



SPECIAL MEETING OF COUNCIL

to be held on

Thursday 2 April, 2020

at 5.30pm



WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council Meetings. The Shire of Morawa disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Morawa advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i>			
Name of person declaring the interest			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

Signature: _____ **Date:** _____

Important Note: Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

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Item 1 Opening of Meeting

The President to declare the meeting open.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The President acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.

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Item 3 Recording of Attendance**3.1 Attendance (by teleconference)****Council**

President Councillor Karen Chappel
Deputy President Councillor Dean Carslake
Councillor Jane Coaker
Councillor Debbie Collins
Councillor Yvette Harris
Councillor Shirley Katona
Councillor Ken Stokes

Staff

Acting Chief Executive Officer Rob Paull
Executive Manager Corporate & Community Services John van der Meer

Members of the Public

Due to National Cabinet's further limit of most indoor gatherings to 2 people, the Shire is not in a position to provide a public gallery for this Special Meeting.

3.2 Attendance by Telephone / Instantaneous Communications

In accordance with section 14 of the *Local Government (Administration) Regulations 1996* "Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))", the President to declare that this Special Meeting shall take place via instantaneous communication. All Councillors and staff are available via telephone (teleconference).

3.3 Apologies**3.4 Approved Leave of Absence****3.5 Disclosure of Interests**

Item 4 Applications for Leave of Absence**Item 5 Response to Previous Questions****Item 6 Public Question Time***Important note:*

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6.1 Public Question Time**6.2 Public Statement Time****6.3 Petitions/Deputations/Presentations/Submissions****Item 7 Questions from Members without Notice****Item 8 Announcements by Presiding Member without Discussion****Item 9 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting**

The Elected Members to declare that they have given due consideration to all matters contained in the agenda.

Item 10 Confirmation of Minutes of Previous Meetings

Nil

Item 11 Reports of Officers**11.1 Chief Executive Officer****11.1.1 Revised Purchasing Policy and new Policy- ‘Appointment of an Acting Chief Executive Officer’**

Author: Acting Chief Executive Officer

Authorising Officer: Acting Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declare that he does not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That with respect to the Revised Purchasing Policy and new Policy – ‘Appointment of an Acting Chief Executive Officer’, that Council:

1. Note the Report; and
2. Adopt ‘Purchasing Policy’ as provided in Attachment 11.1.1A; and
3. Adopt ‘Appointment of an Acting Chief Executive Officer’ as provided in Attachment 11.1.1B.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

Council is requested to consider two important policies that are required to:

- enable the Shire to address actions associated with COVID-19; and
- protect Council in relation to arrangements should the Acting CEO be unavailable.

DETAIL

Item 11.2.1 to this Special Meeting Agenda addresses the Shire’s recommendation with respect to an economic response to COVID-19. In order to allow the Shire to swiftly respond to the COVID-19 emergency, Council will need to amend the Purchasing Policy. The recommended amendments to the Policy are to increase the Shire’s purchasing limits where a single quotation is required and to reflect the Government’s increase of tender requirements to \$250,000. The amendments highlighted in yellow as **Attachment 11.1.1A**.

Council is requested to adopt a new policy with respect to appointing John van der Meer as Acting CEO should the current Acting CEO be unavailable due to COVID-19 or other reasons.

LEVEL OF SIGNIFICANCE

Very High – economic and social impact of the COVID-19 disease may be extremely high and adequate preparations and precautionary measures need to be put in place.

CONSULTATION

Shire President

LEGISLATION AND POLICY CONSIDERATIONS

Council’s role to determine the Local Government’s policies is defined in section:

2.7 Role of council

“(1) The council —

- (a) governs the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government’s finances and resources; and*
- (b) determine the local government’s policies.”*

Under the *Local Government Act 1995*, section 5.36(2)(a) provides that Council must determine the appropriateness of the person appointed to perform the role of Acting CEO.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no significant direct financial implications for the current budget as a result of the adoption of the proposed policies, however, the Purchasing Policy may direct the activities of the Shire into the future and specifically, actions to address COVID-19.

RISK MANAGEMENT CONSIDERATIONS

Nil

CONCLUSION

That Council adopt the policies subject of this report.

ATTACHMENTS

- Attachment – 11.1.1A Revised Purchasing Policy*
- Attachment – 11.1.1B Appointment of an Acting Chief Executive Officer*

ATTACHMENT 11.1.1A

3.4 PURCHASING POLICY**Objective**

- a) To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*;
- b) To deliver a best practice approach and procedures to internal purchasing for the Shire of Morawa;
- c) To ensure consistency for all purchasing activities that integrates within all the Shire of Morawa operational areas.

Why do we need a Purchasing Policy?

The Shire of Morawa is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a) Provides the Shire with a more effective way of purchasing goods and services;
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner;
- c) Strengthens integrity and confidence in the purchasing system;
- d) Ensures that the Shire of Morawa receives value for money in its purchasing;
- e) Ensures that the Shire of Morawa considers the environmental impact of the procurement process across the life cycle of goods and services;
- f) Ensures the Shire of Morawa is compliant with all regulatory obligations;
- g) Promotes effective governance and definition of roles and responsibilities;
- h) Uphold respect from the public and industry for the Shire of Morawa's purchasing practices that withstand probity.

Ethics & Integrity

All officers and employees of the Shire of Morawa shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Morawa. The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a) Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b) All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Morawa policies and code of conduct;
- c) Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d) All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- e) Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) Any information provided to the Shire of Morawa by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- a) All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
- c) Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- d) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

PURCHASING THRESHOLDS AND PROCESSES

Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

Purchasing that is **below \$250,000** in total value (excluding GST) must utilize a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$250,000** in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilized by the Shire. Tender exemptions apply in the following instances:

- a) An emergency situation as defined by the *Local Government Act 1995*;
- b) The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilizing a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector;

- c) The purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- d) The purchase is under auction that has been authorized by Council;
- e) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- f) Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Determining purchasing value is to be based on the following considerations:

- a) The actual or expected value of a contract over the full contract period (including all options to extend);
- b) The extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Note: When making a decision about whether to conduct a Public Tender or utilize a Tender exempt arrangement, the Shire should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a Public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Morawa:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999	Obtain at least one (1) verbal quotations from suppliers. If a written quotation is received, it must be supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts.
\$5,000 - \$19,999	Obtain at least two (2) written quotations (e.g. email, fax or original copy). OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

Purchasing Thresholds (ex GST)	Purchasing Requirements
\$20,000 - \$49,999	<p>Obtain at least two (2) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$50,000 – \$249,999	<p>Obtain at least three (3) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$250,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

The following is an exemption to the above **Purchasing Thresholds – Requirements** table and requirements for Request for Quotation:

- Where the purchase is in accordance with a Council endorsed economic response to COVID-19, the following applies:

Purchasing Thresholds (ex GST)	Purchasing Requirements - Economic response to COVID-19
Up to \$19,999	<p>Obtain at least one (1) verbal quotation from suppliers only where the:</p> <ul style="list-style-type: none"> supplier is operating within the Shire of Morawa; and purchase is in accordance with the Council endorsed economic response to COVID-19

Where considered necessary, the Shire may consider calling Public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$250,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a Public Tender for contracts of less than \$250,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note:

The thresholds specified in the Purchasing Thresholds Table are determined purely on dollars values, however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works, suppliers, contracts, or any other item that the Shire considers appropriate.

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$250,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$250,000, the Shire must either undertake:

- a) A Public Tender process; or
- b) Requests for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilize a Request for Quotation process through eQuotes or in writing directly with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a Public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilized by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. The Shire can also upgrade eQuotes to include their local suppliers.

Request for Quotation Process

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- a) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- b) Selection Criteria to be applied;
- c) Price Schedule;
- d) Conditions of responding;
- e) Validity period of offer;
- f) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- g) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- h) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- i) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note:

While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Government with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a Public Tender process due to legal process contract risks.

Public Tender

In the event that the Shire elects to call a Public Tender:

- a) Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted;
- b) The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders, the Evaluation Panel must contain a minimum of two (2) members;
- c) A Tender Notice must be advertised in a State-wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday;
- d) The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum;
- e) The Tender Notice must include:
 - f) A brief description of the goods or services required;
 - g) Information as to where and how Tenders may be submitted;
 - h) The date and time after which Tenders cannot be submitted;
 - i) A contact person to supply more detailed information if required. Detailed information must include:
 - j) Such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
 - k) Detailed specifications of the goods or services required;
 - l) The criteria for deciding which Tender response should be accepted;
 - m) Whether or not the Shire has decided to submit a Tender response; and

- n) Whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

Additional Information

1. Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair;
2. If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation;
3. A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected;
4. No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline;
5. Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present;
6. The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers or representatives present at the opening of Tender responses.

Where the Shire has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a) A sufficient number of quotations are obtained;
 - b) The process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
 - c) The specification for goods and/or services remains unchanged;
 - d) Purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
1. Tender responses that have not been rejected must be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous;
 2. If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- a) The name of the successful Tenderer;
- b) The total value of consideration of the winning offer;
- c) The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

Request for Quotation (\$50,000 or over to \$249,999 in value)

For the procurement of goods or services where the value **exceeds \$50,000** but is **less than \$249,999**, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that a Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a Request for Quotation that includes as a minimum:
 - b) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - c) Selection Criteria to be applied;
 - d) Price Schedule;
 - e) Conditions of responding; and
 - f) Validity period of offer.
1. Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
 2. New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
 3. Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;

4. Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$20,000 - \$49,999 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is \$20,000 - \$49,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;

- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$5,000 - \$19,999 in value)

Written Requests for Quotations

With the exception of purchases undertaken as an economic and/or social response to COVID-19, for the procurement of goods or services where the value is \$5,000 - \$19,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook has a model Request for Quotation Template and a Verbal Form Template which provide best practice documentation and will assist with recording details.

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$5,000 the Shire may undertake a verbal Request for Quotation process.

The verbal quotation must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- a) Ensure that the requirement/specification is clearly understood by the Shire employee seeking the verbal quotations;
- b) Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- c) Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.

FINANCIAL REQUIREMENTS AND DELEGATIONS

All procurement activities shall be undertaken in accordance with the requirements of authorized purchasing limits as delegated to, and by, the Chief Executive Officer (Delegation 7.2.11 – Incurring Liability and Making Payments).

RECORDS MANAGEMENT

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's internal Records Management Policy.

All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- a) Tender documentation;
- b) Internal documentation;
- c) Evaluation documentation;
- d) Enquiry and response documentation;
- e) Approval documentation;
- f) Notification and award documentation.

For a Request for Quotation process, this includes:

- a) Quotation documentation;
- b) Internal documentation;
- c) Approval documentation;
- d) Order forms and requisitions.

SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how the Shire can procure goods and services in a socially responsible way.

The Shire is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Shire shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimize environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Application

In practical terms sustainability and corporate social responsibility in procurement means the Shire shall endeavour at all times to identify and purchase products and services that:

- a) Have been determined as necessary;
- b) Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- c) Demonstrate environmental best practice in water efficiency;
- d) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;

- e) Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimize waste will be given priority;
- f) Demonstrate a regard for the local economy and a supply chain that supports local business development;
- g) Are ethically sourced from sustainable and fair-trade supply chains;
- h) With regards to motor vehicles (where practicable) - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- i) With regards to new buildings and refurbishments (where practicable), use renewable energy and technologies where available.

BUY LOCAL AND REGIONAL PRICE PREFERENCE

BUY LOCAL

Under the State Government's Buy Local Policy, Government Agencies and Local Governments (including the Shire of Morawa) are encouraged to maximize participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that businesses locally are provided with every opportunity to bid for work. It is recognized that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

Application

As much as practicable, the Shire's purchasing must:

- a) Ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- b) Ensure that procurement plans address local business capability and local content;
- c) Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- d) Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- e) Provide adequate and consistent information to potential suppliers.

REGIONAL PRICE PREFERENCE

Non-metropolitan Local Governments (such as the Shire of Morawa) are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

Application

The Shire of Morawa may give a price preference to a regional Tenderer or Supplier by reducing the bid price by:

- a) 10% — where the contract or quote is for goods or services, up to a maximum price reduction of \$50 000;
- b) 5% — where the contract or quote is for construction (building) services, up to a maximum price reduction of \$50 000; or
- c) 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.

The amounts, or levels of price preference, in (a) and (b) and (c) above are applicable to businesses/contractors located within the Mid-West Region of Western Australia.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

An example of how the price preference policy works is as follows:

Quote Received	Price Received	Price Reduction 10%	Adjusted Price
Quote 1 – Mid West Supplier	\$100,000	\$10,000 (10% of \$100,000)	\$90,000
Quote 2 – Metropolitan Supplier	\$95,000	No preference is applicable	\$95,000
Quote 3 – Metropolitan Supplier that uses \$50,000 of local goods and services	\$97,500	\$5,000 (10% of local content i.e. \$50,000 is applied)	\$92,500

It can be seen from the above table that, in terms of price, the quote from the regional supplier is the most advantageous, once the preference has been applied.

PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to State Government policy, the Shire is encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

Application

The Shire is encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website:
www.wade.org.au

Note: Local Governments can also purchase from WA Disability Enterprises via WALGA Preferred Supply Contracts and State Government Common Use Arrangements (CUAs).

ADOPTION

Adoption of this Purchasing Policy was endorsed by the Shire on:

Responsible Officer	Date	Signature
CEO		
President		

ATTACHMENT 11.1.1B

APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

1. Appointment of a person to a designated senior employee position on a temporary or acting basis will be in accordance with Local Government Act s 5.39 (1a).
2. In the event of an unforeseen absence of the Chief Executive Officer (CEO) then the default Acting CEO will be the Executive Manager of Corporate Services, Mr John van der Meer for a period not exceeding ten (10) working days.

11.2 Executive Manager Corporate & Community Services

11.2.1	COVID-19 Emergency Response Reserve
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Author: Executive Manager Corporate and Community Services

Authorising Officer: Acting Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That with respect to COVID-19 Emergency Responses, Council resolve to:

1. Set up a temporary *COVID-19 Emergency Response Reserve* for the maximum duration of 12 months commencing 2 April 2020; and
2. Allocate (up to) \$110,000 from the *Economic Development Reserve*, \$30,000 from the *Plant Reserve*, and the balance (approx. \$50,000) from the *Morawa Community Future Funds Reserve* (subject to the Sinosteel Committee's and Council's approval) to the *COVID-19 Emergency Response Reserve*; and
3. Provide one month's local public notice of the proposal to allocate the proposed funds to the *COVID-19 Emergency Response Reserve* to the Shire's Operational Budget enabling support to be provided to the local community; and
4. Adopt the *Shire of Morawa – COVID-19 Community Recovery Package* (Attachment 11.2.1A); and
5. Authorise the Chief Executive Officer in advance, under section 6.8(i)(b) of the *Local Government Act 1995*, to expend the allocated budget of the *COVID-19 Emergency Response Reserve* generally in accordance with the *Shire of Morawa – COVID-19 Community Recovery Package* (Attachment 11.2.1A); and
6. Request the Chief Executive Officer to develop the financial budget for the year 2020/21 based on a *nil increase* for Rates, Fees and Other Statutory Charges; and
7. When preparing the 2020/21 Budget, Council consider measures (either temporary or long term) associated with limiting the economic and/or social impacts or the associated recovery of COVID-19 for rates payers by, but not limited to:
 - a) Inviting rate payers to pay their leviable 2020/21 Rates on a monthly basis in addition to the standard quarterly payments; and
 - b) Waiving the 5% per annum interest surcharge for monthly or quarterly payments of leviable rates 2020/21; and

c) Providing a 5% discount to rate payers on their 2020/21 leviable rates if they pay their levied rates up front as a lump sum to cover the fiscal year (1 July 2020 to 30 June 2021); and

8. Authorise the President and the Chief Executive Officer to commence the lobby for additional State and/or Federal funding relating to the direct and indirect expenditure of COVID-19 related issues.

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to inform Council about the Shire's current financial situation and provide options to support the local community in combating the potentially very significant economic and social challenges from the COVID-19 / Corona Virus pandemic.

Also, to have Council consider, approve and implement multiple financial measures and stimulus to the local community to provide support during the pandemic and the subsequent recovery phase.

DETAIL

The COVID-19 pandemic has caused forced temporary closure of public and commercial facilities and led to limited access to essential services such as supermarkets. Due to the prohibition of public gatherings, it is expected that the economic and social impact will be very high and costly.

The Premier and Minister of Local Government have urged Local Government Authorities to consider all financial measures to provide ongoing support to local communities. The Shire of Morawa has multiple reserves in accordance with s.6.11 of the *Local Government Act 1995* which have a dedicated spending profile adding up to \$3,4800,00 (balance on 28 March 2020).

To support the local community, it is suggested to implement of broad range of financial measures as listed below and defined in *Shire of Morawa – COVID-19 Community Recovery Package* (Attachment 11.2.1A):

- Set up a temporary reserve *COVID-19 Emergency Support Reserve* which is up to \$190,000 or approx. 10% of the 2019/20 levied Rates – according to the adopted budget 2019/2020 the levied rates accumulate to \$1,923,200.13; and
- The *COVID-19 Emergency Support Reserve* is to be funded from the current reserves with a suggested prioritisation as follows:
 - Economic Development Reserve for \$110,000; and
 - \$50,000 from the *Plant Reserve*; and
 - \$5,000 from the *Building Reserve*; and
 - The balance of approx. \$25,000 from the *Community Development Reserve*

(see Attachment 11.2.1B overview of reserves); and

- Also, Council will consider supporting rate payers by a *nil increase* for Rates, Fees and Other Statutory Charges compared to the 2019/2020 adopted budget (see *Attachment 11.2.1C. Rates, Fees and Other Statutory Charges*); and
- In addition to the leviable rates, fees and charges being frozen for the financial budget 2020/21, it is suggested to waive the penalty interest on rates (5% per annum) for rates payments and also to implement a 5% discount on payable rates if a rate payer pays the levied rate up front with a lump sum payment.

Should Council supporting the *Shire of Morawa – COVID-19 Community Recovery Package*, the Shire will, amongst other strategies, endeavour to spend as much as possible locally, will bring purchases of plant and projects forward and will invest in the development of recovery strategies from the effects of the pandemic.

It is appropriate to give the Acting CEO adequate decision-making power in the form of authorisations and delegations to ensure support can be carried out throughout the duration of the pandemic and subsequent recovery.

In accordance with the direction from the Premier, this means that the budget for the next financial year 2020/21 will be set up based on a *nil increase* of rates, fees and charges whilst also considering additional measures such as: limiting the interest and expanding the options to pay rates, fees and charges (i.e. lump sum, monthly or quarterly).

LEVEL OF SIGNIFICANCE

Very High – economic and social impact of the COVID-19 disease may be extremely high and adequate preparations and precautionary measures need to be put in place.

CONSULTATION

Shire President
Acting Chief Executive Officer
Senior Staff

LEGISLATION AND POLICY CONSIDERATIONS

This report has been written in accordance with the

- *Local Government Act 1995*; and
- *Local Government (Financial Management) Regulations 1996*; and
- *Local Government (Functions and General) Regulations 1996*

Both the Premier and Minister of Local Government have indicated that Council will be supported by the Department in coming up with creative ideas which might bend the current set up of the rules and regulations.

With regards to the Shire's Policies and Strategic Objectives, the measures suggested and recommended in this report related to:

- Economic Pillar: support local businesses and community to combat the economic impact of the pandemic
- Social Connection Pillar: to provide services that meet the needs of the community
- Leadership & Governance Pillar:
 - Long Term financial viability, a local government that is respected, accountable and professional

FINANCIAL AND RESOURCES IMPLICATIONS

The allocation of reserve funds to a temporary emergency reserve poses several financial and resources implications. These may prove to be significant over time. These unprecedented times warrant an extreme approach to implement recommended measures.

RISK MANAGEMENT CONSIDERATIONS

In accordance with Council's Risk Management Policy (Policy 3.3) several risk categories have been identified and mitigation strategies have been put in place as defined in Attachment 11.2.1D: *Comprehensive Risk Management Assessment*.

CONCLUSION

The potential consequences of the COVID-19 pandemic are projected to be severe. Council has been urged to come up with creative ideas to financially and socially support the local community. With a broad range of financial measures in place, the Shire will do everything it can to mitigate risks and limit negative consequences.

ATTACHMENTS

Attachment 11.2.1A – Shire of Morawa – COVID-19 Community Recovery Package

Attachment 11.2.1B – Overview of Reserves

Attachment 11.2.1C – Overview of Rates, Fee and Other Statutory Charges

Attachment 11.2.1D – Comprehensive Risk Management Assessment

ATTACHMENT 11.2.1A

SHIRE OF MORAWA – COVID-19 COMMUNITY RECOVERY PACKAGE**Overview**

The coronavirus COVID-19 pandemic has escalated world-wide over the last few weeks and has resulted in considerable and serious economic and social impacts on communities.

Within the Shire's financial and operational capacities, the Shire has taken significant steps to review its services to avoid face to face contact where possible to protect both staff and the community in an effort to prevent the spread of infection from the COVID-19 virus. In addition to this, the Shire recognises the need to provide additional support to the community, particularly the most vulnerable members, noting that it is expected that there will be a significant increase in the number of people falling into this category, and this may continue for a significant period of time.

This *COVID-19 Community Recovery Package* has been prepared to provide a range of support mechanisms to assist the community while the pandemic continues.

Identification of those in need

Council recognises that the COVID-19 pandemic has and will continue to affect every community member. It is noted that the Federal and State Governments continue to announce measures to support people in the community and that the Federal Govt and banks are now offering relief packages for business and personal customers.

Within the financial and operational capacity of the Shire, Council seeks to support these measures by planning to support our businesses that endure hardship due to the COVID 19 Virus. Council has resolved to responsibly use reserve funds to enhance the ability these businesses to continue to operate and provide critical services. This funding will not replace funding to businesses and organisations from the Federal and State Governments and will be an additional and fast way for Council to support businesses that operate and employ our community.

In addition, the Shire will assist community members to access the critical help they might need if they have compromised health, income and safety concerns due to the COVID-19 pandemic. Council has authorised the Chief Executive Officer to deploy Shire Staff with agencies in community support and recovery roles.

Council and the Shire acknowledges the absolute value and commitment of our staff in these troubling times.

Council commitments through the Community Recovery Package**Funding**

Council will establish a *COVID-19 Emergency Response Reserve* of \$190,000, representing 10% of 2019/20 rate revenue sourced through existing Shire reserves. The COVID-19 Reserve will be administered by the Chief Executive Officer in consultation with the President.

As the extent of the pandemic is increasing daily and the full impact is difficult to predict, funding will be determined on a case-by-case basis and authorised by the Chief Executive Officer, taking into account government directives, evolving issues on a national and local level and any other relevant factors relating to the situation as it unfolds.

Rates, Fees and Charges

- Nil Increase for Rates for the 2020/2021 financial year;
- Waiving of all non-regulatory or externally imposed Shire fees and statutory charges for the period from 2 April 2020 until 30 June 2020; and
- Waiving of penalty interest charged on outstanding rates for the period from 2 April 2020 until 30 June 2020; and
- Continue flexible payment plans for those in vulnerable situations or experiencing financial hardship; and
- Specific 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.

In Kind Support

- 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.

Community Care

- Quick access to Federal and State Agencies to assist vulnerable people and those most affected by the pandemic. The Shire's services may include, but not be limited to, the following types of support:
 - Where sought, direct assistance to the Morawa Perenjori Health Service and Morawa Police in the form of re-directing Shire Staff to support required tasks;
 - Programs that connect community members to Agency support; and
 - Enhancing people's access to critical information; resources; mental health and counselling services.

Review of Community Recovery Package

- This *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.

ATTACHMENT 11.2.1B

Overview of Reserves

Below is an excerpt of the reserve list as per 28 February 2020 and as reported in the Financial Activity Statements which were adopted on 19 March 2020 by Council.

Reserve Name	28 February 2020
Leave Reserve	\$219,841.67
Plant Reserve	\$838,351.40
Building Reserve	\$94,125.95
Economic Development Reserve	\$113,452.74
Community Development Reserve	\$1,252,315.08
Sewerage Reserve	\$247,437.48
Unspent Grants and Contributions Reserve	\$0.00
Business Units Reserve	\$125,712.80
Morawa Future Funds Reserve	\$2,068,331.97
Morawa Community Future Funds Reserve	\$274,192.86
Refuse Transfer Station Reserve	\$0.00
Aged Care Units Reserve Units 6 - 9	\$9,477.62
Legal Fees Reserve	\$26,074.25
Road Reserve	\$147,020.85
Aged Care Units Reserve Units 1 - 4	\$70,540.89
Aged Care Units Reserve Unit 5	\$56,627.02
Swimming Pool Reserve	\$40,643.09
TOTAL	\$5,584,145.67

ATTACHMENT 11.2.1C

Overview of Rates, Fee and Other Statutory Charges

Please refer to the *Schedule of Fees & Charges* as published on Council's website:

<https://www.morawa.wa.gov.au/shire/documents/fees-charges.aspx>

Comprehensive Risk Management Assessment.

Risk Category	Risk Description	Likelihood and consequence	Risk Rating	Mitigation Strategy	Residual Risk Rating (consequence change only)
Financial	The risk of spending too much on or not enough on the consequences of the pandemic as the Shire	L: Almost Certain C: Extreme	Extreme	<ul style="list-style-type: none"> Set up of COVID-19 Emergency Response Reserve Set up of adequate authorisations and delegations to the CEO 	High
Social – Economic	Foreclosure of businesses may lead to rate payers defaulting on payable rates, fees and charges People losing their jobs may lead to social challenges	L: Likely C: High	High	<ul style="list-style-type: none"> Support local businesses with expenditure up front and locally sourced at mark up prices Provide a nil increase on rates, fees and charges for Waive interest payable from 2 April 2020 and for the 2020/21 Rates A discount for rate payers who pay their 2020/21 rates up front as a lump sum 	High
Reputation	Council as the scape goat for consequences	L: Likely C: High	High	Staff will communicate extensively and regularly about the risks, actions and consequences before, during and after the event to inform community about the status	Medium
Legal & Compliance	Not complying with the Acts and Regulations may lead to measures taken by the Department	L: Almost Certain C: Extreme	Extreme	<ul style="list-style-type: none"> The Department has indicated to support LGAs in their efforts to combat this pandemic and urges LGAs to be creative and supportive Contact Audit (OAG) partner and inform them about the solutions adopted 	Low
Medium Services Delivery	A forced closure, lock down or stand down of staff will lead to services interruption	L: Possible C: High	High	<ul style="list-style-type: none"> Precautionary measures taken Working from home Washing hands and safety notices Communicate with staff regularly Business Continuity Program 	Medium

11.3 Economic Development Manager

Nil

11.4 Executive Manager Works & Assets

Nil

Item 12 Reports of Committees

Nil

Item 13 Motions of Which Previous Notice Has Been Given
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Nil

Item 14 New Business of an Urgent Nature

Nil

Item 15 Matters for Which the Meeting May Be Closed (Confidential Items)

Nil

Item 16 Closure

16.1 Date of Next Meeting

The next meeting will be the Ordinary Meeting of Council to be held on Thursday, 16 April 2020 commencing at 5.30pm.

16.2 Closure

There being no further business, the President to declare the meeting closed at.....pm.