965 476 100 SIBC PROJECT No 3006396		SHIRE OF VICTORIA COCKING RD / SITE ACCESS INTERSECTION HEAVY VEHICLE TURNING MOVEMENTS SITE ACCESS LAYOUT PLAN 02	1:250	CONCEPT	3006396-DRD-SK-002	01

Appendix B

Crash Data and Traffic Counts

Class Speed Matrix

ClassMatrix-28

Site: Mog - Yarawindah Rd.0.1WE
Description: SLK 2.5 (2.5km east of Moora / Bindoon Rd)
Filter time: 0:00 Wednesday, 2 January 2019 => 0:00 Saturday, 2 March 2019
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

km/h	Class												Total		
	SV 1	SVT 2	TB2 3	TB3 4	T4 5	ART3 6	ART4 7	ART5 8	ART6 9	BD 10	DRT 11	TRT 12			
10- 20	3	3	0.0%
20- 30	.	.	1	1	0.0%
30- 40	2	2	2	1	6	.	.	.	1	.	1	.	.	15	0.1%
40- 50	22	8	9	8	2	.	1	.	.	50	0.5%
50- 60	69	11	8	2	5	2	.	.	2	.	9	.	.	108	1.0%
60- 70	282	29	24	1	2	5	.	4	8	17	243	.	.	615	5.9%
70- 80	1518	61	31	16	3	1	6	6	52	96	1733	4	.	3527	33.6%
80- 90	1149	82	27	36	7	3	6	21	110	72	903	.	.	2416	23.0%
90-100	1516	73	22	16	3	2	5	17	39	28	1335	.	.	3056	29.1%
100-110	516	16	5	1	.	.	1	.	.	.	20	.	.	559	5.3%
110-120	121	3	2	126	1.2%
120-130	10	.	.	1	11	0.1%
130-140	6	6	0.1%
140-150	1	1	0.0%
150-160	3	3	0.0%
Total	5218	285	131	82	26	13	18	48	214	213	4245	4	10497		
	49.7%	2.7%	1.2%	0.8%	0.2%	0.1%	0.2%	0.5%	2.0%	2.0%	40.4%	0.0%			

Traffic in Both Directions - AgLime Season Count (Part of AgLime Route #2)

VPD = 181.0

ESA = 505.0

Detailed Crash History



Report Criteria

Road	SLK	CWY
5170006 - Mogumber - Yarawindah Rd	0.00 to 18.04	All

Parameter	Value	Description
From Date	01/01/2015	
To Date	31/12/2019	
Crash Type	All	
Severity	All	

Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
5170006	Mogumber - Yarawindah Rd	0.00	S	0.00	BINDOON MOORA RD & MOGUMBER WEST RD (005010)	25/09/2019	Wednesday	1500	Hospital	2019268335	Intersection	Daylight	Dry	70	Give Way Sign	4-way Intx	Straight		Right Angle	On Cway	11: Intx: Thru - Thru	Colliding	Utility	N - BINDOON MOORA	S - BINDOON MOORA	Straight Ahead: Not Out Of Control				
5170006	Mogumber - Yarawindah Rd	0.00	S	0.00	BINDOON MOORA RD & MOGUMBER WEST RD (005010)	25/09/2019	Wednesday	1500	Hospital	2019268335	Intersection	Daylight	Dry	70	Give Way Sign	4-way Intx	Straight		Right Angle	On Cway	11: Intx: Thru - Thru	Target		E - MOGUMBER - YARAWINDAH RD	W - MOGUMBER WEST RD	Straight Ahead: Not Out Of Control				Side
5170006	Mogumber - Yarawindah Rd	5.90	S	5.90		05/01/2018	Friday	1615	PDO Major	2018000820	Midblock	Daylight		51	No Sign Or Control				Hit Object	On Left Verge After Leaving Cway	72: Off Path On Straight: Off Left Cway Obj	Colliding	Four Wheel Drive (Not Car Design)	W	E	Out Of Control: Gravel Shoulder	Guide Post	Embankment		
5170006	Mogumber - Yarawindah Rd	18.04	S	18.04	GREAT NORTHERN HWY (005008)	07/07/2018	Saturday	1200	PDO Minor	2018182315	Intersection	Daylight	Dry	110	Give Way Sign	3-way Intx (T-junction)	Curve		Non Collision	On Cway	76: Loss Of Control: Left Turn - Intx	Colliding	Motor Cycle	W - MOGUMBER - YARAWINDAH RD	N - GREAT NORTHERN HWY	Out Of Control				

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ROAD MAINTENANCE COST CONTRIBUTION REPORT

B & J CATALANO GRAVEL PIT COCKING ROAD 2.72 SLK

SHIRE OF VICTORIA PLAINS

PREPARED FOR:	Shire of Victoria Plains
PREPARED BY:	Tony Sarullo
DATE:	18th April 2020
SMEC Reference No:	3006396
SMEC Doc. No	3006396-02 Rev 1 FINAL REPORT

Important Notice

This report is confidential and is provided solely for the purposes of determining requirements for road maintenance contribution for the proposed Gravel Pit at Lots 18-6 & 6 Jindabyne farm Mogumber]. This report is provided pursuant to a Consultancy Agreement between SMEC Australia Pty Limited ("SMEC") and The Shire of Victoria Plains, under which SMEC undertook to perform a specific and limited task for The Shire of Victoria Plains. This report is strictly limited to the matters stated in it and subject to the various assumptions, qualifications and limitations in it and does not apply by implication to other matters. SMEC makes no representation that the scope, assumptions, qualifications and exclusions set out in this report will be suitable or sufficient for other purposes nor that the content of the report covers all matters which you may regard as material for your purposes.

This report must be read as a whole. The executive summary is not a substitute for this. Any subsequent report must be read in conjunction with this report.

The report supersedes all previous draft or interim reports, whether written or presented orally, before the date of this report. This report has not and will not be updated for events or transactions occurring after the date of the report or any other matters which might have a material effect on its contents or which come to light after the date of the report. SMEC is not obliged to inform you of any such event, transaction or matter nor to update the report for anything that occurs, or of which SMEC becomes aware, after the date of this report.

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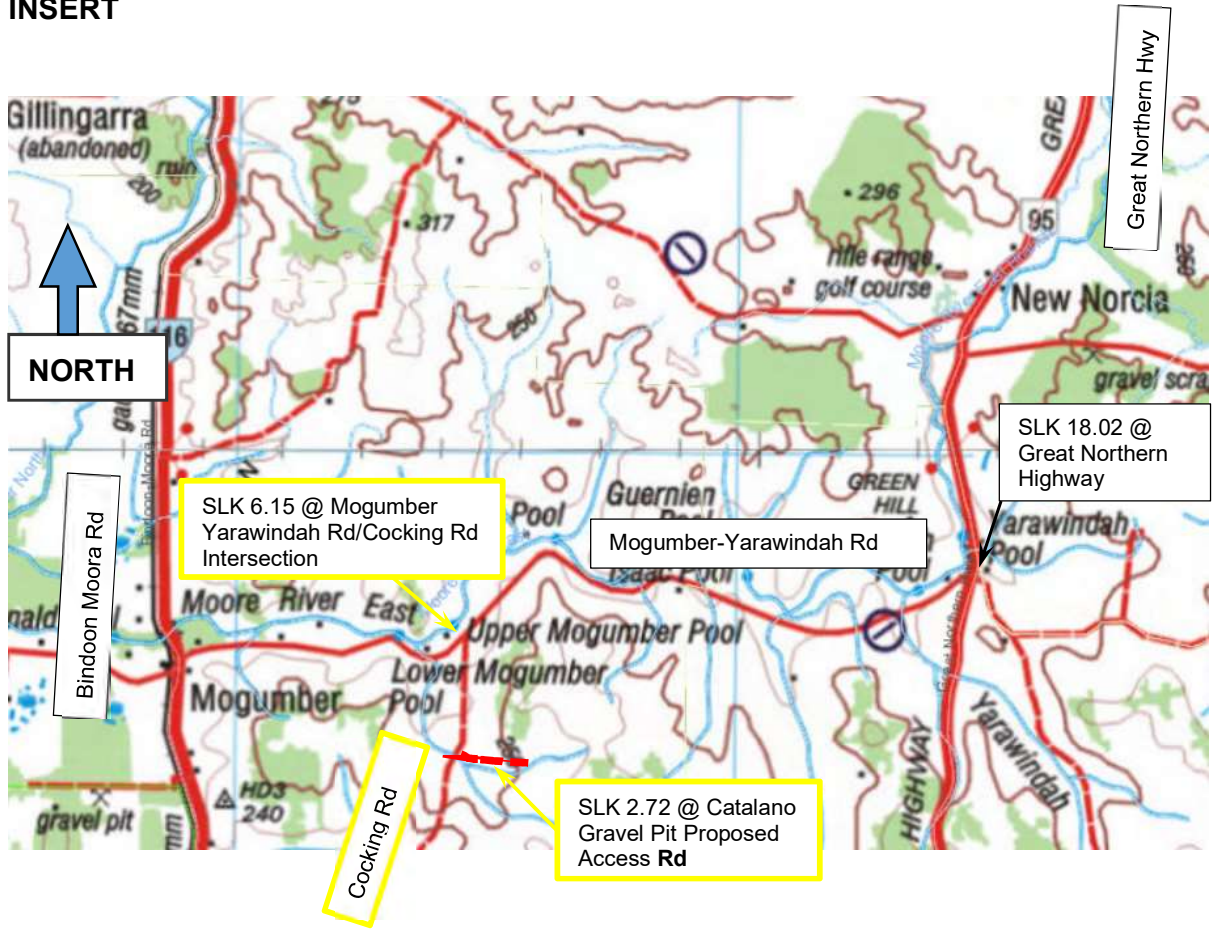
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1 Locality Plan



INSERT



SLK means Straight Line Kilometre

NOT TO SCALE

2 Executive Summary

2.1 General

B and J Catalano Pty Ltd is proposing to establish a commercial gravel pit operation on a property Lot 1806 and Lot 6 on the Jindabyne farm, along Cocking Road, Mogumber, in the Shire of Victoria Plains. The future pit operations, will generate a significant amount of heavy truck traffic that will enter and exit the site via Cocking Road and thence onto the Mogumber Yarawindah Road.

This report outlines the methodology and the criteria adopted to calculate the road maintenance contribution/s required, in order for the Shire of Victoria Plains to agree with B & J Catalano Pty Ltd the payment for road maintenance contributions associated with the planned quarry operations.

The location of the Catalano gravel pit in relation to the adjacent roads within the Shire of Victoria Plains, is shown in Section 1 Locality Plan.

Figure 1 shows the location of the proposed gravel pit and access to the adjacent road network.

2.2 References

- Extractive Industries Licence Application and Environmental Management Plan Lots 1806 and 6 Jindabyne Farm, Cocking Road, Mogumber

2.3 Calculated Cost Contribution

2.3.1 Basis of Calculation and WALGA/ARRB guidelines

The calculation of the incremental cost of road maintenance, was undertaken in accordance with the WALGA publications:

- “User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks: May 2015 Version No: 1”.
- “User Guide Estimating the Incremental Cost Impact on UnSealed Local Roads from Additional Freight Tasks: March 2019 Version No: 1”.

These guidelines were developed and published jointly between WALGA and ARRB

WALGA means the Western Australian Local Government Association
ARRB means Australian Road Research Board

These guidelines are used by local governments in WA to quantify the cost of additional wear and damage to affected roads for a defined freight task. It is used as the basis for negotiation of cost recovery from industry, to ensure that the local community does not bear the costs imposed by private businesses, and to adjust long term financial plans

2.3.2 Summary of Findings

Based on information received by the author via the Shire of Victoria Plains representatives in March 2020, and for the period of the proposed quarry life between 8 to 10 years, the following has being calculated:

Cocking Road

Type of Vehicle	Section of Road affected	Length (Kms)		Annual Incremental Cost	Unit Rate \$ per Tonne
RAV 4	SLK 0.00 to SLK 2.72	2.72		\$4,936.00	
RAV 2.3	SLK 0.00 to SLK 2.72	2.72		\$1,130.00	
		TOTAL for Cocking Rd per year		\$6,066.00	\$ 0.126

Mogumber Yarawindah Road

Type of Vehicle	Section of Road affected	Length (Kms)		Annual Incremental Cost	Unit Rate \$ per Tonne
RAV 4	SLK 6.15 to SLK 18.03	11.88		\$2,184.00	
RAV 2.3	SLK 6.15 to SLK 18.03	11.88		\$614.00	
		TOTAL for Mogumber Yarawindah Rd per year		\$2,798.00	\$ 0.06

Please note that the unit rates used in this study and included in the above table, were developed by WALGA/ARRB, in 2015 and 2019

It is recommended that the appropriate industry escalation factors sourced from the Australian Bureau of Statistics, be applied to these costs, to reflect the study period, subject of this report.

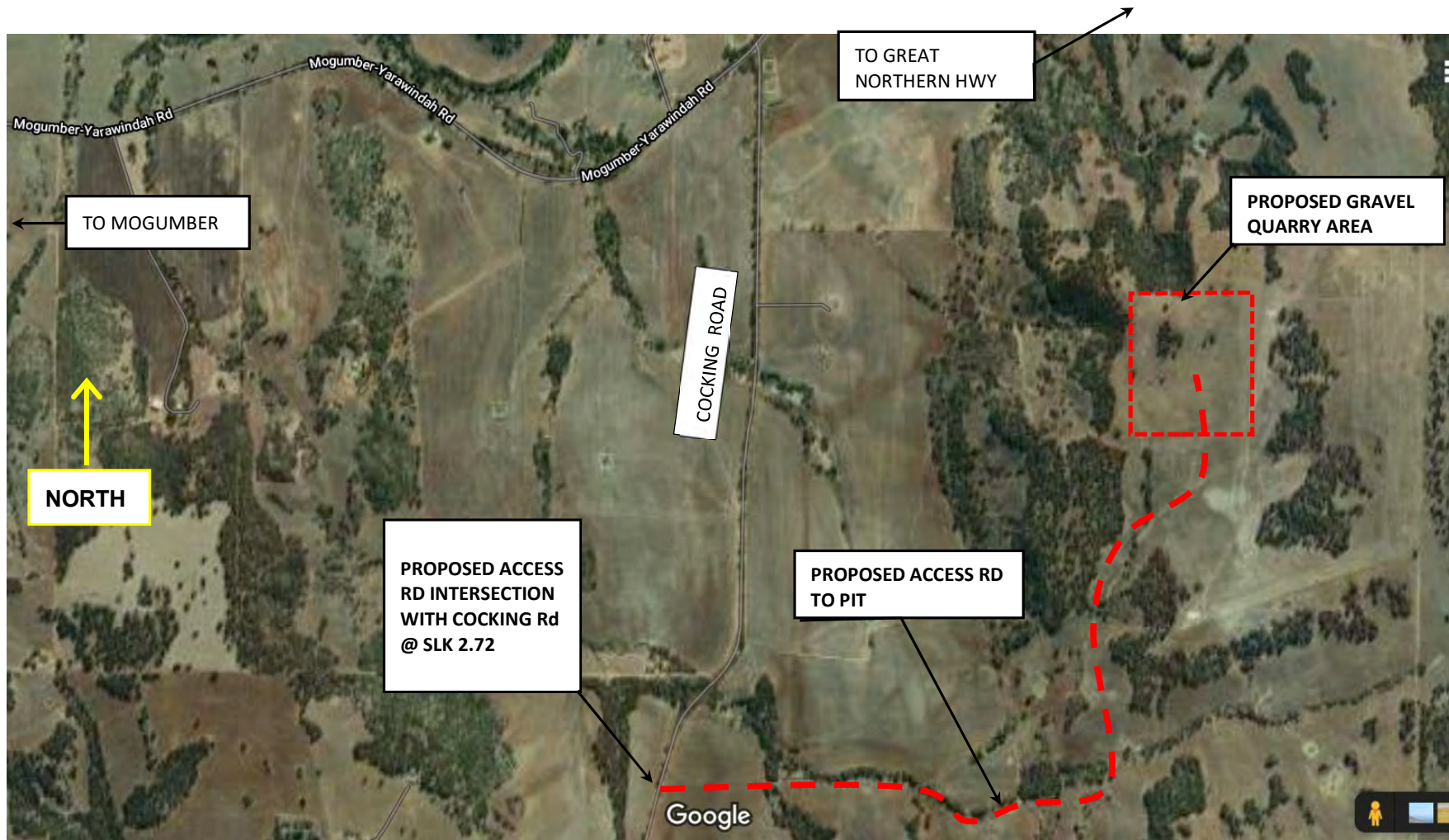


Figure 1. Aerial photograph of proposed gravel pit and new pit access road

3 Description of the Development

The following is a summary of the operations that are planned to take place at the B & J Catalano gravel pit.

- Gravel material is quarried from a deposit on the property.
- The material is crushed, screened and blended to manufacture materials for road building – mainly granular pavement materials.
- The finished product is loaded onto trucks –using truck trailer combinations and road trains and delivered to clients.
- The site also accept landfill in the form of earth spoil from various agencies

4 Proposed Operational Conditions

4.1 Site Inspection

A site inspection of the access to the gravel pit and adjacent sections of the Cocking and Mogumber Yarawindah Roads was undertaken by Mr David McKenna Senior Project Manager for SMEC Australia Pty Ltd, on 31st March 2020.

4.2 Affected roads

Cocking Road (5170003) is a Local Access Road and is owned and controlled by the Shire of Victoria Plains and as such any proposed development impacting on this road and within their road reserve will require planning, designing and constructing in accordance with their standards and guidelines.

The road provides access to hinterland farming properties from the Mogumber Yarawindah Road and the Bindoon Moora Road. The road is also used to provide access to local agricultural properties for the transport of grains, livestock, agricultural products and other general freight.

The Mogumber – Yarawindah Road (5170006) is a Regional Distributor Road and is also owned and controlled by the Shire of Victoria Plains.

It is a major east west distributor and is part of Agricultural Lime Route No.2. It provides a link to the coast for agricultural lime sands which is delivered throughout the Shire and wheatbelt in general. It forms a link between the Bindoon Moora Road and Great Northern Highway. It is also an important tourist link to New Norcia and access to the central wheat belt region

The road is also used to provide access to local agricultural properties for the transport of grains, livestock, and agricultural products.

Cocking Road and Mogumber Yarawindah Road, are the two roads that are subject of this report into the calculation of the incremental cost of road maintenance.

4.3 Site Access and Egress Roads

The proposed route to the quarry site will be from the Great Northern Highway onto Mogumber-Yarawindah Road and then south onto Cocking Road.

The distance along Cocking Road from Mogumber Yarawindah Road is 2.72Km. Access from Cocking Road to the proposed quarry site will be from a new access road to be constructed by B & J Catalano as part of the development works.

Refer Figure 1

4.4 Restricted Access Vehicles (RAV) Network

The Mogumber – Yarawindah Road is designated by Main Roads of Western Australia (MRWA) as RAV 5 road network. RAV 5 can accommodate prime mover and trailer combinations up to a maximum length of 36.5m and up to a maximum gross mass of 84 tonnes. Refer to Figure 2.

Cocking Road is designated by Main Roads of Western Australia (MRWA) as RAV 4 road network. RAV 4 can accommodate prime mover and trailer combinations up to a maximum length of 27.5m and up to a maximum gross mass of 87.5 tonnes. Refer to Figure 3.

B & J Catalano Pty Ltd propose to use RAV 4 and some RAV 2 vehicles, for all their haulage operations.

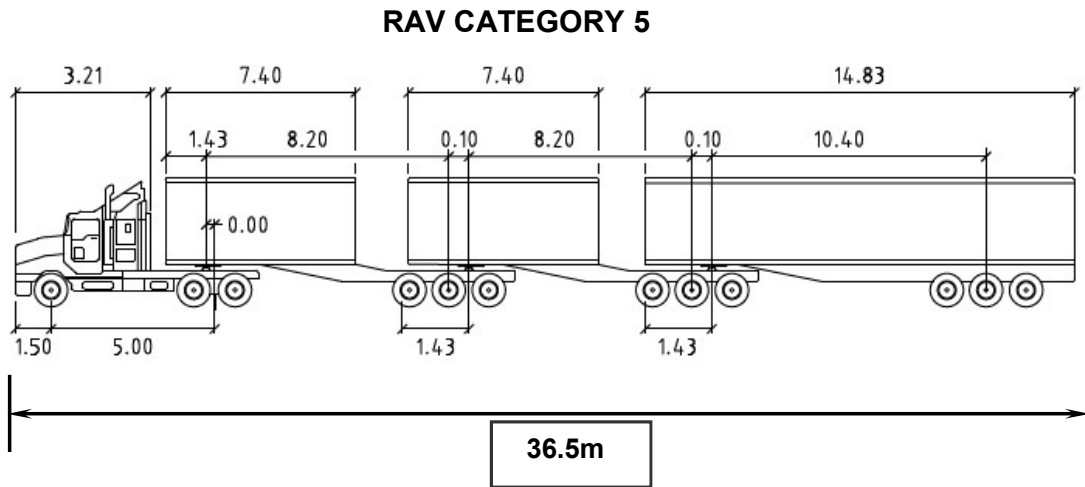


Figure 2 – Demonstrates a typical vehicle combination that is used on the MRWA RAV 5 road network.

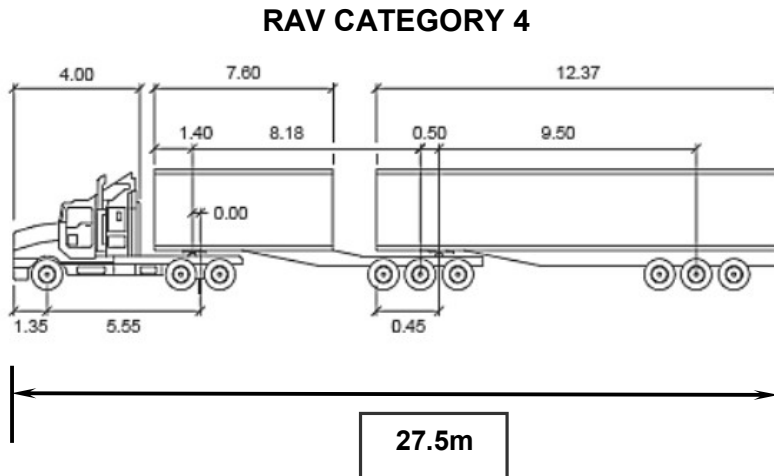


Figure 3 – Demonstrates a typical vehicle combination that is used on the MRWA RAV 4 road network.

4.5 Development Proposed Traffic Data and Information

The following information has been extracted from the publication:

*Extractive Industries Licence Application and Environmental Management Plan
Lots 1806 and 6 Jindabyne Farm, Cocking Road, Mogumber*

4.2 PROPOSED GRAVEL EXTRACTION

B & J Catalano propose to extract lateritic gravel from a 26.1 ha area, as shown in Figure 3. It is estimated by Catalano that the demand for gravel from this pit will be 3000 to 5000 tonnes/month, dependent on demand. Furthermore, it is also estimated that the depth of the gravel is approximately 1m with a bulk density of 1.7 tonnes/bank m³. The total volume of gravel to be removed is thus estimated at 240,000 tonnes over 5 years. This means that, at this rate of extraction, the life of the pit is estimated to between 8 and 10 years.

The following estimates are made:

- Estimated monthly gravel removal: 3000 to 5000 tonnes
- Number of working days per month: 22 days
- Truck Type, Capacity and RAV rating:
 - 20% single semi-trailer (can operate up to RAV N2.3) (26 tonnes)
 - 80% RAV N4.1 pocket roadtrains (55 tonnes)

The above factors suggest an average of 4 to 6 truck movements per day, but this will be dependent on demand. Operating times will be Monday to Friday 0630 to 1800 and Saturday 0600 to 1200.

5 Photographs



PHOTOGRAPH 1 SLK 2.66 Cocking Road looking north -Typical View



PHOTOGRAPH 2 SLK 2.56 Cocking Road Looking south



PHOTOGRAPH 3 - Mogumber Yarawindah and Cocking Road intersection looking east



PHOTOGRAPH 4 - SLK 6.15 Mogumber Yarawindah Road looking west from Cocking Road Intersection- Typical View

APPENDIX 1
Worksheets -Cocking Rd

SHIRE OF VICTORIA PLAINS			
Worksheet for the calculation of the Heavy Vehicle road maintenance cost contribution			
B and J Catalano Pty Ltd			
Cocking Rd			
UNSEALED ROAD			Revision 0
17th April 2020			Duration = 9 years
Calculation based on using WALGA and ARRB publication: <i>User Guide Estimating the Incremental Cost Impact on UnSealed Local Roads</i> from Additional Freight Tasks March 2019 Version No 1			
1	Determine the annual tonnage, distance and duration		
	The annual tonnage	48,000 x 80%= 38,400 tonnes	
	The distance is	2.72	
	The duration is	9 years	
	Cocking Road	2.72 kms from Mogumber Yarawindah RD	
	TOTAL	2.72 kms	
2	Determine the Vehicle Type		
	APPENDIX A		
	The applicable RAV category is RAV 4 (A)		
	Comprising 4 axle prime mover towing tri axle lead trailer and a 5 axle dog trailer		
	Total 5 axle groups		
3	Calculate the number of one-way trips and convert into axle passes and determine the total AP for two-way trips per annum (AP denotes AXLE PASSES)		
	Annual Tonnage = 38,400		
	Refer to MRWA RAV chart APPENDIX A = 55 tonne with 13 total axles		
	The number of one way trips/year = 38,400/55= 698		
	Total AP for one way trips = 698 x 13axles = 9,074 AP		
	The Total for two way trips = 9,074 x 2 = 18,148 AP		
4	Select Cost Zone		
	Refer to Figure 2	Wheatbelt North Region =	Cost Zone 2
5	Select the category for gravel compliance		
	Refer to TABLE 2		
	The determination is = Non Compliant Below		
	Defined as <i>High rate of material loss with surface tending to loosen and corrugate under the action of traffic</i>		
6	Select the applicable marginal cost chart		
	Given Cost Zone 2 and 18,148 AP therefore use 20,000AP select Chart in Figure B2		
7	Determine the marginal cost for the additional freight task		
	Refer to Figure B2		
	The marginal cost per AP.km = \$0.10		
8	Calculate the total annual cost attributable to the freight task		
	Annual Cost = Annual Marginal Cost x distance x total AP		
	= \$0.10 x 2.72 x 18,148		
	= \$4,936 p.a		

SHIRE OF VICTORIA PLAINS**Worksheet for the calculation of the Heavy Vehicle Road maintenance cost contribution****B and J Catalano Pty Ltd****Cocking Rd****UNSEALED ROAD**

Revision 0

17th April 2020

Duration = 9 years

Calculation based on using WALGA and ARRB publication:

User Guide Estimating the Incremental Cost Impact on UnSealed Local Roads

from Additional Freight Tasks March 2019 Version No 1

1 Determine the annual tonnage, distance and duration

The annual tonnage 48,000 x 20% = 9,600 tonnes

The distance is 2.72

The duration is **9 years**

Cocking Road 2.72 kms from Mogumber Yarawindah RD

TOTAL 2.72 kms

2 Determine the Vehicle Type

APPENDIX A

The applicable RAV category is RAV 2 (A)

Comprising 3 axle prime mover towing tri axle trailer(Semi Trailer)

Total 3 axle groups

3 Calculate the number of one-way trips and convert into axle passes and determine the total AP for two-way trips per annum (AP denotes AXLE PASSES)

Annual Tonnage = 9,600

Refer to MRWA RAV chart APPENDIX A = 26 tonne with 3 total axles

The number of one way trips/year = 9600/26 = 370

Total AP for one way trips = 370 x 7axles = 2,590 AP

The Total for two way trips = 2,590 x 2 = 5,180 AP

4 Select Cost Zone

Refer to Figure 2 Wheatbelt North Region = Cost Zone 2

5 Select the category for gravel compliance

Refer to TABLE 2

The determination is = Non Compliant Below

Defined as *High rate of material loss with surface tending to loosen and corrugate under the action of traffic***6 Select the applicable marginal cost chart**

Given Cost Zone 2 and 5,180 AP therefore use 10,000AP select Chart in Figure B1

7 Determine the marginal cost for the additional freight task

Refer to Figure B1

The marginal cost per AP.km = \$0.11

8 Calculate the total annual cost attributable to the freight task

Annual Cost = Annual Marginal Cost x distance x total AP

= \$0.11 x 2.72 x 5,180

= **\$1,130.00 p.a**

APPENDIX 2

Worksheets for Mogumber -Yarawindah Rd Eastbound

SHIRE OF VICTORIA PLAINS**Worksheet for the calculation of the Heavy Vehicle road maintenance cost contribution****B and J Catalano Pty Ltd****Mogumber -Yarrawindah Rd****SEALED ROAD**

Revision 0

17th April 2020

Duration = 9 years

Calculation based on using WALGA and ARRB publication:

User Guide Estimating the Incremental Cost Impact on Sealed Local Roads
from Additional Freight Tasks May 2015 Version No 1**1 Determine the Vehicle Type**

APPENDIX A

The applicable RAV category is RAV 2 (A)

Comprising 3 axle prime mover towing tri axle trailer(Semi Trailer)

Total 3 axle groups

2 Determine the annual tonnage, distance and duration

The annual tonnage (tonnes) 48,000 x 20%= 9,600 tonnes Refer NOTE 1

The distance (Km) is 11.88

The duration is **9 years** Refer NOTE 2

Mogumber Yarrawindah Rd at Great Northern Highway 18.03

Mogumber Yarrawindah Rd at Cocking Road 6.15

TOTAL LENGTH 11.88 kms

3 Select Cost Zone

Refer to Figure 2 Wheatbelt North Region = Cost Zone 2

4 Select Road Class

Regional Distributor Road Refer to Main Roads Road Information Data Base

5 Calculate the ESA per year

ESA = Equivalent Standard Axles

Total Vehicle Trips p.a. = 370 Refer NOTE 3

Refer to Figure 3 for one way loaded vehicle

Refer to Figure 4 for the return trip empty vehicle

ESA per payload tonne = 0.21

9,600 tonnes per year

Loaded Vehicle ESA per year = 0.21 x 9,600 tonnes = 2,016

Empty Vehicle ESA per year = 370 x 1.4 = 52

Total ESA per year = 2,068

6 Select the marginal cost graph

Refer to TABLE 1

The marginal cost graph is Figure B7.1

7 Determine the annual marginal cost of the additional task

Figure B7.1 for 20,000 ESA/year = \$0.025/ESA/km

Refer to NOTE 4

8 Calculate Annual Cost Contribution

Annual Cost = Annual Marginal Cost x ESA per year x Distance

= \$0.025 x 2,068 ESA x 11.88Kms

=\$614.00 p.a for the impacted sealed road**NOTE 1**Based on information received by the author Feb 2020 for an average extraction of 4,000 tonnes per month (being the mean between 3,000 to 5,000 per month which equates to 48,000 tonnes over 12 months as an average
80% of this is to be hauled by RAV4 vehicles and 20% by RAV2.3**NOTE 2**

Based on information provided by proponent cartage operations between 8 to 10 years, average of 9 years used for life haulage operations

NOTE 3

Based on an average payload mass of 26 tonnes per truck combination (RAV2.3)

NOTE 4

The cost per ESA are based on unit rates developed in May 2015 ... Escalation factors will require to be applied to current date.

APPENDIX 3
WALGA User Guide Figure 3

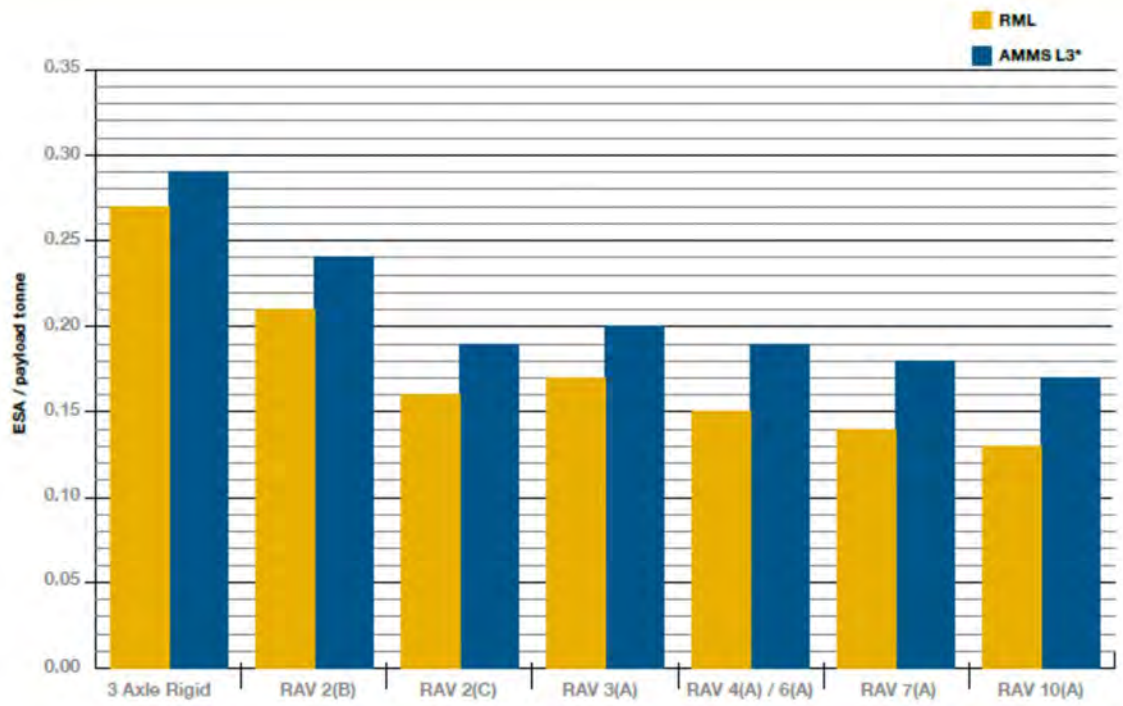


Figure 3: ESA per payload tonne for different vehicle types and loading schemes.

**Note: The AMMS has three levels. The displayed values are for Level 3. If the vehicle is operating at a lower level then select a proportionate value between the RML value and the AMMS L3 value*

APPENDIX 4

WALGA User Guide Figure 4

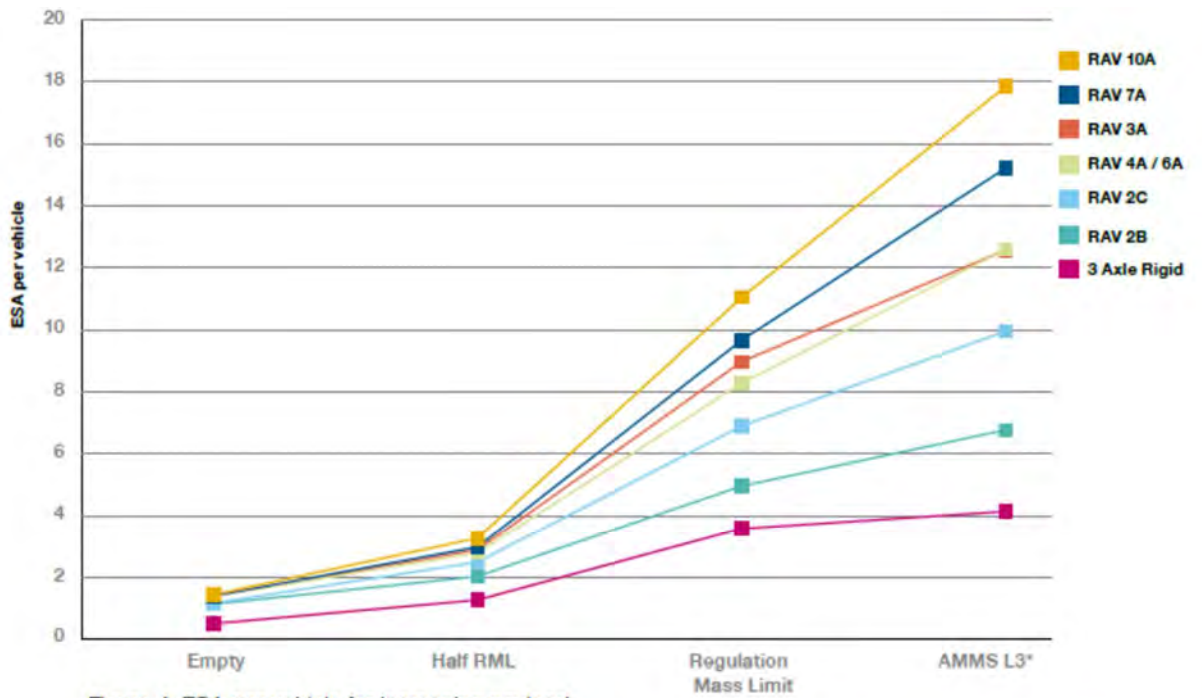


Figure 4: ESA per vehicle for increasing payload

*Note: The AMMS has three levels. The displayed values are for Level 3. If the vehicle is operating at a lower level then select a proportionate value between the RML value and the AMMS L3 value.

APPENDIX 5

WALGA User Guide TABLE 1

From STEP 3 Cost zone	From STEP 4 Road class	From STEP 5 Loading scenario (ESA/year)	Figure link
1	Access road	20,000	Figure B 1.1
		60,000	Figure B 1.2
		100,000	Figure B 1.3
		200,000	Figure B 1.4
	Local distributor	20,000	Figure B 2.1
		60,000	Figure B 2.2
		100,000	Figure B 2.3
		200,000	Figure B 2.4
	Regional distributor	20,000	Figure B 3.1
		60,000	Figure B 3.2
		100,000	Figure B 3.3
		200,000	Figure B 3.4
	District distributor	20,000	Figure B 4.1
		60,000	Figure B 4.2
		100,000	Figure B 4.3
		200,000	Figure B 4.4
2	Access road	20,000	Figure B 5.1
		60,000	Figure B 5.2
		100,000	Figure B 5.3
		200,000	Figure B 5.4
	Local distributor	20,000	Figure B 6.1
		60,000	Figure B 6.2
		100,000	Figure B 6.3
		200,000	Figure B 6.4
	Regional distributor	20,000	Figure B 7.1
		60,000	Figure B 7.2
		100,000	Figure B 7.3
		200,000	Figure B 7.4
	District distributor	20,000	Figure B 8.1
		60,000	Figure B 8.2
		100,000	Figure B 8.3
		200,000	Figure B 8.4

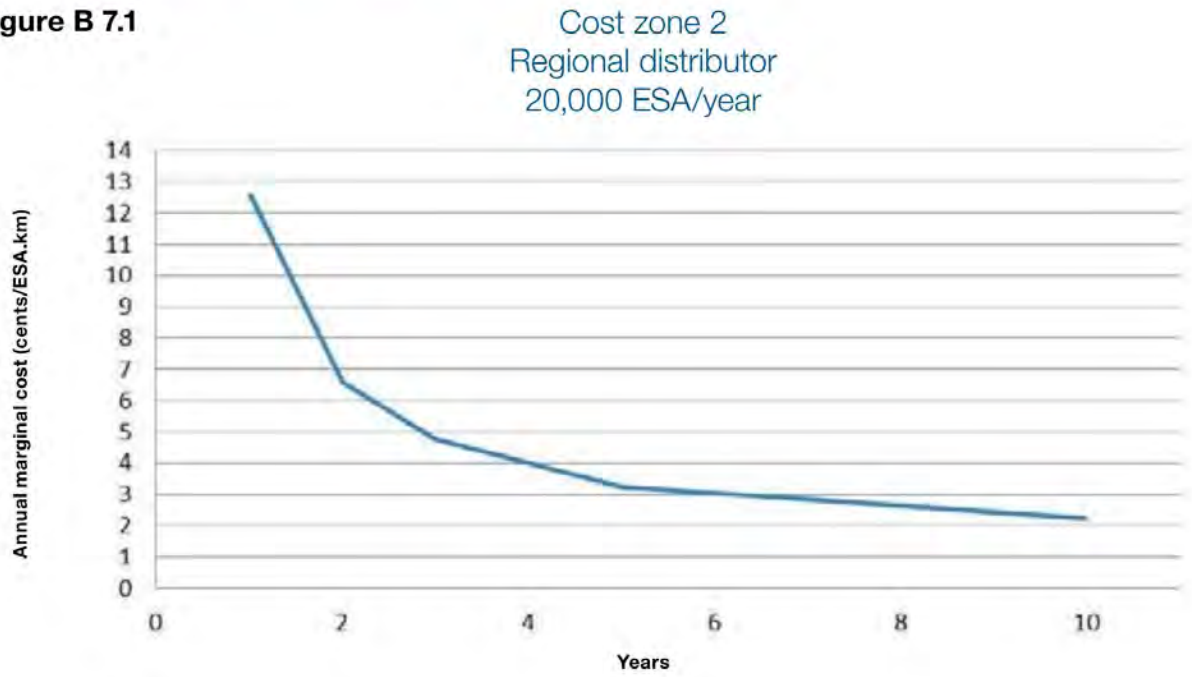
From STEP 3 Cost zone	From STEP 4 Road class	From STEP 5 Loading scenario (ESA/year)	Figure link
3	Access road	20,000	Figure B 9.1
		60,000	Figure B 9.2
		100,000	Figure B 9.3
		200,000	Figure B 9.4
	Local distributor	20,000	Figure B 10.1
		60,000	Figure B 10.2
		100,000	Figure B 10.3
		200,000	Figure B 10.4
	Regional distributor	20,000	Figure B 11.1
		60,000	Figure B 11.2
		100,000	Figure B 11.3
		200,000	Figure B 11.4
District distributor	20,000	Figure B 12.1	
	60,000	Figure B 12.2	
	100,000	Figure B 12.3	
	200,000	Figure B 12.4	
4	Access road	20,000	Figure B 13.1
		60,000	Figure B 13.2
		100,000	Figure B 13.3
		200,000	Figure B 13.4
	Local distributor	20,000	Figure B 14.1
		60,000	Figure B 14.2
		100,000	Figure B 14.3
		200,000	Figure B 14.4
	Regional distributor	20,000	Figure B 15.1
		60,000	Figure B 15.2
		100,000	Figure B 15.3
		200,000	Figure B 15.4
	District distributor	20,000	Figure B 16.1
		60,000	Figure B 16.2
		100,000	Figure B 16.3
		200,000	Figure B 16.4

APPENDIX 6

WALGA User Guide Marginal Cost Graph Figure B7.1

B.7 Cost zone 2 - Regional distributor

Figure B 7.1



END OF REPORT



Victoria Plains - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Aaron Bowman
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Aaron Bowman
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	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 2019?	N/A		Aaron Bowman
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Aaron Bowman
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Aaron Bowman



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		Aaron Bowman	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Aaron Bowman	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Aaron Bowman	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Aaron Bowman	
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Aaron Bowman	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Aaron Bowman	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Aaron Bowman	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Aaron Bowman	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	No	It was thought that the delegation to the CEO, which had secondary delegation permitted to: with the relevant staff positions included met the requirements of s5.44(2)	Aaron Bowman	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A		Aaron Bowman	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	No	It was thought that the delegation report that included the details of all delegations met the requirements of S5.46 (1)	Aaron Bowman	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	No	Delegations to CEO were reviewed and approved by Council 18th July 2018. It was thought that this review which includes secondary permitted delegations to relevant staff met the requirements of S5.46 (2)	Aaron Bowman	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	No	More work required in this area	Aaron Bowman	

Disclosure of Interest



No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Aaron Bowman
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Aaron Bowman
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Aaron Bowman
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Aaron Bowman
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Aaron Bowman
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Aaron Bowman
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Ina Edwardson
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Ina Edwardson
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Ina Edwardson
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Ina Edwardson
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Ina Edwardson
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Ina Edwardson
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Ina Edwardson



No	Reference	Question	Response	Comments	Respondent
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Ina Edwardson
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Ina Edwardson
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Ina Edwardson
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Aaron Bowman
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Ina Edwardson
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Ina Edwardson

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes		Ina Edwardson
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Ina Edwardson



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates 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 candidates?	Yes		Aaron Bowman
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		Aaron Bowman

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Aaron Bowman
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Aaron Bowman
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes	Council did not originally due this April 2016, but corrected this 14 June 2017	Aaron Bowman
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Aaron Bowman
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	The Audit report and financial statements did not however get presented to the audit committee	Aaron Bowman
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	CEO received 18 November 2019.	Aaron Bowman
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	No	Council considered the report (action plan) at the March 2020 OCM. CEO initiated address of this issue in first quarter of 2020.	Aaron Bowman



No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	No	Council endorsed the report re significant matter to the Minister at the March 2020 OCM.	Aaron Bowman
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Aaron Bowman
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Aaron Bowman
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Aaron Bowman
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Aaron Bowman
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Aaron Bowman
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Aaron Bowman



Integrated Planning and Reporting						
No	Reference	Question	Response	Comments	Respondent	
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	12th August 2019	Aaron Bowman	
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	N/A		Aaron Bowman	
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	12th August 2019	Aaron Bowman	
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.	July 2019		Aaron Bowman	
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	12th August 2019	Aaron Bowman	
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	12th August 2019	Aaron Bowman	
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	12th August 2019	Aaron Bowman	



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Aaron Bowman
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Aaron Bowman
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Aaron Bowman
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Aaron Bowman
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Aaron Bowman



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Aaron Bowman
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Ina Edwardson
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Ina Edwardson
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Ina Edwardson
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Ina Edwardson
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Ina Edwardson



Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	14th December 2016	Aaron Bowman
2	Audit Reg 17	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) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	14th December 2016	Aaron Bowman
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Aaron Bowman
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Ina Edwardson

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into 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 Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	No	A number of examples where this did not occur. Dept has been notified of this issue.	Aaron Bowman
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	No	Multiple contracts from some providers resulted in more than \$150,000 being paid to some companies / individuals	Aaron Bowman
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Aaron Bowman



No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	No	Staff calculated closing date as one of 14 days, therefore in accordance with interpretations act tender was not advertised for "at least" 14 days.	Aaron Bowman
5	F&G Reg 14(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?	N/A		Aaron Bowman
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Aaron Bowman
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A		Aaron Bowman
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Aaron Bowman
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Aaron Bowman
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Aaron Bowman
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A		Aaron Bowman
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Aaron Bowman
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Aaron Bowman
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Aaron Bowman
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	No		Aaron Bowman



No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	No		Aaron Bowman
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Aaron Bowman
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Aaron Bowman
19	F&G Reg 24AD(6)	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, given notice of the variation?	N/A		Aaron Bowman
20	F&G Reg 24AH(1)	Did the local government reject the 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?	N/A		Aaron Bowman
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Aaron Bowman
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Aaron Bowman
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Aaron Bowman
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Aaron Bowman
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Aaron Bowman



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Aaron Bowman
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	No	A number of examples of non compliance with the policy. Required number of quotes were not always obtained.	Aaron Bowman

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Victoria Plains

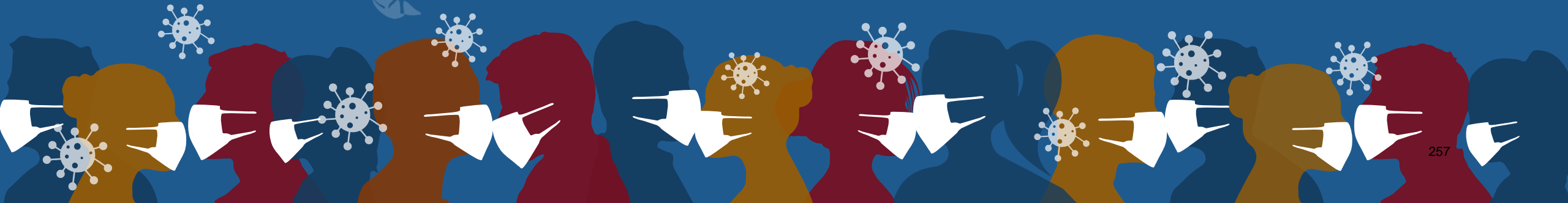
Signed CEO, Victoria Plains



COVID-19 PANDEMIC FRAMEWORK

Shire of Victoria Plains Response

Sean Fletcher: Interim Governance Officer



- ❖ Executive Summary
- ❖ Introduction, The Local Government Sector, Legislative Changes
- ❖ The Three Waves
- ❖ Confirmation of administrative arrangements to date
- ❖ What the Shire needs to respond to COVID-19
- ❖ Service delivery implications
- ❖ Working in a much more flexible environment
- ❖ The economic considerations: projects and other matters
- ❖ The social considerations including VRE
- ❖ Budgetary constraints
- ❖ Plan B – When The War Is Over
- ❖ The Community Support Package

Executive Summary

01

Key Steps

The Western Australian Pandemic Response consists of the State Pandemic Plan, the Emergency Management, Public Health and Emergency Welfare Plans, decisions by the National and State Cabinets, SoVP's immediate response, along with Council's policy/strategic role along with community support and recovery

02

What We Know

COVID-19 will be in play for at least six months (June and September 2020 quarters). The Commonwealth and the States have committed significant resources to ensure the economic, and social well being of Australia. SoVP has been asked to consider the same.

03

Some Key Considerations

SoVP as a local government has a key role to play under the State Emergency Plan (CESM, EHO) and the State Emergency Welfare Plan (LGWC). The Shire has also been asked to consider economic/cash stimulus re rates, fees and charges for 2020/2021 and bringing forward projects.

04

The Greater Detail

Council, the Shire President, the CEO and the Shire in general have to consider the economic, social and environmental impacts. This includes economic stimulus, social support, certain environmental considerations, the status of its reserves and projects brought forward.

Introduction

COVID-19 Pandemic:

- 6 Months
- Shire's Role
- Benchmarks



What We Know

Australia's Chief Medical Officer advised on 19 January 2020 of developments regarding the novel coronavirus from the Wuhan Region in China. The first Australian case was confirmed in Victoria on 25 January 2020. The first Western Australian death occurred on 1 March 2020.

The State Pandemic Plan was updated on 11 March 2020 to deal with the COVID-19 Pandemic.

The National Cabinet consisting of the Prime Minister, State Premiers and Chief Ministers formed on 13 March 2020.

The State Government declared a **State of Emergency** under the Emergency Management Act on 15 March 2020 and a **Public Health Emergency** on 16 March 2020 under the Public Health Act.

The State of Emergency declaration provides the WA Government, the WA Police Force and the Chief Health Officer with the powers and flexibility they need to enforce quarantine and self-isolation measures.

Local Government is a key part of the Plan.

The Shire's Obligations

To ensure that the Shire meets its obligations regarding the pandemic, the following needs to occur:

- Industry cohesion through WALGA, the Zone and AROC;
- Support from the Minister for Local Government;
- Activation of the Local Recovery Coordination Group;
- Activation of the Local Emergency Management Committee;
- Activation of the Business Continuity Plan;
- Development of the Shire's Policy Response Position by Council;
- Continuity of Shire services by the Chief Executive Officer.

The Road Out (Benchmarks)

On 16 April 2020, the Prime Minister announced that the start to the "Road Out" or the consideration of lifting some restrictions in four weeks time will consist of meeting the following benchmarks:

1. More extensive surveillance or sentinel testing regime;
2. Greater tracing capability than today;
3. Local (state) response capability.

See the Three Steps and WA's 4 Phases

Local Government Sector



WALGA, the Department, LG Pro

To assist the local government sector, WALGA, the Department and LG Pro (WA) have implemented COVID-19 Resource web-pages. Apart from the latest updates they include a number of useful tools and templates including an eMeeting Guide and Financial Hardship Policy.

The Minister for Local Government

The Minister has worked closely with the local government sector since the start of the pandemic response in Western Australia. He has also worked hand in hand with other ministers including the Minister for Health and the Minister for Planning. He has overseen key legislative changes to assist local government with its response.

The Public Health Response

As part of the Public Health Response, the Department of Health requires the environmental health officers at each local government to assist it in managing the response.

State Emergency Welfare Plan

Is being updated to deal with COVID-19. Local Governments will need to have in place a Local Government Welfare Coordinator.

State Emergency Management Committee

The Shire's CESM assists with the Shire's local response across the District.

Small Business Development Corporation

The SBDC lists which local government's have provided business, community support to date and the content of their community support package

Community Support Package

WALGA on its COVID Community page has listed the types of assistance that could be in a community support package:

- Freezing of Rates (no rates increase in June)
- Fast tracking approvals processes
- Refunding booking fees for Shire events and assets
- Implementing Buy Local Policy
- Development of a strategy for vulnerable people in the community
- Linking to local not-for-profit groups
- Implementing payment plans for hardship
- Revising current budget

In order for the Shire to consider the above measures and others, it will need to review its resourcing capability and essential services as suggested in this Response.

Legislative Changes

The decision and the reason for exemptions used must be recorded in the council minutes



Adapting Quickly

A range of legislative changes have been made so that Local Governments is in a position to respond quickly to the Pandemic.

Local Government (Administration) Regulations 1996

On 25 March 2020, the Local Government (Administration) Amendment Regulations 2020 were gazetted. These regulations councils and its committees to hold meetings electronically during a public health emergency or a state of emergency. This can be via teleconference, video conference or other electronic means.

The regulations also provide that individual councillors can participate electronically in face to face meetings should they go ahead.

If a meeting is held electronically, public question time requirements will be met if council allocates time for raising questions by members of the public and provides a means for questions to be submitted prior to the meeting. For SoVP questions are submitted to the President in writing.

Long Service Leave Regulations

Allows employees to access LSL is stood down during the Pandemic.

Local Government (Financial Management) Regulations 1996

Regulation 18 contains exemptions from the requirement for a local government to give local public notice of a change of 'use of money' set aside in a Reserve Account. A further exemption is provided to allow the local government to change the 'use of money' required to address a need arising from the hazard or from the impact or consequences of the Pandemic.

Regulation 20 contains exemptions from the requirement for a local government to give local public notice of a 'power to borrow' under section 6.20 of the Act. An additional exemption from the period for giving local public notice is provided if the decision is made to borrow to address a need arising from COVID-19 or from its impact or consequences.

Regulation 21 provides further flexibility to re-purpose money borrowed, but not spent, to address the Pandemic. It has the effect of exempting the Shire from providing local public notice before it can access the funds for the new purpose.

Legislative Changes Minister's Order



Local Government (Functions and General) Regulations 1996

An amendment has been made to regulation 11(1) to increase the threshold to \$250,000. This requires local governments to update and extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited:

- When sourcing and securing essential goods and services to respond to a state of emergency.
- Discretion to renew or extend a contract that expires during the Pandemic, even though this option is not included in the original contract. The original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months.

Regulation 11(2)(h) is updated to encourage purchasing from Aboriginal businesses listed in the CCI Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

Local Government Act 1995

On 16 April 2020, the Local Government Amendment (COVID-19 Response) Act 2020 was approved. The Act inserts a new Part 10 in the LG Act which will allow:

- The Minister to issue an order that will suspend or modify a provision of the Act;
- The local government by absolute majority to suspend a local law or part of a local law.

Order - Budget Amendments

As part of the Minister's Order issued on 8 May the following was included:

- Section 6.2: Local government to prepare annual budget
- Section 6.13: Interest on money owing to local governments
- Section 6.34: Limit on revenue or income from general rates
- Section 6.36: Local government to give notice of certain rates
- Section 6.45: Options for payment of rates or service charges
- Section 6.51: Accrual of interest on overdue rates or service charges

Order – Annual Meeting of Electors

The 2018/19 AEM must be held within 56 days from the State Emergency being lifted.

THE THREE WAVES

COVID-19

The three waves of a COVID-19 crisis response

Organizations that successfully accelerate the speed with which they progress through the waves tend to emerge stronger.

Wave 1: Immediate term

Mobilize

Secure the safety of your workforce and establish response structure

Wave 2: Medium term

Stabilize

Develop tactical responses to the challenges of navigating the COVID-19 "new normal"

Wave 3: Long term

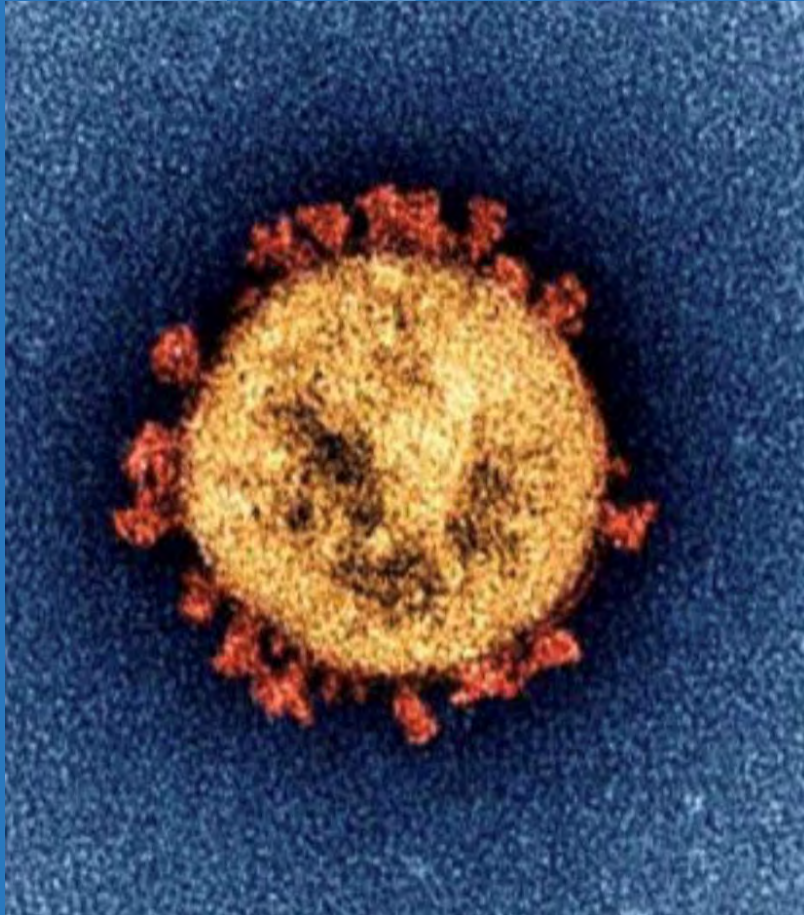
Strategize

Design a strategy for emerging stronger in the post-COVID-19 economy

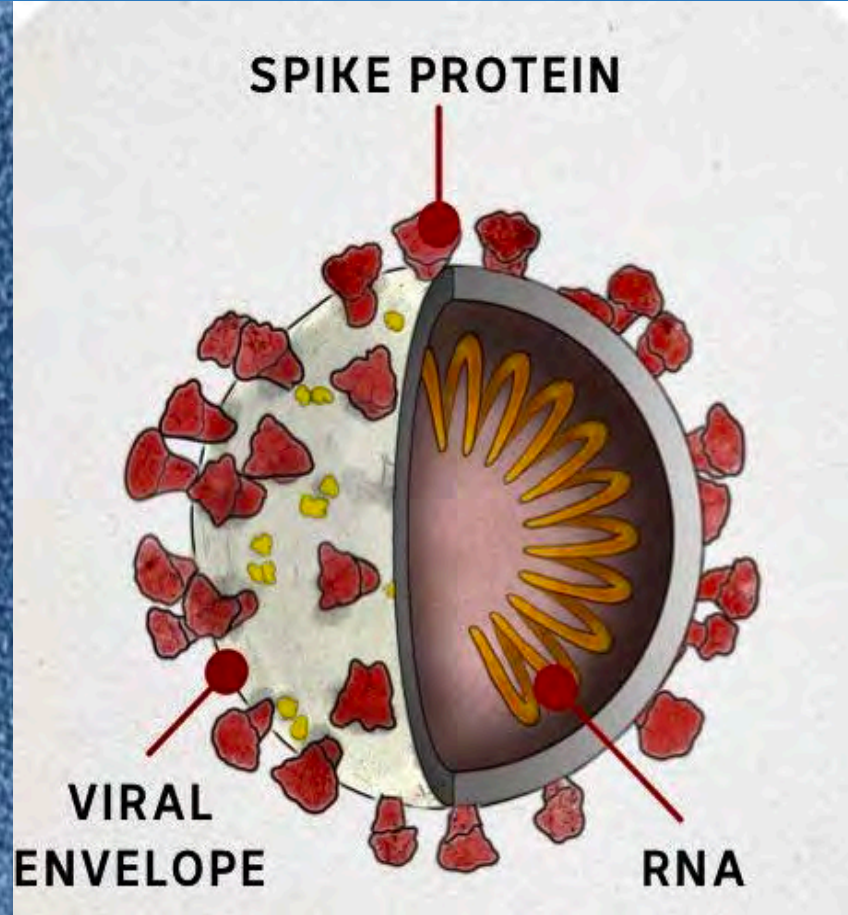
The Shire secured the safety of its workforce and activated the Local Recovery Coordination Group by 20 March 2020. The tactical responses have included closing of the Shire Office to the public, implementing eMeetings and holding a workshop with Council to consider further policy and strategic positions including the Shire's financial capacity and the consideration of a community support package.

Say Hello to Coronavirus

COVID-19



100NM Across



Structure



Severe Infection

Status of COVID-19



Australian Government
Department of Health

Coronavirus
(COVID-19)

CURRENT STATUS OF CONFIRMED CASES

7,079

Total cases

100

Total deaths

6,444

Cases recovered

9

CURRENT CASES
INTENSIVE CARE UNITS (ICU)

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
0	3	0	1	0	0	5	0

43

CURRENT CASES
ADMITTED TO HOSPITALS

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
0	20	2	4	1	6	10	0

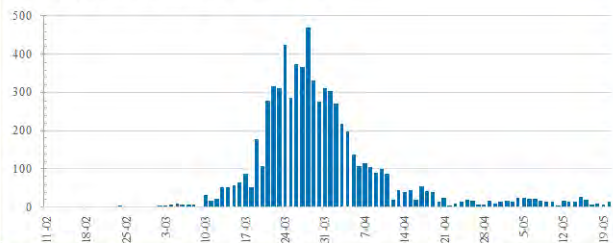
1,111,567

0.6% POSITIVE

TOTAL TESTS
CONDUCTED

ACT	NSW	NT	QLD
14,712	384,278	6,673	163,560
POSITIVE	POSITIVE	POSITIVE	POSITIVE
0.7%	0.8%	0.4%	0.6%
SA	TAS	VIC	WA
82,401	23,027	367,272	69,644
POSITIVE	POSITIVE	POSITIVE	POSITIVE
0.5%	1.0%	0.4%	0.8%

DAILY NUMBER OF REPORTED CASES

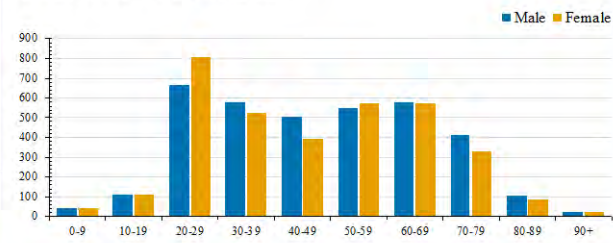


CASES IN AGED CARE SERVICES

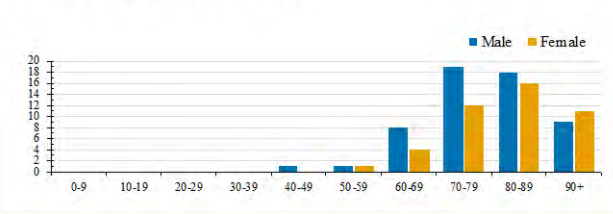
Confirmed Cases	Australia	ACT	NSW	NT	Qld	SA	Tas	Vic	WA
Residential Care Recipients	66 [22] (29)	0	61 [22] (27)	0	1 (1)	0	1 (1)	3	0
In Home Care Recipients	31 [27] (3)	0	13 [13]	0	8 [8]	1 [1]	5 [2] (2)	3 [3]	1 (1)

Cases in care recipients [recovered] (deaths)

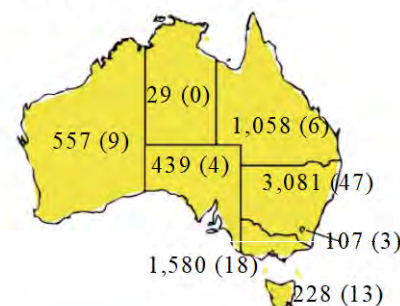
CASES BY AGE GROUP AND SEX



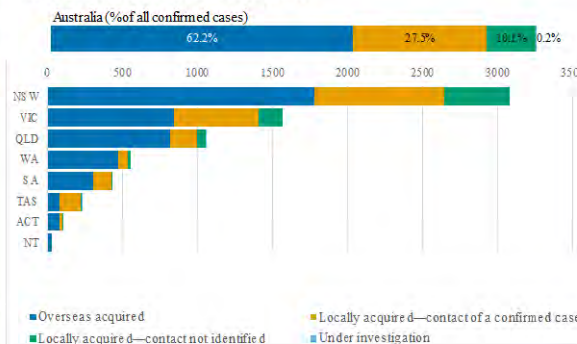
DEATHS BY AGE GROUP AND SEX



CASES (DEATHS) BY STATE AND TERRITORIES

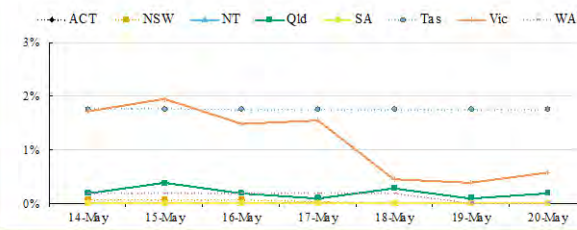


CASES BY SOURCE OF INFECTION



PUBLIC HEALTH RESPONSE MEASURE

Proportion of total cases under investigation



As at 21 May 2020

Australia is now at an Infection (transmission or growth rate < 1.0)

The formula for the growth rate is:

5 Day Ave New Cases
Divided by
5 Day Previous Ave

Impact by Age Group - Australia COVID-19

Source: Theoretical Modelling Australian Government www.health.gov.au

Appendix A:

Table 1: Proportion of people with COVID-19 who require hospital and intensive care, by age

Age group (years)	Hospital	Intensive Care
0-9	0.062%	0.018%
10-19	0.062%	0.018%
20-29	0.78%	0.23%
30-39	2.9%	0.85%
40-49	5.1%	1.5%
50-59	9.9%	2.9%
60-69	15.5%	4.55%
70-79	35.8%	10.5%
80+	65.9%	19.4%
Overall		
Mean bed days for inpatients		
Hospital	7.5 days	
ICU	10 days	

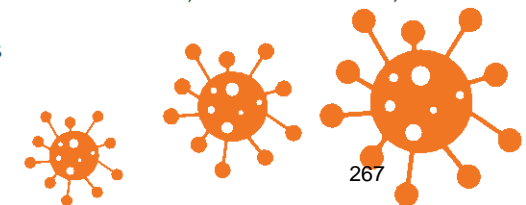
Through the use of the current strategies to flatten the curve, the Commonwealth will be able to have 7,000 beds with ventilators in place by 30 July 2020.

It is expected that flattening of the curve will assist in keeping the number of those requiring beds to below 5,000

Age	Victoria Plains (S)	%	Western Australia	%	Australia	%
Median age	45	--	36	--	38	--
0-4 years	56	6.0	161,727	6.5	1,464,779	6.3
5-9 years	73	7.8	164,153	6.6	1,502,646	6.4
10-14 years	39	4.2	150,806	6.1	1,397,183	6.0
15-19 years	44	4.7	149,997	6.1	1,421,595	6.1
20-24 years	31	3.3	160,332	6.5	1,566,793	6.7
25-29 years	47	5.0	184,908	7.5	1,664,602	7.1
30-34 years	51	5.5	194,267	7.9	1,703,847	7.3
35-39 years	60	6.4	173,041	7.0	1,561,679	6.7
40-44 years	60	6.4	171,996	7.0	1,583,257	6.8
45-49 years	85	9.1	172,520	7.0	1,581,455	6.8
50-54 years	94	10.1	162,438	6.6	1,523,551	6.5
55-59 years	92	9.9	149,899	6.1	1,454,332	6.2
60-64 years	45	4.8	132,145	5.3	1,299,397	5.6
65-69 years	54	5.8	116,755	4.7	1,188,999	5.1
70-74 years	47	5.0	82,911	3.4	887,716	3.8
75-79 years	28	3.0	61,509	2.5	652,657	2.8
80-84 years	21	2.3	42,590	1.7	460,549	2.0
85 years and over	6	0.6	42,420	1.7	486,842	2.1

Age Demographic Shire of Victoria Plains

Source: ABS Census 2016



What Are The Response Steps? COVID-19

COVID-19 Progress steps

July 2020?

\$100 M Local Government Short Loan Facility



11 March 2020 – State Pandemic Plan updated. The National Cabinet Formed 13 March 2020

State Emergency Plan Activated 15 March 2020

WALGA Ministerial Briefing held – Local Government and Health

Council advised by Shire President of current situation and request for Shire support:

- Health measures;
- Local Stimulus measures

Local Recovery Coordination Group (LRCG) activated

Local Emergency Management Committee (LEMC) activated

Commissioner of Police enacted regional lockdown

10 Pop-up COVID-19 Clinics to be implemented in WA, starting with Bunbury (in-place), Broome, RFDS, Silver Chain.

State Welfare Plan activated by Commissioner of Police

Further amendments to legislation:

- Local Government Act
- Planning Development Act
- Environment Protection Act

Stimulus Measures to keep unemployment rate at 10%

Council & Shire Response to COVID-19 Pandemic (Framework)

Repurpose Corporate Business Plan!

2020-2021 Budget Adoption:

- Not entitled to Stimulus Measures re Commonwealth and State;
- WALGA & LG Pro have lobbied for the provision of some Stimulus Measures;
- Community support package;
- Will need to look at repurposing Shire reserves

7 000 beds with ventilators in place across Australia

**Support Package!
Community Reserve!
Key Projects!**

The Deputy Chief Medical Officer has advised the COVID-19 cycle is 40 weeks

COVID-19 is here to stay:

- A vaccine is the best part of 18 months away. There is no guarantee that this will become a reality
- Herd Immunity is not necessarily the answer

Lifting of restrictions is subject to – COVID-19 WA Road Map from 10 May 2020

Plan B is required!

RISK ANALYSIS

COVID-19

Consequence:		Likelihood:	Risk	Risk Acceptance	Outcome
People	Moderate (3): Medical treatment/ lost time injury < 30 days	Likely (4) At least once per year	H (12)	Senior Management Team/CEO Urgent action required	CEO has implemented COVID Work Response Plan and Self Declaration Form. (See 17) to: <ul style="list-style-type: none"> • Ensure the workplace (including Council Chambers) is set up to observe social distancing and good hygiene; • Will take appropriate action should a staff member become infected
Interruption to Service	Minor (2): Short term interruption. Backlog cleared within a day	Almost Certain (5) More than once per year	M (10)	Senior Management Team/CEO Urgent action required	CEO on the advice from the LRCG: <ul style="list-style-type: none"> • Closed the Administration Office to the public. To reopen 25 May; • Expects any interruptions will be dealt with by the appropriate manager within 24 hours as per current procedures
Reputation	Insignificant (1): Unsubstantiated, localised low impact on community trust, low profile of no media item	Almost Certain (5) More than once per year	M (5)	Operational Manager Monitor	The Facebook administrators are applying Policy 2.4 to block or remove defamatory, offensive and inaccurate content.
Compliance	Major (4): Imposed penalties to Shire/Officers	Almost Certain (5) More than once per year	E (20)	CEO and Council Unacceptable	Monitoring and implementation of Minister's (and other Ministers) actions to lessen compliance burden through: <ul style="list-style-type: none"> • Changes to Act/Regulations; • Ministerial Orders
Financial Impact	Major (4)	Almost Certain (5) More than once per year	E (20)	CEO and Council Unacceptable	The Council and CEO will need to consider the Shire's financial and budgetary position on a regular basis in accordance with the Shire's COVID-19 Framework. Includes consideration of financial hardship policy, reduction in penalty fee and charges, other

**Must
have**



**Administrative
Arrangements**



In-line With Social Distancing

- Halls in each community closed, but may be used subject to WA Phase 2;
- Calingiri Gym Closed
- Libraries closed until 25 May 2020, subject to WA Phase 2
- Notices put on BBQs

Public Toilets

- Mogumber Toilets closed until further notice
- Other public toilets have an increased cleaning regime in place

Ovals, Parks and Gardens

These facilities continue to be maintained. They can be used providing social distancing and isolation measures are observed as per WA Phase 2

Community Updates

The status of the Shire's facilities is advised to the Community in regular updates on the Shire, website, Facebook Page, Newsletter and Noticeboards

Please Use Hand Sanitizer

Where possible, hygiene products have been implemented





Hand Washing, Sanitiser, PPE

Shire has secured products. Monitored through LRCG



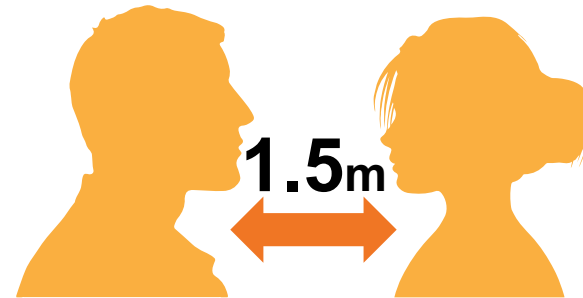
Social Isolation

- COVID -19 Work and Safety Plan
- COVID -19 Declaration Form
- Working From Home Guidelines
- LGIS FAQ Documents



Regular Cleaning

Staff are regularly cleaning and disinfecting the work environment



Social Distancing

- Workspace – 4m²
- Between persons – 1.5m (WHO = 2m)
- Teleconferencing
- External Server Access



How To Prevent The Spread

COVID-19 Work and Safety Plan COVID-19



Cough



Fever



Shortness
Of Breath



Sore Throat

PLAN FOR THE WORKPLACE

COVID-19 Response Plan

The Plan is an instruction to staff (and others) on what to do when encountering COVID-19 and how to work safely including the use of eMeetings

Declaration Form

A form for those returning from inside/outside WA and who may have been exposed to COVID-19

- ✓ Types of Contact
- ✓ Preventative Measures
- ✓ Employee Contact
- ✓ Levels of Exposure
- ✓ Declaration Form
- ✓ Others Using Shire Facilities

Definitions re casual, close and suspect contact

Good Hygiene, Social Distancing (workspaces, meeting rooms, Libraries, Halls, Recreation Facilities and Chambers), New Starters, Return from Leave

Casual contact, close contact, suspect contact

How to deal with each employee exposed and testing

Instructions on how to use the Declaration Form

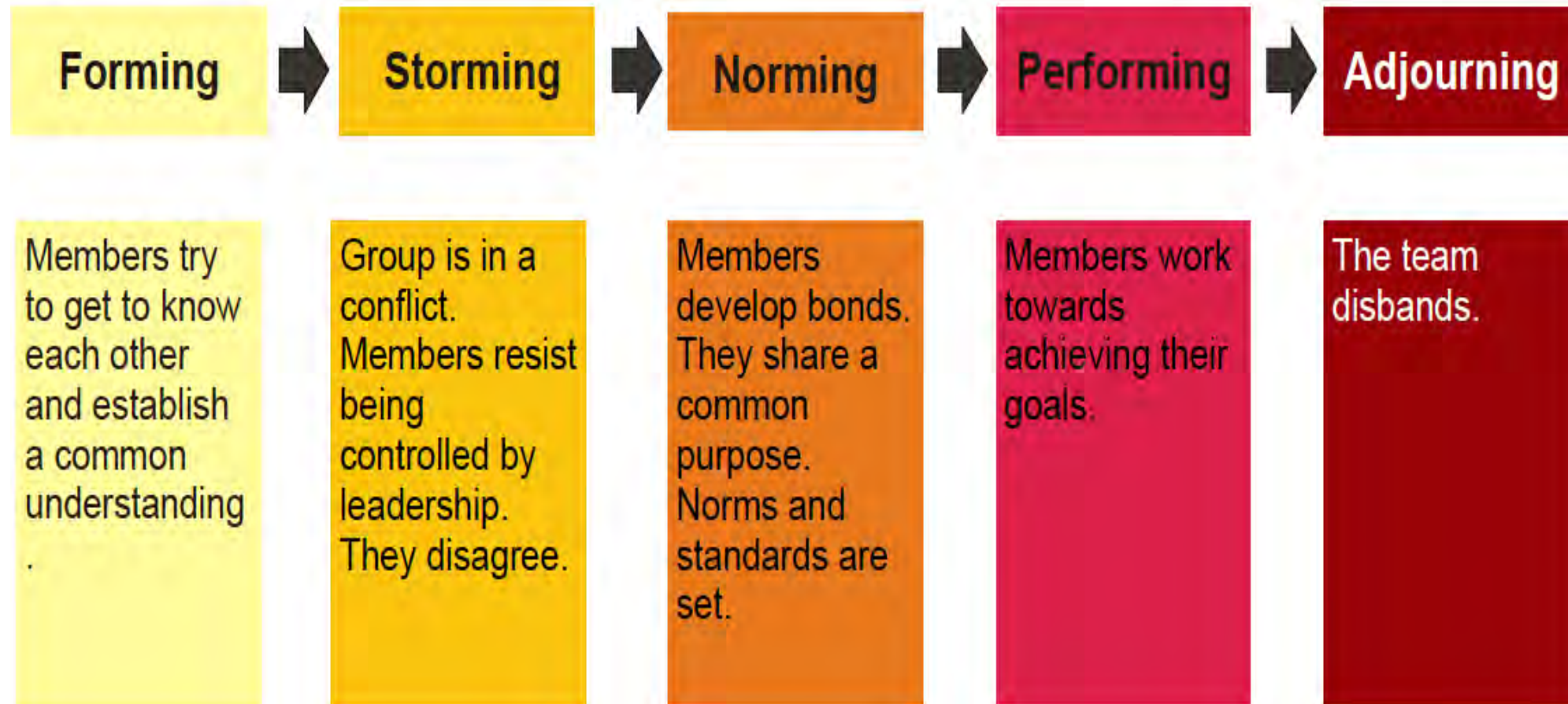
Instructions on workplace and facility cleaning regimes

Teamwork – The Rules!!!

pp 8-9

COVID-19

Figure .3.1.1 Tuckman and Jensen's Model



Objective
The Shire's response is based on effective teamwork

- Rules/Values**
Focused teams that:
- Communicate
 - Prioritise Goals
 - Have members that participate and listen
 - Reach general consensus

Our Team

COUNCIL, Shire President, CEO, LRCG, LEMC

COVID-19



The CEO: The CEO continues with the day to day running of the Shire, provides advice to Council and enacts Council decisions. The CEO heads the Local Recovery Coordination Group (LRCG) and oversees the Business Continuity Plan. She also is part of the public face of the Shire.

LRCG: The LRCG is responsible following the Shire's Recovery Plan. This group meets once a week to review the recovery effort regarding the Shire's operations and the support the community needs.

LEMC: The Local Emergency Management Committee is chaired by the Shire President and coordinates the government agencies and stakeholders during the response.

Council

During the Pandemic, Council's role is to provide policy and strategic direction and provide the CEO with essential resourcing

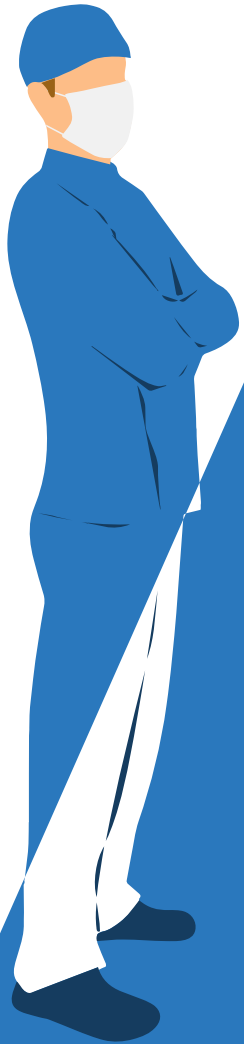
The President

Continues the role as the public face of the Shire, heads up the LEMC and liaises with the CEO regarding the local recovery effort and emergency responses

Current Skill Set



What The Shire Needs in Order to Respond to COVID-19



What We Need To Respond

COVID-19

01

Strategy

SoVP COVID-19 Response
COVID-19 Work Plan
Business Continuity Plan
Response Plan - LEMC
Recovery Plan - LRCG

Systems

Safe Work Practices
Teleconferencing - eMeetings

Goods:

- Perishables
- Hygiene Products
- PPE

Key Projects (Plant & Equip)

Other ICT:

- SynergySoft
- Computers, Mobiles,
- Internet, Email, SMS,
- Social Media, Web Page,
- Newsletters

Finance/Budgets

Records Management

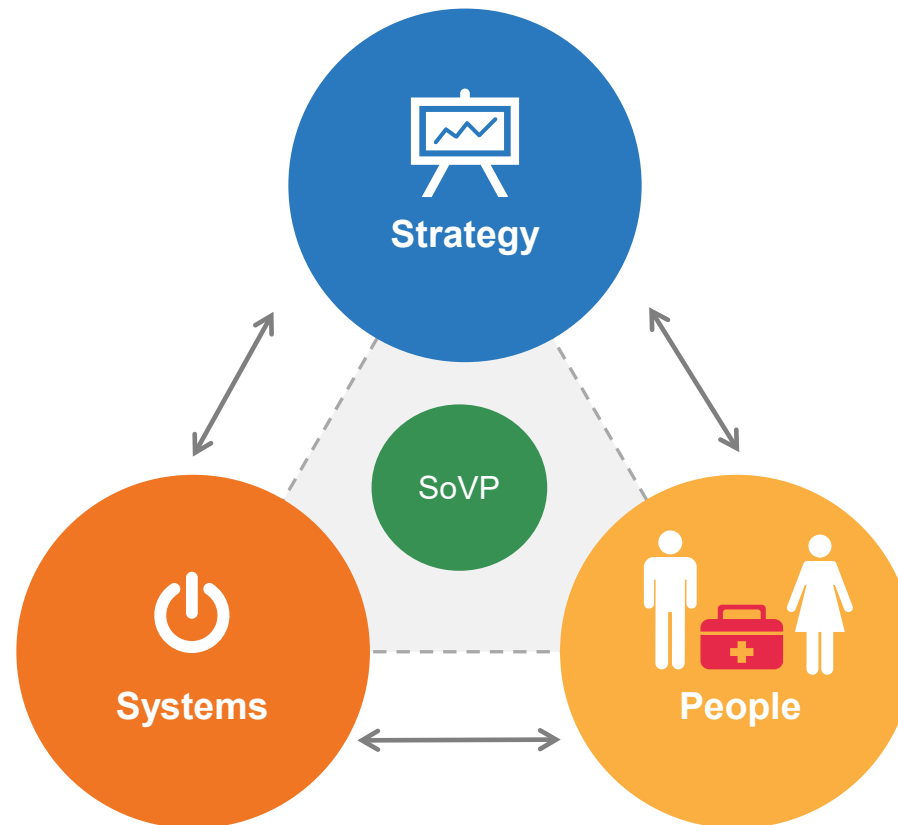
IT Support

Facilities:

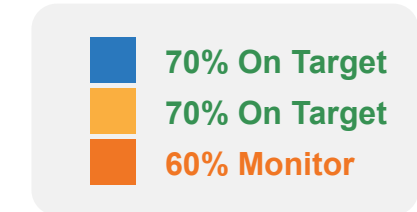
- Isolation Accommodation
- Cemeteries
- Libraries

Advice: WALGA; DLGSCI

03



02



People

Council
Shire President
CEO, EA, Governance
CESM
LRCG (Incorporates Business Continuity)
LEMC
Management Team
EHO, Building Surveyor
Planner
Ranger
Library Officers
Work Teams – Finance/Admin/Works

Spirit of Service

Employee Health – COVID-19

Team-Work (Council, CEO, Staff)

Communication:

- President's Cr Updates
- CEO Staff Updates

Training & Development

- On-line where possible ²⁷⁷

PEST Factors

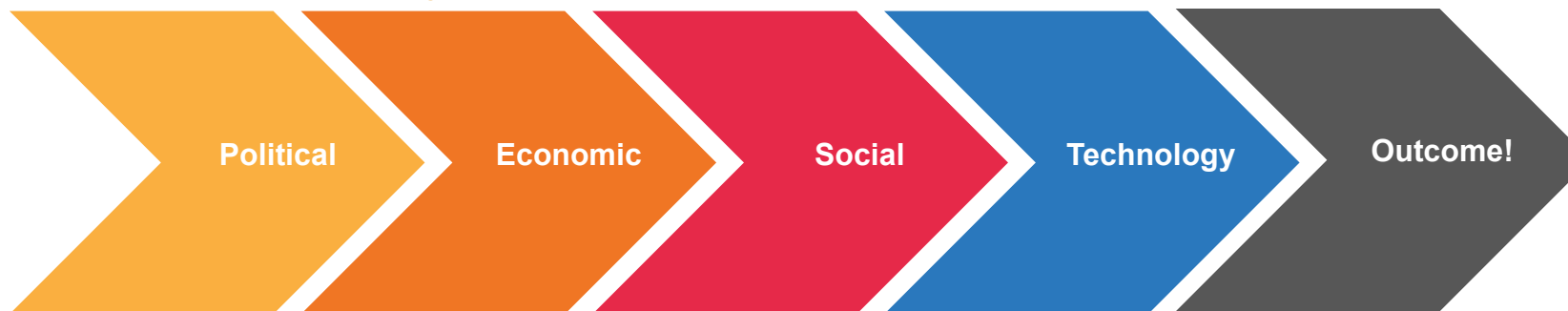
COVID-19

Economic

- Significant Commonwealth Financial Support to mainstream Aust
- Substantial State Financial Support to mainstream WA
- Local Government expected to also provide support through a Community Support Package e.g. **Rates/Fees/Charges Freeze/Reduction. WALGA has put value to WA at \$325M,**
- **Property valuations will continue as normal for GRV & UV in 2020**
- National Wage Case, EBAs and so on. **Cannot access JobKeeper**
- \$100M Short Term Loan Facility
- **China has imposed trade sanctions re Barley, Abbatoirs (Beef)**

Technology

- Teleconferencing using Microsoft Teams
- Live streaming of Council Meetings
- WALGA Local Government Procurement Platform (Local Vendors)
- Travel Pass G2G PASS



Political

- National Cabinet
- State Emergency Plan (Premier/SEMC)
- State Emergency Welfare Plan (DFCS)
- Minister for Local Government
- Changes to Legislation e.g. LG Act, Planning Act, Ministerial Orders, delays to clearing permits;
- The “Road Out” - restrictions will be removed in reverse order Steps 1,2 & 3
- COVID-19 WA Map – Phases 1, 2, 3 & 4

Social

- Health regulation underway. EHOs to provide on ground support
- State Welfare Plan activated - Shire to assist through CEO appointing Local Welfare Coordinator?
- Community Support Package for VRE
- Lotterywest \$159M COVID-19 Fund

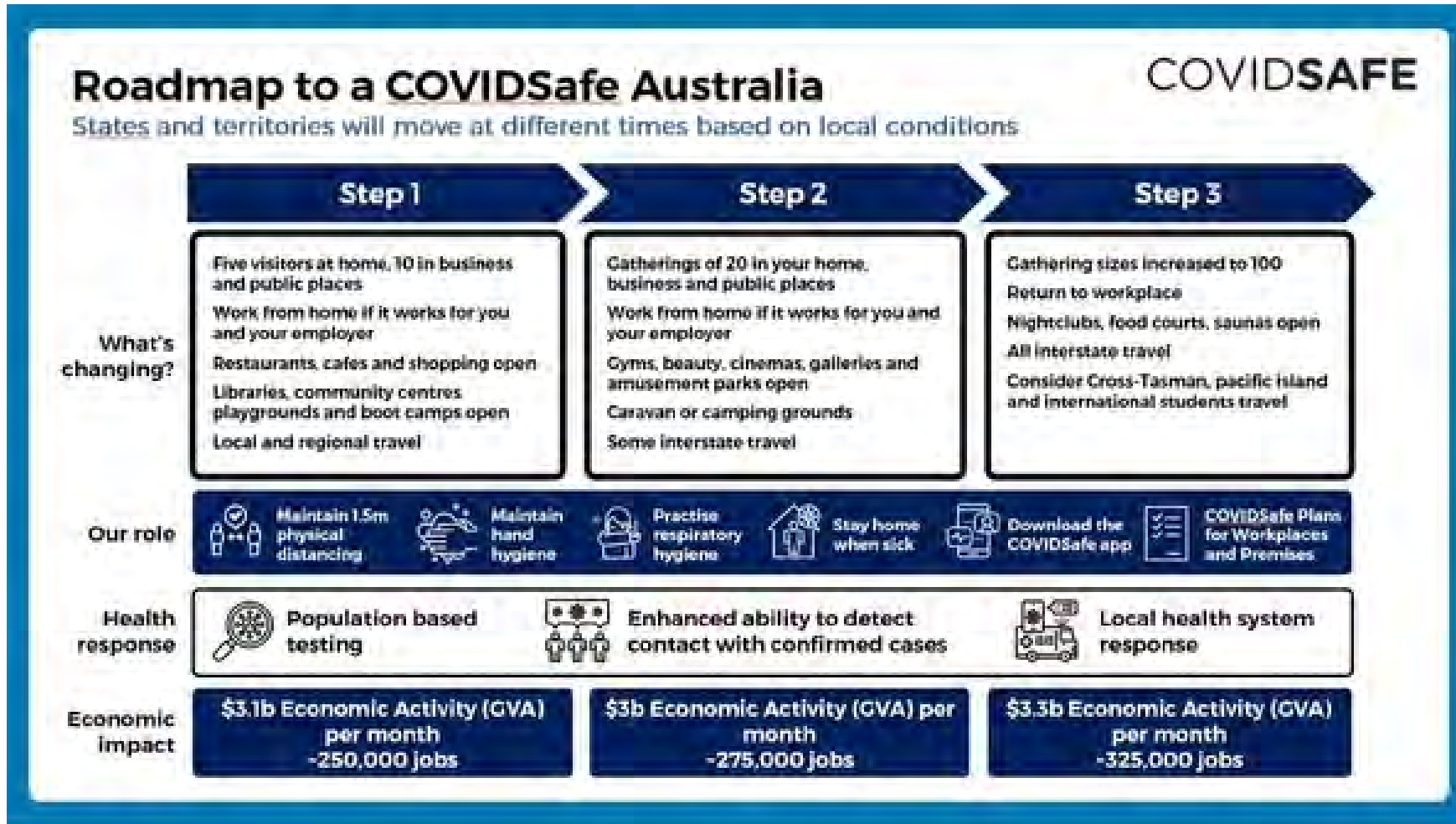
Six Month Proposition

All strategies by the Commonwealth and State Governments at this point relate to a six-month view i.e. June and September 2020 Quarters. However, the PM modified on 8 May 2020 to July 2020 – COVIDSafe App

July 2020

The Road Out – Three Steps

COVID-19



Note:

Each step is subject to implementation at the discretion of each Premier/Chief Minister.

Each step will only be enacted if the Health Response is being met.

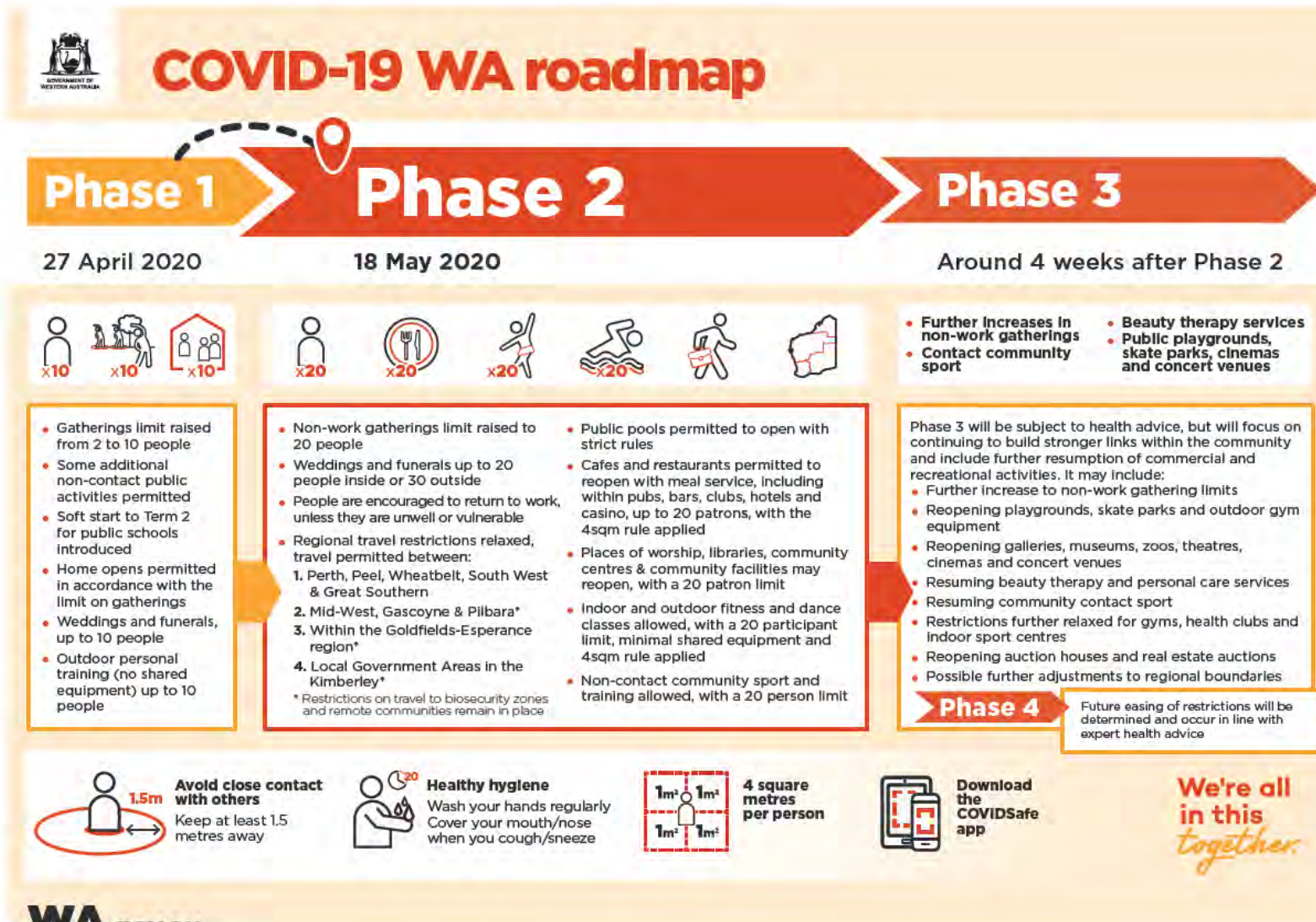
Must have COVIDSafe Workplace – See WorkSafe Australia

WA's Road Out on next page

Agreed by National Cabinet 8 May 2020

The Road Out – WA

COVID-19



Note:

Released by Premier McGowan 10 May 2020

WA was already acting on Phase 1 (Step 1)

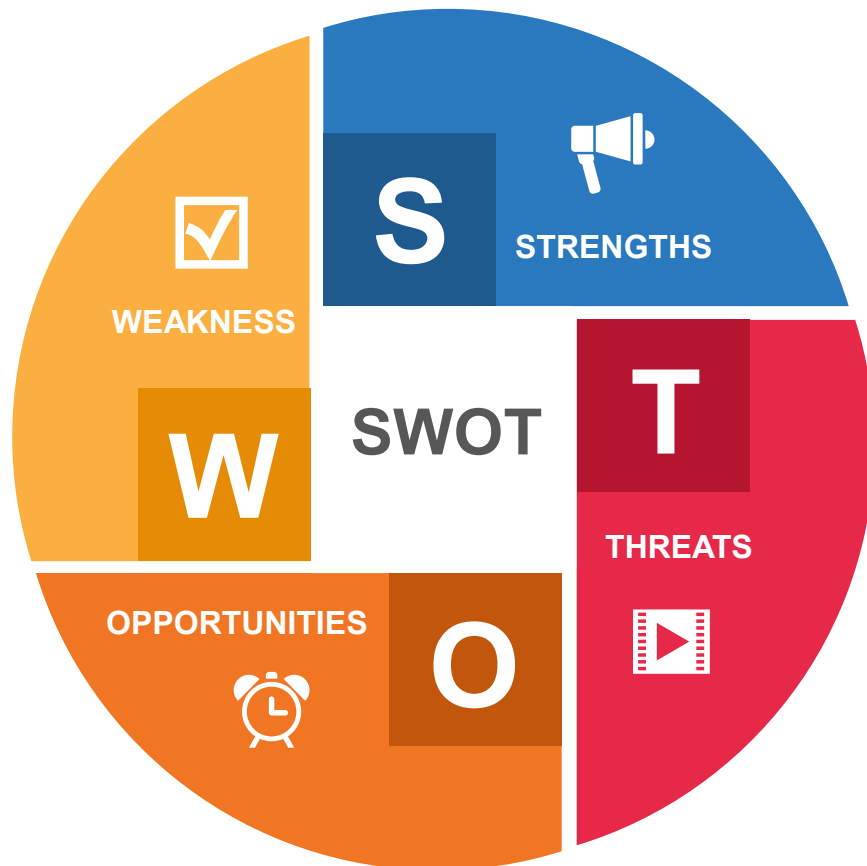
Phase 2 (Part of Step 2) effective Monday 18 May 2020 re gatherings of 20 people

Shire ready for Phase 2 from 25 May 2020

Phase 3 towards the end of June 2020 – Will be in a better position to implement requirements

SWOT Analysis

COVID-19



Strengths

- Reputation
- Know who the affected are
- Know the community groups out there that can support vulnerable persons
- LRCG/LEMC

Weaknesses

- Resources – Financial (limited funds)/Staff (Inexperienced re Community Dev)
- Seen as the lead agency as level of government closest to the people
- Council meetings do not cater for in-person visitors
- Libraries services are closed until 25 May 2020. Some elderly members rely on such a service
- Reputation undermined through social media
- Cemetery/Morgue Capacity
- Mitigation Strategies:
 - Enforce Social Media Policy 2.4;
 - Undertake cemetery survey (GPR); confirm plots and available space (6);
 - Consider opening of libraries in view of change in Step 1 Visitor Numbers;
 - Stream Council Meetings

Opportunities

- FAGs brought forward by Commonwealth will allow better planning for projects
- Seek and advise the Minister re Shire's fiscal constraints
- Support measures by others for Shire to receive Stimulus Measures

Threats

- COVID-19 lasting beyond 6 months:
 - State Government/Minister for Local Government/Minister for planning
 - Commonwealth Government
- Easing Restrictions too early? 10 People to 20 People (Steps 1/2)
- DWER - Clearing Permits re key projects – still taking too long
- Department of Health requirements
- Unions not supporting freeze/offset of salaries and wages

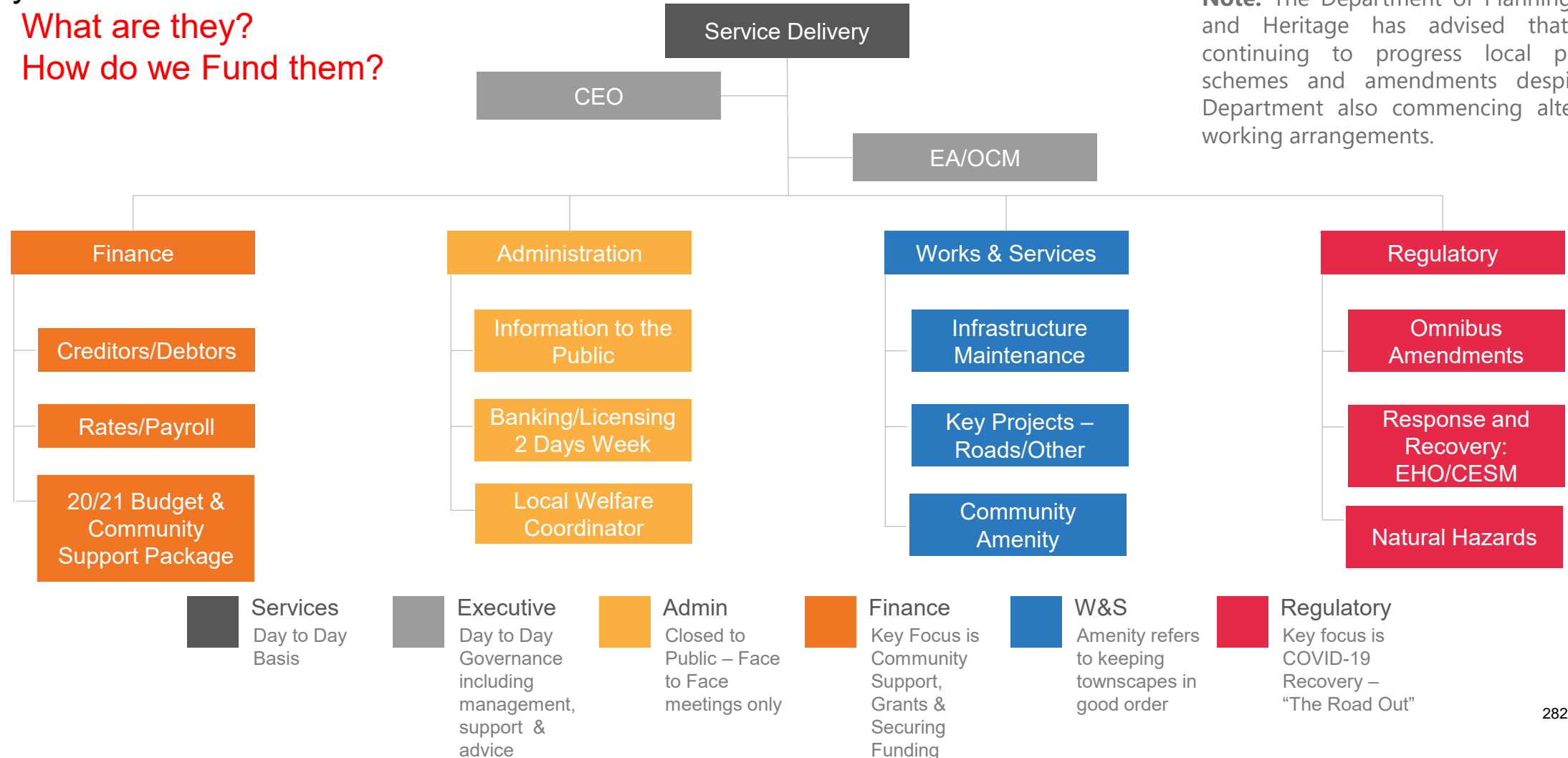
Essential Services & Support

COVID-19

Key Functions and Services:

1. What are they?
2. How do we Fund them?

Note: The Department of Planning Lands and Heritage has advised that it is continuing to progress local planning schemes and amendments despite the Department also commencing alternative working arrangements.



Planning Amendments

COVID-19

Planning and Development (Local Planning Schemes) Amendment Regulations 2020

The Minister for Planning has prepared a Notice exempting the need for compliance with one or more requirements of a local planning scheme.

[The Notice](#) outlines a range of exemptions, and the conditions for their application, prepared for the purpose of facilitating a response to, or recovery from, the emergency occasioned by the COVID-19 pandemic.

Broadly the changes identify other matters which no longer require planning approval across a number of essential local community services, including:

- medical or health-related facilities required in response to the COVID-19 pandemic;
- truck and logistic companies needing to deliver goods but currently with restricted loading and unloading times;
- businesses seeking to adapt by changing their current approved use;
- restaurants and cafes required to sell takeaway in contravention of current planning conditions;
- people operating their businesses from residential zones;
- parking commercial vehicles on residential properties;
- businesses needing to change signs ;
- temporary workers accommodation; and
- a blanket two-year extension has been granted for all current development approvals.

These exemptions are for temporary situations only, so brick-and-mortar applications are not included and the usual approvals will need to be sought in most instances within 90 days of the lifting of the State of Emergency.

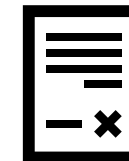
[Improvements to Local Government's community consultation requirements](#) have also been included.

Progressing Local Planning Schemes and Amendments

The Department of Planning Lands and Heritage have advised that they are continuing to progress local planning schemes and amendments despite the Department also commencing alternative working arrangements.

To assist in this process, the scheme and scheme amendment documents required by the Planning and Development (Local Planning Schemes) Regulations 2015 can now be submitted electronically. Electronic documents should be sent to: schemes@dplh.wa.gov.au and large file transfer requests can also be sent to this email address.

Two hardcopies of the final executed amendment documents are still required and these are mailed to the Department. These are the only hard copy documents.



FLEXIBILITY

CHIEF EXECUTIVE OFFICER

Council is committed to flexible practices that will allow the CEO to undertake her task with regard to the following:

- Consider delegations and authorisations in place
 - Review policies with a COVID-19 Lens
- Support initiatives to lessen compliance during COVID-19

- ✓ eMeetings
- ✓ Economic Stimulus
- ✓ Financial Hardship Policy
- ✓ Environment
- ✓ Shire Reserves
- ✓ Shire Projects
- ✓ Borrowings

Council Issues on the Horizon

Council itself is required to be flexible:

- WALGA Delegation and Decision Making Guide (Seeking Compliance Exemptions)
 - Is SCP Suitable?
 - Is CBP Suitable?



Corporate Business Plan = COVID-19 Response
CEO's KPIs to reflect Response

Stimulus Considerations

COVID-19

Shire Budget

At the 2019/2020 Budget Review, the Shire recalibrated its baseline:

- The Shire's black hole was \$540,000;
- Financial reporting improved for March 2020 Quarter

Budgetary Matters that need consideration now and going forward are in Attachment A (Sensitivity Analysis)

The List of Support Packages implemented by Local Governments in WA is provided on the SBDC website:

<https://www.smallbusiness.wa.gov.au/blog/local-government-response-covid-19>



Fees &
Charges
Now?



Budget
20/21



Support
Package –
Community
and
Business

	Financial Stimulus \$	Cash Flow Stimulus \$
Revenue		
Penalties and Interest on Outstanding Rates	13,176	-
Rate Freeze	181,635	-
Fees and Charges - Sports and Recreation	1,620	-
Fees and Charges - Exc. Sports and Recreation	9,099	-
Postpone Raising Rates (Sep-Oct only)	-	1,881,999
Interest on Self Supporting Loan - Calingiri Football Club (2020/21)	-	27,903
	205,531	1,909,902
Expenses		
Public Relations Expenditure	35,128	-
	35,128	-
Capital Expenditure		
No stimulus measures	-	-
Total Stimulus	240,659	1,909,902

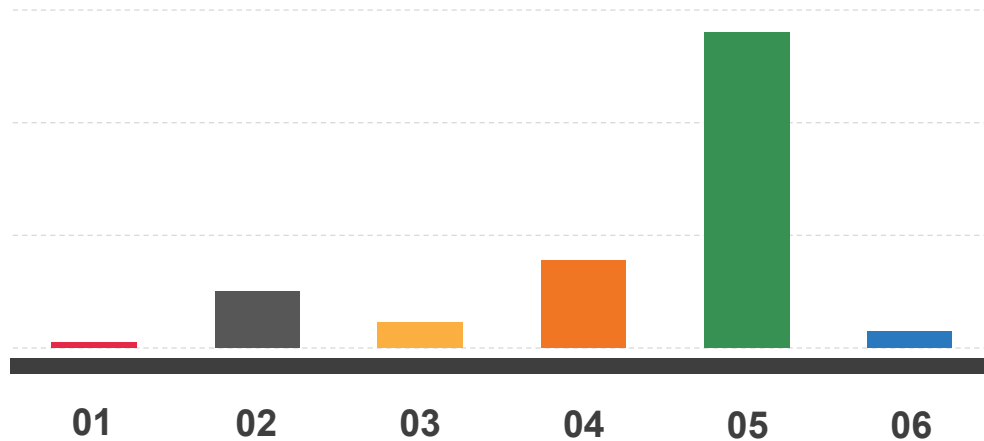
Financial Stimulus & Cash Flow Stimulus

SoVP Reserves

COVID-19

The Shire has extremely limited reserves. Council at its workshop on 30 April 2020 suggested to the CEO that the Shire should not convert any of its reserves to fund a Community Support Package.

Reserves Currently Are:
\$471,900



Long Service Leave

\$4,454

Plant

\$49,997

Housing

\$22,485

Sewerage

\$77,872

Refuse Site

\$280,041

Building Maintenance

\$15,089



Loans

In addition to the above, the Shire's loan portfolio is \$389,843:

- Debenture Repayments: \$389,843
- Self Supporting Loan 83: **\$213,077 (Calingiri Football Club - \$28,500PA).**
Council at its workshop on 30 April 2020 suggested to the CEO that the CFC was in a position to repay the SSL as per normal



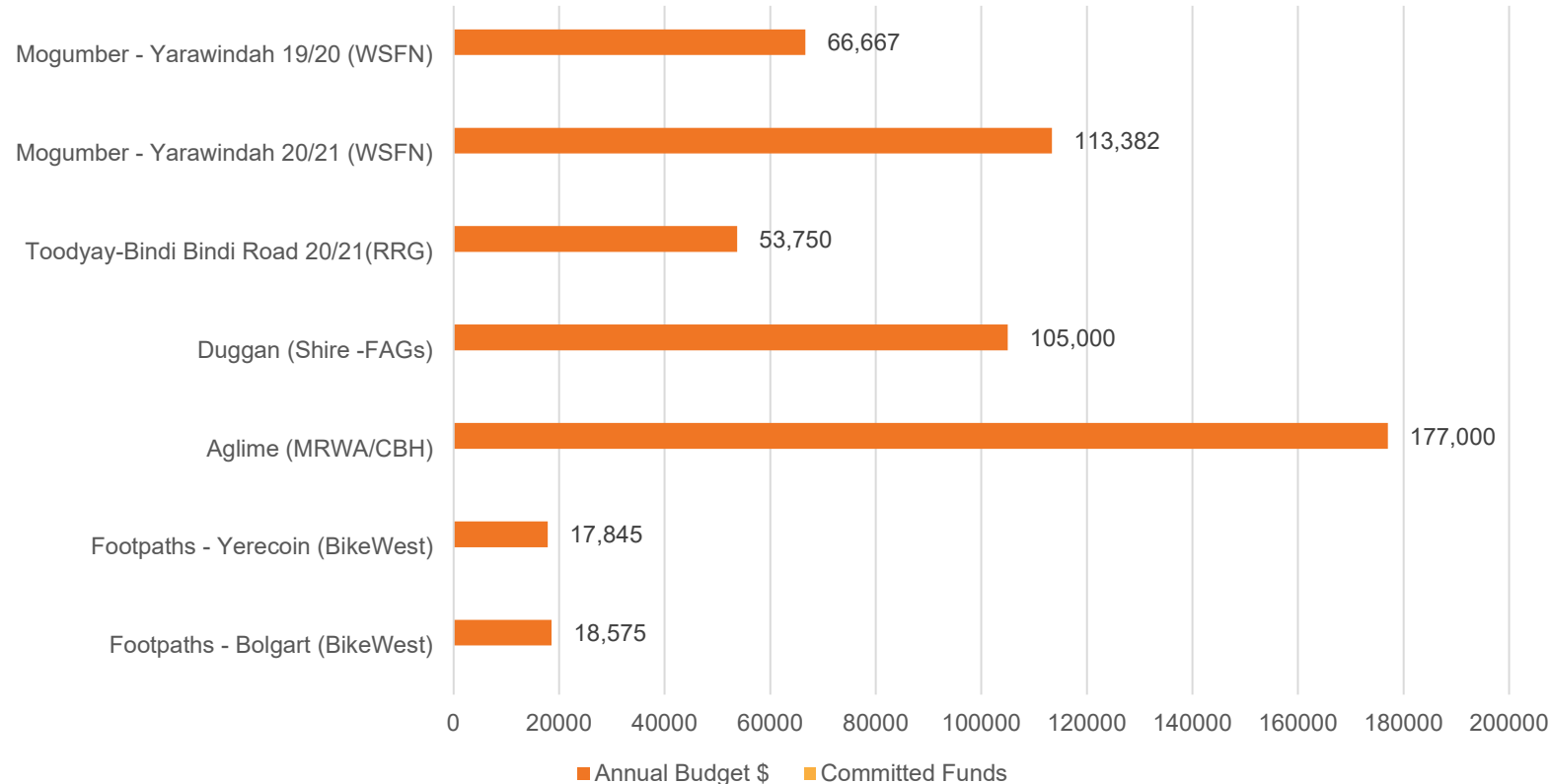
Budget Review 2019/20:

- Plant of \$100,000.00 will not transfer at 30/6/20
- Landfill \$100,000.00 deferred to next financial year

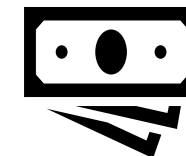
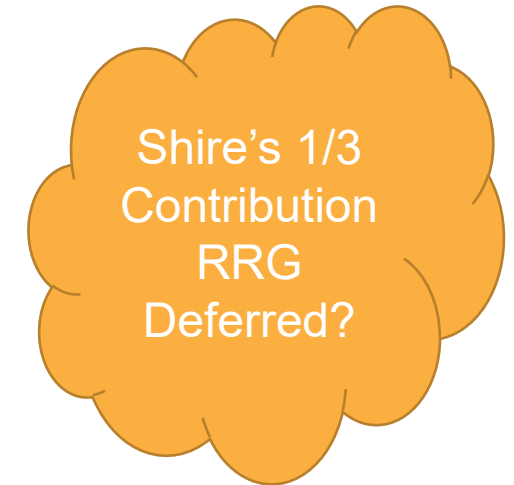
Projects (How Funded)

COVID-19

Committed Funds by SoVP (Contribution) \$522,219



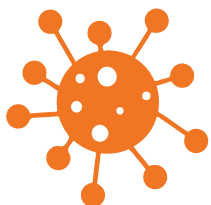
Possible Strategies



Part fund using \$100M Local Government Short Term Loan Fund



Maintain Reserves



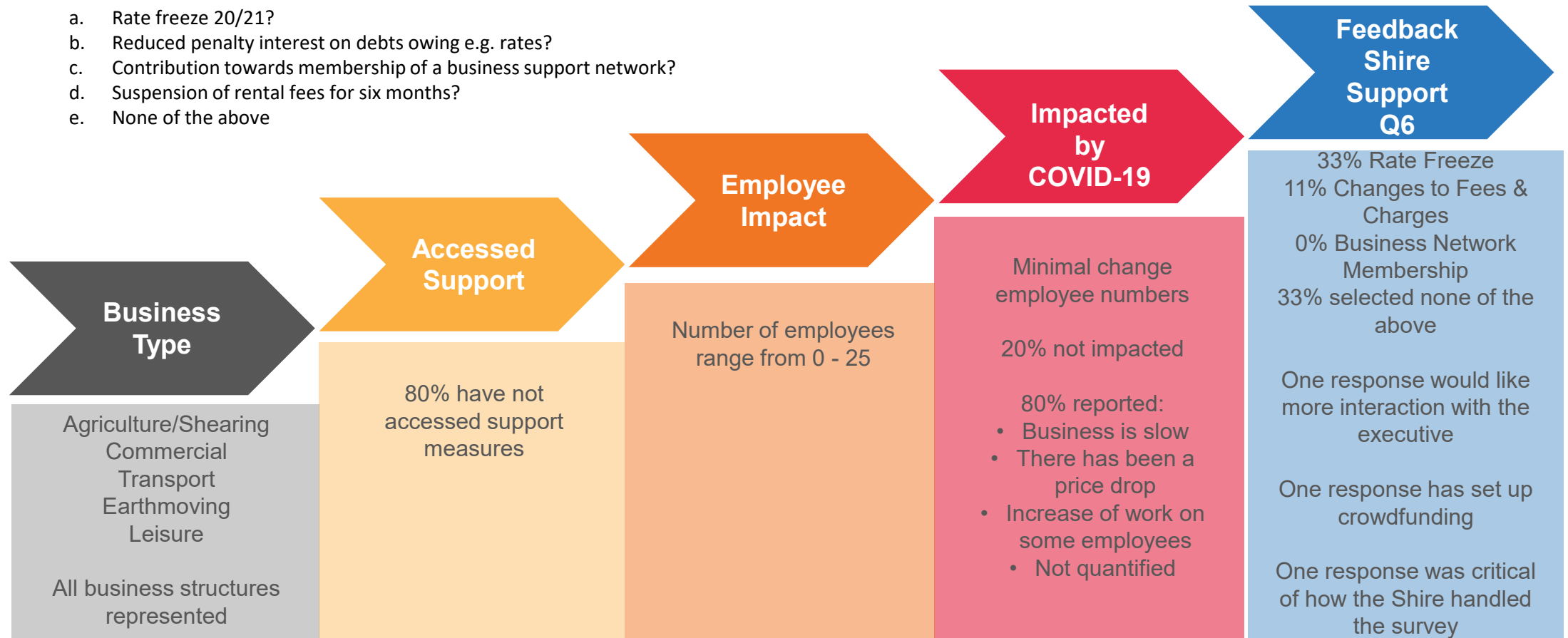
Consideration: What can be brought forward May/June 2020?
 Answer = WSFN vegetation clearing Mogumber-Yarawindah Rd.

Business Survey Results

COVID-19

6. What would you consider an appropriate measure that the Shire could introduce to support your business?

- Rate freeze 20/21?
- Reduced penalty interest on debts owing e.g. rates?
- Contribution towards membership of a business support network?
- Suspension of rental fees for six months?
- None of the above



Limited Response Received – 11 in all

Budgetary Considerations - RSM COVID-19

TITLE	19/20 \$	20/21 \$	Impact With Rates \$
Rates Freeze/Reduction (7%)	N/A	(181,635) 7%	(73,896) 4%
Penalty Interest - Rates	(1,200)	(13,176)	(13,176)
Fees and Charges - Business	0	(4,000)	(4,000)
Fees and Charges - Community	0	(10,719)	(10,719)
Calingiri Football Club SSL	N/A	(27,903)	0
Councillor Sitting Fees (50%)	0	80,625	40,312
Memberships WBN	0	(2,500)	(2,500)
Community Grants	0	(35,128)	35,128
Support Persons – Non-Regulatory?	N/A	20,000	20,000
Community Support Reserve (Plan B)	N/A	(50,000)	0
WSFN – Shire Contribution	0	(171,000)	(171,000)
Total	\$1,200	\$382,636	\$179,311
Bottom Line Impact:	Insignificant Risk	Extreme Risk	High Risk

Defer Raising Rates? CFS - No

What increase should rates be? FS – 4%

Financial Hardship Policy FS - Yes

WSFN is key funding ie access to \$8.3M over 5 years FS – Yes

No stimulus/relief for the remainder of 2019/2020 apart from Financial hardship Policy?

CEO manages the risk in conjunction with Council

Social Considerations

COVID-19


Vulnerable,
At Risk,
the Elderly
(VRE)

16%

R

40-49

20%

R

50-59

11%

VRE

60-69

8%

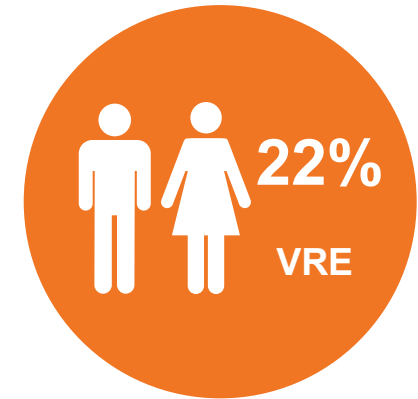
VRE

70-79

3%

VRE

80+




Engagement
Strategies
% Effected
= % of Effort

22%

Libraries

Step 1, Then
Steps 2 & 3

22%

Fees &
Charges

Financial
Hardship
Policy

22%

LGWC

Local Welfare
Coordinator

Greater
Community

Advice

Website
Newsletters
Facebook
Links

Greater
Community

Events

On-line
Activities in
Newsletters
Sport subject
to Steps 2 & 3





The Shire President and the CEO have written to the Minister for Local Government regarding concerns the Shire has with the length of time it is taking for DEWR to issue clearing permits regarding the Shire's key road projects

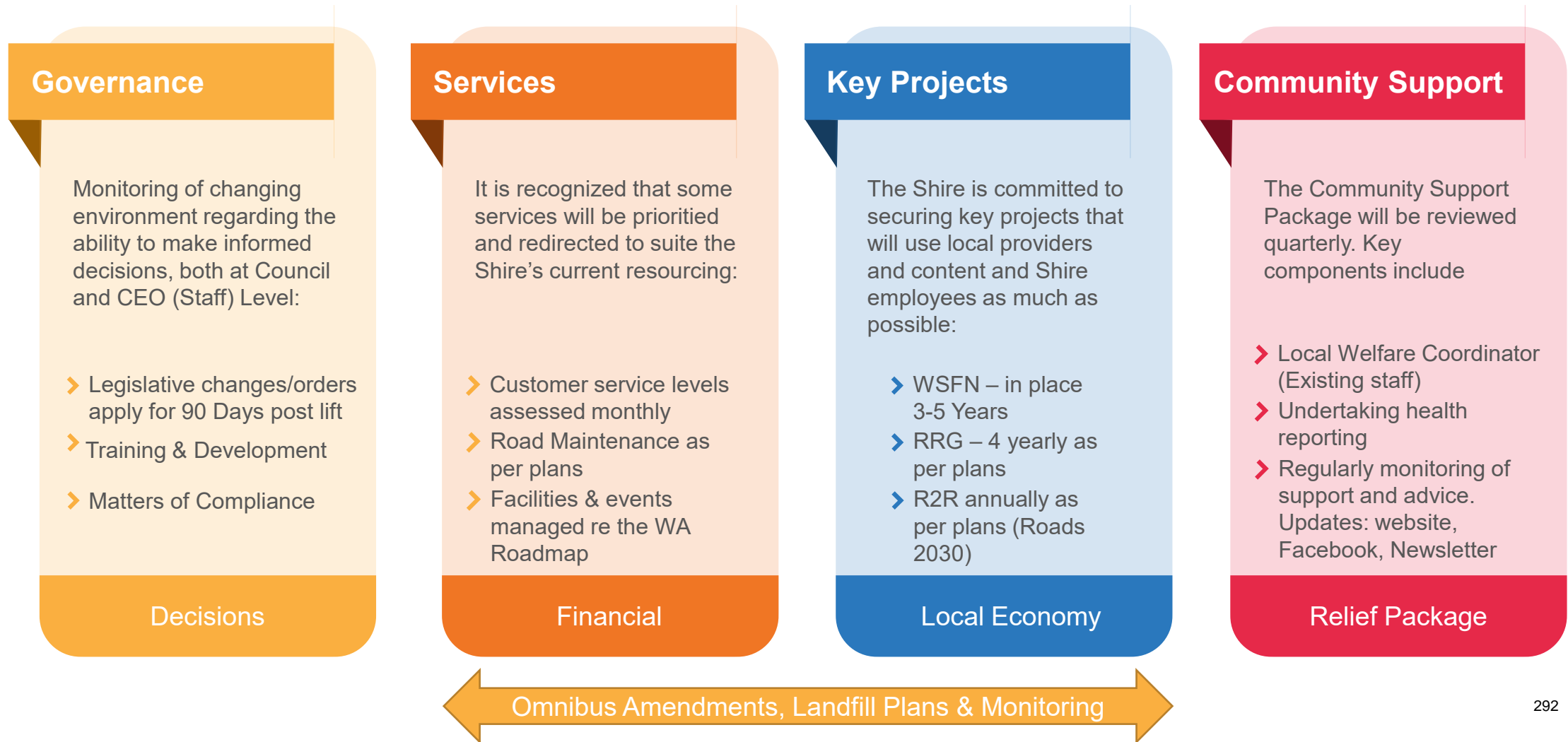
Environmental Impacts



Road Projects

Plan B – Ongoing Impacts?

COVID-19



Community Support Package

COVID-19

Estimated Support Cost

Overall Cost of Support is Expected to be: \$100,000

Review of Rates, Fees & Charge 20/21

SoVP needs to consider rates in light of 20/21 Budget. Penalty interest is capped or can be waived as per Financial Hardship Policy



Business Support

WBN Fees (50%)
EHO Advice re Safety Plans & Health Monitoring



Community Support

Financial Hardship Policy re Fees & Charges
Community Welfare Contact Officer



Information

Fortnightly Newsletter
Shire Webpage
Links to Community Support Services
Links to Business Support



Communication Plan

COVID-19

01

Dedicated Website Page

The Shire will be implementing a dedicated COVID-19 page

02

Social Media

The Shire is using its Facebook page to provide information. Links and advice

03

Newsletter

The LRCG has determined that an update will go to the community fortnightly.

04

Joint Messages from Shire President & CEO

It is extremely important, where possible, the messages from the Shire have a joint response from the President and the CEO

Media Campaign

The Shire President (along with the CEO) is the public face of the Shire. A clear message delivered by the President is required:

- Media Releases;
- Radio Interviews;
- Other Interviews e.g. GWN, ABC, Countryman etc.

References

COVID-19

State Government of Western Australia (Includes links re Emergency Services)

<https://www.wa.gov.au/government/coronavirus-covid-19>

Department of Health

https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus

Department of Local Government, Sport & Cultural Industries (Includes reference to DPLH)

[https://www.dlgsc.wa.gov.au/department/news/news-article/2020/04/21/lg-alert-local-government-amendment-\(covid-19-response\)-act-2020](https://www.dlgsc.wa.gov.au/department/news/news-article/2020/04/21/lg-alert-local-government-amendment-(covid-19-response)-act-2020)

<https://www.dlgsc.wa.gov.au/department/news/news-article/2020/04/20/rgl-alert---covid-19-responses>

Local Government - Victoria

https://www.localgovernment.vic.gov.au/__data/assets/pdf_file/0020/48260/LG-Revenue-and-Rating-Strategy.pdf

References

COVID-19

WALGA

<https://walga.asn.au/>

Commonwealth of Australia <https://www.australia.gov.au>

Coronavirus App – Australian Government


COVID-19 App – COVIDSafe (AP Store and Google Play)

ABC

<https://www.abc.net.au/news/2020-04-10/coronavirus-data-australia-growth-factor-covid-19/12132478?nw=0>

Business + Strategy

<https://www.strategy-business.com/blog/How-to-respond-when-a-crisis-becomes-the-new-normal?gko=ff6a3>



The Shire and its communities are to be congratulated for observing the COVID-19 Stage 3 Restrictions that has seen the flattening of the curve and reopening of the economy sooner than expected



COVID -19 FRAMEWORK

Workbook re Shire of Victoria Plains Response to the Pandemic

SEAN FLETCHER

Interim Governance Officer

Phone: 0429 651 101

Email: reception@victoriaplains.wa.gov.au

Website: <https://www.victoriaplains.wa.gov.au>



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INTRODUCTION



“

This workbook is designed to assist you with participating in the COVID-19 Workshop to be held on Thursday 30 April 2020.

Australia's Chief Medical Officer advised on 19 January 2020 of developments regarding the novel coronavirus from the Wuhan Region in China. The first Australian case was confirmed in Victoria on 25 January 2020. The first Western Australian death occurred on 1 March 2020.

The State Pandemic Plan was updated on 11 March 2020 to deal with the COVID-19 Pandemic.

The National Cabinet consisting of the Prime Minister, State Premiers and Chief Ministers formed on 13 March 2020.

The State Government declared a State of Emergency under the Emergency Management Act on 15 March 2020 and a Public Health Emergency on 16 March 2020 under the Public Health Act.

The State of Emergency declaration provides the WA Government, the WA Police Force and the Chief Health Officer with the powers and flexibility they need to enforce quarantine and self-isolation measures.

Local Government is a key part of the Plan.

Most Imp acted in Australia and Shire of Victoria Plains – Slide 9

Impact by Age Group - Australia COVID-19

Source: Theoretical Modelling Australian Government www.health.gov.au

Appendix A:

Table 1: Proportion of people with COVID-19 who require hospital and intensive care, by age

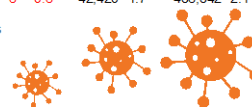
Age group (years)	Hospital	Intensive Care
0-9	0.062%	0.018%
10-19	0.062%	0.018%
20-29	0.78%	0.23%
30-39	2.9%	0.85%
40-49	5.1%	1.5%
50-59	9.9%	2.9%
60-69	15.5%	4.55%
70-79	35.8%	10.5%
80+	65.9%	19.4%
Overall		
Mean bed days for inpatients		
Hospital	7.5 days	
ICU	10 days	

Through the use of the current strategies to flatten the curve, the Commonwealth will be able to have 7,000 beds with ventilators in place by 30 July 2020.

It is expected that flattening of the curve will assist in keeping the number of those requiring beds to below 5,000

Age	Victoria Plains (\$)	%	Western Australia	%	Australia	%
Median age	45	--	36	--	38	--
0-4 years	56	6.0	161,727	6.5	1,464,779	6.3
5-9 years	73	7.8	164,153	6.6	1,502,646	6.4
10-14 years	39	4.2	150,806	6.1	1,397,183	6.0
15-19 years	44	4.7	149,997	6.1	1,421,595	6.1
20-24 years	31	3.3	160,332	6.5	1,566,793	6.7
25-29 years	47	5.0	184,908	7.5	1,664,602	7.1
30-34 years	51	5.5	194,267	7.9	1,703,847	7.3
35-39 years	60	6.4	173,041	7.0	1,561,679	6.7
40-44 years	60	6.4	171,996	7.0	1,583,257	6.8
45-49 years	85	9.1	172,520	7.0	1,581,455	6.8
50-54 years	94	10.1	162,438	6.6	1,523,551	6.5
55-59 years	92	9.9	149,899	6.1	1,454,332	6.2
60-64 years	45	4.8	132,145	5.3	1,299,397	5.6
65-69 years	54	5.8	116,755	4.7	1,188,999	5.1
70-74 years	47	5.0	82,911	3.4	887,716	3.8
75-79 years	28	3.0	61,509	2.5	652,657	2.8
80-84 years	21	2.3	42,590	1.7	460,549	2.0
85 years and over	6	0.6	42,420	1.7	486,842	2.1

Age Demographic Shire of Victoria Plains
Source: ABS Census 2016








Today's Agenda

Today's workshop is going to encapsulate a number of sessions regarding the following:

- The rules and the agenda for today's workshop;
- Confirmation of the matters that have been applied administratively to date;
- What the Shire needs to respond to COVID-19;
- The Community Support Package;
- Service delivery implications;
- Working in a much more flexible environment;
- The economic considerations, including the bringing forward of key projects;
- The social considerations including the vulnerable, at risk and the elderly;
- Budgetary constraints;
- The need for a Plan B.

We look forward to your feedback!

	Today's workshop is being conducted through an eMeeting process.
	The facilitator is the Governance Officer, with the Executive Assistant providing support
	The team for today's workshop consists of Council, the CEO, Key Staff
	You are encouraged to participate as much as possible
	All documents, templates and sources of information are provided

Community Support Package

WALGA has suggested on its COVID Community the types of assistance that could be in a community support package:

- Freeze Rate (no rates increase in June)
- Fast track approvals processes
- Refund booking fees for Shire events and assets
- Implement Buy Local Policy
- Develop strategy for vulnerable people in the community
- Link to local not-for-profit groups
- Implement payment plans for hardship
- Revise current budget

In order for the Shire to consider the above measures and others, it will need to review its resourcing capability and essential services as suggested in this Response.

Minister for Local Government

The Minister for Local Government has overseen the following changes to date:

- Attendance through eMeetings;

- Emergency access to Reserves, changes to tender arrangements and seeking loans;
- Employees access to Long Service Leave;
- Local Laws;
- Emergency Funds;
- Loans
- Other Changes have included:
 - Health
 - Planning

WALGA, LG Pro and the Department Resources for Local Government, Planning, Heritage, Health, Fire and Emergency Services, Premier and Cabinet

To assist the local government sector, WALGA, the Department and LG Pro (WA) have implemented COVID-19 Resource web-pages. Apart from the latest updates they include a number of useful tools and templates including an eMeeting Guide and Financial Hardship Policy.

Public Health Response

As part of the Public Health Response, the Department of Health requires the environmental health officers at each local government to assist it in managing the response.

State Emergency Welfare Plan

Is being updated to deal with COVID -19. Local Governments will need to have in place a Local Government Welfare Coordinator.

State Emergency Management Committee

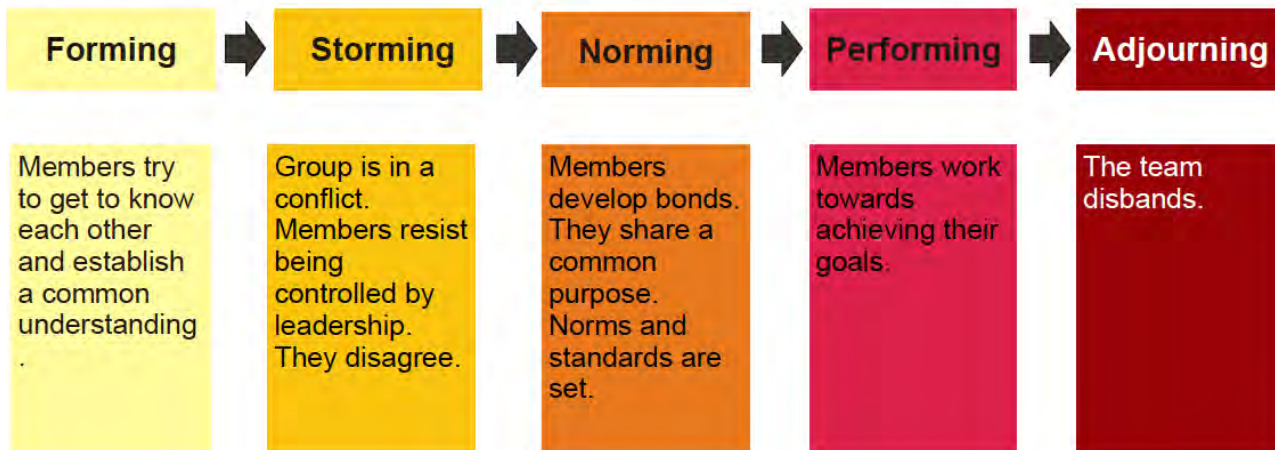
The Shire's CESM assists with the Shire's local response across the District.

THE RULES FOR TODAY'S WORKSHOP

The Team Cycle

A team is a small group of people with complementary skills and abilities who are committed to a common purpose, performance goal and approach for which they are mutually accountable. – Jon R Katzenbach and Douglas K Smith.

Figure .3.1.1 Tuckman and Jensen’s Model



“
Today's workshop is based on a team's approach and so is required to develop a set of rules to abide by during the workshop. Essential is understanding where the team is in the team cycle!
 ”

Considerations

1. Where is the Council COVID -19 team in the team cycle?
2. What are the essential considerations to be an effective team? See the table below

Criteria	Description
Work together	Members work jointly on tasks that require integration of their complementary talents and skills
The whole exceeds the sum of the parts	Work product exceeds the sum of individual efforts
What are the rules?	Team sets goals, shapes common agenda, and defines a common approach
Are accountable	Mutual and individual accountability

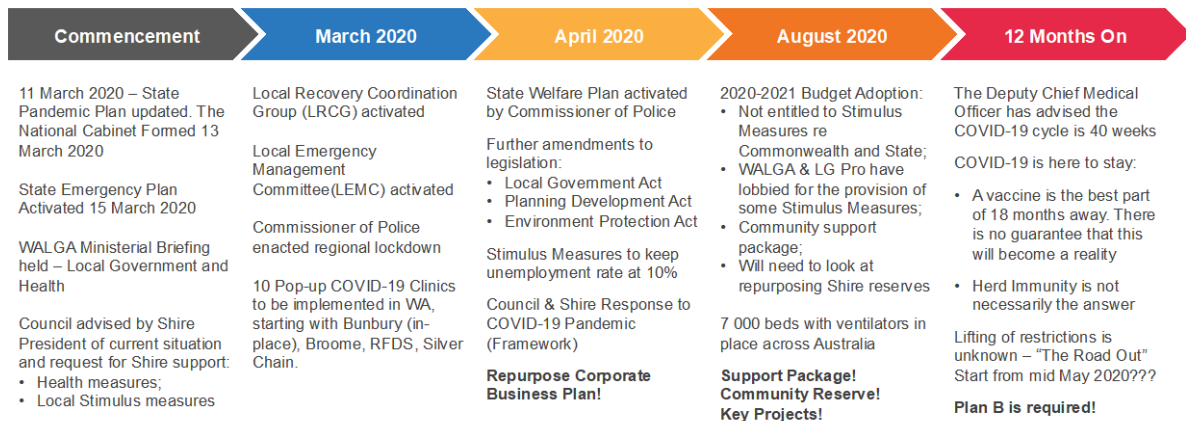
THE RESPONSE STEPS

The response has, in essence been watch and observe since 19 January 2020 until the State Pandemic Plan was updated on 11 March 2020 and the National Cabinet coming into being on 15 March 2020. From there, the response with the recovery effort operating side by side has unfolded very quickly. From the workshop onwards, the Shire will need to consider and respond to what we know and anticipate where the response is heading:

Response Steps – Slide 11

What Are The Response Steps? COVID-19

COVID-19 Progress steps



Questions?

Notes:

RISK MANAGEMENT!

Consideration of any matter undertaken with regard to COVID-19 requires the use of the Shire’s Risk Matrix to assist with making informed decisions.

Measures of Consequence (Rating Scale) – Slide 12

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared <1 day	Substantiated, localised impact on community trust or low media item	Some temporary non-compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$25,000
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 to \$100,000
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$100,000 to \$500,000
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$500,000

Activity One: What Consequence Does COVID -19 Have on SoVP?

Based on what we know, what measures of consequence are valid?

List Applicable Consequences	Rating (Insignificant, Minor, Moderate etc.)	No
People	Medical Treatment < 30 Days	3

Measures of Likelihood (How Often) – Slide 13

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Now that we know what the consequences are, how often is each one likely to occur?

Consequence	Level	Rating	Frequency
People (3)	4	The event will probably occur	At least once per year

Risk Matrix – Slide 13

When we multiply the measure of consequence by the likelihood of a risk happening we get to see whether it is low, moderate, high or extreme:

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Consequence	Level	Total	E, H, M, L
Moderate (3)	Likely (4)	12	High

Risk Acceptance (How We Deal With The Risk) – Slide 14

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Senior Management Team / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council

Risk	Description	Criteria	Responsibility
High (12)	Urgent Action Required	Risk acceptable with excellent controls in place	SMT/CEO

Existing Control and Ratings

Is the control effective?

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

ADMINISTRATIVE ARRANGEMENTS



“

To deal with the Pandemic the Shire activated its Local Recovery Coordination Group (LRCG). The Group is chaired by the CEO

”

Leading the Way

Today's workshop is designed to guide Council on what it needs to consider in response to the Pandemic. In particular, it sets out what we know, what has been applied administratively so far by the CEO and what Council needs to do going forward regarding a policy and strategic direction including the need for a community support package and appropriate resourcing.

Please remember this framework is only a draft and that Council's input is required regarding the key requirements apart from those that have been applied administratively through normal day to day operations. The key considerations regarding the framework are outlined throughout this workbook.

Community Facilities COVID-19



In-line With Social Distancing

- Halls in each community closed;
- Calingiri Gym Closed
- Libraries Closed
- Notices put on BBQs

Public Toilets

Mogumber Toilets closed until further notice

Ovals, Parks and Gardens

These facilities continue to be maintained. They can be used providing social distancing and isolation measures are observed

Community Updates

The status of the Shire's facilities is advised to the Community in regular updates on the Shire, website, Facebook Page, Newsletter and Noticeboards

Please Use Hand Sanitizer
Where possible, hygiene products have been implemented

Workplace Strategies COVID-19



Hand Washing, Sanitiser, PPE

Shire securing products as quickly as possible. Monitored through LRCG



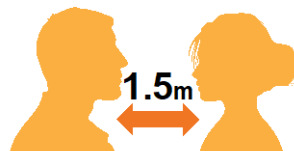
Social Isolation

- COVID -19 Work Plan
- COVID -19 Declaration Form
- Working From Home Guidelines
- LGIS FAQ Documents



Regular Cleaning

Staff are regularly cleaning the work environment



Social Distancing

- Workspace – 4m²
- Between persons – 1.5m (WHO = 2m)
- Teleconferencing
- External Server Access

How To Prevent The Spread

Our Team

COVID-19



COUNCIL, Shire President, CEO, LRCG, LEMC

The CEO: The CEO continues with the day to day running of the Shire, provides advice to Council and enacts Council decisions. The CEO heads the Local Recovery Coordination Group (LRCG) and oversees the Business Continuity Plan. She also is part of the public face of the Shire.

LRCG: The LRCG is responsible following the Shire's Recovery Plan. This group meets once a week to review the recovery effort regarding the Shire's operations and the support the community needs.

LEMC: The Local Emergency Management Committee is chaired by the Shire President and coordinates the government agencies and stakeholders during the response.

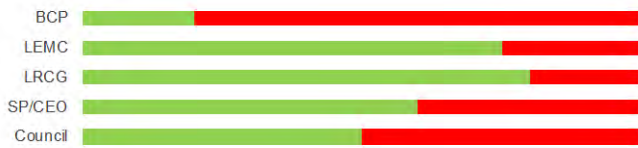
Council

During the Pandemic, Council's role is to provide policy and strategic direction and provide the CEO with essential resourcing

The President

Continues the role as the public face of the Shire, heads up the LEMC and liaises with the CEO regarding the local recovery effort and emergency responses

Current Skill Set



Thoughts ?

Notes:

	Meetings are on-line where possible using Microsoft Teams
	The team approach is essential in the COVID-19 environment
	Keeping of Effective Records is an issue. All documents, templates and sources of information are provided through email and Microsoft Teams.

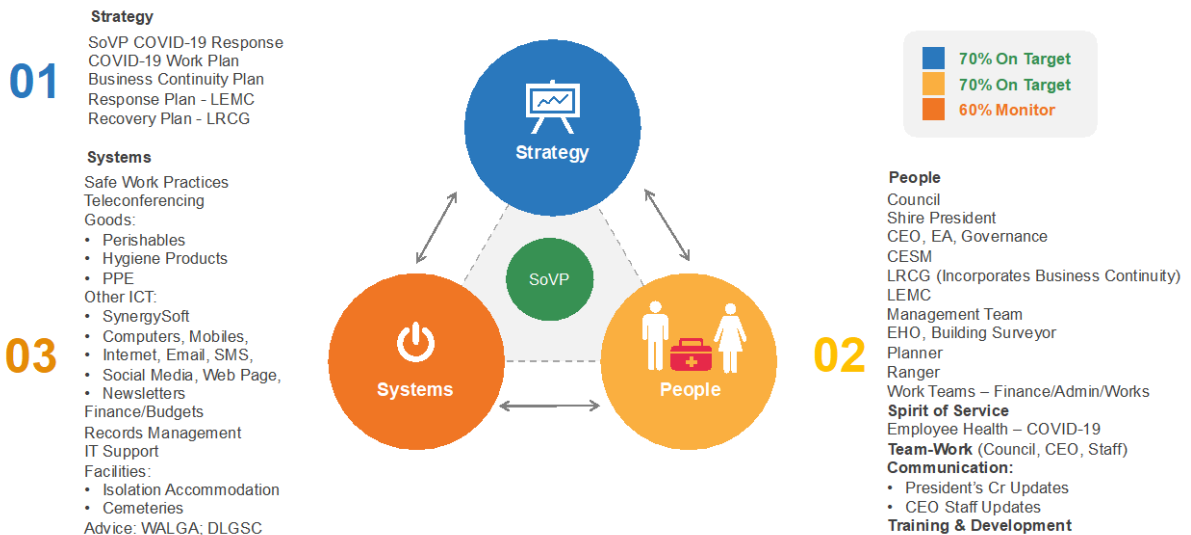
WHAT THE SHIRE NEEDS TO RESPOND

This next section requires some input from the today's team participants:

Response Steps – Slide 21

If the Shire gets its strategy right, people support right and improves its systems, then this will lead to a good outcome for the Shire's communities:

What We Need To Respond COVID-19



Comments?

Notes:

Exploring PEST – Slide 22

What are the factors right now impacting on the Shire regarding the COVID-19 response? Many of these are outside the Shire’s immediate control, but dictate how the Shire will respond to the Pandemic:

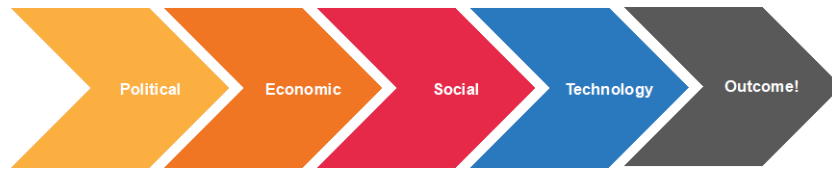
PEST Factors COVID-19

Economic

- Significant Commonwealth Financial Support
- Substantial State Financial Support
- Local Government expected to provide support through a Community Support Package e.g. Rates Freeze, reduction in fees and charges

Technology

- Teleconferencing using Microsoft Teams
- Live streaming of Council Meetings



Political

- National Cabinet
- State Emergency Plan (Premier/SEMC)
- State Emergency Welfare Plan (DFCS)
- Minister for Local Government
- Changes to Legislation e.g. LG Act, Planning Act

Social

- Health regulation underway. EHOs to provide on ground support
- State Welfare Plan activated - Shire to assist through CEO appointing Local Welfare Coordinator
- Community Support Package for VRE

Six Month Proposition

All strategies by the Commonwealth and State Governments at this point relate to a six month view i.e. June and September 2020 Quarters

Comments?

Notes:

Exploring SWOT – Slide 23

Strengths and **W**eaknesses are within the Shire’s internal control. **O**pportunities and **T**hreats are outside the Shire’s control but may be of benefit or detriment. The following diagram is an overview of some factors identified so far:

SWOT Analysis COVID-19



Strengths

- Reputation
- Know who the affected are
- Know the community groups out there that can support vulnerable persons
- LRCG/LEMC

Weaknesses

- Resources – Financial (limited funds)/Staff (Inexperienced re Community Dev)
- Seen as the lead agency as level of government closest to the people
- Reputation undermined through social media
- Cemetery/Morgue Capacity
- Mitigation Strategies:
 - Enforce Social Media Policy 2.4
 - Undertake cemetery survey (GPR); confirm plots and available space (6)

Opportunities

- FAGs brought forward by Commonwealth will allow better planning for projects
- Seek and advise the Minister re Shire’s fiscal constraints
- Support measures by others for Shire to receive Stimulus Measures

Threats

- COVID-19 lasting beyond 6 months:
 - State Government/Minister for Local Government/Minister for planning
 - Commonwealth Government
- DWER - Clearing Permits re key projects
- Department of Health requirements

Questions for you to answer ?

1. How can we improve on our strengths?
2. How can we improve our weaknesses?
3. What possible opportunities are there?
4. What are the potential threats?

Key Functions and Services – Slide 24

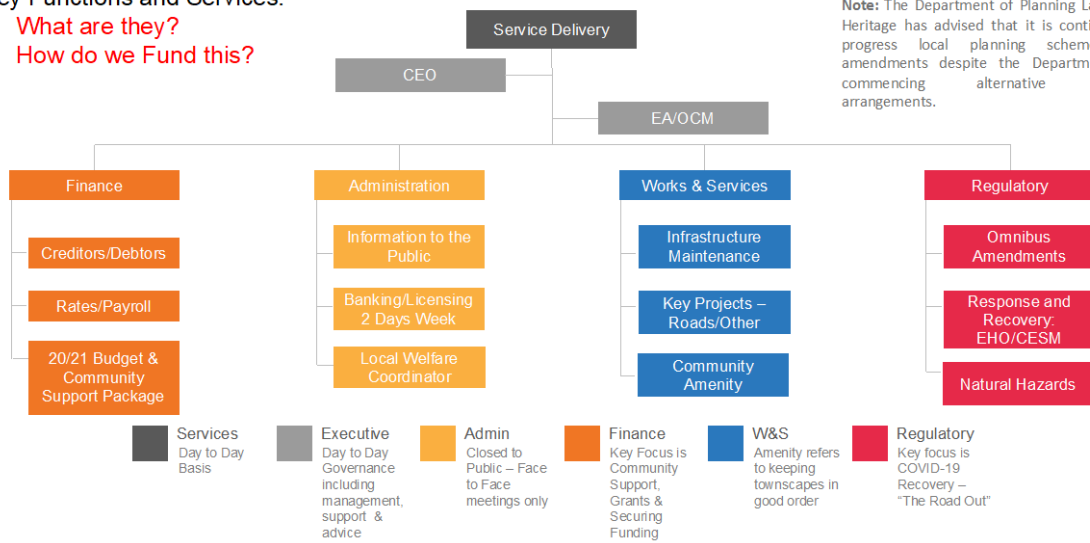
What are the essential functions and services that the Shire needs to address COVID-19:

Essential Services & Support COVID-19

Key Functions and Services:

1. What are they?
2. How do we Fund this?

Note: The Department of Planning Lands and Heritage has advised that it is continuing to progress local planning schemes and amendments despite the Department also commencing alternative working arrangements.



Questions ?

What does the Shire need to do now i.e. May and June 2020?

What does the Shire need to do September Quarter?

What does the Shire need to do December Quarter?

What does the Shire need to do March/June Quarters 2021?

COUNCIL'S CHALLENGE



“

Council in conjunction with the CEO have specific responsibilities regarding policy and strategy, resourcing the CEO, making key decisions. Maintaining flexibility is key

”

Also, as per previous advice through the briefing sessions and President's emails, Council needs to be aware of the following:

- The Minister has overseen the following changes:
 - Attendance through eMeetings
 - Emergency access to Reserves, changes to tender arrangements and seeking loans
 - Employees access to Long Service Leave
- As part of the Public Health Response, the Department of Health requires the environmental health officers at each local government to assist it in managing the response;
- The State Emergency Welfare plan is being updated to deal with COVID-19. Local Governments will need to have in place a Local Government Welfare Coordinator.
- The Shire's CESM assists with the Shire's local response across the District;
- The Department of Planning Lands and Heritage has advised that it is continuing to progress local planning schemes and amendments despite the Department also commencing alternative working arrangements...

The Alternate Corporate Business Plan: 2019-20 and 2020-21 – Slide 2 5

What are the key measures that Council need to undertake to deliver the alternate Corporate Business Plan?

Council Responsibilities COVID-19



FLEXIBILITY

CHIEF EXECUTIVE OFFICER

Council is committed to flexible practices that will allow the CEO to undertake her task with regard to the following:

- Consider delegations and authorisations in place
 - Review policies with a COVID-29 Lens
- Support initiatives to lessen compliance during COVID-19

- ✓ eMeetings
- ✓ Economic Stimulus
- ✓ Financial Hardship Policy
- ✓ Environment
- ✓ Shire Reserves
- ✓ Shire Projects
- ✓ Borrowings

Council Issues on the Horizon

- Council itself is required to be flexible:
- WALGA Planning and Decision Making Guide
 - Is SCP Suitable?
 - Is CBP Suitable?

Thoughts?

Notes:

Economic Considerations COVID-19

Shire Budget

At the 2019/2020 Budget Review, the Shire recalibrated its baseline:

- The Shire's black hole was \$540,000;
- Financial reporting improved for March 2020 Quarter

Budgetary Matters that need consideration now and going forward are in Attachment A (Sensitivity Analysis)

The List of Support Packages implemented by Local Governments in WA is provided on the SBDC website: <https://www.smallbusiness.wa.gov.au/blog/local-government-response-covid-19>



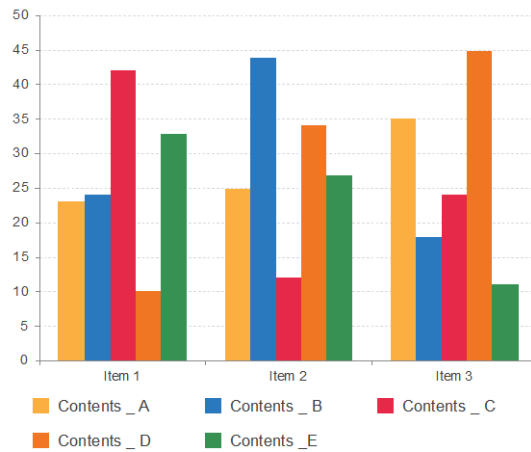
Fees & Charges Now?



Budget 20/21



Support Package – Community and Business



In order for the Shire to look at a support package, it needs to take in a number of factors:

- The Sensitivity Analysis conducted by RSM regarding the Shire's financial position. The baseline for the analysis is the Shire's 2019/20 Budget Review (Attachment A);
- The state of the Shire's Reserves and Loans;
- What the key projects are and whether any of these can be brought forward;
- The short survey that was undertaken with local business across the Shire during the last week;
- Some key budget considerations as a result of the Sensitivity Analysis.

Thoughts?

Notes:

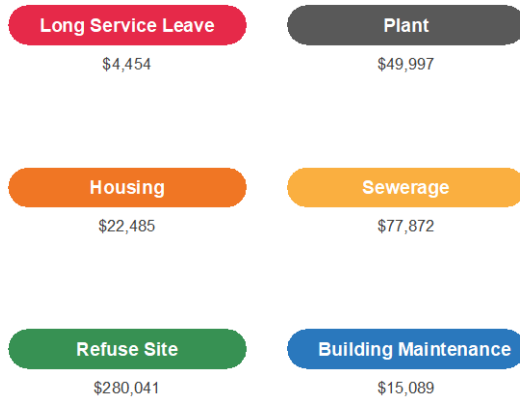
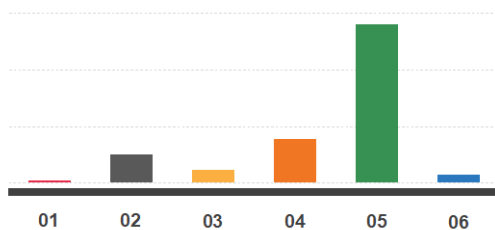
The Shire's Reserves – Slide 25

Council and staff are well aware of the Shire's reserves. The current state is that the Shire has \$471,900 in its reserves. At the April 2020 OCM, Council created a reserve of \$433,000 for the WSNF project, which is not reflected here.

SoVP Reserves COVID-19

The Shire has extremely limited reserves. Council has considered the implementation of X (or not) to assist in the delivery of its Community Support Package.

Reserves: \$471,900



Loans

- In addition to the above, the Shire's loan portfolio is \$389,843:
- Debenture Repayments: \$389,843
 - Self Supporting Loan 83: **\$213,077 (Calingiri Football Club - \$28,500PA)**



Budget Review 2019/20:

- Plant of \$100,000.00 will not transfer at 30/6/20
- Landfill \$100,000.00 deferred to next financial year

Creation of a Community Support Reserve

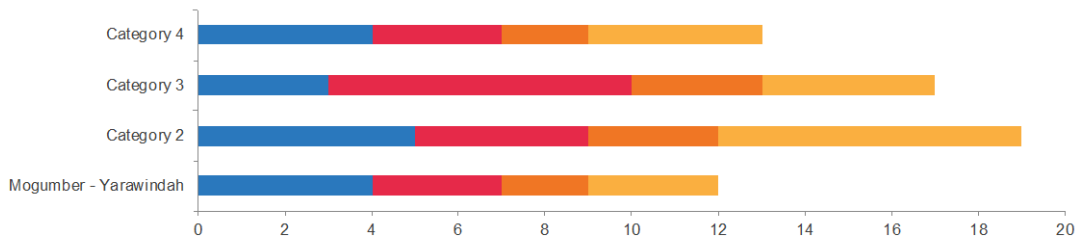
One suggestion is the creation of a community support reserve that will allow the Shire to bring certain matters forward for May/June 2020 should they arise and also as a part of Plan B. No one knows with the Pandemic what will happen next. One suggestion is that the reserve is for \$50,000. **Check submission requirements**.

Key transfers were deferred as part of the 2019/20 Budget Review. The bore monitoring regarding the Shire's landfills will need to happen 2020/21 (\$100,000).

The Shire's Loans

The Shire's loan portfolio is quite good. Half of the liability is a self supporting loan for the Calingiri Football Club. That does raise the question of whether the Shire provides a loan holiday for 6 -12 month as the Club has no way of generating income to pay back the loan which is worth \$28,500 PA. This means the Shire will need to meet the cost of the repayment.

Projects (How Funded) COVID-19



<p>Shire Funds</p> <p>Includes FAGs</p> <p>X</p>	<p>R2R</p> <p>Allocation by Year</p> <p>X</p>	<p>RRG</p> <p>2030 and Direct Grant</p> <p>X</p>	<p>WSFN; HSSV; Other</p> <p>Pilot Program, Other</p> <p>X</p>
---	--	---	--



Consideration: What can be brought forward May/June 2020?

Activity X: Strategy Regarding Reserves and the Shire's Loans

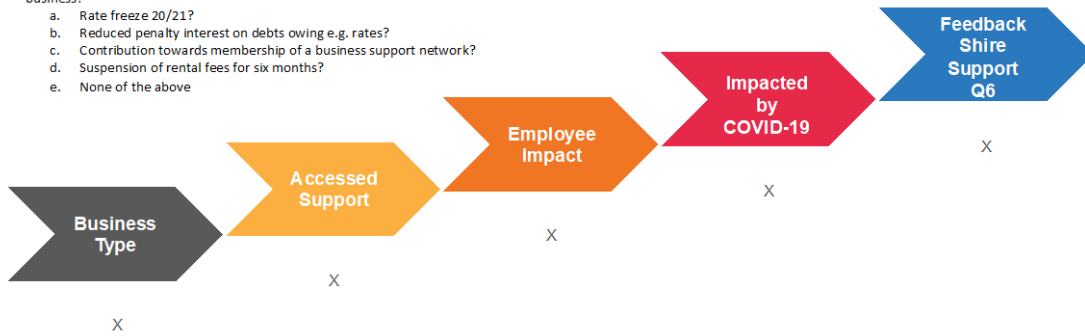
Are there projects the Shire can bring forward?

The Tender Regulations have been amended to allow preference to local suppliers

Business Survey Results

COVID-19

6. What would you consider an appropriate measure that the Shire could introduce to support your business?
- a. Rate freeze 20/21?
 - b. Reduced penalty interest on debts owing e.g. rates?
 - c. Contribution towards membership of a business support network?
 - d. Suspension of rental fees for six months?
 - e. None of the above



What did the business Survey tell us?

What is Your View ?

Notes:

Examples of a Community Support Package

Shire of Morawa (Population 750. Reserves of \$5.5M)

The following is an example of a support package (Community Recovery Package) implemented by the Shire of Morawa effective immediately :

- Nil Increase for Rates for the 2020/2021 financial year;
- Waives all non-regulatory or externally imposed Shire fees and statutory charges for the period from 2 April 2020 until 30 June 2020; and
- Waives penalty interest charged on outstanding rates for the period from 2 April 2020 until 30 June 2020; and
- Continues flexible payment plans for those in vulnerable situations or experiencing financial hardship; and
- Support for Morawa's operating Commercial Traders as follows:
 - Where practical, the Shire will seek to immediately purchase goods and/or services from these operating traders; and
 - Where an operating Commercial Trader is still to pay their 2019/20 Rates (either totally or partially) and upon evidence of hardship due to COVID-19, the Shire may reduce the overall Rates cost by the value of their last quarter 2019/20 Rates Notice; or
 - Where an operating Commercial Trader has paid their 2019/20 Rates, and upon evidence of hardship due to COVID-19, the Shire may reimburse the value of their last quarter 2019/20 Rates Notice or alternatively, discount the value for the 2020/21 Rates.
- For the Morawa-Perenjori Health Service and Morawa Police service workers, the Shire will make available accommodation units at the Morawa Caravan Park at no cost; and
- Shire staff to support recovery activities within the community where possible.
- The COVID-19 Community Recovery Package is intended to support the community over the next 3 months, however, there are many unknowns and it may need to be reviewed and restructured as the pandemic continues to ensure it is effectively meeting the needs of the community.

Shire of Moora (Population: 2,428, Reserves of \$1.8M)

Here is an example by the Shire of Moora of a support package (fiscal measures) based on in-principle support for the consideration as part of the 2020/21 Budget Adoption process:

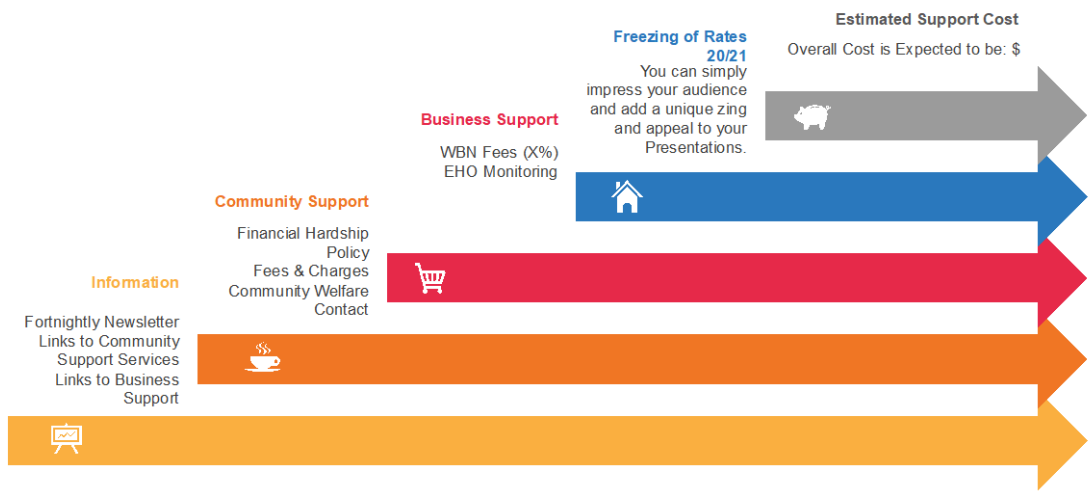
- Zero Percent increase of shire property rates, in effect adopt the same rate in the dollar for UV and GRV Properties as was adopted for the 2019/2020 financial year budget;
- Request that any revaluations Of Unimproved Value Properties and Gross Rental Value Properties be deferred until the 2021/2022 financial year;
- Zero percent increase of all fees and charges;
- Waive fees and charges for all sporting and community groups within the Shire Of Moora for the 2020/2021 financial year;
- No instalment adm inistration fees on rate instalment options for 2020 l202l;
- Offer flexible Payment options for all rates, flees and service charges as required;
- No increase Of base wage and salary rates for 2020|202l(excluding those m andated by relevant em ploym em t award provisions);
- Suspend replacement/upgrading of heavy plant, equipment and light vehicle across all of Shires operations;
- Offer Shire of Moora businesses a 50% (\$150) contribution toward a Wheatbelt Business Network - Sm all Business Category (20 19|2020 value \$300).

Record Your Thoughts Here!

Notes:

WHAT IS THE SHIRE'S SUPPORT PACKAGE? - SLIDE 34

Support Package COVID-19



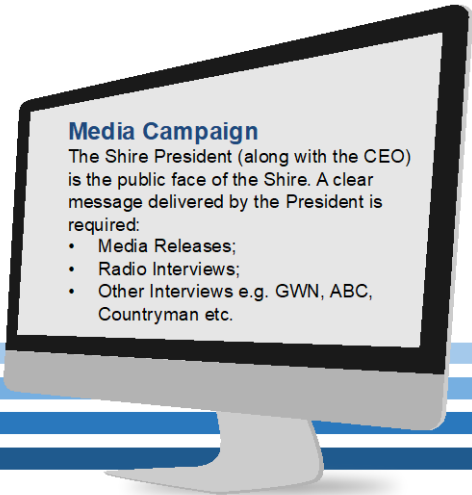
What Impacts Are There?

Notes:

COMMUNICATION STRATEGY – SLIDE 35

Communication Plan COVID-19

- 01 Dedicated Website Page**
The Shire will be implementing a dedicated COVID-19 page
- 02 Social Media**
The Shire is using its Facebook page to provide information. Links and advice
- 03 Newsletter**
The LRCG has determined that an update will go to the community fortnightly.
- 04 Joint Messages from Shire President & CEO**
It is extremely important, where possible, the messages from the Shire have a joint response from the President and the CEO



Do You Have Another Suggestion?

Notes:



WHAT'S YOUR NEXT STEP?

WHAT'S NEXT?

The outcomes of the Workshop will be taken to a Council meeting on an SCM in early May 2020 or the May 2020 OCM.

Thank you
Yours sincerely,

Sean Fletcher
Interim Governance Officer

This workbook is designed to assist the user during a Shire of Victoria Plains workshop.

Rod Munns

From: Steve <wsfn.pm@brucerock.wa.gov.au>
Sent: Thursday, 30 April 2020 11:25 AM
To: Glenda Teede; Robert Edwards
Cc: Rod Munns
Subject: Outcomes from WSFN Steering Committee Meeting
Attachments: Victoria Plains WSFN 19.20 and 20.21 projects.xlsx

Glenda and Bob,

It is good to get back in contact with you both again.

A WSFN Steering Committee meeting was conducted on Friday 24 of April 2020.

At that meeting the 19/20 Project Development Program was endorsed and the 20/21 works were tentatively endorsed with the intention of full endorsement at the next scheduled Steering Committee on May 22 2020.

The tentative endorsement of 20/21 works was made so that Shires could move forward with confidence including their nominated WSFN projects in their 20/21 budget build up process. (In your case the completion of the postponed pilot project). A further intention of the tentative endorsement was to still provide some leeway at a WSFN project level to interact with Shires and refine the projects over the next few weeks ready for final endorsement.

The Victoria Plains projects for this and next year, as presented at the Steering Committee meeting, are on the attached listing.

Victoria Plains Shire, due to it conducting one of the pilot projects (subsequently postponed due to Corona Virus impacts) and its proposed alternative replacement works was further discussed at the meeting.

The outcomes of these discussions was an expressed desire and support from the Steering Committee to increase, with suitable project aligned works, the extent of postponement replacement works conducted this financial year. This is aimed at reducing the identified carry over as much as possible and at a WSFN project level demonstrating our capacity to get funds applied to works.

I understand that based on some pre steering committee meeting advice that Rod is already exploring such options. I would be keen to catch up with you all once you feel you are in a position to provide an indication of how things are progressing with the fast tracking of extra alternative works.

The Steering Committee is also looking to endorse, with appropriate ongoing capacity to refine, the 5 year staging program at the same May 22 meeting. Again the aim in the interim period will be to get some refinement to this program. Accordingly if we do meet I am also keen to discuss the 5 year staging program.

On initial review the program nominated by Victoria Plains Shire generally hits the mark in terms of the projects having merit and meeting the project Multi Criteria Assessment (MCA) requirements.

There are however some areas that I am keen for us to discuss that include:

The workload in the 2020/21 year is comparatively light. Is there potential here to also increase the volume of work in line with broader project aspirations?

The costings per Km for construction work are higher than expected. Whilst the roads that are nominated for upgrade are on the more difficult to treat end of the spectrum of works that the project will fund they still seems comparatively high. To see if savings can be gleaned I am keen to jointly look at:

Construction methodologies Staggering of works.

Reduction in scope. (Some widths nominated exceed project targeted Road Type 6 requirements)

The Shire will still potentially have priority 1 route identified works outstanding at the end of the 5 year period. Is further delivery capacity available?

I have copied Rod in on this E mail as obviously he is a likely player on any such discussions.

Can you talk with Rod and get back to me on how best we can catch to discuss the matters raised.

Regards Steve

Steve Thomson

Wheatbelt Secondary Freight Network Project Manager

0499 699 239

wsfn.pm@brucerock.wa.gov.au





SoVP COVID-19 Response and Safety Plan

Document number: OSH-COVID-001

Revision: B

Document owner: Sean Fletcher

Revision date: 15/05/2020

***INTERNAL USE ONLY**

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1 COVID-19 Response Plan SoVP

This plan outlines the requirements necessary to manage the potential risk of COVID-19. The plan details the additional hygiene practices to be implemented, the Shire social distancing measures and response to suspected or confirmed cases within our teams. The measures detailed are designed to reduce the likelihood of an infection in the workplace and contain any potential spread of the virus amongst our staff, contractors and the Elected Members.

2 Definitions

COVID-19 spreads rapidly by person to person contact. The level of contact / exposure to coronavirus is defined below:

2.1 Casual contact with a confirmed case

A person is deemed to have had 'casual contact' if they have been in the same general area as someone who has tested positive for the coronavirus while infectious.

Casual contact means:

- You have had less than 15 minutes face-to-face contact in any setting with a confirmed case in the 24 hours period before the onset of their symptoms or while they are displaying symptoms; or
- You have shared a closed space with a confirmed case for less than two hours in the 24 hours period before the onset of their symptoms or while they are displaying symptoms e.g. work on the same floor of the building, same large open plan office space, large training room

2.2 Close contact with a confirmed case

A person who has had close contact is defined as having:

- Greater than 15 minutes face-to-face contact in any setting with a confirmed case e.g. Small meeting room, individual office, travel in a vehicle; or
- Sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours) e.g. same office space (Administration Office and Depot Office), large meeting room including Council Chambers, the Calingiri Library or other Shire facility; or
- Living in the same house; or
- External mode of transport (air, land or sea) who were seated in the same row as the case, or in the two rows in front or two rows behind a confirmed COVID-19 case.

2.3 Suspect case

An individual is classified as a suspect case if they:

- Travelled internationally, interstate or intrastate (crossing of WA regions without permission) in the 14 days before illness onset; or
- Had close or casual contact in 14 days before illness onset with a confirmed case of COVID-19;
AND
- Have symptoms such as fever, or acute respiratory infection (e.g. shortness of breath, cough, sore throat) with or without fever.

3 Preventative Measures

3.1 Additional Hygiene Measures in Our Facilities

Daily Cleaning on offices/depots includes where practicable (Refer to Appendix E for specific instructions):

- Disinfection of kitchen, tables and eating surface after each break;
- Disinfection of door handles and light switches to offices, other rooms (Council Chambers, Libraries, Halls, Recreation Facilities etc) and depot crib room after each break;
- Disinfection of vehicles daily.

3.2 Social Distancing Processes and COVID Safety Plans

Social distancing is advised by the National Cabinet as a way to stop or slow the spread of infectious diseases. It means less contact between you and other people. In accordance with State Government Requirements regarding COVID Safety Plans, the Shire will assess each of its facilities and implement a COVID Safety Plan Certificate (See Appendix G). The following social distancing measures are applicable:

Meeting / Activity	Social Distancing Requirement
Prestart Meetings	<ul style="list-style-type: none"> • Prestart to be held in the open, in fresh air • If prestart needs to be indoors due to weather, then practice social distancing measure and limit meetings to 10-15 people dependant on room size with a minimum spacing between people of 4 sqm. • People asked to stand min 1.5m apart
Toolbox Meetings	<ul style="list-style-type: none"> • Toolboxes to be held in the open, in fresh air • If toolbox meeting needs to be indoors due to weather, then practice social distancing measure and limit meetings to 10-15 people dependant on room size with a minimum spacing between people of 4sqm. • People asked to stand min 1.5m apart
Lunch Breaks	<ul style="list-style-type: none"> • Staggered lunch breaks to allow smaller groups in kitchen/crib rooms • Seating to be spread out to allow appropriate distancing between staff (min 1.5m apart) • This applies within office environments also (those who eat at their desk)
Transport	<ul style="list-style-type: none"> • One person per Shire vehicle • If other mode is used e.g. seating to be staggered to allow appropriate distance between workers (min 1.5m apart)
Start Times	<ul style="list-style-type: none"> • If required, start times will be staggered to reduce the influx of staff arriving at site at same time
Breath Analysis Testing or Drug Testing	<ul style="list-style-type: none"> • Currently not applicable at the Shire of Victoria Plains.
Meetings	<ul style="list-style-type: none"> • Meetings shall be reviewed and assessed if essential, if deemed essential attendees shall be limited to key persons (including face to face and on-line). Examples are: <ul style="list-style-type: none"> • LRCG; • LEMC; • Staff meetings including meetings with the CEO; • Council Meetings and Briefing Sessions; • Appointments with customers, visitors and stakeholders. • Microsoft Teams (or similar) and Shire specific teleconferencing equipment shall be used in place of face to face meetings or where there are combination meetings (face to face and on-line) • Meeting rooms must be cleaned prior to use and set up to cater for social distancing measures. This includes setting out rooms to accommodate 4m2 for each person and at least 1.5m from each other
Customer Service Environment and Shire Facilities	<ul style="list-style-type: none"> • The Shire Administration Office and other Facilities (e.g. Libraries, Recreation Facilities, Calingiri Gym, Halls, Public Toilets, Chambers) are open/closed to the general public subject to the WA Roadmap and with guidance from the LRCG • Vehicle Licensing and Bendigo Banking remains at two days per week • Contact is by phone, teleconferencing, face to face or by appointment only • All visitors are to be recorded in a register for contact tracing purposes!

3.3 New Starter, R&R and Annual Leave COVID-19 Declaration

All staff (including contractors/consultants) and Elected Members on any site will be required to complete a Shire declaration form attached in Appendix A prior to working on any site. This form will be updated on a regular basis to ensure its currency and applicability. Each staff member will be asked to confirm they are fit to be at work and have not travelled internationally, interstate and intrastate (without permission) within the last 14 days or been in contact with a suspected/confirmed case. This includes:

- Returning Shire staff and contractors;
- Visitors, Elected Members and other Stakeholders;
- Staff returning from annual leave, long service leave, maternity/paternity leave, leave without pay;
- Staff returning from personal leave (includes sick leave, carers leave and so on);
- Any worker or subcontractor.

4 Individual Has Contact with Confirmed COVID-19 Case – Offsite

Where a person associated with the Shire offsite contacts their line manager to advise they have had close or casual contact with a suspected/confirmed COVID-19 case, the following will occur:

- Discuss with the person whether they should enter the workplace. Refer to COVID-19 Health Case Management Protocol (Appendix B);
- The person shall be asked to complete the Shire Declaration Form to determine if they have been on site after they have been in close or casual contact with the suspected/confirmed case;
- Notify any staff member or Elected member who may have had close or casual contact with the person;
- Notify CESM/OSH/HR personnel (Refer to details in 5.2)
- The worker shall provide regular updates to site on their situation and follow the guidance the 'Suspected Case' protocols in appendix B

5 Individual Has Contact with Confirmed COVID-19 Case – Onsite

Where an individual on-site reports to have been notified they have potentially been in contact with a confirmed COVID-19 case, immediate response includes:

- Remove the individual from the work group;
- Contact the site medic/GP where applicable, to advise of suspected COVID-19 case;
- Prior to transporting the individual to another location, isolate them from the work group (away from other individuals) and locate required PPE (refer Appendix D);
- Provide the individual and anyone who interacts with the individual with required PPE, and avoid physical contact or being too close to the individual;
- Transport the individual by light vehicle to isolation room or straight to doctor or COVID-19 clinic or home if they do not have their own transport onsite;
- Disinfect vehicle (as per Appendix D), and the room they were isolated in prior to transport.

For further details see Appendix D

5.1 Determination of Exposure

Individual's must document others they have had close and casual contact with, and locations they have been / visited in the past 14 days. This shall be completed using the COVID-19 Company Declaration Form. This is to determine:

- Potential exposure of others onsite to the virus;
- The individual's need for COVID-19 testing;
- Isolation requirements for the individual and anyone who has had close or casual contact with them.

5.2 Notification Requirements

Key contacts (listed below) must be notified as soon as possible after determination an individual has symptoms and is classified as a suspect case, or has been in close or casual contact with a confirmed case of COVID-19:

Role	Name	Contact Details
CEO	Glenda Teede	ceo@victoriaplains.wa.gov.au
CESM	Nic Parry	cesm@moora.wa.gov.au
W&S Manager	Bob Edwards	works@victoriaplains.wa.gov.au
F&A Manager	Megan Shirt/Jill Brazil	fm@victoriaplains.wa.gov.au
HR Support	Glenda Teede	ceo@victoriaplains.wa.gov.au

5.3 Testing the Individual

Certain criteria is applied in determining whether someone will be tested for COVID19. It is unlikely the individual will be tested unless they have symptoms that may include fever, a cough, sore throat, headaches, tiredness and shortness of breath. Other criteria that is applied includes:

- Whether the individual has returned from overseas, interstate or intrastate in the 14 days before feeling unwell;
- Whether the individual has been in close or casual contact with a confirmed COVID-19 case in the 14 days before feeling unwell;
- Whether they have a fever or acute respiratory infection (e.g. shortness of breath, cough, sore throat) with or without fever;
- Whether they have a severe community-acquired pneumonia and no other cause that is clear to the doctor, with or without recent international, interstate and intrastate travel.

The determination of whether someone is tested sits with the testing facility or medical professional and contact will need to be made to determine whether the individual will be tested. No individual will be taken to a testing facility without prior approval from the facility for testing to occur.

COVID-19 testing facility for this site is:

Facility	Contact Details
<i>Northam Regional Hospital – Emergency Department</i>	50 Robinson Street, NORTHAM, WA, 6401 <ul style="list-style-type: none"> • Ph: 08 9690 1300; • 24 hours <p style="text-align: center;">or</p> Ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

When transporting the individual to the testing facility the following protocols will be applied:

Requirements	Detail
Transport Process	<ul style="list-style-type: none"> • If the individual is well enough and it is safe, they can use Shire/personal vehicle to drive themselves to the medical centre. OR

	<ul style="list-style-type: none"> If the individual is not well enough or it is a site requirement for the individual to be driven, a dedicated driver in a dedicated vehicle will transport the individual to and from the facility <p>When being transported by a driver, the individual and driver will sit at a distance of 1.5m apart (Refer to Appendix C)</p>
PPE Required for Individual	<ul style="list-style-type: none"> P2 mask Gloves Hand Sanitizer
PPE Required for Transporter	<ul style="list-style-type: none"> P2 mask Gloves Hand Sanitizer

5.4 Isolating the worker (waiting for results)

Workers waiting for test results, must be isolated until results are received. Isolation location will be:

(Local Resident) Isolation location	<ul style="list-style-type: none"> Place of residence in the district i.e. the Shire of Victoria Plains
Social / Mental Health	<ul style="list-style-type: none"> Welfare checks will be conducted daily with the affected individual by phone or email via the appropriate line manager

(DIDO) – inclusive of metro areas and offices Isolation location	<ul style="list-style-type: none"> Individual to return to their home residence and self-isolate
Social / Mental Health	<ul style="list-style-type: none"> Welfare checks will be conducted daily with the affected individual by phone or email via the appropriate line manager

5.5 Test Results Received

5.5.1 Where test result is negative for COVID-19:

- Individual to return to work upon supply of medical clearance certificate;
- Notify CEO, appropriate line manager, CESM, HR Support;
- Notify customer contact.

5.5.2 Where test result is positive for COVID-19:

- Isolate others that have been determined to be in close contact with the individual;
- Notify other workers that have been determined to have had casual contact with the individual;
- Determine who else needs to be tested on site (see 4.3).

5.5.3 Treating the Individual

Isolation	Person to remain in isolation for a further 14 days. Isolation period can end as per section 5.6.
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Frequency	Individual's will be monitored minimum of 1 time daily, and provided with relevant details to contact where symptoms escalate
PPE Worn	PPE must be worn by any individuals in interacting with a confirmed COVID-19 case. Refer Appendix C for detail.
Escalation Process	Where an individual's health deteriorates: <ul style="list-style-type: none"> • Follow the guidance of the treating medical provider re additional treatment or medical requirements • Notify appropriate contacts as per section 5.2 • Continue to provide support and monitoring of the individual
High Risk	Individual's assessed to have high risk factors for health complications as a result of COVID-19 must be guided by medical advice which may include: <ul style="list-style-type: none"> • Evacuation from home/site to a medical centre for treatment and monitoring • Medivac from site via Royal Flying Doctors Service

5.6 Individual Provided All Clear

Individual's may end the isolation period where:

- They are symptom free for 24 hours, and have received all clear from medical provider to return to work;
- Work approval is given from CEO, appropriate line manager or HR Support

6 Working from Home

If an employee is approved to work from home, the contents of this Response Plan are applicable.

7 Others Using Shire Facilities

Please note that others using Shire Facilities must do so in accordance with the COVID WA-19 Road Map (See Appendix F and G). The following is taken from the COVID Safety Guidelines – Sport and Recreation and is applicable for all businesses, food premises and sport and recreation bodies:

COVID Safety Plan

The purpose of the COVID Safety Plan is to help ensure that businesses actively mitigate the risk of COVID-19 in line with the best available health advice. In the plan, you will need to explain how your business will take steps to implement the requirements and the advice set out in these guidelines.

Prior to re-opening, you are required to self-complete a COVID Safety Plan for your business and have it available for **inspection upon request by an authorised officer**. If your business has multiple premises you must prepare a COVID Safety Plan for each premises.

You must also display a COVID Safety Plan Certificate in a prominent location visible to patrons. The certificate is provided at the end of the COVID Safety Plan template.

If required, safety plans should be developed in partnership with your governing body, land/property manager and/or local government (noting the local government may also fulfil multiple roles).

Appendix A COVID-19 Shire Declaration Form



OSH Form Workplace Questionnaire COVID-19

This form is required to be completed by all staff, stakeholders and contractors:

Employee No:		Date:	
--------------	--	-------	--

PERSONAL DETAILS	
Name:	
Position/Role:	
Direct Employer:	Phone No:
Line Manager:	

COVID-19 QUESTIONNAIRE	
1. Have you returned from overseas after 15 March 2020?	YES / NO
2. If you answered YES to question 1, please confirm that you have served the mandated 14 day self-isolation period.	YES / NO**
3. Have you been in close contact of a confirmed COVID-19?	YES / NO
4. If you answered YES to question 3, please confirm that you have served the mandated 14 day self-isolation period.	YES / NO**
5. Have you been diagnosed with a confirmed case of COVID-19?	YES / NO
6. If you answered YES to question 5, have you received medical clearance to return to work?	YES / NO**
Signature:	
Where Applicable Interpreter confirms that all information has been translated to the inductee:	YES / NO
Signature of Interpreter and Company Name:	

**** The employee will need to contact their Supervisor Immediately for further instructions from SoVP.**

Appendix B COVID-19 Health Case Management

COVID-19 HEALTH CASE MANAGEMENT PROTOCOL

Issue Number:001

Time: 9.00pm

Date: Sunday 15/3/2020

Personnel with significant health issues at risk from COVID-19 should discuss arrangements with their manager

SUSPECTED CASES

CASE MANAGEMENT DUE TO TRAVEL CRITERIA

Individual has traveled to Australia from overseas from the 16th of March

Yes

Management

- Isolated for 14 days in accordance with Australian Government Health protocols
- Contact your health provider if you experience any symptoms
- Can return to work, after 14 days, if no symptoms develop

No

Individual has traveled to Australia from overseas before the 16th of March

Yes

Management of individual:

- Isolate for 14 days if you left or transited through main land China, Iran, South Korea or Italy between 1st and 15th March
- Contact your health provider if you experience any symptoms
- Can return to work, after 14 days, if no symptoms develop
- Contact Supervisor to discuss whether alternative working arrangements need to be made if you returned from any other overseas locations between the 1st and 15th March

CASE MANAGEMENT DUE TO CONTACT CRITERIA

Individual has had close or casual contact to an **UNCONFIRMED** case but has no symptoms

Yes

Until a negative result is received for the close or casual contact:

Management of individual with CLOSE or CASUAL contact (see definitions):

- Individual can continue to attend work
- Monitor health for 14 days from the last contact with a unconfirmed case
- Home isolate if any symptoms are experienced
- If negative result received can return to business as usual
- If positive result received refer to Individual has had close or casual contact to a confirmed case but has no symptoms.

Managing CASUAL and CLOSE contacts within the business:

- No action required

No

Individual has had close or casual contact to a **CONFIRMED** case but has no symptoms

Yes

Management of individual with CASUAL contact (see definitions):

- Individual can continue to attend work
- Monitor health for 14 days from the last contact with a confirmed case
- Home isolate if any symptoms are experienced

Management of individual with CLOSE contact (see definitions):

- Cannot attend work
- Home isolate for 14 days after last contact with the confirmed case
- May return to work if they have had no symptoms for 14 days after the last possible contact with a confirmed case

No

Individual has had close or casual contact to a **CONFIRMED** case and has symptoms

Yes

Management of individual:

- Individual cannot attend work
- Home isolate for 14 days or until tested with negative result
- Request that they contact their health provider to determine if testing is required
- Individual to complete Interaction Template to identify locations and points of contact
- Implement cleaning procedures on identified locations

Managing CASUAL and CLOSE contacts within the business:

- Identify all personnel who have been in close and casual contacts with the individual (including the people who share pod)
- Inform close and casual contacts and manage as per close and casual contact guidelines

CONFIRMED CASES

CONFIRMED CASE SCENARIO

Individual confirmed case

Yes

Managing individual:

- Individual cannot attend work
- Home isolate for 14 days
- May return to work on the advice of their health care provider
- Individual to complete Interaction Template to identify locations and points of contact
- Implement cleaning procedures on identified locations

Managing CASUAL and CLOSE contacts within the business:

- Identify all personnel who have been in casual or close contact with the individual (including the people who share pod)
- Inform close and casual contacts and manage as per close and casual contact guidelines
- Isolate pod, implement cleaning procedures on identified locations

Multiple confirmed cases reported in one facility or location

Yes

Management as for individual case plus:

- COVID-19 Task Force will identify appropriate action which may include additional quarantine or isolation requirements

Note: Where someone is required to self-isolate, however is fit to work, is not experiencing symptoms and is able to conduct their role from home, the potential to work remotely from the workplace should be discussed with their line manager. This will be managed on a case-by-case basis.

Appendix C Interaction with a Suspected or Confirmed COVID-19 Case

Personal Protective Equipment



COVID-19 Interaction Requirements Quarantined or Suspected Case

Upon identification of a person who is required to isolate or is a suspected case:

- Immediately give the person a surgical mask and ensure they put it on correctly.
- Direct them to a single room, whether or not respiratory symptoms are present.
- Standard precautions, including hand hygiene, should be observed for all personnel. Everyone should observe cough etiquette and respiratory hygiene.

Contact and droplet precautions should be observed for **routine care** of personnel in quarantine or under investigation or with suspected or confirmed COVID-19 infection.

Before transporting complete a risk assessment and ensure contact and droplet precautions are adhered to (see below).

Contact and droplet precautions:

- Perform hand hygiene before donning PPE
- Eye protection
- Disposable nonsterile gloves when in contact with personnel (hand hygiene before donning and after removing gloves)

At completion of contact (transport/ cleaning/ food delivery/ welfare check etc.),

- Remove gown / suit and gloves,
- Perform hand hygiene,
- Remove eye protection and respirator.
- **Do not touch the front of any item of PPE during removal**
- Perform hand hygiene.

The room or vehicle surfaces should be wiped clean with disinfectant wipes or spray and paper towel, by a person wearing gloves, gown and surgical mask.

Appendix D Cleaning Requirements for Suspected or Confirmed COVID-19 Case

Personal Protective Equipment



COVID-19 Cleaning Requirements

Cleaners should observe contact and droplet precautions including:

- Perform hand hygiene before donning PPE
- long-sleeved impermeable gown
- P2 respirator (mask) – should be fit-checked with each use
- Eye protection
- Disposable nonsterile gloves when in contact with personnel (hand hygiene before donning and after removing gloves)

Cleaning of Rooms / Vehicles

Frequently touched surfaces such in the persons room or transport vehicle should be cleaned daily or after transport completed including:

- Doorknobs / handles
- Light switches
- Car seats, steering wheels, internal surfaces of vehicle

Final cleaning of all surfaces in the room or vehicle should be performed after the person is cleared or taken to a different location including:

- Floor
- Ceiling
- Walls
- Blinds

A combined cleaning and disinfection procedure should be used, either:

- 2-step detergent clean, followed by disinfectant; or
- 2-in-1 step using a product that has both cleaning and disinfectant properties. Any hospital-grade disinfectant, if used according to manufacturer's instructions.

Appendix E - COVID-19 Cleaning Requirements for Shire Facilities Open to the Public

The following is based on the Safe Work Australia COVID-19 and Cleaning Info Sheet (14 April 2020):

Routine cleaning

Staff should **clean surfaces at least daily**. Additional **attention must be given to frequently touched surfaces** (e.g. tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- Visibly soiled;
- Used repeatedly by a number of people (e.g. trolleys, checkouts, EFTPOS machines), and
- after any spillage.

For **routine cleaning**, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material.

How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the Safe Work Australia [SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.



COVID-19 WA roadmap

Phase 1

27 April 2020



- Gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Soft start to Term 2 for public schools introduced
- Home opens permitted in accordance with the limit on gatherings
- Weddings and funerals, up to 10 people
- Outdoor personal training (no shared equipment) up to 10 people

Phase 2

18 May 2020



- Non-work gatherings limit raised to 20 people
 - Weddings and funerals up to 20 people inside or 30 outside
 - People are encouraged to return to work, unless they are unwell or vulnerable
 - Regional travel restrictions relaxed, travel permitted between:
 1. Perth, Peel, Wheatbelt, South West & Great Southern
 2. Mid-West, Gascoyne & Pilbara*
 3. Within the Goldfields-Esperance region*
 4. Local Government Areas in the Kimberley*
 - Public pools permitted to open with strict rules
 - Cafes and restaurants permitted to reopen with meal service, including within pubs, bars, clubs, hotels and casino, up to 20 patrons, with the 4sqm rule applied
 - Places of worship, libraries, community centres & community facilities may reopen, with a 20 patron limit
 - Indoor and outdoor fitness and dance classes allowed, with a 20 participant limit, minimal shared equipment and 4sqm rule applied
 - Non-contact community sport and training allowed, with a 20 person limit
- * Restrictions on travel to biosecurity zones and remote communities remain in place

Phase 3

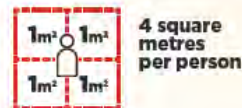
Around 4 weeks after Phase 2

- Further increases in non-work gatherings
- Contact community sport
- Beauty therapy services
- Public playgrounds, skate parks, cinemas and concert venues

- Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:
- Further increase to non-work gathering limits
 - Reopening playgrounds, skate parks and outdoor gym equipment
 - Reopening galleries, museums, zoos, theatres, cinemas and concert venues
 - Resuming beauty therapy and personal care services
 - Resuming community contact sport
 - Restrictions further relaxed for gyms, health clubs and indoor sport centres
 - Reopening auction houses and real estate auctions
 - Possible further adjustments to regional boundaries

Phase 4

Future easing of restrictions will be determined and occur in line with expert health advice



We're all in this together.



This Certificate
Must be Publicly
Displayed!



Premises name

COVID Safety Plan Certificate

Welcome.

Number:

We can accommodate patrons and agree to maintain the WA Government's safety measures



4sqm per person



Staff training



Frequent cleaning
and disinfection



Contact tracing

We're doing our part to help keep you safe.
Please respect the rules and our staff.

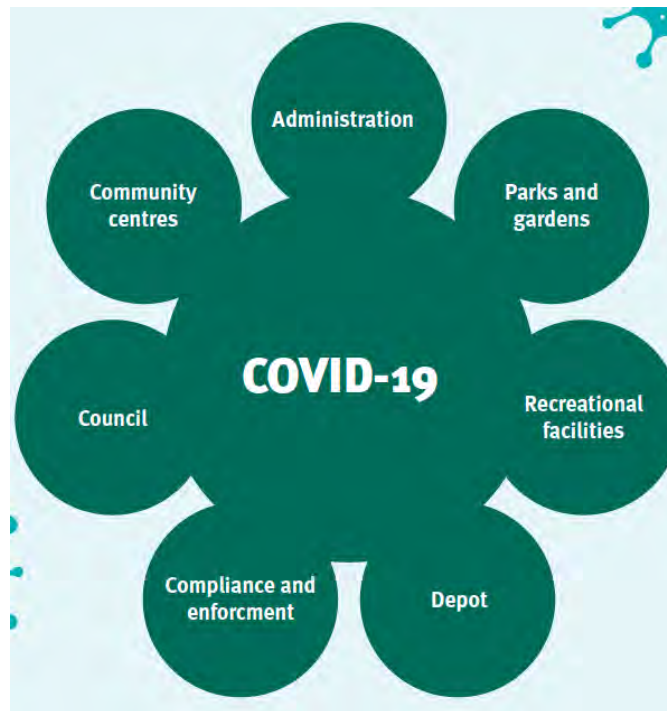
We're all in this *together.*

Prepared by:

Date:

Appendix H - COVID-19 Areas of Workplace Responsibility During the Recovery Phase

This plan has been reviewed regarding the Shire's responsibilities as encapsulated within the LGIS Workplace Safety, the new normal, and COVID-19 regarding the recovery phase "open for business":



Local governments are likely to face a number of new OSH challenges in the recovery stage. COVID-19 is a hazard which will continue to change the 'way we do things' and have an impact on mental health. Local governments need to consider:

- Mental, physical and emotional well-being;
- Reopening / getting back to 'normal' – aiming to thrive in a new environment;
- Managing public interaction;
- Introducing new work practices and the way things are done;
- Plant and equipment / new substances;
- Workers distraction;
- Illnesses at work;
- Vulnerable workers.



Rod Munns

From: Steve <wsfn.pm@brucerock.wa.gov.au>
Sent: Thursday, 30 April 2020 11:25 AM
To: Glenda Teede; Robert Edwards
Cc: Rod Munns
Subject: Outcomes from WSFN Steering Committee Meeting
Attachments: Victoria Plains WSFN 19.20 and 20.21 projects.xlsx

Glenda and Bob,

It is good to get back in contact with you both again.

A WSFN Steering Committee meeting was conducted on Friday 24 of April 2020.

At that meeting the 19/20 Project Development Program was endorsed and the 20/21 works were tentatively endorsed with the intention of full endorsement at the next scheduled Steering Committee on May 22 2020.

The tentative endorsement of 20/21 works was made so that Shires could move forward with confidence including their nominated WSFN projects in their 20/21 budget build up process. (In your case the completion of the postponed pilot project). A further intention of the tentative endorsement was to still provide some leeway at a WSFN project level to interact with Shires and refine the projects over the next few weeks ready for final endorsement.

The Victoria Plains projects for this and next year, as presented at the Steering Committee meeting, are on the attached listing.

Victoria Plains Shire, due to it conducting one of the pilot projects (subsequently postponed due to Corona Virus impacts) and its proposed alternative replacement works was further discussed at the meeting.

The outcomes of these discussions was an expressed desire and support from the Steering Committee to increase, with suitable project aligned works, the extent of postponement replacement works conducted this financial year. This is aimed at reducing the identified carry over as much as possible and at a WSFN project level demonstrating our capacity to get funds applied to works.

I understand that based on some pre steering committee meeting advice that Rod is already exploring such options. I would be keen to catch up with you all once you feel you are in a position to provide an indication of how things are progressing with the fast tracking of extra alternative works.

The Steering Committee is also looking to endorse, with appropriate ongoing capacity to refine, the 5 year staging program at the same May 22 meeting. Again the aim in the interim period will be to get some refinement to this program. Accordingly if we do meet I am also keen to discuss the 5 year staging program.

On initial review the program nominated by Victoria Plains Shire generally hits the mark in terms of the projects having merit and meeting the project Multi Criteria Assessment (MCA) requirements.

There are however some areas that I am keen for us to discuss that include:

The workload in the 2020/21 year is comparatively light. Is there potential here to also increase the volume of work in line with broader project aspirations?

The costings per Km for construction work are higher than expected. Whilst the roads that are nominated for upgrade are on the more difficult to treat end of the spectrum of works that the project will fund they still seems comparatively high. To see if savings can be gleaned I am keen to jointly look at:

Construction methodologies Staggering of works.

Reduction in scope. (Some widths nominated exceed project targeted Road Type 6 requirements)

The Shire will still potentially have priority 1 route identified works outstanding at the end of the 5 year period. Is further delivery capacity available?

I have copied Rod in on this E mail as obviously he is a likely player on any such discussions.

Can you talk with Rod and get back to me on how best we can catch to discuss the matters raised.

Regards Steve

Steve Thomson

Wheatbelt Secondary Freight Network Project Manager

0499 699 239

wsfn.pm@brucerock.wa.gov.au



SHIRE OF VICTORIA PLAINS

WSFN - INDICATIVE 5 YEAR PROGRAM - CURRENT AT 14th MAY 2020

Item No.	Road Name	SLK Range	Length (km)	Item Description	Stage / Year							
					Pilot Project	Pilot Project	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	
					2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	
1	Mogumber - Yarawindah Rd	0.47 to 3.32	2.75	Preliminary & Commence Reconstruction / Upgrade Works on original Pilot Project section Scope of Works	\$352,620							
2	Mogumber - Yarawindah Rd	3.32 to 18.04	14.72	Clearing of Regrowth Vegetation from within the Maintenance Zone & Remove Spoil from Verges and Reshape Table Drains and Batters and push 22,000 Lcm of Gravel for Overlay Works for approx 9km of the 150 thick basecourse overlay required in the next 2 years	\$373,585							
3	Mogumber - Yarawindah Rd	0.47 to 3.32	2.75	Complete Reconstruction / Upgrade Works - remaining original funding + new Funding - to complete the original Pilot Project section Scope of Works		** \$273,795	\$493,780					
6	Mogumber - Yarawindah Rd	0.47 - 18.04	17.57	Preliminary Work (Clearing Permit to remove original trees impacting the Upgraded Carriageway and Drainage width)			\$55,000					
7	Mogumber - Yarawindah Rd	SLK 4.50 - 18.04	13.54	Preliminary Works (Geotechnical Investigation of Pavement and Subgrade Materials and Soil Testing and Report, Gravel Materials Supply Investigation and Soil Testing, Pavement Design, Feature Survey and Geometric Design, Acquisition of Fresh Water Infrastructure for construction water, Dial - A - Dig / Locate Underground Services, Tendering Costs)			\$103,000					
8	Mogumber - Yarawindah Rd	3.32 - 5.66	2.34	Reconstruction / Upgrade Works (Excluding removal of original Verge Vegetation impacting on the Upgraded Carriageway and Drainage Width)			\$775,067					
9	Mogumber - Yarawindah Rd	0.47 to 5.66	5.19	Remove all Original Vegetation impacting on the Upgraded Carriageway and Drainage Width (upon receipt of Clearing Permit for).				\$145,320				
10	Mogumber - Yarawindah Rd	5.66 - 9.80	4.14	Reconstruction / Upgrade Works (Including removal of original Verge Vegetation impacting on the Upgraded Carriageway and Drainage Width)				\$1,578,438				
11	Mogumber - Yarawindah Rd	9.80 - 13.94	4.14	Reconstruction / Upgrade Works (Including removal of original Verge Vegetation impacting on the Upgraded Carriageway and Drainage Width)					\$1,543,845			
12	Mogumber - Yarawindah Rd	13.94 - 18.04	4.10	Reconstruction / Upgrade Works (Including removal of original Verge Vegetation impacting on the Upgraded Carriageway and Drainage Width)						\$1,477,984		
13	Calingiri - New Norcia Rd	11.50 - 15.20	3.70	Preliminary Works (Clearing Permit, Geotechnical Investigation of Pavement and Subgrade Materials and Soil Testing and Report, Gravel Materials Supply Investigation and Soil Testing, Pavement Design, Feature Survey and Geometric Design, Dial - A - Dig / Locate Underground Services, Tendering Costs)				\$46,000				
14	Calingiri - New Norcia Rd	0.90 - 26.58	25.68	Clearing of Regrowth Vegetation from within the Maintenance Zone & Remove Spoil from Verges and Reshape Table Drains and Batters						\$595,000		
15	Calingiri - New Norcia Rd	11.50 - 15.20	3.70	Reconstruction / Upgrade Works (Including removal of original Verge Vegetation impacting on the Upgraded Carriageway and Drainage Width) - through low lying area where pavement is showing evidence of fatigue.								\$1,569,640
					\$726,205	\$273,795	\$1,426,847	\$1,769,758	\$1,543,845	\$2,072,984	\$1,569,640	
					\$1,000,000							
					\$9,383,074							
Projected Matching Funding Amount by SoVP					\$48,416	\$18,254	\$95,128	\$117,990	\$102,928	\$138,206	\$104,648	
						\$113,382						
					2019/20	2020/21	2021/22	2022/23	2023/24	2023/24		

NOTES

** Note : This \$ 273,795 revenue figure is the total projected carryover funding amount from the 2019/20 Yr to the 2020/21 Yr - comprising \$ 255,541 of Federal ROSI and Matching State Govt Funding + \$ 18,254 of Matching Muni Funding - subsequently there will be no requirement for the SoVP to claim the final 20% of the original \$ 933,000 WSFN Pilot Project Funding - that totals \$ 186,600. For the SoVP 2020/21 Yr Budget Considerations, Finance is to allow \$ 186,600 of WSFN Income plus a carryover amount of \$ 68,850 of WSFN funding from the 19/20 YR into this 20/21 Yr - TO COMPLETE THE ORIGINAL \$ 1 MILLION PILOT PROJECT. Additionally, Finance is to allow and additional income of \$ 1,331,719 from the WSFN for the 20/21 Year and include a Muni Matching contribution to this of \$ 95,128.

An annual 3.0% CPI factor has been included in this Summary Cost Estimate.

\$500m for road to recovery

LANAI SCARR

FEDERAL POLITICAL EDITOR

Councils will be given a \$500 million boost to support thousands of jobs and build roads and infrastructure in a major announcement from the Federal Government today.

Deputy Prime Minister Michael McCormack will unveil the huge investment in the local road and community infrastructure program for the nation's 537 councils — including 139 in WA.

Local jobs will be supported through road projects and the building of parks, paths and other community infrastructure.

However, it will ultimately be down to each council to decide how it spends its

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\$500m roads & jobs boost

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share of roughly \$1 million each.

The funding will also be complemented by the bringing forward of \$1.3 billion of the 2020-21 financial assistance grant payment. In 2019-20, WA received \$300 million as part of this.

The boost comes at a time when the economy is in a downward spiral, with 594,300 jobs lost between March and April alone.

And WA experienced the biggest fall in wages nationally between March 14 and May 2 — sliding 7 per cent.

The unemployment rate in Australia now sits at 6.2 per cent, with Treasury expecting it to climb to 10 per cent in the June quarter.

Prime Minister Scott Morrison said local governments were playing a critical role in responding to the impacts of both COVID-19 and the summer bushfires, and helping to keep people in jobs.

“Our funding boost will help councils accelerate priority

projects that will employ locally and support local business and also stimulate our economy,” Mr Morrison said.

“These projects will cut travel times, make our communities safer and upgrade the facilities we all enjoy while also getting more people into jobs.”

“We know this is going to be vital support, particularly for councils that have faced the combined impacts of drought, bushfires and now COVID-19.”

Minister for Infrastructure Mr McCormack said supporting councils to improve local roads and community infrastructure would have lasting economic and social benefits for communities, particularly those in the regions.

“This package will improve road safety and bolster the resilience of our local road networks, which will get Australians home sooner and safer, no matter where they live,” he said.

“Projects could include constructing or improving bridges and tunnels, street lighting and heavy vehicle

facilities such as rest areas. Providing support for social infrastructure projects such as new or upgraded bicycle and walking paths, community facilities, picnic shelters and barbecue facilities at parks, will help communities, especially those in regional and remote areas, stay connected.”

Minister for Local Government Mark Coulton said investing in infrastructure and jobs was crucial to helping regional communities rebound from COVID-19.

“Our package enables councils to continue their proven track record of partnering with the Coalition Government to deliver opportunities for locals to be employed and businesses to benefit by providing materials and services,” Mr Coulton said.

Guidelines for the local road and community infrastructure program will be provided directly to local governments by the Department of Infrastructure, Transport, Regional Development and Communications.