

SHIRE OF MORAWA ORDINARY COUNCIL MEETING ATTACHMENTS

Thursday, 21 November 2024



Agenda Attachments

Shire of Morawa

Ordinary Council Meeting

21 November 2024

List of Attachments

11.1 Chief Executive Officer

11.1.3 Request from Main Roads Western Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network (RAV) rating (D24#1209019)

Attachment 1 – 11.1.3a Main Roads Heavy Vehicle Services (HVS) Application

Attachment 2 – 11.1.3b Shire of Morawa RAV Route Assessment

Attachment 3 – 11.1.3c Restricted Access Vehicle Route Assessment Guidelines

11.1.4 Request from Main Roads Western Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network (RAV) rating (D24#1347245)

Attachment 1 – 11.1.4a Main Roads Heavy Vehicle Services (HVS) Application Attachment 2 – 11.1.4b Shire of Morawa RAV Route Assessment

11.1.5 Administration Office Project

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11.2.2 Shire of Morawa Policy Manual Review – Stage 4

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Attachment 2 – 11.2.2b Proposed ELM23 - Financial Hardship Policy

Attachment 3 - 11.2.2c EMP11 Proposed revised Policy Payments to Employees in Addition to Contract or Award

11.2.3 Shire of Morawa Road Maintenance Plan 2025 -2035

Attachment 1 – 11.2.3a Shire of Morawa Road Maintenance Plan 2025-2035

11.2.4 Shire of Morawa Waste Plan 2024 -2034

Attachment 1 - 11.2.4a Shire of Morawa Waste Plan 2024 - 2034

Attachment 2 – 11.2.4b Shire of Morawa Landfill Post Closure Plan



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1-	11.1.3a Main Roads Heavy Vehicle Services (HVS) Application				
Attachment 2-	11.1.3b Shire of Morawa RAV Route Assessment				
Attachment 3-	11.1.3c Restricted Access Vehicle Route Assessment Guidelines				
Item 11.1.3-	Request from Main Roads Western Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network (RAV) rating (D24#1209019)				



Application to Add or Amend a Road on a Restricted Access Vehicle Network

This form is to be completed when applying to have road(s) assessed to be added to a RAV Network. All route assessment applications will be assessed in accordance with the RAV Access Approval & Review Policy and associated documents, available on the Access Requirements in WA page on our website.

Applicant Details

Operator Name

Contact Name Contact Number

Email

RAV Category to be Assessed

Tandem Drive RAV Categories Tri Drive Categories 1-5

Note: Refer to our website for the relevant Operating Conditions on the Orders page.

Note: Refer to our website for the relevant Operating Conditions on the Tri Drive page.

Tandem Drive PBS Categories

Tri Drive PBS Categories

Note: Refer to our website for the WA PBS Scheme - Access Levels & Principles on the PBS page to determine your PBS Category.

Accredited Containerised Freight Categories

Note: Refer to our website for the Accredited Containerised Freight Operating Conditions.

Road Trains with Long Trailers

Note: Refer to our website for the Road Train with Long Trailers Operating Conditions.

Oversize Road Train and B-Double Categories

Platform Trailer Relocation

Note: Refer to our website for the Oversize Road Train and B-Double Operating Conditions.

Note: Refer to our website for the Platform Trailer Relocation Operating Conditions.

Class 1 RAV - 8 Tyres Per Axle Low Loader Overmass

Other

Note: Refer to our website for the Class 1 RAV - 8 Tyres Per Axle Low Loader Overmass Period Permit Operating Conditions.

PBS Specific Access (e.g. Level 2, 31.5 metres)

MRWA

Concessional Mass Level to be Assessed

Level 1 Mass Networks are applied when a road is approved on the equivalent base Tandem Drive, Tri Drive or PBS Network(s) listed in the above section.

Note: Refer to our website for the relevant Operating Conditions on the Accredited Mass Management Scheme (AMMS) page.

Concessional Mass Levels									
	Tandem Axle	Tri Axle	Quad Axle						
	Group	Group	Group (PBS)						
Level 1	17.0t	21.5t	24.0t						
Level 2	17.0t	22.5t	27.0t						
Level 3	17.5t	23.5t	28.5t						

Requested Mass Level

Transport Task Details

Estimated Annual Tonnage (t)

Estimated Loaded Movements

Reason for RAV Access Application

List all roads for the intended route (for campaign haulage tasks only): Include start and end location and attach a map.

Roads to be Assessed

List required road(s) that are not currently approved for the required level of RAV Access.

Email completed form to: hvsrouteassessments@mainroads.wa.gov.au Heavy Vehicle Services Main Roads WA
PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone: 138 486
www.mainroads.wa.gov.au

Dimension Requirements						Road Manager to Complete	
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	School Bus Route	Current Traffic Volumes (vehicles per day)
5110015	Fabling Rd	Canna North East Rd & Offszanka Rd 0	Williamson Rd & Swanson Rd (12.760)	Tandem Drive Network 6.1, Tri Drive 1.1, PBSTD2B.1	Tandem Drive Network 7	Υ	<50
5110004	Gutha East Rd	Ludlow Rd 0	Mullewa Wubin Rd & Gutha West Rd (29.290)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	N	<50
5110010	Gutha West Rd	Mullewa Wubin Rd & Gutha East Rd 0	Gutha West Rd - End Road -15.5	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<50
5110062	Holder Rd	Madden Rd & Toohey Rd 0	Gutha East Rd -5.22	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	N	<20
5110076	Madden Rd	Morawa - Yalgoo Rd 0	Toohey Rd & Holder Rd -8.96	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<20
5110059	McWhirter Rd	Madden Rd 0	McWhirter Rd - End Road -8.1	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<20
5110060	Morris Rd	Williamson Rd 0	McWhirter Rd -8.08	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<20
5110016	Stephens Rd	Evaside Rd & Ross Rd 0	Fabling Rd -10.42	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<50
5110061	Swanson Rd	Fabling Rd & Williamson Rd 0	Toohey Rd -5.35	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	N	<20
5110058	Toohey Rd	Madden Rd & Holder Rd 0	Stephens Rd -8.23	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	N	<20
5110026	Williamson Rd	Fabling Rd & Swanson Rd 0	Canna North East Rd -11.23	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	Υ	<50
5110007	Canna North East Rd	Fabling Rd & Offszanka Rd 0	Gerber Rd & Jenkins Rd -19.57	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7	N	<50



Restricted Access Vehicle – Route Assessment

Canna North East Road SLK 0.00 to 19.57 Upgrade from RAV4 TO RAV7

Canna North East Road is both a bitumen sealed road and a gravel / natural material formed road.

From SLK 0.00 to 0.49 it is of a bitumen sealed construction with a width of 6 metres and a 1 metre gravel shoulder on each side with the seal generally being in an average to poor condition, from SLK 0.49 to 12.54 it is of an imported gravel material construction with a tested thickness of 125mm in the main trafficable area with a trafficable width of 8 metres in most areas and between SLK 7.10 to 8.80 a running area of 7.5 metres due to trees within the road reserve. From SLK 12.54 to 19.57 it is constructed from in-situ materials with a running width of 8 metres.



Figure 1. Looking West from the intersection of Canna Nth East Rd and Offszanka/Fabling Rd.

When looking West from the intersection of Canna North East Road and Offszanka/ Fabling Rd in a parked position from a height of 2.4m you have a vision of 395m to the west. The distance from the

centre of the intersection to the hold/stop line at the railway level crossing is 39.5m, the maximum length of a RAV 7 vehicle is 36.5m.



Figure 2. Looking East from the intersection of Canna Nth East Road and Offszanka/Fabling Rd.

When looking East from the intersection of Canna North East Road and Offszanka/Fabling Rd in a parked position from a height of 2.4m you have a vision of 198m.



Figure 3: Looking South SLK 0.48



Figure 4: Looking North SLK 0.48



Figure 5: Looking North top of jump up SLK 4.67



Figure 6: LookingSouth top of jump up SLK 4.67



Figure 7: Looking South SLK 11.51



Figure 8: Looking South SLK 19.57 / end of road

Canna North East Road is currently rated as a RAV 4 with conditions road, the conditions attached to Canna North East Road are as follows:

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 80 km/h

- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

The Shire recently inspected Canna North East Road between SLK 0.00 and 0.56 and supported the upgrade to RAV 7

After inspecting the section of Canna North East Road between SLK 0.56 and 19.57 there is reason not to support the upgrading to RAV 7. There are road geometry issues between SLK 13.82 and 19.57 which make it unsafe to operate vehicles greater than RAV 4.1

Canna North East Rd SLK 0.00 to 0.56 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle - Route Assessment

Fabling Road SLK 0.00 to 12.76 Upgrade from RAV6 TO RAV7

Fabling Road is a gravel / natural material formed road and a bitumen sealed road

From SLK 0.00 to 0.54 is a bitumen seal construction with 1 metre shoulders on each side, the seal is in fair to poor condition. From SLK 0.54 to 12.76 it is a minimum 8 metre wide running surface constructed of imported gravel and natural material formation.

Fabling Rd also serves as a school bus route between SLK 10.42 and SLK 12.760



Figure 1: Looking East SLK 0.00



Figure 2: Looking West SLK 0.54



Figure 3: Looking East SLK 0.54



Figure 4: Looking East SLK 12.34



Figure 5: Looking West SLK 12.76

Fabling Rd is currently rated as a RAV 6 road with no conditions

In Conclusion:

After completing the inspection of Fabling Rd the recommendation is to support the upgrade of Fabling Rd to Rav 7 from SLK 0.00 to 12.76.

Being that Fabling Rd is currently rated RAV 6 there is no reason it can not be rated as a RAV 7

Fabling Rd SLK 0.00 to 12.76 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle - Route Assessment

Gutha East Road SLK 0.00 to 29.29 Upgrade from RAV4 TO RAV7

Gutha East Road is both a bitumen sealed road and a gravel / natural material formed road.

From SLK 0.00 to 22.27 it is of a imported gravel / natural material construction with a minimum width of 8 metres. From SLK 22.27 to 29.29 it is a 4 metre wide sealed construction with 2 metre shoulders on each side, the seal is in fair to good condition.



Figure 1: Looking West SLK 0.00



Figure 2: Looking West SLK 2.50



Figure 3: Looking North Morawa Yalgoo Rd Intersection on East Side

When looking North from a height of 2.4 metres the sightline to the north is greater than 300 m.



Figure 4: Looking South Morawa Yalgoo Rd Intersection on East Side

When looking South from a height of 2.4 metres the sightline to the south is greater than 300 m.

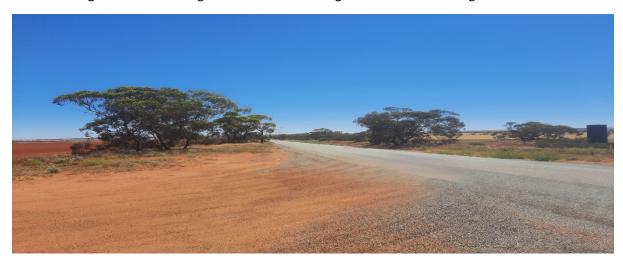


Figure 5: Looking North Morawa Yalgoo Rd Intersection on West Side

When looking North from a height of 2.4 metres the sightline to the north is greater than 300 m.



Figure 6: Looking SouthMorawa Yalgoo Rd Intersection on West Side

When looking South from a height of 2.4 metres the sightline to the south is greater than 300 m.



Figure 7: Looking East SLK 22.27



Figure 8: Looking West SLK 22.27



Figure 9: Looking West to Rail Crossing at SLK 25.95

The rail crossing is visible from a distance of 900 metres to the east of the crossing.



Figure 10: Rail Crossing SLK 25.95

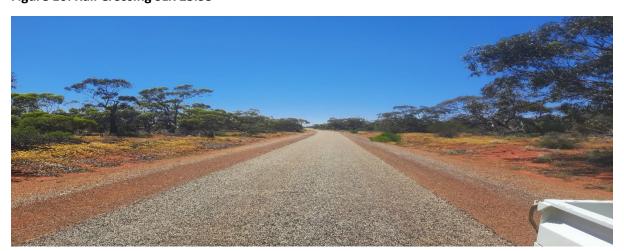


Figure 11: Looking East to Rail Crossing at SLK 25.95

The rail crossing is visible from a distance of 500 metres to the west of the crossing.



Figure 12: Looking East SLK 29.29

Note the road approaching Wubin Mullewa Rd is on an approximatley 22.5 degree angle.



Figure 13: Looking South Wubin Mullewa Rd Intersection

When looking South from a height of 2.4 metres the sightline to the south is greater than 250 m.



Figure 14: : Looking North Wubin Mullewa Rd Intersection

When looking North from a height of 2.4 metres the sightline to the north is greater than 250 m.

Gutha East Rd is currently rated as a RAV 4 road with the following conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 60 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Gutha East Rd the recommendation is to support the upgrade of Gutha East Rd to Rav 7 from SLK 0.00 to 25.04 (Stephens Rd intersection), from SLK 25.04 to 29.29 the Shire doesn't support the upgrade due to the Wubin Mullewa Rd / Gutha East Rd intersection due to it's current alignment also currently the Wubin Mullewa Rd is rated as a RAV 4 road and would require upgrading for RAV 7 access and as visible in figure 13 current Rav 4 vehicles exiting Gutha East Rd turning south onto the Wubin Mullewa Rd can not make the turn without entering the north bound lane, a RAV 7 vehicle will be unable to make this turn safely.

Gutha East Rd SLK 0.00 to 29.29 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle – Route Assessment

Gutha West Road SLK 0.00 to 15.50 Upgrade from RAV4 TO RAV7

Gutha West Road is a gravel / natural material formed road with a bitumen sealed floodway

From SLK 0.00 to 10.90 it is of a imported gravel construction with a minimum width of 8 metres. From SLK 10.90 to 11.20 it is a 7.6 metre wide sealed floodway, the seal is in fair to poor condition. From SLK 11.20 to 15.50 it is of imported gravel and natural material formation with a minimum width of 7.6 metres

Gutha West Rd also serves as a school bus route.



Figure 1: Looking South from the intersection of Wubin Mullewa Rd / Gutha West Rd

When looking South from a height of 2.4 m you have a sightline of more than 200 m.



Figure 2: Looking North from the intersection of Wubin Mullewa Rd / Gutha West Rd
When looking South from a height of 2.4 m you have a sightline of more than 150 m.



Figure 3: Looking West SLK 0.00



Figure 4: Looking East SLK 6.52

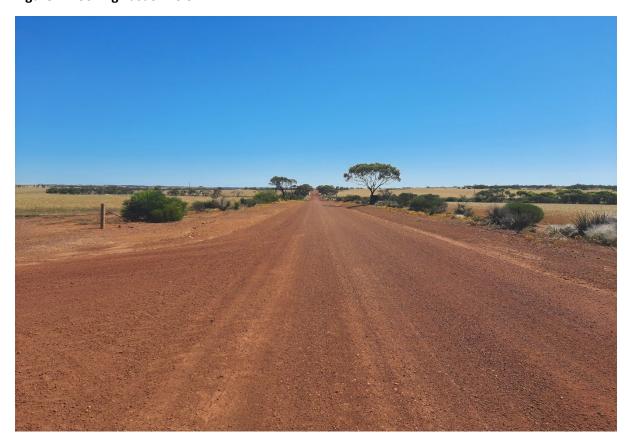


Figure 5: Looking West SLK 6.52

Gutha West Rd is currently rated as a RAV 4 road with the following conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 60 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Gutha West Rd the recommendation is to not support the upgrade of Gutha West Rd to Rav 7 from SLK 0.00 to 15.50.

The Shire doesn't support the upgrade due to Gutha West Rd being a school bus route, also currently the Wubin Mullewa Rd is rated as a RAV 4 road and would require upgrading for RAV 7 access and none of the roads running off of Gutha Weat RD are currently rated higher than RAV 7, if approval is granted to RAV 7 for Gutha West Rd we run the increased chance of operators accesing roads running off of Gutha West Rd with RAV 7 vehicles operating on roads rated RAV 4.

Gutha West Rd SLK 0.00 to 15.50 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle - Route Assessment

Holder Road SLK 0.00 to 5.22 Upgrade from RAV4 TO RAV7

Holder Rd is a gravel / natural material formed road.

From SLK 0.00 to 4.23 it is of a natural gravel construction with a minimum width of 8 metres. From SLK 4.23 to 5.22 it is of an imported gravel construction with a minimum width of 8m.



Figure 1: Looking East Holder Rd / Toohey Rd / Madden Rd Intersection

Sightline to the East approximatley 400 m.



Figure 2: Looking West Holder Rd / Toohey Rd / Madden Rd Intersection

Sightline to the West approximatley 400 m.



Figure 3: Looking South SLK 0.00



Figure 4 Looking West Holder Rd / Gutha East Rd intersection

Sightline to the West approximatley 300 m.



Figure 5: Looking East Holder Rd / Gutha East Rd intersection

Sightline to the east approximatley 175 m.



Figure 6: Holder Rd turning left into Toohey Rd

Swept Path issues

Holder Rd is currently rated as a RAV 4 road with these conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 40 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Holder Rd the recommendation is to not support the upgrade of Holder Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to Holder Rd between SLK 0.00 and 5.22 due to the swept path issues identified in Figure 6, as can be seen a RAV 4 vehicle can not currently complete the turn without entering the path of on coming traffic, which means a RAV 7 vehicle will not safely be able to complete the turn without doing the same manouvre.

Holder Rd SLK 0.00 to 5.22 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle – Route Assessment

Madden Road SLK 0.00 to 8.96 Upgrade from RAV4 TO RAV7

Madden Rd is a gravel / natural material formed road.

From SLK 0.00 to 5.78 it is of a imported gravel construction with a minimum width of 8 metres. From SLK 5.78 to 8.96 it is of an natural material construction with a minimum width of 7m at the culverts at SLK 7.47 and 7.78.

Madden Rd is currently a school bus route



Figure 1: Looking North Madden Rd / Morawa Yalgoo Rd Intersection

Sightline to the North Approximatley 170 m.



Figure 2: Looking South Madden Rd / Morawa Yalgoo Rd Intersection



Figure 3: Looking West SLK 7.84



Figure 4 Looking East SLK 7.84 toward 7 m wide culvert at SLK7.78



Figure 5: Looking East SLK 8.96

Figure 6: Looking East Stephens Rd / Fabling Rd intersection

Madden Rd is currently rated as a RAV 4 road with these conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 60 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Madden Rd the recommendation is to not support the upgrade of Madden Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to Madden Rd between SLK 0.00 and 8.96 due to the geometry of the bends between SLK 6.19 and 8.00 being unsuitable for RAV 7 Vehicles plus the 7 m wide culverts are within this section on the bends this will not give room for two RAV 7 vehicles to pass each other safely.

Madden Rd SLK 0.00 to 8.23 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle – Route Assessment

McWhirter Road SLK 0.00 to 8.10 Upgrade from RAV4 TO RAV7

McWhirter Rd is a gravel / natural material formed road.

From SLK 0.00 to 1.00 it is of an imported gravel construction with a minimum width of 8 metres. From SLK 1.00 to 2.50 it is of a natural gravel construction with a minimum width of 7m. From SLK 2.50 to 5.25 it is of an imported gravel construction with a minimum width of 8 metres. From SLK 5.25 to 8.10 it is of a natural gravel construction with a minimum width of 7m.

McWhirter Rd is currently a school bus route



Figure 1: Looking East McWhirter Rd / Madden Rd Intersection

Sightline to the East approximatley 100 m.



Figure 2: Looking West McWhirter Rd / Madden Rd Intersection

Sightline to the West approximatley 200 m.



Figure 3: Looking North SLK 0.00



Figure 4 Looking South from Morris Rd

Mc Whirter Rd is currently rated as a RAV 4 road with these conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 40 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of McWhirter Rd the recommendation is to not support the upgrade of McWhirter Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to McWhirter Rd between SLK 0.00 and 8.10 due to it currently being a school bus route, the sightline distance to the East at the McWhirter Rd / Madden Rd and issues impacting the safe entrance into Morris Rd

Morris Rd SLK 0.00 to 8.10 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle – Route Assessment

Morris Road SLK 0.00 to 8.09 Upgrade from RAV4 TO RAV7

Morris Rd is a gravel / natural material formed road.

From SLK 0.00 to 1.05 it is of a imported gravel construction with a minimum width of 8 metres. From SLK 1.05 to 2.70 it is of an natural sand material construction with a minimum width of 7.5 m. From SLK 2.70 to 3.30 it is of a imported gravel construction with a minimum width of 8 metres. From SLK 3.30 to 5.00 it is of an natural sand material construction with a minimum width of 8 m. From SLK 5.00 to 6.94 it is of a imported gravel construction with a minimum width of 8 metres. From SLK 6.94 to 8.06 it is of an natural sand material construction with a minimum width of 8 m.

Morris Rd is currently a school bus route



Figure 1: Looking North Morris Rd / Williamson Rd Intersection

Sightline to the North Approximatley 300 m.



Figure 2: Looking South Morris Rd / Williamson Rd Intersection

Sightline to the South approximatley 150 m



Figure 3: Looking East approaching Morris Rd / McDonald Rd Intersection at SLK 4.30

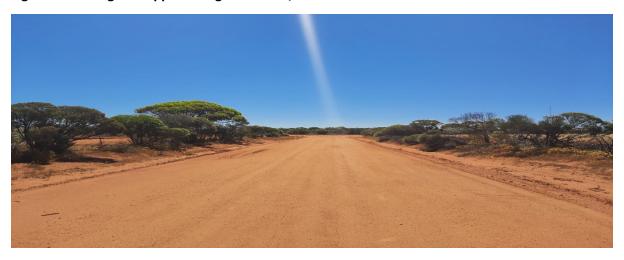


Figure 4: Looking West approaching Morris Rd / McDonald Rd Intersection at SLK 4.30



Figure 5: Looking West SLK 6.02 centre of bend



Figure 6: Looking East SLK 6.02 centre of bend

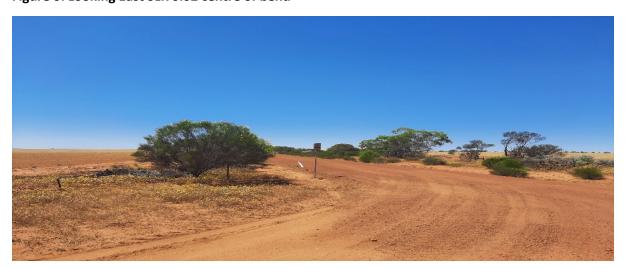


Figure 7: : Looking North Morris Rd / McWhirter Rd Intersection

Sightline to the North approximatley 50 m.



Figure 8: Looking South Morris Rd / McWhirter Rd Intersection

Sightline to the South approximatley 250 m.



Figure 9: Morris Rd / McWhirter Rd Intersection swept path issues



Figure 10: Morris Rd / McWhirter Rd Intersection swept path issues



Figure 11: Morris Rd / McWhirter Rd Intersection swept path issues



Figure 12: Morris Rd / McWhirter Rd Intersection swept path issues

Morris Rd is currently rated as a RAV 4 road with these conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 40 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Morris Rd the recommendation is to not support the upgrade of Madden Rd to Ray 7 from RAV 4.

The Shire doesn't support the upgrade to Morris Rd between SLK 0.00 and 8.08 due to the current allignment of the intersection of Morris Rd / McDonald Rd and the swept path issues related to the intersection of Morris Rd / McWhirter Rd as depicted in Figures 9, 10, 11 and 12 the inability of the current road users operating RAV 4 class vehicles to make the turn into or out of Morris Rd without crossing into the oncoming traffic causes a safety issue and the close proximity of services to the intersection, Morris Rd also serves as a school bus route.

Morris Rd SLK 0.00 to 8.08 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 25/10/2024



Restricted Access Vehicle – Route Assessment

Stephens Road SLK 0.00 to 10.42 Upgrade from RAV4 TO RAV7

Stephens Road is a gravel / natural material formed road.

From SLK 0.00 to 3.50 it is of a natural gravel construction with a minimum width of 8 metres. From SLK 3.50 to 8.08 it is of an imported gravel construction with a minimum width of 8m. From SLK 8.08 to 10.42 it is of a natural material construction, with a minimum width of 7.6 metres.

Stephens Rd is currently a school bus route.



Figure 1: Looking South SLK 0.10



Figure 2: Looking North SLK 0.10



Figure 3: Looking East Gutha East Rd / Stephens Rd intersection heading north

Sightline to the west of approimatley 103 m.



Figure 4 Looking West Gutha East Rd / Stephens Rd intersection heading south Sightline to the east appoximatley 400 m.



Figure 5: Looking East Gutha East Rd / Stephens Rd intersection heading south.

Sightline to the east approximatley 127 m.

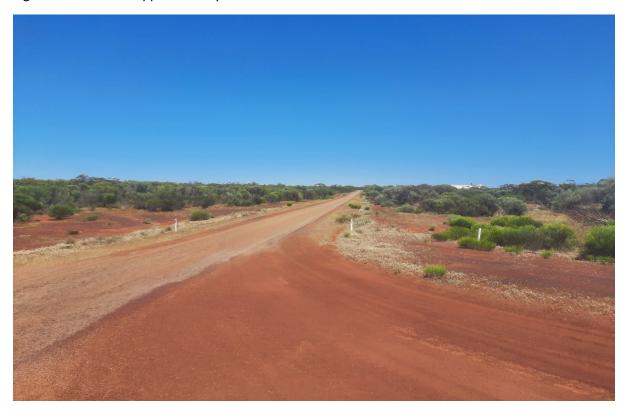


Figure 6: Looking West Gutha East Rd / Stephens Rd intersection heading south.

Sightline to the west approximatley 400 m.



Figure 7: Looking West Stephens Rd / Fabling Rd intersection

Sightline to the west approximatley 200 m.



Figure 8: Looking East Stephens Rd / Fabling Rd intersection

Sightline to the east approximatley 150 m.

Stephens Rd is currently rated as a RAV 4 road with no conditions

In Conclusion:

After completing the inspection of Stephens Rd the recommendation is to support the upgrade of Fabling Rd to Rav 7 from SLK 0.96 (Gutha East Rd) to 10.42.

The Shire doesn't support the upgrade to Stephens between SLK 0.00 and 0.96 due to the only road access from this section of Stephens Rd is onto Evaside Rd which is currently only rated RAV 4 and the intersection of Stephens Rd / Evaside Rd is a blackspot with swept path issues.

Stephens Rd SLK 0.00 to 10.42 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle – Route Assessment

Swanson Road SLK 0.00 to 5.35 Upgrade from RAV4 TO RAV7

Swanson Rd is a gravel / natural material formed road.

From SLK 0.00 to 3.86 it is of a natural gravel / material construction with a minimum width of 7 metres. From SLK 3.86 to 5.35 it is of an natural sandy gravel construction with a minimum width of 7m.



Figure 1: Looking North Swanson Rd / Fabling Rd / Williamson Rd intersection

Sightline to the North >300 m.



Figure 2: Looking South Swanson Rd / Fabling Rd / Williamson Rd intersection

Sightline to the North approximatley 50 m.



Figure 3: Looking East to bend at SLK 1.03



Figure 4 Looking West SLK 1.03



Figure 5: Lookin North SLK 1.03



Figure 6: Looking North to the bend at SLK 1.03



Figure 7: Looking East Swanson Rd / Toohey Rd intersection

Sightline to the East approximatley 150 m



Figure 8: Looking West Swanson Rd / Toohey Rd intersection

Sightline to the West approximatley 150 m



Figure 9: Swanson Rd / Toohey Rd intersection swept path issues

Turning left from Swanson Rd into Toohey Rd

Swanson Rd is currently rated as a RAV 4 road with no conditions

In Conclusion:

After completing the inspection of Swanson Rd the recommendation is to not support the upgrade of Swanson Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to Swanson Rd between SLK 0.00 and 5.35 due to the geometry of the bend at SLK 1.03 being unsuitable for RAV 7 Vehicles also as can be seen in Figure 9 you have to cut the corner with a RAV 4 Vehicle to make the turn into Toohey Rd, you will be unable to make this turn with a RAV 7 vehicle without cutting the corner.

Swanson Rd SLK 0.00 to 5.35 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle - Route Assessment

Toohey Road SLK 0.00 to 8.23 Upgrade from RAV4 TO RAV7

Toohey Rd is a gravel / natural material formed road.

From SLK 0.00 to 1.74 it is of a natural gravel construction with a minimum width of 8 metres. From SLK 1.74 to 3.85 it is of an natural sand construction with a minimum width of 7m. From SLK 3.85 to 8.23 it is of a natural material construction, with a minimum width of 7.6 metres.



Figure 1: Looking West SLK 0.00



Figure 2: Looking West SLK 5.10



Figure 3: Looking East SLK 6.10



Figure 4 Looking East SLK 8.23



Figure 5: Looking East Gutha East Rd / Stephens Rd intersection heading south.

Sightline to the east approximatley 127 m.



Figure 6: Looking East Stephens Rd / Fabling Rd intersection

Sightline to the east approximatley 350 m.

Toohey Rd is currently rated as a RAV 4 road with these conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Maximum speed 70 km/h

In Conclusion:

After completing the inspection of Toohey Rd the recommendation is to not support the upgrade of Fabling Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to Toohey Rd between SLK 0.00 and 8.23 due to the geometry of the bends between SLK 5.10 to 6.10 being unsuitable for RAV 7 Vehicles.

Toohey Rd SLK 0.00 to 8.23 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 24/10/2024



Restricted Access Vehicle - Route Assessment

Williamson Road SLK 0.00 to 11.23 Upgrade from RAV4 TO RAV7

Williamson Rd is a gravel / natural material formed road.

From SLK 0.00 to 11.23 it is of a natural gravel / material construction with a minimum width of 8 metres.

Williamson Rd is currently a school bus route



Figure 1: Looking North SLK 0.00



Figure 2: Looking South SLK 1.66



Figure 3: Looking North SLK 1.66



Figure 4: Looking South centre of bend SLK 4.96



Figure 5: Looking North West centre of bend SLK 4.96



Figure 6: Looking South East centre of bend SLK 6.23



Figure 7: Looking North centre of bend SLK 6.23

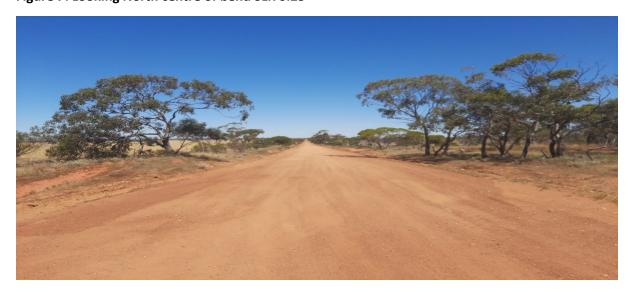


Figure 8: Looking South SLK 11.23



Figure 9: Looking West Williamson Rd / Canna North East Rd intersection

Sightline to the west approximatley 125 m.



Figure 10: Looking East Williamson Rd / Canna North East Rd intersection

Sightline to the east approximatley 175 m.

Morris Rd is currently rated as a RAV 4 road with these conditions

- Headlights to be switched on at all times
- Note: Low Volume (LV)
- Maximum speed 80 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Williamson Rd the recommendation is to not support the upgrade of Williamson Rd to Rav 7 from RAV 4.

The Shire doesn't support the upgrade to Williamson Rd between SLK 0.00 and 11.23 due to the geometry of the bends at SLK 4.96 and 6.23, the sightline distances and swept path issues at the intersection of Williamson Rd / Canna North East Rd.

Morris Rd SLK 0.00 to 11.23 was inspected on the 23/10/2024 by Brett Atkinson and report compiled on the 25/10/2024





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Standard Restricted
Access Vehicle Route
Assessment Guidelines

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Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	May 2016	Removed Appendix G 'Turning Radii' Removed Appendix K 'Assessment Form Template' Updated Appendix H 'Low Volume Condition 7' Updated Appendix D to include the wording 'with dedicated cycle lane'. Updated contact details.	Appendices & 1.5
2	July 2016	Updated to include revised minimum road widths for RAV Categories 2-7 and 9-10 & moved Type B traffic volume / road length table. Added Type B traffic volume / road length table.	Appendix C and 2.4.4
3	October 2016	Amended list of standard turning templates. Updated web location for turning templates. Amended low volume condition 1.	Appendix G & H, 2.92
4	March 2017	Remove section.	2.9.5
5	April 2017	Updated Main Roads website details.	1.4
6	May 2017	Amended low volume condition 6.	Appendix H
7	July 2017	Note added relating to private driveways.	1.2
8	December 2017	Amended stopping sight distances. Amended entering sight distances. Amended wording relating to road parking. Amended wording to include load/vehicle height being 4.6m.	Appendix E, F, D, 2.3
9	August 2018	Amended wording relating to provision for overtaking. Amended wording relating to turning at intersections. Amended wording and requirements for railway level crossing. Amended wording relating to off-road parking. Amended appendices, Appendix E, (Templates) & I removed. Added Figure 1 to 8. Incorporated concessional assessment requirements Amended section 2.4.1 Signage, 2.8.1 Acceleration Lanes, 2.9.1 Signage & 2.9.4 Rail Crossings.	2.6, 2.9, 2.10, 2.11, Appendix A, B, C, D, E 1.1, 2.21

10	September 2018	Amended wording relating to turning at intersections. Amended wording relating to provision of overtaking and removed Figure 1. Amended wording relating to Approach Sight Distance and Entering Sight Distance.	2.6, 2.8, 2.84, 2.85
11	November 2019	Amended introduction to clarify the intent of the guidelines.	Page 6
12	13 May 2022	Reviewed entire document and moved onto current branding (no technical changes).	All

REFERENCES AND RELATED DOCUMENTS

The following documents relate to these Guidelines and are available on the Access Requirements in WA page on the Main Roads website.

Document Number	Description			
D16#198414	Guidelines for Approving RAV Access			
D16#374056	Tri Drive Route Assessment Guidelines			
N/A	RAV Route Assessment Form			

DEFINITIONS

The following are definitions for terms used in these Guidelines.

Term	Definition		
AADT	Annual Average Daily Traffic (AADT) the daily number of vehicles travelling on a road, averaged over one year. It is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day.		
Approach Sight Distance (ASD)	The distance required for a driver of a RAV, travelling at a given speed, to observe the approaching intersection, and react or stop if necessary.		
Bridge	A structure (with the exception of gantries) having a clear opening in any span of greater than 3 metres measured between the faces of piers and/or abutments or structures of a lesser span with a deck supported on timber stringers.		
Carriageway Width	That portion of a road or structure devoted particularly to the use of vehicles that is between guide posts, kerbs or barriers where these are provided, inclusive of shoulders and auxiliary lanes.		
Culvert	A structure under a road having only clear openings of less than or equal to 3 metres measured between the faces of piers and/or abutments or a pipe shaped structure of any diameter.		
Entering Sight Distance (ESD)	The required sight distance for a RAV driver to see a sufficient gap in oncoming traffic that will allow a RAV, with greater length and lower acceleration capacity, to clear the intersection safely.		
HVS	Main Roads Heavy Vehicle Services.		
Main Roads website	www.mainroads.wa.gov.au		
Passenger Car Equivalence	Passenger Car Equivalence (PCE) factors are a relative measure of the traffic flow impedance effects of different vehicle types. The PCE factor for a particular vehicle type is the equivalent number of passenger cars (AUSTROADS Vehicle Class 1) that would have the same impedance effect as a single vehicle of that type.		
Order	An Order issued under the Road Traffic (Vehicles) Act 2012.		
RAV	Restricted Access Vehicles (RAV) consists of all combinations of vehicles exceeding 19 metres in length or 42.5 tonnes gross mass including B-Doubles, road trains and truck-and-trailer combinations.		

Term	Definition		
Remote Road	A general term for a main arterial road carrying mostly long distance traffic.		
Rural Road	All roads that provide a secondary network of National, State and local government roads connecting cities and towns.		
Seal Width	Width between edges of sealed surface or between edge lines (where installed on undivided carriageways), whichever is less.		
Structure	A bridge or culvert.		
TPA	Tonnes per annum.		
Urban and Town Site Road	All roads within a populated area of established dwellings, a central place of trade and recognised as a distinct place. Generally the area will act as a central hub of activity for the community.		
VPD	Vehicles Per Day (VPD) is the number of vehicles observed passing a point on a road in both directions for 24 hours. It is a measure of daily traffic volume, often more relevant to low volume, local government roads, typically rural roads in these guidelines. VPD can differ from AADT in being a better measure of traffic volume during periods of more intensive RAV usage or seasonal tourist traffic.		
Vehicle Regulations	The Road Traffic (Vehicles) Regulations 2014.		

1 INTRODUCTION

1.1 Purpose

These guidelines have been prepared to provide guidance to a person conducting an onsite assessment, on an existing road, for the purpose of assisting Main Roads Heavy Vehicle Services (HVS) in making an informed decision as to whether a road is suitable for use by a particular category of Restricted Access Vehicle (RAV).

These guidelines are to be read in conjunction with the following documents, available on the Access Requirements in WA page on the Main Roads website:

- Guidelines for Approving RAV Access; and
- Tri Drive Route Assessment Guidelines;

The *RAV Route Assessment Form* is also available on the Main Roads website to further assist in ensuring the required information is captured during the onsite assessment.

These Guidelines form part of the overall RAV access assessment process, as outlined in <u>Appendix F</u>, to enable HVS to make an informed decision on behalf of the Commissioner of Main Roads, in accordance with the Commissioner's authority to approve RAV access under provisions of the *Road Traffic (Vehicles) Act 2012*.

These guidelines are not road design standards. However, if a road is constructed to the appropriate road design standards for the particular category of RAV and approved by Main Roads, the road will pass the RAV access assessment process.

1.2 Application

For the purpose of these guidelines, "standard" RAVs are those vehicle combinations specified as Category 1 to 10 Approved Vehicle Combinations under the *Prime Mover, Trailers Combinations Order 2017* and *Truck, Trailer Combinations Order 2017*.

For the purpose of these guidelines, the standard RAV Categories have been grouped into four (4) assessment groups, as follows:

- Group 1 RAVs Categories 2-4 (e.g., pocket road train, B-Double, and other RAVs with a maximum length of 27.5 m);
- Group 2 RAVs Categories 5-6 (e.g., RAVs with a maximum length of 36.5 m and a maximum mass of 87.5T);
- Group 3 RAVs Categories 7-8 (e.g., RAVs with a maximum length of 36.5 m and a maximum mass of 107.5T); and
- Group 4 RAVs Categories 9-10 (e.g., RAVs with a maximum length of 53.5 m).
- **Note 1:** A road approved for one of the standard RAV Categories, is also approved and added to AMMS level one (1) for the equivalent RAV network.
- **Note 2:** Where a RAV route assessment is for operations under a concessional loading scheme, such as the Accredited Mass Management Scheme (AMMS), the assessor must take into account the additional mass when requesting a structures assessment as per Section 2.2.

Where quantitative limits are recommended, they are intended as a guide only and are no substitute for common sense and judgement based on experience. In certain cases, routes which do not meet the requirements outlined in this document can be accepted as RAV routes by imposing conditions, such as speed restrictions. Refer to the *Guidelines for Approving RAV Access*.

1.3 Assessment Requirements

Route assessments will only be accepted from a suitably qualified person. The assessor should have experience and knowledge of the following:

- The principles of heavy vehicle operations, including vehicle configurations, maximum dimensions and axle load limits;
- Heavy vehicle dynamic performance characteristics, including limitations on the ability of heavy vehicles to accelerate, brake, ascend grades and negotiate intersections;
- Heavy transport issues, legal requirements and permit systems; and
- Road safety concepts and principles.

When considering a potential RAV route, the assessor is advised to initially perform a desktop assessment using all available information. In some cases, this initial assessment will identify physical constraints, such as posted bridge load limits and road width deficiencies, which may render the route unacceptable, without the need for further onsite assessment.

If the applicant is willing to pursue upgrades to the road, then a full assessment is required to identify all deficiencies. This is to alleviate any problems with some upgrades being carried out and then the full assessment conducted, only to then identify additional deficiencies. The assessment will only identify the deficiencies and will not provide upgrade design requirements.

RAV use on a particular route may have some negative impacts on the environment, community and traffic. Assessors must first determine if the proposed route is the most appropriate route for the particular operation(s) and recommend variations to the initially proposed route to reduce such impacts. Consideration should also be given to the impact if RAV access is not approved, i.e. will the operation(s) occur regardless and then be carried out with increased heavy vehicle movements.

As part of any route assessment for a RAV, HVS does not assess any access for driveways adjoining a RAV network road. It remains the responsibility of the property owner to ensure safe ingress and egress to the property.

Before making a decision on an application for RAV access, HVS may deem it necessary to do any or all of the following:

- Perform a further assessment of the route;
- Assess the suitability of the road pavement;
- Assess the suitability of all structures on the proposed route to accommodate the specific vehicle;
- Specify conditions of access, such as speed limits restrictions;
- Obtain local government agreement for the proposed RAV access;
- Recommend road improvements as condition of approval;
- Conduct a Performance Based Standards (PBS) Scheme assessment to assess the proposed vehicle's safety performance.

When assessing a road, all connection points to existing RAV networks must be assessed for suitability and a holistic approach should be taken to ensure overall RAV network connectivity in the area.

1.4 Planning Evaluation

Assessment of a proposed RAV route should be checked against any future planning proposals to evaluate the potential impact of RAVs. The relevant road managers should be consulted as part of the assessment process.

1.5 Further Assistance

Additional information and guidance is available from HVS via telephone 138 486 or hysrouteassessments@mainroads.wa.gov.au

2 ASSESSMENT CRITERIA

2.1 Traffic Data & Accident Statistics

2.1.1 Traffic Counts

In order to determine the suitability of a road for RAV access, it is essential to obtain current traffic counts for the particular road. The traffic counts must be considered when determining appropriate road widths, potential congestion issues and relevant operating conditions. If traffic data is not available, an estimate from the road manager should be obtained.

2.1.2 Accident Statistics

Consultation with the road manager is necessary to establish if there is an accident history on the particular road that needs to be considered during the assessment process. Consideration should be given to applying conditions to the proposed RAV access to mitigate the risks, such as speed restrictions or curfew conditions, which cannot be applied to general access heavy vehicles.

2.2 Structures

2.2.1 Load Capacity

All bridges and load restrictive culverts on the requested route will be assessed for the proposed RAV access by Main Roads Structures Engineering Branch, via HVS. When carrying out an assessment for Network 2, a separate Structures Engineering assessment must be carried out for the Short B-triple combination.

Any bridge restrictions for the Short B-triple combination must be specified in the access conditions for the relevant road.

Consultation with local governments is required to ensure all culverts on local government roads have been appropriately considered.

2.2.2 Structure Width Requirements

To ensure RAVs can safety pass oncoming vehicles when crossing structures, the minimum width between kerbs on a bridge or over a culvert must not be less than the width specified in Table 1.

Table 1: Minimum Width between Kerbs/Carriageway on a Structure

AADT	Minimum Width Between Kerbs/carriageway (m)	Quality of Approaches
Less than 75	3.5*	Structures with adequate Approach Sight Distance (ASD)**.
75 to 150	5.3	Structures with adequate ASD, clearly signed and road clearly marked.
75 10 150	7.0	Structures that have inadequate ASD, inadequate signage or no road markings.
150 to 500	5.8	Structures with adequate ASD, clearly signed and road clearly marked.
150 to 500	7.2	Structures that have inadequate ASD, inadequate signage or no road markings.
More than 500	7.2	All structures at this traffic volume

^{*}Conditions apply; refer to 2.4.2 and *Appendix B*;

^{**}RAV ASD should be measured from a truck driver's eye height of 2.4 metres. Minimum requirements for ASD refer to *Appendix D*.

2.3 Overhead Clearance

Standard RAVs are approved to travel with a height of up to 4.6 metres. RAV route assessments must confirm that adequate vertical clearances are available to safely accommodate a load/vehicle height of 4.6 metres. An adequate vertical clearance is considered to be 4.6 metres, plus the following overhead clearance:

- Overhead structures, such as bridges and gantry signs 300 millimetres overhead clearance; and
- Power lines the minimum overhead clearance required by telecommunications and electrical transmission cable providers.

Where telecommunications and/or electrical transmission cables cross the route, approval for a load/vehicle height of 4.6 metres must be obtained from the relevant controller(s) listed in the "Contact Details for Other Agency Approvals" located on the Oversize Over-mass Permits page of the Main Roads website.

Where the required load/vehicle height of 4.6 metres is not approved by the cable provider, the cable provider must specify the maximum approved load/vehicle height and the location of the restricting power line. RAV access may still be considered with appropriate height conditions.

2.4 Rural Road Widths

When the hauling unit of a RAV travels along a straight path over an uneven surface, the trailing units do not follow along the same path as the lead unit. This is defined as "off-tracking" and depends on several factors, including:

- The steering actions of the driver;
- Vehicle configuration and coupling arrangements between units;
- Misalignment of the axles;
- Suspension (geometry, bump and roll steer effects) and tyre characteristics;
- · Vehicle length;
- External disturbances that include road roughness, cross-slope and side loading from wind-gusts; and
- Speed of travel.

The maximum deviation in tracking over a straight section of road, when added to the width of the RAV, and then a safety margin applied, determines how much road width is needed to safety accommodate the RAV.

To assess the widths of rural roads, tables of minimum carriageway widths and sealed widths to accommodate the RAV are listed at *Appendix A*.

To be suitable for RAV access, a road should be sealed if AADT is over 150 and annual freight tonnage is over 300,000 tonnes per annum. The requirement for the road to be sealed is partly for safety reasons, but more so for road sustainability.

In the absence of any traffic data, the following parameters may enable a judgement as to whether a road needs to be sealed:

- If the road is unlikely to be used by more than 10 RAVs per day; or
- If the road is unlikely to be used by more than 60 RAVs per day over a seasonal two month period.

When considering whether a road has adequate width, an assessment should also be made in relation to any potential risks posed by:

- Crests:
- Pronounced cambers;
- Poor shoulder condition;
- Surface roughness; and
- Reduced sight distances.

Despite a road's width being above the specified minimum in <u>Appendix A</u>, these factors may require additional width, application of specific RAV operating conditions, or in extreme cases, mean the route is unsuitable for RAV access.

Minor width deficiencies are acceptable, particularly if it is only for a small portion of the road. If width requirements are relaxed, consideration should be given to applying conditions to mitigate risk and to ensure safe operation.

Off-tracking of a vehicle combination is more severe at high speeds; therefore minimum seal width may be reduced where speeds are reduced to 60 km/h or less.

Minimum seal widths may also be reduced on roads where all other road users are familiar with the operation of heavy vehicles e.g., farm access roads, industrial areas and mine access roads.

2.4.1 Sight Distance Considerations at Curves and Tight Bends

When the hauling unit of a RAV travels around a curve or tight bend, the trailing units pull across the curve or tight bend and as such, require additional road with. This is defined as "swept width" and depends on several factors, including:

- Radius of the curve or tight bend;
- Length of vehicle combination;
- Number and type of articulation points; and
- Road surface and geometry.

In instances where it is identified the RAV would be required to utilise additional road width when travelling around a curve or tight bend, potentially encroaching into oncoming traffic, the assessor must ensure there is sufficient visibility on the approach to the curve or tight bend to observe oncoming vehicles, and react or stop if necessary. The table in <u>Appendix D</u> shows the required sight distance for RAVs, given the speed and the gradient of the road.

It will be necessary for the assessor to conduct swept path assessments on curves to determine if the RAV is likely to encroach into oncoming traffic.

Note: Access should be declined if the RAV crosses a solid white line when traversing a curve or tight bend, unless there is sufficient sight distance.

2.4.2 Low Volume Road Width

When assessing road width, where traffic volumes are less than 75 vehicles per day and the road width does not meet the requirements in <u>Appendix A</u>, the width of the road may be assessed in accordance with the requirements in <u>Appendix B</u> and the relevant conditions in <u>Appendix E</u> should be applied.

A Type B low volume road should not exceed the maximum road length stipulated in Table 2.

Table 2: Maximum allowable road length for Type B suitability

Daily Traffic Volume	0 to15 VPD	16 to 30 VPD	31 to 50 VPD	51 to 75 VPD
Max Road Length	5.0 km	2.0 km	1.5 km	1.0 km

2.4.3 Traffic Volume Consideration

It is important to use the most appropriate measure of traffic volume when determining if <u>Appendix A</u> or <u>Appendix B</u> should be applied.

AADT is an average daily traffic count for the year, while VPD is an actual measure of the daily traffic count, which is more appropriate for recording seasonal traffic.

<u>Appendix A</u> road widths should always be used, unless both the AADT and any increased seasonal traffic volumes (measured in VPD) are less than 75, in which case it is appropriate to use <u>Appendix B</u>.

2.4.4 Assessing a Road in Sections

The road may be composed of a number of sections that vary in their standard and that would fall into different categories of RAV suitability, or require different operating conditions (e.g., for low volume roads). Width variation is a typical example of this principle. Where differing sections are reasonably long, it can be beneficial to separately assess each section as to its category of RAV access and any applicable operating conditions. Assessors should only consider applying this method of assessment where there is a likely benefit and a practical start and finish point, otherwise it is extremely difficult for drivers to comply with the changing conditions.

2.4.5 Short Sections of Reduced Width

There may be short narrow sections along the road due to narrow structures, roadside vegetation or short narrow sections of pavement. The entire length of the road does not need to meet the minimum road width requirements, provided the narrow sections comply with paragraphs (a) and (b) below.

(a) Traffic Volume Less than 75 Vehicles per Day

This paragraph only applies to low volume rural roads that do not meet the width requirement in <u>Appendix A</u>, the road width has been assessed in accordance with <u>Appendix B</u> and the relevant conditions in <u>Appendix E</u> have been applied.

Where all narrow sections of the low volume rural road meet the following criteria, the narrow sections can be excluded from the overall road width assessment:

- Narrow sections must not be less than 3.5 metres wide:
- Each narrow section must not be more than 100 metres long;
- A combination of narrow points that are all within a single 100 metres length of road can be considered to be one single narrow section;
- Two adjacent narrow sections must not be within 150 metres of each other;
- The approach sight distance from both ends of the narrow section must comply with <u>Appendix D</u>; and

If any narrow section fails to meet the 3.5 metres minimum width criteria, the route shall be considered unsuitable for RAV access.

Where all narrow sections meet the 3.5 metres minimum width criteria, but do not meet all the remaining criteria, the road shall be considered unsuitable for two-way RAV access. However, the

road may still be suitable for one-way RAV access only, provided relevant conditions as per <u>Appendix B</u> for a Type B road are applied. Type B roads suitability is also subject to traffic volume and road length requirements outlined in Table 2.

(b) Traffic Volume from 75 to 500 Vehicles per Day

This paragraph only applies to medium volume roads that is having the road width assessed in accordance with *Appendix A*.

Where all narrow sections of a medium volume road meet the following criteria, the narrow sections can be excluded from the overall road width assessment:

- Narrow sections should not have a carriageway width more than 1.3 metres below the requirements in <u>Appendix A</u>;
- For a sealed road, narrow sections should not have a sealed width more than 0.2 metres below the requirements in Appendix A;
- Each narrow section should not be more than 2 kilometres long; and
- The combined length of narrow sections should not be more than 15% of total road length.

2.5 Urban and Town Site Road Widths

There are a number of width requirements to be considered for RAVs travelling in urban and town site areas. As well as accommodating the additional swept width of RAVs, the width requirements for activities such as cycling and kerbside parking also need to be taken into account. The minimum road width requirements for town site areas are listed in *Appendix C*.

2.6 Provision for Overtaking

RAVs tend to operate at lower average speeds than light vehicles. If the road does not have sufficient overtaking opportunities, drivers of light vehicles may experience delays behind slower moving RAVs and in some cases may form queues of vehicles waiting to overtake. This may cause driver frustration and thereby increase the risk of drivers attempting to overtake when it is not safe. Therefore, it is essential, from a road safety perspective, to have adequate overtaking opportunities on a RAV route.

It is recommended that AADT figures are used to assess overtaking opportunities, however the assessor should consider the impact of seasonal traffic during the assessment, as the AADT could be less than seasonal peak traffic volumes.

The volume of traffic and percentage of RAVs on the route affects the requirement for overtaking opportunities. To assess the suitability of overtaking opportunities, an AADT derived using the Passenger Car Equivalence (PCE) factors (refer to Table 3) shall be used. The derived AADT is calculated by multiplying the AADT for each of the Austroads vehicle classes by the PCE factor based on the road's terrain. This derived ADDT is the figure to use to determine the maximum distance between overtaking opportunities in Table 4.

An example of calculating the derived AADT is listed below:

	Sum of AVG AADT	PCE Flat Terrain	AADT Flat Terrain
Austroads 1 & 2	3,180	1	3,180
Austroads 3, 4 & 5	1,893	2	3,786
Austroads 6, 7 8 & 9	285	2.5	713
Austroads 10 (RAV 2 - 4)	120	4	480
Austroads 11 (RAV 5 - 8)	117	4	468
Austroads 12 (RAV 9 -10)	2	9	14
_		AADT derived	8,640

PCE factors represent the equivalent number of light vehicles for a particular type of RAV or general access heavy vehicle. The use of PCE factors provides a derived AADT value that can then be used to better assess overtaking opportunities.

Table 3: Passenger Car Equivalence Factors for RAVs

Vehicle Types	PCE Factors on Flat Terrain	PCE Factors on Rolling Terrain
Austroads Class 1	1	1.3
Austroads Class 2	1	1.3
Austroads Class 3 to 5	2	3.5
Austroads Class 6 to 9	2.5	5
Austroads Class 10 - RAVs Categories 2-4	4	10
Austroads Class 11 - RAVs Categories 5-8	4	10
Austroads Class 12 - RAVs Categories 9-10	9	22

The maximum distances between overtaking opportunities are shown in Table 4.

Table 4: Maximum Distances between Overtaking Opportunities

AADT (Derived using PCE Factors)	Maximum average distance between overtaking opportunities	Maximum distance between any two overtaking opportunities	Notes
500 or below	N/A	N/A	Provision of additional opportunities is usually not justified.
501 to 1000	15 km	30 km	
1001 to 1800	8 km	15 km	
1801 and above	5 km	10 km	At AADT > 2700, additional opportunities that exceed the criteria may be necessary.

For each overtaking opportunity, the portion of road available to complete the overtaking opportunity should meet the minimum length shown in Table 5.

Table 5: Minimum Length for Overtaking Opportunities

Dood Cootion	A coursed Touck	Length (m)			
Road Section Operating Speed (km/h)	Assumed Truck Speed (km/h)	RAVs Categories 2-4	RAVs Categories 5-8	RAVs Categories 9-10	
70	60	600	640	690	
80	69	740	790	860	
90	77	890	950	1040	
100	86	1070	1130	1240	
110	94	1290	1310	1440	

Note: The above lengths are generally determined by measuring the length of the divided line where overtaking is permitted.

2.7 Steep Grades

2.7.1 RAVs Losing Speed on Grades

The speed of RAVs ascending long and steep grades can be reduced to the extent that the speed differential is hazardous for vehicles approaching from behind. If possible, steep ascending grades should have overtaking lanes.

In some cases where an overtaking lane is not provided, the drivers of faster following vehicles may become frustrated and attempt an overtaking manoeuvre when unsafe to do so. A RAV speed reduction to 40 km/h is considered the threshold point at which drivers will seek to overtake a slower vehicle, regardless of whether or not adequate sight distance is available.

Table 6 outlines the maximum distance required for a laden RAV travelling up a grade to slow down to 40 km/h. For roads with grades, or consecutive varying grades, exceeding these distances, it is recommended that the road should have an additional climbing lane for RAVs.

Table 6: Maximum distances (m) of uphill travel before RAV speeds are reduced to 40 km/h

	RAVs Cate	gories 2-6	RAVs Cate	egories 7-8	RAVs Cate	gories 9-10
Grade %	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed
3	*	*	*	*	1080	1650
4	950	1410	900	1350	690	1110
5	640	980	610	960	520	840
6	480	760	470	750	410	680
7	390	630	380	620	340	570
8	330	530	320	530	290	490

^{*} RAV can maintain a higher speed than 40 km/h on these grades.

2.7.2 Maximum Grade Requirements for RAVs

For a route to be suitable for RAV access there must be no steep grades that are in excess of the limits in Table 7.

Table 7: Grades Limits for RAVs

	Sealed Roads	Gravel Roads
RAVs Categories 2-6	8%	5%
RAVs Categories 7-8	6%	4%
RAVs Categories 9-10	5%	3%

2.8 Turning at Intersections

It is essential that intersections can be safely negotiated, with minimal or no interference to other traffic and minimal risk of damage to property.

2.8.1 Vehicle Speed While Negotiating the Turn

The vehicle turning radius is directly related to the maximum turning speed of the vehicle:

- For intersections where the vehicle must always stop before turning (e.g., at a Stop sign), a turning speed of 5-15 km/h is generally sufficient;
- For intersections where the vehicle rarely or never needs to stop before turning, a speed of 20 km/h to 30 km/h can be assumed; and
- A turning speed of 30 km/h or more can be used on roads with high posted speed limits with high traffic volumes, where the RAV is likely to turn at a higher speed.

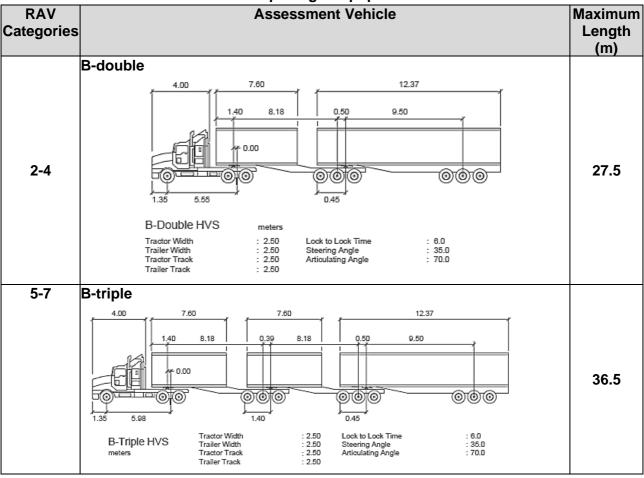
2.8.2 Turning Clearances

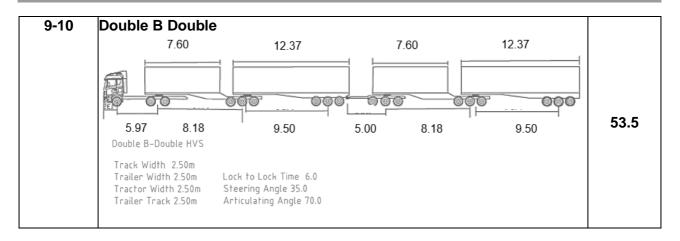
Where there is any possibility that the RAV may have insufficient clearance from kerbs or other nearby objects, standard turning templates shall be used to accurately check the swept path of the RAV.

Using a suitable vehicle swept path simulation software, the appropriate vehicle combination must be used to check all turning movements at all required intersections and any clearance problems should be noted on the *RAV Route Assessment Form*. As a rule:

- The wheel paths of the rear trailer of the RAV must not come any closer than 200 millimetres from the face of any kerb, unless the kerb is designed to be mounted, in which case the 200 millimetres clearance is not applied.
- If there is no kerb (such as a gravel road), the edge of the road formation can be taken as the kerb.
- The swept path must not come any closer than 200 millimetres to a nearby object.
- For a left or right turn, the wheel paths must not cross over the centreline of the road, unless the sight distances in all directions of the intersection are adequate according to Appendix D.

Table 8: Vehicle combinations for completing swept path assessments





2.8.3 Intersection Layout

To assist in ensuring network performance levels are maintained, the assessor needs to identify if acceleration lanes and turn pockets are present at intersections and the length of these treatments.

Capturing this information in the assessment will assist in determining if network improvements are necessary, in consultation with the road manager.

2.8.4 Approach Sight Distance

The route shall be rejected if the driver of a RAV approaching the intersection has insufficient visibility to observe the intersection, or advance intersection warning, and react or stop if necessary. The table in <u>Appendix D</u> shows the required sight distances for RAVs, given the vehicle type, speed and the gradient of the road. When measuring the available approach sight distance, the measurement must be taken from a truck driver's eye height of 2.4 metres.

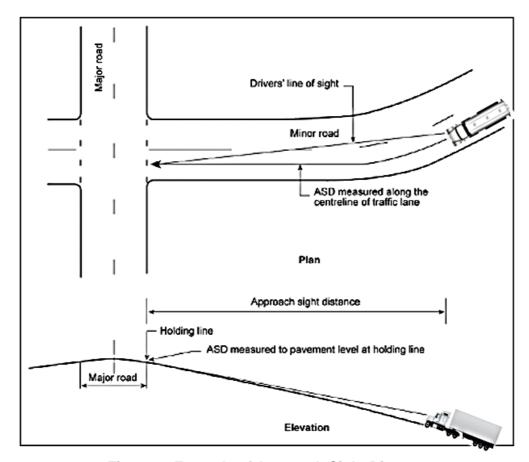


Figure 1: Example of Approach Sight Distance

2.8.5 Entering Sight Distance

The road shall be rejected if the driver of a RAV, entering a through road, does not have appropriate sight distance to see a sufficient gap in oncoming traffic that will allow a RAV, with greater length and lower acceleration capacity, to clear the intersection safely. The table in Appendix D shows the required sight distances for RAVs, given the vehicle type, speed and the gradient of the road. When measuring the available entering sight distance, the measurement must be taken from a truck driver's eye height of 2.4 metres to a height that considers all traffic.

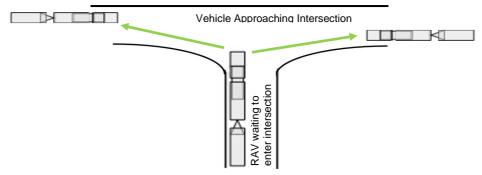


Figure 2: Example of Entering Sight Distance

The angle and gradient of the intersection should also be considered to determine if additional time is required for a RAV to manoeuvre the intersection, for instance a steep upgrade in the direction of travel will adversely affect the RAV's start up and acceleration when entering the through road.

Note: The entering sight distance requirement is only required for intersections that are not controlled by traffic signals, with the exception of a right turning movement with no right turn arrow.

2.9 Railway Level Crossings

The various operational requirements at railway crossings are described in the *Railway Crossing Control in Western Australia Policy and Guidelines* found on the Main Roads website.

The following points highlight the main considerations for RAVs at railway crossings for the various levels of protection.

2.9.1 Inadequate Approach Stacking Distance

Inadequate approach stacking distance occurs where the distance between the railway and a nearby intersection is insufficient to enable a vehicle to stop at the crossing without impeding the traffic flow at the intersection.

Approach stacking distance is measured from the vehicle stopping line at the railway crossing to the nearest shoulder edge of the crossroad. The vehicle stopping line at a railway crossing is normally indicated by a painted line or, in the absence of a marked line, it is assumed to be 3.5 metres back from the nearest rail.

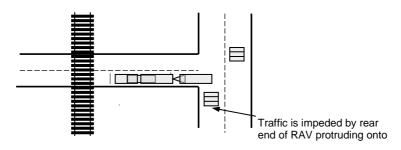


Figure 3: Examples of Inadequate Approach Stacking Distance

2.9.2 Inadequate Departure Stacking Distance

Inadequate departure stacking distance occurs when part of a vehicle would encroach within 3.5 metres of the railway track, while stopped to give way to traffic on the priority road of an adjacent intersection. An exception is in cases where the intersection is controlled by traffic signals that are coordinated with the railway crossing signals.

Departure Stacking Distance is measured from the vehicle stopping line at the intersection to within 3.5 metres of the nearest railway track. In the absence of marked lines, the measurement is to be taken from the edge of the through lane (if there are edge lines) or the edge of the seal.

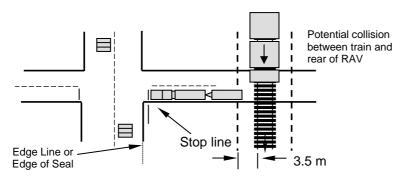


Figure 4: Examples of Inadequate Departure Stacking Distance

2.9.3 Adequate Stacking Distance

Figure 5 shows the methodology for measuring approach and departure stacking distances. Ideally, a clearance of 3.5 metres should be applied when assessing the available approach stacking distance. However, if the approach stacking distance is at least the length of the RAV and there is sufficient ESD for other vehicles departing the intersection, while there is a RAV stopped at the rail, a lesser clearance is acceptable.

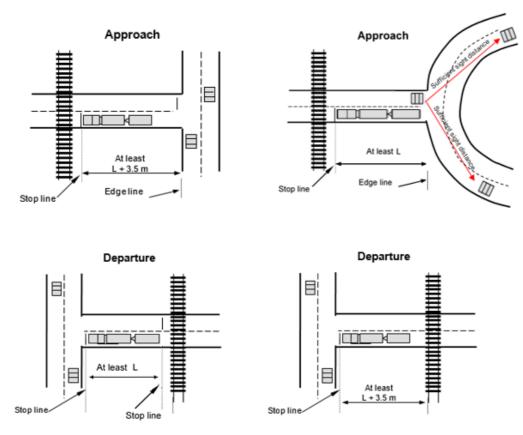


Figure 5: Examples of Adequate Stacking Distances

2.9.4 RAVs at Crossings Protected by Give Way or Stop Signs

The driver of a RAV approaching a railway crossing protected by a GIVE WAY or a STOP sign needs to be able to see the crossing from a sufficient distance to allow enough time to stop the RAV if required. The ASD to a railway crossing must meet *Appendix D*.

There also needs to be sufficient sight distance for the driver of a RAV, after having stopped at a railway crossing with a GIVE WAY or STOP sign, to see an oncoming train and allow adequate time to safely cross. The required sight distances for RAVs at railway crossings must meet:

 The S3 formula for STOP signs of the Australian Standards AS1742.7-2016 – Manual of Uniform Traffic Control Devices – part 7: Railway Crossings.

The S3 formula determines the minimum distance required for the driver of a vehicle stopped at the railway crossing to be able to see an oncoming train in order to safely cross.

When measuring the available sight distance to all directions at rail crossings, a truck driver's eye height of 2.4 metres is recommended.

Where railway crossings with STOP signs are located along the proposed route, the assessor must record the information shown below in Figure 6 on the *RAV Route Assessment Form*. This information is then used to calculate the S3 formula.

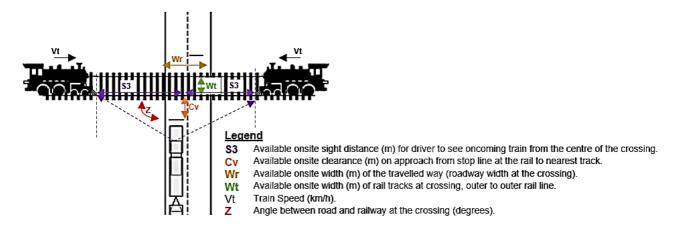


Figure 6: Required Information from Onsite Assessment for S3 Calculation

2.9.5 RAVs at Railway Crossings Protected by Flashing Lights

The visibility of the primary flashing lights and advance flashing yellow warning signs displayed on the approach to crossings, must be assessed so that the driver can safely stop if required. The sight distance to the flashing lights, or alternatively the advance flashing yellow warning signs must meet the minimum requirements in *Appendix D*.

When measuring the available sight distance to all directions at rail crossings, a truck driver's eye height of 2.4 metres is recommended.

2.10 Off-road Parking

In rural and remote areas, the route should have adequate off-road truck parking facilities at sufficient spacing along the route.

In any one direction of travel, the maximum spacing for off-road parking facilities should be:

- Rural Area roads 80 kilometres
- Remote Area roads 120 kilometres

Adequate off-road parking facility is defined as any:

- Service station or roadhouse, (or other commercial establishment), with provision for public truck parking;
- Signed parking bay, truck bay, rest area; or
- Designated road train assembly area.

Which meets the following criteria:

- Minimum approach sight distance (measured from a truck driver's eye height of 2.4 metres) to the entry/exit point are in accordance with <u>Appendix D</u>; and
- Minimum entering sight distance (measure from a truck driver's eye height of 2.4 metres
 to a height that considers all traffic.) from the entry/exit point in accordance with

 <u>Appendix D</u>; and
- The full length of the RAV can be parked within the parking area, without encroachment onto the carriageway. The ideal minimum clearance between the parked RAV and the adjacent road is shown in Table 9 (as per the example in Figure 7).

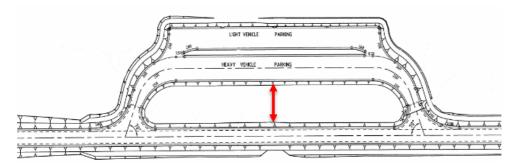


Figure 7: Minimum clearance between road pavement and parking bay

Table 9: Minimum	safe clearance	distance of	parked RAV	from road
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Speed Limit (km/h)	Minimum Clearance from edge of pavement* (m)
60	5
70	5.7
80	6.2
90	7.6
100	8.8
110	11

2.11 Other Road Users

Consideration must be given to the risks a RAV may pose to more vulnerable road users, such as the following:

- Pedestrians:
- Cyclists;
- Tourists and recreational users (who may be unfamiliar with the conditions);
- School buses, where the buses are dropping children adjacent to the road in a nondedicated bus stop.

3 COMMUNITY CONSIDERATIONS

HVS will consult with the relevant Local Government and/or Main Roads Region for input in relation to potential adverse impacts on the local community that may result from approving RAV access.

4 RAIL CONTESTABILITY

HVS will consult with the Department of Transport if they consider the proposed RAV access may be contestable with rail.

5 APPENDICES

Appendix	Title
Appendix A	Rural Road Minimum Widths
Appendix B	Low Volume Rural Road Minimum Widths
Appendix C	Townsite Road Minimum Widths
Appendix D	Required Sight Distance
Appendix F	Operating Conditions
Appendix F	RAV Access Assessment Process

Appendix A: Rural Road Minimum Width

	60 to 70	60 to 70 km/h		km/h
	Carriageway Width (m)	Sealed Width (m)	Carriageway Width (m)	Sealed Width (m)
0 to 150 AADT / VPD***				
RAVs Categories 2-4	7.6	3.3	7.9	3.4
RAVs Categories 5-7	7.7	3.4	8.0	3.5
RAVs Categories 8-10	8.2	3.8	8.6	3.9
150 to 500 AADT / VPD				
RAVs Categories 2-4	7.6	5.6	7.9	5.9
RAVs Categories 5-7	7.7	5.7	8.0	6.0
RAVs Categories 8-10	8.2	6.1	8.6	6.4
500 to 1 000 AADT				
RAVs Categories 2-4	7.9	6.1	8.2	6.4
RAVs Categories 5-7	8.0	6.2	8.3	6.5
RAVs Categories 8-10	8.6	6.6	9.0	6.9
More than 1 000 AADT				
RAVs Categories 2-4	9.6	6.8	9.9	7.1
RAVs Categories 5-7	9.7	6.9	10.0	7.2
RAVs Categories 8-10	10.6	7.6	11.0	8.0

Notes:

- The carriageway widths given in the above table should be used for assessing usable width on gravel roads.
- A road should be sealed if the AADT is over 150 and the annual freight tonnage is over 300,000 TPA. In the absence of any traffic data, the following parameters may be a guide: the uniform annual loaded RAV traffic volume exceed 10 vehicles per day; or the loaded RAV traffic volume exceed 60 vehicles per day over a seasonal two month period.

Appendix B Low Volume Rural Road Minimum Widths

Type A Road (suitable for two-way RAV traffic)

po mode (canazio ici mo may min mai	40 km/h	60 km/h
	Carriageway Width (m)	Carriageway Width (m)
RAVs Categories 2-7	5.8	6.1
RAVs Categories 9-10	5.9	6.3

Notes:

- This section is not to be used for assessing routes for RAV Category 8.
- For Type A low volume roads, <u>Appendix E</u> operating conditions 1, 2, 3, 4, 5, 7 and 8 may be applied as a condition;
- If a road is at least 1.0 metre wider than the widths specified for 60km/h, an 80km/h speed restriction should be considered. A speed restriction above 80km/h should only be considered if the road is sealed, has good sight distance and presents no significant safety concern.

Type B Road (unsuitable for two-way RAV traffic)

	40 km/h	
	Carriageway Width (m)	
RAVs Categories 2-7	3.5*	
RAVs Categories 9-10	3.5*	

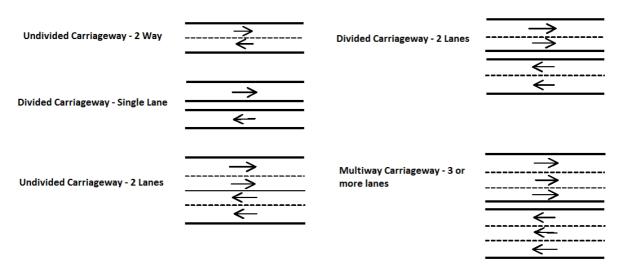
Note:

- For type B low volume roads, <u>Appendix E</u> operating conditions 1, 2, 3, 4, 5, 6, 7 and 8 may be applied as a condition.

Appendix C: Town Site Road Minimum Widths

	RAVs Cate	RAVs Categories 2-4		RAVs Categories 5-8		RAVs Categories 9-10	
Feature	60 - 70	80-100	60 - 70	80-100	60 - 70	80-100	
	km/h	km/h	km/h	km/h	km/h	km/h	
(Undivided carriageway – 2 Way) Width between sealed edge and road centre (m)							
Basic / unmarked	3.2	3.5	3.3	3.7	3.6	4.1	
with marked separation line	3.5	3.8	3.6	4.0	3.9	4.4	
with dedicated cycle lane	4.7	5.5	4.8	5.7	5.1	6.1	
with dedicated or regular parallel parking	5.7	NA	5.8	NA	6.1	NA	
with dedicated angle (45°) parking	9.2	NA	9.3	NA	9.6	NA	
(Divided carriageway – single lane) Widt	h between sea	led edge and	d edge of me	dian or traffic	c island (m)		
Basic / unmarked	3.5	3.8	3.6	4.0	3.9	4.4	
with dedicated cycle lane	5.0	5.8	5.1	6.0	5.4	6.4	
with dedicated or regular parallel parking	6.0	NA	6.1	NA	6.4	NA	
with dedicated angle (45°) parking	9.5	NA	9.6	NA	9.9	NA	
(Undivided carriageway – 2 lanes) Width	between seale	ed edge and	road centre	(m)			
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5	
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5	
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA	
(Divided carriageway – 2 lanes) Width between sealed edge and edge of median or traffic island (m)							
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5	
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5	
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA	
(Multiple Lane Carriageways – 3 or more lanes) Width of additional through lane (m)							
basic	3.2	3.4	3.3	3.5	3.4	3.6	

Note: An explanation of road type descriptors is as follows:



Appendix D: Required Sight Distances

Posted	Downhill			Level	Uphill				
Speed km/h	-8%	-6%	-4%	-2%		2%	4%	6%	8%
40	74	72	70	68	66	65	64	62	61
50	102	98	95	92	89	87	85	84	82
60	134	128	123	119	116	112	110	107	105
70	170	162	155	149	144	140	136	133	130
80	209	198	190	182	176	170	165	161	157
90	252	239	228	218	210	203	197	191	186
100	308	290	275	263	252	242	234	227	220

The above values have been derived using the formula given in Austroads Guidelines with following factors:

(Deceleration rate of 0.29g up to 90 km/h, 0.28g at 100 km/h.)

Appendix E: Operating Conditions

These and other similar operating conditions may be applied to the assessment of low volume roads.

- 1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- 2. No operation on unsealed road segment when visibly wet, without road owner's approval.
- 3. Headlights must be switched on at all times.
- 4. Speed restrictions of 40 km/h or 60 km/h as determined from Appendix B.
- 5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
- 6. For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
- 7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools directly and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
- 8. Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

Appendix F: RAV Access Assessment Process

Step 1

•The "Application and Road Owner Support to Add or Amend a road on the RAV Network" is received by HVS.

Step 2

•HVS liaises with the relevant road manager for a preliminary assessment and comment in relation to public amenity, the road condition and future development plans.

Step 3

•Onsite assessment / data collection is conducted in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines.

Step 4

•HVS undertakes a review of the onsite assessment data and presents the outcomes at a Network Management Meeting.

Step 5

• The Network Management Committee considers the data in accordance with the *Guidelines for Approving RAV Access*, taking into consideration impacts on safety, network performance, road infrastructure and other relevant factors / policies.

Step 6

•The final recommendation is then presented to HVS Senior Management, who approves / declines the recommendation.

Step 7

•The applicant and road manager will be informed of the outcome and the road will be added to the relevant RAV Network or Permit, if applicable.



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1- 11.1.4a Main Roads Heavy Vehicle

Services (HVS) Application

Attachment 2- 11.1.4b Shire of Morawa RAV Route

Assessment

Item 11.1.4- Request from Main Roads Western

Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network

(RAV) rating (D24#1347245)



Application to Add or Amend a Road on a Restricted Access Vehicle Network

This form is to be completed when applying to have road(s) assessed to be added to a RAV Network. All route assessment applications will be assessed in accordance with the RAV Access Approval & Review Policy and associated documents, available on the Access Requirements in

Applicant Details

Operator Name KCM Transport

Contact Name Kim Malcolm

Email malcolmkc@bigpond.com Contact Number 0428711128

RAV Category to be Assessed

Tandem Drive RAV Categories RAV 7 (36.5m)

Note: Refer to our website for the relevant Operating Conditions on the Orders page.

Tri Drive Categories 1-5 Not Required Note: Refer to our website for the relevant Operating Conditions on the Tri Drive page.

Tandem Drive PBS Categories Not Required

Tri Drive PBS Categories Not Required Note: Refer to our website for the WA PBS Scheme - Access Levels & Principles on the PBS page to determine your PBS Category.

Accredited Containerised Freight Categories Not Required

Note: Refer to our website for the Accredited Containerised Freight Operating Conditions.

Platform Trailer Relocation Not Required

Road Trains with Long Trailers Not Required

Note: Refer to our website for the Platform Trailer Relocation Operating Conditions.

Note: Refer to our website for the Road Train with Long Trailers Operating Conditions.

Oversize Road Train and B-Double Categories Not Required Note: Refer to our website for the Oversize Road Train and B-Double Operating Conditions.

Class 1 RAV - 8 Tyres Per Axle Low Loader Overmass Not Required Other

Note: Refer to our website for the Class 1 RAV - 8 Tyres Per Axle Low Loader Overmass Period Permit Operating Conditions.

PBS Specific Access (e.g. Level 2, 31.5 metres)

MRWA

Concessional Mass Level to be Assessed

Level 1 Mass Networks are applied when a road is approved on the equivalent base Tandem Drive, Tri Drive or PBS Network(s) listed in the above section.

Note: Refer to our website for the relevant Operating Conditions on the Accredited Mass Management Scheme (AMMS) page.

	Tandem Axle Group	Tri Axle Group	Quad Axle Group (PBS)
Level 1	17.0t	21.5t	24.Qt
Level 2	17.0t	22.5t	27.0t
Level 3	17.5t	23.5t	28.5t

Requested Mass Level Not Required

Transport Task Details

Estimated Annual Tonnage (t)

4000

Estimated Loaded Movements 50

per year

Reason for RAV Access Application cartage of harvest grain from October to December when required

List all roads for the intended route (for campaign haulage tasks only): Include start and end location and attach a map. Johnson Road, Yalgoo road, Bell Road, Pintharuka East Road, Wubin Mullewa Road, Old Mullewa Road.

Roads to be Assessed

List required road(s) that are not currently approved for the required level of RAV Access.

Wubin Mullewa Road, Pintharuka East Road, Johnson Road, Bell Road. Old mullewa Road and Yalgoo Roads with conditions.

KC M TRANSPORT ACCESS RECOURED MORAWA

Requested Networks:

Dimension Requirements						Road Manager to Complete	
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	School Bus Route Y/N	Current Traffic Volumes (vehicles per day)
5110157	Pintharuka East Rd	Wubin	Bell Rd	Nil	Tandem		
		Mullewa	(4.40)		Drive 7	N	L 25
		(0.00)				10	2 00
5110017	Bell Rd	Old Mullewa	Johnson	Tandem	Tandem	V	1 -
		Rd (1.53)	Rd (9.05)	Drive 4	Drive 7	7	< 50
5110033	Johnson Rd	Bell Rd (0.00)	Morawa -	Tandem	Tandem	. /	
			Yalgoo Rd	Drive 4	Drive 7	14 1	< 50
			(11.43)			(, ,



Restricted Access Vehicle – Route Assessment

Bell Road SLK 1.53 to 9.05 RAV 4 to RAV7

Bell Rd is a gravel / natural material formed road.

From SLK 1.53 to 8.12 it is of a natural gravel / imported gravel construction with a minimum width of 8.0 metres.

From SLK 8.12 to 8.24 it is of a sealed bitumen construction being a floodway with a minimum width of 8 metres

From SLK 8.24 to 9.05 it is of a natural / imported material construction with a minimum width of 8 metres.

Bell Rd is currently a school bus route.



Figure 1: Looking West Bell Rd / Old Mullewa Rd Intersection SLK 1.53 on Bell Rd

Sightline to the Wesst approximatley 150 m.

Due to the intersection of Bell Rd / Wubin Mullewa Rd having intersection restrictions due to stacking distances related to the rail crossing, all RAV 2 rated or higher vehicles are not permitted to access Bell Rd from Wubin Mullewa Rd or access Wubin Mullewa Rd from Bell Rd. This means the only exit from Bell Rd at the Southern end is via the Old Mullewa Rd which is currently rated RAV 7.



Figure 2: Looking East Bell Rd / Old Mullewa Rd Intersection SLK 1.53 on Bell Rd

Sightline to the East approximatley 150 m.

Due to the intersection of Bell Rd / Wubin Mullewa Rd having intersection restrictions due to stacking distances related to the rail crossing, all RAV 2 rated or higher vehicles are not permitted to access Bell Rd from Wubin Mullewa Rd or access Wubin Mullewa Rd from Bell Rd. This means the only exit from Bell Rd at the Southern end is via the Old Mullewa Rd which is currently rated RAV 7.



Figure 3: : Looking South East Old Mullewa Rd / Bell Rd Intersection

Due to the intersection of Bell Rd / Wubin Mullewa Rd having intersection restrictions due to stacking distances related to the rail crossing, all RAV 2 rated or higher vehicles are not permitted to access Bell Rd from Wubin Mullewa Rd or access Wubin Mullewa Rd from Bell Rd. This means the only exit from Bell Rd at the Southern end is via the Old Mullewa Rd which is currently rated RAV 7.

Swept path issues identified on this intersection from wheel track marks left from RAV 4 vehicles currently using this intersection.



Figure 4: Looking South Bell Rd SLK 9.05

Bell Rd is currently rated RAV 4 with the following conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 80 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Bell Rd the recommendation is to not support the application to have Bell Rd rated Rav 7

The Shire doesn't support the application to have Bell Rd between SLK 1.53 and 9.05 rated RAV 7 due to swept path issues identified at the Bell Rd / Old Mullewa Rd intersection and the sightline issues associated with entering Bell Rd from Old Mullewa Rd on a bend.

Bell Rd SLK 0.00 to 4.40 was inspected on the 30/10/2024 by Brett Atkinson and report compiled on the 31/10/2024.



Restricted Access Vehicle - Route Assessment

Johnson Road SLK 0.00 to 11.43 RAV 4 to RAV7

Johnson Rd is a gravel / natural material formed road with a minimum width of 7.3 metres.

Johnson Rd is currently a school bus route.



Figure 1: Looking South Johnson Rd / Bell Rd Intersection SLK 9.05 on Bell Rd Sightline to the South approximatley 300 m.



Figure 2: Looking North Johnson Rd / Bell Rd Intersection SLK 9.05 on Bell Rd Sightline to the North approximatley 300 m.



Figure 3: : Looking East Johnson Rd SLK 0.00



Figure 4: Looking North Johnson Rd aproaching bend at SLK 7.72

The intersection of Johnson Rd / Bore Rd is also located within this bend.



Figure 5: Looking East Johnson Rd aproaching bend at SLK 7.72

The intersection of Johnson Rd / Bore Rd is also located within this bend.



Figure 6: Looking East Johnson Rd SLK 11.43

The intersection of Johnson Rd / Bore Rd is also located within this bend.



Figure 7: Looking South Johnson Rd / Morawa Yalgoo Rd Intersection

Sightline to the South approximatley 250 m.



Figure 8: Looking North Johnson Rd / Morawa Yalgoo Rd Intersection

Sightline to the South approximatley 260 m.

Johnson Rd is currently rated RAV 4 with the following conditions

- All operators must carry written support from the road manager acknowledging the operator's use of the road.
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV)
- Maximum speed 80 km/h
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).

In Conclusion:

After completing the inspection of Johnson Rd the recommendation is to not support the application to have Johnson Rd rated Rav 7

The Shire doesn't support the application to have Johnson Rd between SLK 0.00 and 11.43 rated RAV 7 due to geometry issues identified at the bend at SLK 7.72 and the sightline issues associated with Bore Rd intersection on this bend.

Johnson Rd SLK 0.00 to 4.40 was inspected on the 30/10/2024 by Brett Atkinson and report compiled on the 31/10/2024



Restricted Access Vehicle - Route Assessment

Pintharuka East Road SLK 0.00 to 4.40 Currently Not Rated to RAV7

Pintharuka East Rd is a gravel / natural material formed road.

From SLK 0.00 to 4.40 it is of a natural gravel construction with a minimum width of 7.3 metres.



Figure 1: Looking North Pintharuka East Rd / Wubin Mullewa Rd IntersectionSightline to the East approximatley 275 m.



Figure 2: Looking South Pintharuka East Rd / Wubin Mullewa Rd Intersection



Figure 3: : Looking East Pintharuka East Rd / Wubin Mullewa Rd Intersection

Stacking distance between Wubin Mullewa Rd and Rail Crossing is 60 m.



Figure 4 Looking West towards Pintharkuka East Rd Rail Crossing SLK 0.46



Figure 5 / 6 : Looking West Pintharuka East Rd Rail Crossing

With the rail crossing being located around a bend the stop sign isn't visible to you're 30 m from the crossing.



Figure 7: Looking North Pintharuka East Rd / Bell Rd Intersection

Sightline to the North approximatley 220 m.



Figure 8: : Looking South Pintharuka East Rd / Bell Rd Intersection

Sightline to the South approximatley 90 m.

Pintharuka East Rd is currently not rated to carry any class of RAV vehicle

In Conclusion:

After completing the inspection of Pintharuka East Rd the recommendation is to not support the application to have Pintharuka East Rd rated Rav 7

The Shire doesn't support the application to have Pintharuka East Rd between SLK 0.00 and 4.40 rated RAV 7 due to sightline issues at the rail crossing and sightline issues to the south at the Pintharuka East Rd / Bell Rd Intersection.

With improvements to the sightline issues we would support an application to a RAV 4 level rating.

Pintharuka East Rd SLK 0.00 to 4.40 was inspected on the 30/10/2024 by Brett Atkinson and report compiled on the 30/10/2024



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1- 11.1.5a Assessment Report

Attachment 2- 11.1.5b Quotations

Attachment 3- 11.1.5c Additional works quotation

Item 11.1.5- Administration Office Project





CF480445 Building Report - All Clients

Assessment Report Summary	
Date attended site	Aug 11, 2024
Time attended site	11:50 AM
Makesafe completed	No
Emergency works required	No
Specialist reports obtained	Yes
Specialist reports	Roofing Report
Claim recommendation	Unsure - Requires Specialist

Property

Front View of Property



Property Information	
House Type	Single Story
Construction Type	Brick
Roof Type	Metal
Condition of Dwelling	Good
Foundation Type	Concrete Slab
Age of Dwelling	51 +
Roof damaged	Yes



Percentage of roof damage	5
Roof and home watertight	No
Tarp on roof	No
Habitability	Cat C - Habitable now and During Repairs
Other hazards present	None
Customer Conversation	
Date event occured	Jul 16, 2024
First noticed the damage	Jul 16, 2024
Emergency services attended	No
Customer discussion notes	Trade met with Jackie
Claimed Event	
Internal areas affected	Water ingress damage has been caused to plaster, paintwork and numerous ceiling tiles.
	The carpets to a front office area 3600mm x 3300 are also water damaged and the entire ceiling of panels requires renewal.
	A separate office has a leak around the skylight causing ceiling tile damage.
External areas affected	box gutter does not have adequate falls or outlet size to remove all standing water/cope with heavy rains.
	The box gutter has signs of corrosion and previous patch repairs and needs replacing to prevent further Leaks/overspill.
	The vertical Longline tin of the front parapet wall (painted red) is incorrectly sealed below wall capping.
Fence damage	Not Applicable
Causation	
Builders' Opinion	The main areas of damage from water ingress are located at the front of the building along the entire width, immediately below parapet wall.
	Water ingress damage has been caused to plaster, paintwork and numerous ceiling tiles.
	The carpets to a front office area 3600mm x 3300 are also water damaged and the entire ceiling of panels requires renewal.
	A separate office has a leak around the skylight causing ceiling tile damage.
	The carpets to main reception areas are currently not showing signs of damage.



FRONT SLOPED ROOF OVER PEDESTRIAN WALKWAY:

The roof area measures Approx 21m x 3m and is constructed of a Zinculume corrugated tin pitching back to the building.

A 300mm wide box gutter with one central divide is directly above the areas of damage, the box gutter does not have adequate falls or outlet size to remove all standing water/ cope with heavy rains.

The box gutter has signs of corrosion and previous patch repairs and needs replacing to prevent further Leaks/overspill.

The vertical Longline tin of the front parapet wall (painted red) is incorrectly sealed below wall capping.

It would be advisable to replace the Zinculume corrugated tin to the sloped roof at the same time as the box gutter
replacement as it shows signs of age and is pailed along majority of its length

replacement as it shows signs of age and is nailed along majority of its length, meaning it will incur further damage during removal for access

MAIN ROOF TO REAR OF PARAPET WALL:

The main Zinculume corrugated roof immediately behind parapet wall has defective valleys. flashings, capping

and vertical corrugated tin cladding to wall, all causing signs of water ingress.

These areas require immediate replacement. There are numerous patch repairs not dealing with the actual defects of this area of roof.

The total width is 23m over 4no levels and including valley return, to reach outlet. The Zinculume tin running along

valley areas of main roof would also need renewing with this repair advise 2no rows minimum

MAIN ROOF:

The main roof is Zinculume corrugated tin, featuring several skylights showing previous patches and damage.

The Zinculume has been in the majority fixed with nails that have lifted and are missing in numerous places, some nails have been replaced with Tek screws to prevent lifting.

There are several areas where the tin needs replacing and due to the age of roof and the request to remove skylights and the future installation of solar panels. It would be advisable to renew total roof as this would be more economical then patching/ part renewal

IT IS STRONGLY ADVISED FOR A STRUCTURUAL ENGINEER TO CHECK ROOF SUSPENSION SUPPORTS FOR SIGNS OF CORROSION AND TO PASS INTEGRITY FOR SUSPENDING ROOF OVER PEDESTRIAN AREA PRIOR TO ANY WORKS

Is this a Preliminary Report?

No

Repair Timelines



Estimated Start Date	Sep 2, 2024
Estimated Duration (Days)	30+

Building or Design Faults

Are there any noted building/design faults contributing to the damage?

The box gutter does not have adequate falls or outlet size to remove all standing water/ cope with heavy rains.

The box gutter has signs of corrosion and previous patch repairs and needs replacing to prevent further Leaks/overspill.

The vertical Longline tin of the front parapet wall (painted red) is incorrectly sealed below wall capping.

Additional Findings

Claim related maintenance

No

Repair Limitations

Are there any issues relating to the proposed scope of works that may impact repairs, ie matching materials/cut off points, non affected areas

0

Roof Inspection	
Condition of roof	Poor
Inspection inside ceiling cavity conducted	No
Penetrations on the roof	Rotary Vent, Skylights,
Storm-damage claim and roof inspection applicable	No
Wind driven rain entered property	Yes
Details of wind driven rain entry	The main areas of damage from water ingress are located at the front of the building along the entire width, immediately below parapet wall. Water ingress damage has been caused to plaster, paintwork and numerous ceiling tiles.
Glue fixings inspected	Not Applicable
Estimator accessed and inspected the roof	Yes
Damage associated to Hail impact	No



Details of the damage	No damage
Weather conditions at time of inspection	Light Cloud
Pre-existing damages not related to event	No
Event caused structural damage	No
Moisture barrier installed under roof lining	No
All flashings, decktites, downpipes, and spreader pipes are in good condition and working properly	Yes
Potential issues with dissimilar metals (i.e. Corrosion)	No
Signs of impact damage to solar panels	Not Applicable
Roof requiring replacement	Partial
Details	There are several areas where the tin needs replacing and due to the age of roof and the request to remove skylights and the future installation of solar panels. It would be advisable to renew total roof as this would be more economical then patching/ part renewal
Engineering and certification required	Yes
Details	IT IS STRONGLY ADVISED FOR A STRUCTURUAL ENGINEER TO CHECK ROOF SUSPENSION SUPPORTS FOR SIGNS OF CORROSION AND TO PASS INTEGRITY FOR SUSPENDING ROOF OVER PEDESTRIAN AREA PRIOR TO ANY WORKS
Structural upgrades or roof tie downs required	Unsure
Details	No
Conclusion	
Damage consistent with stated event	Yes
Builders summary	Water ingress damage has been caused to plaster, paintwork and numerous ceiling tiles. JLG recommend that the claim is review. and an engineer to be appointed to check the roof suspension supports for signs of corrosion and to pass integrity for suspending roof over pedestrian area JLG can warrant repairs.
Customer actions	No Action Required



Insurer action	Review File
Builder action	Await decision from Insurer
Have any signs of customer vulnerability been identified?	No
Previous history of claims	unsure
Temporary Accommodation	
Temporary accommodation required immediately	No
Repairs may affect home habitability	No
Cash Settlement	
Cash settlement	No
Repairs can be warranted	Yes
Mud Map Floor Plan	

Mud map of damaged areas

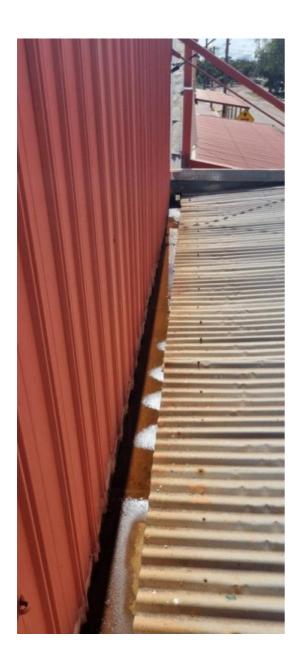




Photo Schedule

Supporting Photographs

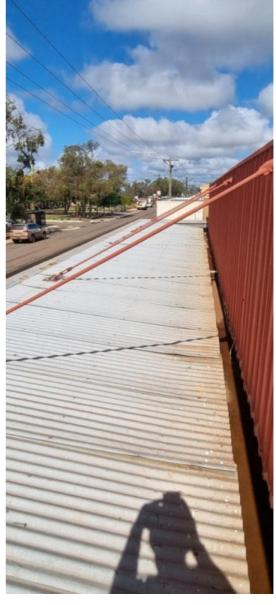












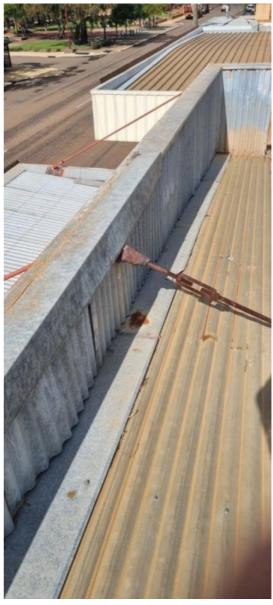


































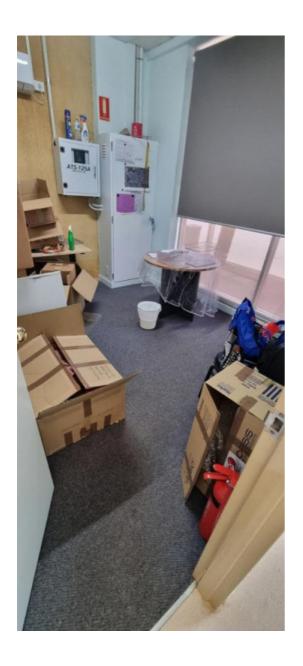










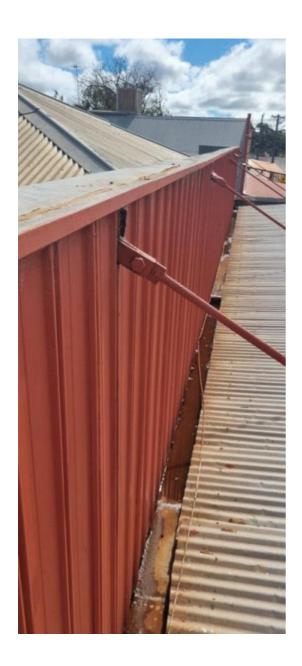














[estimate]



PO Box 503 Balcatta WA 6021 P (08) 6241 4300 waregional@johnslyng.com.au

SCOPE OF WORKS

26 Winfield Street, Morawa, WA **Site Address**

6623

Job Number JWRE03173

Estimators Phone

Customer Jackie Hawkins **Estimator** Oscar Lopez

Customers Phone 0427 429 647

Shire of Morawa- WA Local

Client Reference Government Insurance Scheme

olopez@johnslyng.com.au **Estimators Email**

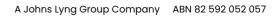
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Estimate 1 - ROOF REPLACEMENT

GENERAL	Material	Labour	Total
General Note Scope raised for the ROOF REPLACEMENT	0/HD	0/HD	\$0.00
Supervision Provide adequate supervision for works as detailed	0/hr	49/hr	\$3,920.00
			\$3,920.00

INSURANCE	Material	Labour	Total
Home Warranty Insurance Insure property in accordance with Home Owners Warranty	0/ea	1/ea	\$1,203.13
			\$1,203.13

ROOF 1.00m (Length) × 1.00m (Width) × 1.00m (Height)	Material	Labour	Total
Equipment Hire Supply all necessary scaffolding and access equipment, safety railing and barricading required to safely carry out works	1/ea	0/Incld	\$5,000.00
Roofing Strip off all existing roofing materials and dispose of from site	0/ea	600/m2	\$18,000.00
Roofing Renew Zinculume corrugated roofing in sections to ensure that property is secure and watertight overnight, approximately 600m2 area in total	0/ea	600/m2	\$42,000.00
Insulation Install building blanket R1.3 below all sheets.	0/ea	600/m2	\$6,600.00
General Note All areas highlighted in report causing existing problems and leaks to be upgraded	0/ea	0/hr	\$0.00
Roofing Install all custom flashings/box gutters/capping's & rolltop ridges	1/ea	0/Incld	\$3,000.00





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Travel | Travel fees from Geraldton to Morawa 0/ea 1/ea \$2,000.00

\$76,600.00

EXCLUSIONS 1.00m (Length) × 1.00m (Width) × 1.00m (Height)	Material	Labour	Total
General Note NO ALLOWANCE INCLUDED FOR STRUCTURAL ENGINEERS REPORT PRIOR TO WORKS	0/HD	0/HD	\$0.00
General Note NO ALLOWANCE FOR ANY STRUCTURAL OR MAJOR TIMBERWORKS REQUIRED ON REMOVAL OF ROOF OR FOUND NECESSARY BY ENGINEER	o/HD	0/HD	\$0.00
General Note NO ALLOWANCE FOR STRENGTHING REQUIREMENTS FOR SOLAR PANELLING	0/HD	0/HD	\$0.00
			\$0.00

Totals	Totals
Sub Total	\$81,723.13
Margin	\$17,161.86
GST	\$9,888.50
Total	\$108,773.49

Trade Breakdown	Material	Labour	Total
Equipment Hire	\$6,655.00	\$0.00	\$6,655.00
General Note	\$0.00	\$0.00	\$0.00
Home Warranty Insurance	\$0.00	\$1,601.37	\$1,601.37
Insulation	\$0.00	\$8,784.60	\$8,784.60
Roofing	\$3,993.00	\$79,860.00	\$83,853.00
Supervision	\$0.00	\$5,217.52	\$5,217.52
Travel	\$0.00	\$2,662.00	\$2,662.00

JWRE03173



PO Box 503 Balcatta WA 6021 P (08) 6241 4300 waregional@johnslyng.com.au

SCOPE OF WORKS

26 Winfield Street, Morawa, WA Site Address

Job Number

6623

Customer Jackie Hawkins **Estimator** Oscar Lopez

Customers Phone 0427 429 647 **Estimators Phone**

Shire of Morawa- WA Local

Client Reference Government Insurance Scheme olopez@johnslyng.com.au **Estimators Email**

(LGIS)

Estimate 2 - INTERNAL WORKS

GENERAL	Material	Labour	Total
Supervision Provide adequate supervision for works as detailed	0/hr	0/hr	\$0.00
General Note Estimate raised for the INTERNAL WORKS	0/ea	14/hr	\$1,120.00
			\$1,120.00

Material Labour	Total
0/ea 1/ea	\$1,052.01
0/ea	1/ea

INTERNAL 1.00m (Length) × 1.00m (Width) × 1.00m (Height)	Material	Labour	Total
Protection Protect all areas and surfaces before commencing works, set up internal mobile scaffold	1/ea	0/Incld	\$1,000.00
Plastering Remove all damaged ceiling tiles from front office and various other locations, dispose of from site	0/Incld	1/ea	\$1,300.00
Roofing Install new replacement ceiling tiles into original frames	0/Incld	1/ea	\$2,500.00
Plastering Renew 54m of damaged pencil round skirting boards to office corridor and front office, seal & fill	0/ea	54/Im	\$1,620.00
Electrical Remove lights & smoke alarms from ceilings make-safe for works to progress	0/Incld	6/hr	\$780.00
Electrical Install original lights/ smoke alarms to new ceiling tiles	0/Incld	6/hr	\$780.00
Plastering Protect all surfaces & remove damaged plaster from water damaged areas. Front beam and office corridor	0/Incld	1/hr	\$684.00

\$1,052.01



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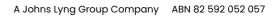
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		waregional@	johnslyng.com.au
Plastering Install new gyprock & plaster works, flush and sand	0/Incld	1/hr	\$2,000.00
Painting Prep and paint full office corridor with Ino coat PSU & 2no coats Dulux wash & wear, approximately 80m2	0/ea	80/m2	\$3,200.00
Painting Prep and paint ceiling/cornice to window surrounds with 2no coats Dulux ceiling paint. Area 30m2.	0/ea	30/m2	\$1,200.00
Painting Prep and paint front office walls with 2no coats Dulux wash & wear. Area 30m2	0/ea	30/m2	\$1,200.00
Painting Prime, undercoat and enamel gloss all skirtings	1/ea	0/Incld	\$1,000.00
Flooring Remove existing front office carpet & dispose of from site.	0/ea	14/m2	\$280.00
Flooring Install new Knights point carpet on 10mm bonded foam underlay to 14m2 area	0/ea	14/m2	\$1,680.00
Cleaning Clean all work areas thoroughly on completion including windows	1/ea	0/Incld	\$1,000.00
Cleaning Remove all waste materials from site	1/ea	0/Incld	\$600.00
			\$20,824.00

EXCLUSIONS	Material	Labour	Total
Exclusions NO ALLOWANCE FOR MOVING FURNITURE OFFICES	0/Job Note	0/Job Note	\$0.00
Exclusions WORK AREAS TO BE CLEARED AS MUCH AS POSSIBLE PRIOR TO WORKS	0/Job Note	0/Job Note	\$0.00
Exclusions LABOUR CHARGEBLE EXTRA IF ROOMS NOT CLEAR.	0/Job Note	0/Job Note	\$0.00
			\$0.00

Totals		Totals
	Sub Total	\$22,996.01
	Margin	\$4,829.16
	GST	\$2,782.52
	Total	\$30,607.69

Trade Breakdown	Material	Labour	Total
Cleaning	\$2,129.60	\$0.00	\$2,129.60
Electrical	\$0.00	\$2,076.36	\$2,076.36
Exclusions	\$0.00	\$0.00	\$0.00





PO Box 503
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Flooring	\$0.00	\$2,608.76	\$2,608.76
General Note	\$0.00	\$1,490.72	\$1,490.72
Home Warranty Insurance	\$0.00	\$1,400.23	\$1,400.23
Painting	\$1,331.00	\$7,453.60	\$8,784.60
Plastering	\$0.00	\$7,458.92	\$7,458.92
Protection	\$1,331.00	\$0.00	\$1,331.00
Roofing	\$0.00	\$3,327.50	\$3,327.50
Supervision	\$0.00	\$0.00	\$0.00



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SCOPE OF WORKS

26 Winfield Street, Morawa, WA **Site Address**

6623

Job Number JWRE03173

Customer

Jackie Hawkins

Shire of Morawa- WA Local

Oscar Lopez

0427 429 647 **Customers Phone**

Estimators Phone

Estimator

Client Reference

Government Insurance Scheme

Estimators Email olopez@johnslyng.com.au

(LGIS)

Estimate 4 - EXTRA WORK REQUIRED - SP EDIT

GENERAL	Material	Labour	Total
Supervision Provide adequate supervision for works as detailed	0/Incld	106/hr	\$8,480.00
Preliminaries Allow for CDC and building permit fees including ctf levies	1/ea	0/Incld	\$2,500.00

\$10,980.00

ROOF 1.00m (Length) × 1.00m (Width) × 1.00m (Height)	Material	Labour	Total
General Note STRUCTURAL WORKS TO ALLOW FOR SOLAR INSTALLATION	0/HD	0/HD	\$0.00
Roofing STRUCTURAL WORKS TO ALLOW FOR SOLAR INSTALLATION (AS PER ENGINEER)	1/ea	1/ea	\$33,600.00

- 1. Carry out all structural timber works to roof structure as per Sequel Consulting Engineers site report.
- 2. Secure all framing in roof space used to suspend ceiling.
- 3. Make good all ceiling tiles and support framework on completion.
- 4. Works will involve removal of roof/ceiling structure to allow access for LVLS

\$33,600.00

INTERNAL 1.00m (Length) × 1.00m (Width) × 1.00m (Height) **Material** Labour **Total**



A Johns Lyng Group Company ABN 82 592 052 057

1/ea

PO Box 503 Balcatta WA 6021 P (08) 6241 4300

\$9,324.00

waregional@johnslyng.com.au

Plastering | INTERNAL WORKS -1/ea

CARPENTRY

- 1. Protect all areas and surfaces before commencing works, set up internal mobile scaffold.
- 2. Remove all damaged ceiling tiles from front office and various other locations, dispose of from site.
- 3. Install new replacement ceiling tiles into original frames.
- 4. Renew 54m of damaged pencil round skirting boards to office corridor and front office, seal & fill.

GYPROCKING

- 1. Protect all surfaces & remove damaged plaster from water damaged areas. Front beam and office corridor.
- 2. Install new gyprock & plaster works, flush and sand.

Plastering | ADDITIONAL WORKS - OFFICE RENOVATIONS OPEN PLAN/ OFFICE DIVIDE

- 1/ea 1/ea \$102,375.00
- 1. Removal of non-structural walls to provide open plan office area.
- 2. Construction of timber studwork to external wall to allow for new locations for electrical and data cabling. Construction of timber studwork dividing walls (soundproofed) to office with passage wall and doors.
- 3. Installation and repair of suspended ceilings where walls removed. Installation of new skirtings to all rooms.
- 4. Paintings to all walls.
- 5. Licenced electrician to make-safe, relocate and install all cabling, lights and data.
- 6. Aircon engineer to remove, move and replace aircons to allow for new layout.

\$111,699.00

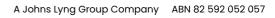
FLOORING 1.00m (Length) × 1.00m (Width) × 1.00m (Height)	Material	Labour	Total
Carpet CARPETS	1/ea	1/ea	\$24,360.00
Take up all existing carpets from areas confirmed by client and move to rear carpark where client will organise removal			

move to rear carpark where client will organise removal.

- 2. Install Knights point carpet on 10mm bonded underlay to following areas 5800 x 5400, 5300 x 8400, 3600 x 15000, 6000 x 4000, 5800 x 4300, 11000 x 4300.
- 3. Remove replace furniture from areas, client to ensure all smaller items, computers removed prior to installation.

\$24,360.00

NON-CLAIM RELATED DAMAGE, REPAIR OR REPLACEMENT TO BE COMPLETED BY THE CUSTOMER	Material	Labour	Total
Preliminaries The following needs to be completed as non-claim related damage, repair, or replacement before works can commence	0/Job Note	0/Job Note	\$0.00





PO Box 503 Balcatta WA 6021 P (08) 6241 4300

regional@iohnslyna.com.gu

		waregional@jo	hnslyng.com.au
Preliminaries Client to ensure all smaller items, (computers, desks, chairs, etc) are removed prior repairs can start	0/HD	0/HD	\$0.00
Preliminaries ACCOMODATION FOR ALL TRADES TO BE PROVIDED BY CLIENT AS AGREED	0/ea	0/hr	\$0.00
Preliminaries ALL WASTE MATERIALS TO BE REMOVED FROM SITE BY CLIENT AS AGREED	0/ea	0/hr	\$0.00
Preliminaries ALL WASTE TO BE MOVED TO REAR CARPARK BY CONTRACTERS.	0/ea	0/hr	\$0.00
			\$0.00

Totals	Totals
Sub Tota	l \$180,639.00
Margir	\$27,095.85
GS.	\$20,773.49
Tota	\$228,508.34

Trade Breakdown	Material	Labour	Total
Carpet	\$17,532.90	\$13,282.50	\$30,815.40
General Note	\$0.00	\$0.00	\$0.00
Plastering	\$47,259.14	\$94,040.10	\$141,299.24
Preliminaries	\$3,162.50	\$0.00	\$3,162.50
Roofing	\$12,618.38	\$29,885.63	\$42,504.00
Supervision	\$0.00	\$10,727.20	\$10,727.20



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1-	11.2.1a Monthly Financial Report for the period ending 31 October 2024
Attachment 2-	11.2.1b Bank Reconciliation for the period ending 31 October 2024
Attachment 3-	11.2.1c List of Accounts Paid for the period ending 31 October 2024
Item 11.2.1-	Monthly Financial Report – October 2024

SHIRE OF MORAWA

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity) For the Period Ended 31 October 2024

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

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SUMMARY INFORMATION - GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Funding surplus / (deficit) Components

Funding surplus / (deficit) YTD **YTD** Var. \$ Amended **Budget** Actual **Budget** (b)-(a) (b) (a) \$0.56 M \$2.92 M \$2.36 M \$2.92 M **Opening** \$0.56 M \$4.30 M \$5.24 M \$0.94 M Closing Refer to Statement of Financial Activity

Refer to Note 5 - Payables

(b)-(a)

\$0.19 M

Cash and cash equivalents

\$12.32 M % of total **Unrestricted Cash** \$5.18 M 42.1% **Restricted Cash** \$7.13 M 57.9%

Refer to Note 2 - Cash and Financial Assets

	Payables \$0.24 M	% Outstanding
Trade Payables	\$0.02 M	
0 to 30 Days		87.6%
30 to 90 Days		12.4%
Over 90 Days		0%

Receivables \$1.36 M % Collected **Rates Receivable** \$1.33 M 68.5% **Trade Receivable** \$0.03 M % Outstanding 30 to 90 Days 25.5% Over 90 Days 41.2% Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

YTD Amended Budget Budget (a) (\$0.18 M) \$2.30 M \$2.48 M

Rates Revenue

\$3.08 M

\$3.09 M

Refer to Statement of Financial Activity

Grants and Contributions

YTD Actual \$0.38 M (39.9%) YTD Budget \$0.63 M

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

YTD Actual \$0.79 M \$0.77 M YTD Budget 3.0%

Refer to Statement of Financial Activity

Refer to Note 6 - Rate Revenue **Key Investing Activities**

YTD Actual

YTD Budget

Amount attributable to investing activities

% Variance

(0.5%)

YTD YTD Var. \$ **Amended Budget Budget Actual** (b)-(a) (a) (b) (\$4.89 M) (\$0.99 M) (\$0.36 M) \$0.63 M Refer to Statement of Financial Activity

Proceeds on sale

Asset Acquisition

\$0.00 M **YTD Actual** \$0.36 M % Spent 0.0% **Amended Budget** \$0.21 M (100.0%) **Amended Budget** \$4.89 M Refer to Note 7 - Disposal of Assets Refer to Note 8 - Capital Acquisitions

Capital Grants YTD Actual \$0.27 M % Received **Amended Budget** \$2.78 M (90.3%) Refer to Note 8 - Capital Acquisitions

Key Financing Activities

YTD Actual

Amount attributable to financing activities

YTD YTD Amended Budget Budget Actual (b)-(a) (b) (a) (\$0.29 M) (\$0.11 M) (\$0.07 M) \$0.04 M Refer to Statement of Financial Activity

Borrowings

Principal \$0.01 M repayments \$0.00 M Interest expense \$0.38 M **Principal due** Refer to Note 9 - Borrowings

Reserves

\$7.13 M Reserves balance \$0.07 M Interest earned

Refer to Note 11 - Cash Reserves

Lease Liability

Principal \$0.00 M repayments \$0.00 M Interest expense Principal due \$0.00 M Refer to Note 10 - Lease Liabilites

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2024

STATUTORY PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

GOVERNANCE

To manage Councils' Elected Members

ACTIVITIES

Includes Members of Council, Civic Functions and Public Relations, Council Elections, Training/Education of members.

GENERAL PURPOSE FUNDING

To manage Council's finances

Includes Rates, Loans, Investments & Grants.

LAW, ORDER, PUBLIC SAFETY

To provide, develop & manage services in response to community needs.

Includes Emergency Services, Fire Services and Animal Control

HEALTH

To provide, develop & manage services in response to community needs.

Includes Environmental Health, Medical and Health facilities and providers

EDUCATION AND WELFARE

To provide, develop & manage services in response to community needs.

Includes Education, Welfare & Children's Services, Youth Development

HOUSING

To ensure quality housing and appropriate infrastructure is maintained.

Includes Staff and other housing, including aged care units and Dreghorn Street units.

COMMUNITY AMENITIES

To provide, develop & manage services in response to community needs.

 $Includes\ Refuse\ Collection,\ Sewerage,\ Cemetery,\ Building\ Control\ and\ Town\ Planning.$

RECREATION AND CULTURE

To ensure the recreational & cultural needs of the community are met.

Includes the Swimming Pool, Halls, Library, Oval, Parks and Gardens and Recreational Facilities.

TRANSPORT

To effectively manage transport infrastructure within the shire.

Includes Roads, Footpaths, Private Works, Plant Operating Costs, Outside Crew wages and maintenance of the Airstrip.

ECONOMIC SERVICES

To foster economic development, tourism & rural services in the district.

Includes Tourism, Rural Services, Economic Development & Caravan Park.

OTHER PROPERTY AND SERVICES

To provide control accounts and reporting facilities for all other operations.

Includes Private Works, Public Works Overheads, Plant Recovery Costs, Administration Overheads and Unclassified Items

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2024

BY PROGRAM

			YTD	YTD	Var. \$	Var. %	
	Ref	Adopted	Budget	Actual	(b)-(a)	(b)-(a)/(a)	Va
	Note	Budget	(a)	(b)			
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance		2,100	0	413	413	0.00%	
General purpose funding - general rates	6	3,084,535	3,084,535	3,089,358	4,823	0.16%	
General purpose funding - other		725,548	212,324	210,421	(1,903)	(0.90%)	
Law, order and public safety Health		29,040	12,407	13,165	758	6.11%	
Education and welfare		14,850 12,500	5,500 2,828	(300) 1,800	(5,800) (1,028)	(105.45%) (36.35%)	
Housing		93,500	31,148	29,769	(1,379)	(4.43%)	
Community amenities		857,487	703,351	630,152	(73,199)	(10.41%)	
Recreation and culture		100,000	51,651	38,159	(13,492)	(26.12%)	
Transport		991,720	417,714	267,811	(149,903)	(35.89%)	
Economic services		232,000	77,296	87,203	9,907	12.82%	
Other property and services	_	88,500	26,160	43,905	17,745	67.83%	
		6,231,780	4,624,914	4,411,857	(213,057)		
Expenditure from operating activities							
Governance		(514,631)	(188,597)	(196,629)	(8,032)	(4.26%)	
General purpose funding		(363,417)	(118,132)	(116,173)	1,959	1.66%	
Law, order and public safety		(157,230)	(53,364)	(28,618)	24,746	46.37%	
Health		(184,501)	(63,164)	(36,994)	26,170	41.43%	
Education and welfare		(256,465)	(91,123)	(82,791)	8,332	9.14%	
Housing		(268,780)	(103,380)	(52,142)	51,238	49.56%	
Community amenities		(943,429)	(318,565)	(141,676)	176,889	55.53%	
Recreation and culture		(1,797,391)	(663,621)	(522,855)	140,766	21.21%	
Transport		(3,248,821)	(1,086,510)	(460,162)	626,348	57.65%	
Economic services		(816,524)	(270,581)	(210,636)	59,945	22.15%	
Other property and services		(202,753)	(160,139)	(84,672)	75,467	47.13%	
		(8,753,942)	(3,117,176)	(1,933,349)	1,183,827		
Non-cash amounts excluded from operating activities	1(a)	2,341,624	787,501	3,376	(784,125)	(99.57%)	,
Amount attributable to operating activities	-(-/	(180,538)	2,295,239	2,481,883	186,644	(55.5.7.)	
INVESTING ACTIVITIES							
Inflows from investing activities							
milows from investing detivities							
Proceeds from Capital grants, subsidies and contributions	14	2,784,819	747,184	270,750	(476,434)	(63.76%)	
Proceeds from disposal of assets	7	214,000	0	0	0	0.00%	
	-	2,998,819	747,184	270,750	0		
Outflows from investing activities							
Payments for Infrastructure	9	(3,126,319)	(670,362)	(152,965)	517,397	77.18%	
Payments for property, plant and equipment	8	(1,763,900)	(317,217)	(202,105)	115,112	36.29%	
rayments for property, plant and equipment	-	(4,890,219)	(987,579)	(355,070)		30.2370	
	_				632,509		
Amount attributable to investing activities		(1,891,400)	(240,395)	(84,320)	156,075		
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	11	415,000	0	0	0	0.00%	
		415,000	0	0			
Outflows from financing activities		,	,		Ů		
Repayment of debentures	9	(28,985)	(9,656)	(6,259)	3,397	35.18%	
Transfer to reserves	11	(674,512)	(105,016)	(66,569)	38,447	36.61%	
		(703,497)	(114,672)	(72,828)		30.01/6	
Amount attributable to financing activities	-	(288,497)	(114,672)	(72,828)	41,844		
A40./51451/5 IN SUBDILLS OD = ==:=:=							
MOVEMENT IN SURPLUS OR DEFICIT		2 2 2 2 2 2 2	2 2 2 2 2				
Surplus or deficit at the start of the financial year	1(c)	2,360,434	2,360,434	2,918,638	558,204	23.65%	
Amount attributable to operating activities		(180,538)	2,295,239	2,481,883			
Amount attributable to investing activities		(1,891,400)	(240,395)	(84,320)			
Amount attributable to financing activities		(288,497)	(114,672)	(72,828)			
Surplus or deficit after imposition of general rates	1(c)	0	4,300,606	5,243,374			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note` for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2024

NATURE DESCRIPTIONS

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

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

INTEREST REVENUE

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.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
OPERATING ACTIVITIES		\$	\$	\$	\$	%	
Revenue from operating activities							
General rates	6	3,084,535	3,084,535	3,089,358	4,823	0.16%	
Rates excluding general rates	6	9,165	10,165	(10,324)	(20,489)	(201.57%)	
Grants, subsidies and contributions	13	1,593,982	630,297	378,497	(251,800)	(39.95%)	
Fees and charges		1,084,577	771,248	794,019	22,771	2.95%	
Interest revenue		326,001	100,213	114,684	14,471	14.44%	
Other revenue		98,000	28,456	45,623	17,167	60.33%	
Profit on disposal of assets	7	35,520	0	0	0	0.00%	
•		6,231,780	4,624,914	4,411,857	(213,057)		•
Expenditure from operating activities							
Employee costs		(2,422,079)	(812,007)	(768,165)	43,842	5.40%	
Materials and contracts		(3,064,951)	(1,056,702)	(839,675)	217,027	20.54%	A
Utility charges		(399,264)	(132,916)	(123,595)	9,321	7.01%	
Depreciation		(2,340,527)	(780,132)	0	780,132	100.00%	A
Finance costs		(12,025)	(4,004)	(2,678)	1,326	33.13%	
Insurance expenses		(306,423)	(293,945)	(159,523)	134,422	45.73%	A
Other expenditure		(179,424)	(37,470)	(39,713)	(2,243)	(5.99%)	
Loss on disposal of assets	7	(29,248)	0	0	0	0.00%	_
		(8,753,941)	(3,117,176)	(1,933,349)	1,183,827		
Non-cash amounts excluded from operating activities	1(a)	2,341,624	787,501	3,376	(784,125)	(99.57%)	•
Amount attributable to operating activities		(180,537)	2,295,239	2,481,883	186,644		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	2,784,819	747,184	270,750	(476,434)	(63.76%)	•
Proceeds from disposal of assets	7	214,000	0	0	0	0.00%	
		2,998,819	747,184	270,750	(476,434)		
Outflows from investing activities							
Payments for infrastructure	8	(3,126,319)	(670,362)	(152,965)	517,397	(77.18%)	
Payments for property, plant and equipment	8	(1,763,900)	(317,217)	(202,105)	115,112	(36.29%)	A
		(4,890,219)	(987,579)	(355,070)	(320,359)		
Amount attributable to investing activities		(1,891,400)	(240,395)	(84,320)	156,075		•
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	11	415,000	0	0	0	0.00%	
Transfer from reserves	11	415,000	0	0	0	0.00%	•
Outflows from financing activities		413,000		ŭ	v		
Repayment of borrowings	9	(28,985)	(9,656)	(6,259)	3,397	35.18%	
Transfer to reserves	11	(674,512)	(105,016)	(66,569)	38,447	36.61%	
Transfer to reserves		(703,497)	(114,672)	(72,828)	41,844	30.0170	. –
Amount attributable to financing activities		(288,497)	(114,672)	(72,828)	41,844		•
MOVEMENT IN SURPLUS OR DEFICIT		,,,	, ,	,,,,,,	-/- · ·		
Surplus or deficit at the start of the financial year	1(c)	2,360,434	2,360,434	2,918,638	EE0 204	22 650/	
Amount attributable to operating activities	1(c)	(180,537)	2,360,434	2,481,883	558,204 186,644	23.65% 8.13%	
Amount attributable to operating activities Amount attributable to investing activities		, , ,					
Amount attributable to investing activities		(1,891,400)	(240,395)	(84,320)	156,075	(64.92%)	
Amount attributable to financing activities		(288,497)	(114,672)	(72,828)	41,844	(36.49%)	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note $\grave{}$ for an explanation of the reasons for the variance.

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

STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 31 OCTOBER 2024

	30 Jun 2024	31 Oct 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,795,616	12,319,031
Trade and other receivables	551,095	1,347,707
Inventories	16,779	16,779
Other assets	88,960	(6,848)
TOTAL CURRENT ASSETS	11,452,450	13,676,669
NON-CURRENT ASSETS		
Trade and other receivables	15,890	15,890
Other financial assets	62,378	62,378
Property, plant and equipment	29,998,507	30,200,613
Infrastructure	62,707,932	62,860,897
TOTAL NON-CURRENT ASSETS	92,784,707	93,139,777
TOTAL ASSETS	104,237,157	106,816,447
CURRENT LIABILITIES		
Trade and other payables	408,651	244,942
Employee related provisions	235,119	235,119
TOTAL CURRENT LIABILITIES	1,742,970	1,573,002
NON-CURRENT LIABILITIES		
Borrowings	362,088	362,088
Employee related provisions	44,813	44,813
TOTAL NON-CURRENT LIABILITIES	406,901	406,901
TOTAL LIABILITIES	2,149,871	1,979,903
NET ASSETS	102,087,286	104,836,544
EQUITY		
Retained surplus	38,723,840	41,406,529
Reserve accounts	7,067,167	7,133,735
Revaluation surplus	56,296,279	56,296,279
TOTAL EQUITY	102,087,286	104,836,544

This statement is to be read in conjunction with the accompanying notes.

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2024

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and notfor-profit entities) and interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government Act 1995 and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2024

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

				YTD	YTD
	Notes	Adopted	Amended	Budget (a)	Actual (b)
Non-cash items excluded from operating activities	Notes	Budget	Budget	(a)	(b)
tion cash teems excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities		Ÿ	•	4	•
Less: Profit on asset disposals	7	(35,520)	(35,520)	0	0
Less: Movement in liabilities associated with restricted cash	,	7,369	7,369	7,369	3,376
Add: Loss on asset disposals	7	29,248	29,248	0	0,370
Add: Depreciation on assets	•	2,340,527	2,340,527	780,132	0
Total non-cash items excluded from operating activities	•	2,341,624	2,341,624	787,501	3,376
rotal non tash items exclusive nom operating activities		2,342,024	2,341,024	707,301	3,370
b) Adjustments to net current assets in the Statement of Finan	ncial Ad	ctivity			
The following current assets and liabilities have been excluded			Last	This Time	Year
from the net current assets used in the Statement of Financial			Year	Last	to
Activity in accordance with Financial Management Regulation 3	32.		Closing	Year	Date
			30 June 2024	31 Oct 2023	31 Oct 2024
Adjustments to net current assets					
Less: Reserves - restricted cash	11		(7,067,167)	(6,770,680)	(7,133,735)
Less: Adjustment for Trust Transactions Within Muni			0	(1,200)	0
Add Back: Component of Leave Liability not Required to be Fur	12		247,340	240,880	250,716
Add: Borrowings	9		28,985	21,997	22,726
Total adjustments to net current assets		_	(6,790,841)	(6,509,002)	(6,860,294)
c) Net current assets used in the Statement of Financial Activi	ity				
Current assets					
Cash and cash equivalents	2		10,794,091	11,591,426	12,317,506
Rates receivables	3		473,300	918,374	1,315,996
Receivables	3		77,795	59,906	31,711
Other current assets	4		105,739	25,160	9,931
Less: Current liabilities					
Payables	5		(407,126)	(415,864)	(243,417)
Borrowings	9		(28,985)	(21,997)	(22,726)
Contract liabilities	12		(1,070,215)	(274,221)	• • • • •
Provisions	12		(235,119)	(313,930)	(235,119)
Less: Total adjustments to net current assets	1(b)	_	(6,790,841)	(6,509,002)	
Closing funding surplus / (deficit)		*	2,918,638	5,059,851	5,243,374

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as at current if expected to be settled within the next 12 months, being the Council's operational cycle.

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

^{*} The 30 June 2024 closing surplus differs from the budgeted amounts shown in the SFA due to incompleted and unaudited financials. The above figure may change in future statements up to adoption of the financial statements

Description	al 15 11			Total Cash			Interest	Maturity
Description	Classification	Unrestricted \$	Restricted \$	\$	Trust \$	Institution	Rate	Date
		ş	ş	Þ	ş			
Cash on hand								
Cash On Hand	Cash and cash equivalents	400		400			NIL	On Hand
At Call Deposits	·							
Municipal Cash at Bank	Cash and cash equivalents	751,017		751,017		Bankwest	2.50%	At Call
Muni Trading - NAB	Cash and cash equivalents	3,318,407		3,318,407		NAB	0.00%	At Call
Muni Professional Fund - NAB	Cash and cash equivalents	1,113,947		1,113,947		Bankwest	4.10%	At Call
CAB - Future Fund Grant (Interest) Reserve	Cash and cash equivalents	0	292,332	292,332		Bankwest	4.10%	At Call
CAB - Leave Reserve Account	Cash and cash equivalents	0	250,716	250,716		Bankwest	4.10%	At Call
CAB - Swimming Pool Reserve	Cash and cash equivalents	0	148,482	148,482		Bankwest	4.10%	At Call
CAB - Plant Replacement Reserve	Cash and cash equivalents	0	621,007	621,007		Bankwest	4.10%	At Call
CAB - Capital Works Reserve	Cash and cash equivalents	0	562,840	562,840		Bankwest	4.10%	At Call
CAB - Sewerage Reserve	Cash and cash equivalents	0	467,492	467,492		Bankwest	4.10%	At Call
CAB - Community & Economic Development Reserve	Cash and cash equivalents	0	883,715	883,715		Bankwest	4.10%	At Call
CAB - Future Funds (Principal) Reserve	Cash and cash equivalents	0	479,806	479,806		Bankwest	4.10%	At Call
CAB - Legal Reserve	Cash and cash equivalents	0	48,439	48,439		Bankwest	4.10%	At Call
CAB - Emergency Response Reserve	Cash and cash equivalents	0	273,820	273,820		Bankwest	4.10%	At Call
CAB - Aged Care Units 1-4 (JVA) Reserve	Cash and cash equivalents	0	75,322	75,322		Bankwest	4.10%	At Call
CAB - Aged Care Units (Excl. 1-4) Reserve	Cash and cash equivalents	0	291,192	291,192		Bankwest	4.10%	At Call
CAB - Jones Lake Road Rehab Reserve	Cash and cash equivalents	0	178,950	178,950		Bankwest	4.10%	At Call
CAB - Morawa-Yalgoo Road Maintenance Reserve	Cash and cash equivalents	0	249,964	249,964		Bankwest	4.10%	At Call
CAB - Insurance Works Reserve	Cash and cash equivalents	0	209,660	209,660		Bankwest	4.10%	At Call
Term Deposits		0						
TD: 5010 (Future Funds 1)	Cash and cash equivalents	0	800,000	800,000		NAB	5.00%	2/12/2024
TD: 8706 (Future Funds 2)	Cash and cash equivalents	0	800,000	800,000		NAB	5.00%	2/12/2024
TD: 4783 (Community Development Fund)	Cash and cash equivalents	0	500,000	500,000		NAB	5.00%	2/12/2024
Trust Deposits								
Trust Bank	Cash and cash equivalents	0			1,525		0.00%	At Call
Total		5,183,771	7,133,735	12,317,506	1,525			
Comprising								
Cash and cash equivalents		5,183,771	7,133,735	12,317,506	1,525			
		5,183,771	7,133,735	12,317,506	1,525			

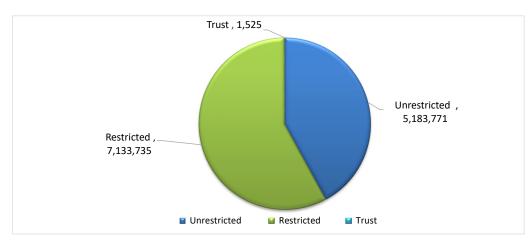
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes bank in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- $\hbox{- the contractual terms give rise to cash flows that are solely payments of principal and interest.}\\$

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

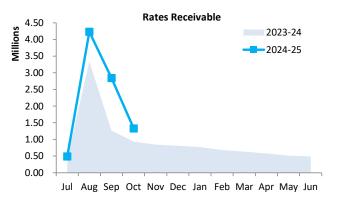


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2024

OPERATING ACTIVITIES NOTE 3 **RECEIVABLES**

Rates receivable	30 Jun 2024	31 Oct 2024
	\$	\$
Opening arrears previous years	457,888	489,189
Levied this year	3,442,156	3,743,306
Less - collections to date	(3,410,854)	(2,900,609)
Equals current outstanding	489,189	1,331,886
Net rates collectable	489,189	1,331,886
% Collected	87.5%	68.5%

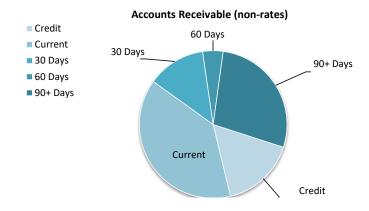


Receivables - general	Credit	Current	30 Days 60 Days		90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,518)	8,370	2,766	970	6,021	14,609
Percentage	(24.1%)	57.3%	18.9%	6.6%	41.2%	
Balance per trial balance						
Sundry receivable						14,414
GST receivable						27,618
Increase in Allowance for impairme	ent of receivables from	contracts with custo	mers			(25,012)
Total receivables general outstand	ding					31,711

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



OPERATING ACTIVITIES NOTE 4 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 Oct 2024
	\$	\$	\$	\$
Inventory				
Fuel, Oils and Materials on Hand	16,779	0	0	16,779
Other current assets				
Accrued income	88,960	0	(95,808)	(6,848)
Total other current assets	105,739	0	(95,808)	9,931

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables

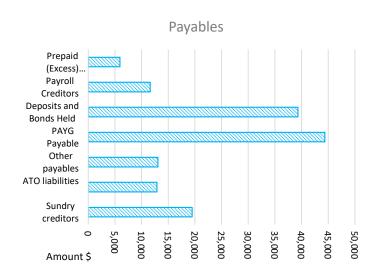
FOR THE PERIOD ENDED 31 OCTOBER 2024

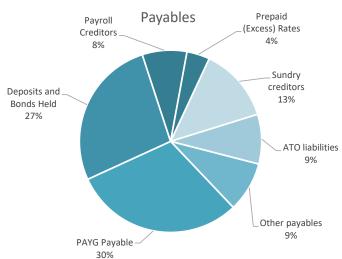
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	17,073	2,420	0	0	19,493
Percentage	0%	87.6%	12.4%	0%	0%	
Balance per trial balance						
Sundry creditors						19,493
ATO liabilities						12,887
Other payables						13,070
PAYG Payable						44,376
Deposits and Bonds Held						39,340
Payroll Creditors						11,622
Prepaid (Excess) Rates						5,956
Total payables general outstanding						243,417

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



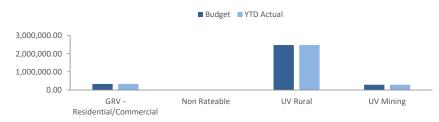


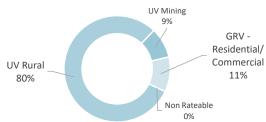
OPERATING ACTIVITIES NOTE 6 **RATE REVENUE**

General rate revenue				Budg	et	YTD Actual					
	Rate in	Number of	Rateable	Rate	Total	Rate	Interim	Back	Total		
	\$ (cents)	Properties	Value	Revenue	Revenue	Revenue	Rates	Rates	Revenue		
RATE TYPE				\$	\$	\$	\$	\$	\$		
General Rate											
Gross rental valuations											
GRV - Residential/Commercial	0.088342	267	3,722,566.00	328,858.93	328,859.00	328,858.84	0.00	0.00	328,858.84		
Non Rateable	0.000000	140	488,354.00	0.00	0.00	0.00	0.00	0.00	0.00		
Unimproved value											
UV Rural	0.018932	202	130,942,500.00	2,479,003.41	2,479,003.00	2,479,003.35	373.93	29.99	2,479,407.27		
UV Mining	0.301974	31	944,681.00	285,269.10	285,269.00	285,269.09	0.00	0.00	285,269.09		
Sub-Total		640	136,098,101.00	3,093,131.44	3,093,131.00	3,093,131.28	373.93	29.99	3,093,535.20		
Minimum payment	Minimum \$										
Gross rental valuations											
GRV - Residential/Commercial	355	45	27,185	15,620	15,620	15,975	0	0	15,975		
Unimproved value				0	0						
UV Rural	355	11	112,300	3,905	3,905	3,905	0	0	3,905		
UV Mining	683	13	14,972	8,879	8,879	8,879	0	0	8,879		
Sub-total		69	154,457	28,404	28,404	28,759	0	0	28,759		
		709	136,252,558	3,121,535	3,121,535	3,121,890	374	30	3,122,294		
Discount					(37,000)				(32,936)		
Amount from general rates					3,084,535				3,089,358		
Rates Written Off					(1,500)				(10,324)		
Ex-gratia rates		0	0	0	10,665				0		
Total general rates					3,093,700				3,079,033		

KEY INFORMATION

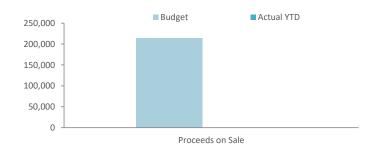
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2023 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.





OPERATING ACTIVITIES DISPOSAL OF ASSETS

	Updated Budget YTD Actual							
Asset Ref. Asset description	Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment	207,728	214,000	35,520	(29,248)	C) ()	0 0
	207,728	214,000	35,520	(29,248)	C) ()	0 0

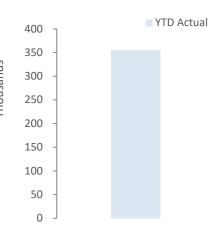


INVESTING ACTIVITIES NOTE 8 **CAPITAL ACQUISITIONS**

	Adopted			
Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
		\$	\$	\$
Land and Buildings	900,000	144,437	54,283	(90,154)
Plant and equipment	863,900	172,780	147,822	(24,958)
Infrastructure - roads	2,134,000	276,998	143,962	(133,036)
Infrastructure - Footpaths	125,000	125,000	0	(125,000)
Infrastructure - Drainage	405,850	132,884	0	(132,884)
Infrastructure - Parks & Ovals	406,469	135,480	5,025	(130,455)
Infrastructure - Other	55,000	0	3,978	3,978
Payments for Capital Acquisitions	4,890,219	987,579	355,070	(632,509)
Capital Acquisitions Funded By:				
		\$	\$	\$
Capital grants and contributions	2,784,819	747,184	270,750	(476,434)
Other (disposals & C/Fwd)	214,000	0	0	0
Cash backed reserves				
Plant Replacement Reserve	0	0	0	0
Future Fund Grants (Interest) Reserve	0	0	0	0
Insurance Works Reserve	0	0	0	0
Contribution - operations	1,891,400	240,395	84,320	(156,075)
Capital funding total	4,890,219	987,579	355,070	(632,509)

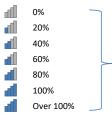
SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regula basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

A + / - - - - - - - - - - - - -		Adopted	VTD Dodget	VTD Astro-l	(11 - d) / O
Account/Job D	escription	Budget	YTD Budget	YTD Actual	(Under)/ Ove
<u>Buildings</u>					
	and & Buildings - Members of Council	0	0	(127)	(127
Purchase La	and &Buildings	(200,000)	(66,660)	(31,025)	35,63
Purchase La	and & Buildings - Other Housing	0	0	(2,149)	(2,149
Recreation	Centre - Renewals	(700,000)	(77,777)	(20,983)	56,79
Caravan Pa	rk Chalets/Units - Renewals	0	0	0	
		(900,000)	(144,437)	(54,283)	90,15
Plant & Equipn	<u>nent</u>				
Purchase P	lant & Equipment - Swimming Areas	0	0	(24,273)	(24,273
Purchase P	lant & Equipment - Road Plant Purchases	(863,900)	(172,780)	(123,549)	49,23
		(863,900)	(172,780)	(147,822)	24,95
<u>Infrastructure</u>	<u>Other</u>				
Infrastructi		(30,000)	0	0	(
Infrastructi	ure Other - Other Health	(25,000)	0	0	
Street Light	s - Townsite Roads	0	0	(3,978)	(3,978
		(55,000)	0	(3,978)	(3,978
Infrastructure	Parks & Ovals				
Tennis Club	- Renewals	0	0	(500)	(500
Fence Behi	nd Ablutions on Main Street	0	0	(4,525)	(4,525
	errace Redevelopment	(386,469)	(128,816)	0	,
Purchase Ir	ıfrastructure parks & Gardens	(20,000)	(6,664)	0	.,
	n 1.	(406,469)	(135,480)	(5,025)	130,45
<u>Infrastructure</u>	Roads				
State Freigl	nt Network	(64,000)	(21,332)	(19,070)	
Norton Roa	d	(150,000)	(89,997)	(36,931)	
Collins Roa		(150,000)	(49,996)	(10,240)	
	a South Road	(100,000)	(19,998)	(41,666)	
	d - Gravel Resheeting	(100,000)	(59,997)	(6,400)	53,597
Morawa Ya		(450,000)	0	(522)	(522
Nanekine R		(450,000)	0	(7,650)	
Stephens R		0	0	(21,053)	
Sign Renew		(20,000)	(6,664)	(430)	6,234
Townsite R		(50,000)	(12,354)	0	
Kerbing Co	nstruction - Townsite Roads	(50,000)	(16,660)	(4.42.052)	
I	For a Amarakha	(2,134,000)	(276,998)	(143,962)	133,03
Infrastructure	rootpatns reet - Footpath	(125,000)	(125,000)	0	125,00
Granville 31	reet - Pootpatii	(125,000)	(125,000)	0	
Infrastructure	Drainaga	(125,000)	(125,000)	U	125,00
Drainage C		(405,850)	(132,884)	0	132,88
Diamage C	55. 25.011	(405,850)	(132,884)	0	
		(4,890,219)	(987,579)	(355,070)	632,509

Repayments - borrowings

						Principal Principal Repayments Outstanding				Interest				
Information on borrowings				New Loans			Repayments			Outstandin	g		Repayments	
				Amended	Adopted		Amended	Adopted		Amended	Adopted		Amended	Adopted
Particulars	Loan No.	1 July 2024	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing														
24 Harley Street - Staff Housing	136	233,496	0	0	0	0	16,416	16,416	233,496	217,081	217,081	841	9,017	9,017
Recreation and culture														
Netball Courts Redevelopment	139	157,577	0	0	0	6,259	12,569	12,569	151,318	145,008	145,008	1,837	3,009	3,009
Total	'	391,073	0	0	0	6,259	28,985	28,985	384,814	362,089	362,089	2,678	12,025	12,025
Current borrowings		28,985							22,726					
Non-current borrowings		362,088							362,088					
		391,073							384,814					

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

FINANCING ACTIVITIES NOTE 10 **LEASE LIABILITIES**

The Shire has no lease liabilites to report as at 31 October 2024

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	247,340	7,369	3,376	0	0	0	0	254,709	250,716
Plant Replacement Reserve	612,646	18,251	8,361	200,000	0	(200,000)	0	630,897	621,007
Capital Works Reserve	555,262	15,052	7,578	100,000	0	0	0	670,314	562,840
Community & Economic Development Reserve	1,370,630	42,965	13,085	0	0	0	0	1,413,595	1,383,715
Sewerage Reserve	461,197	11,952	6,294	60,000	0	0	0	533,149	467,492
Future Fund Grants (Interest) Reserve	288,396	58,117	3,936	0	0	(40,000)	0	306,513	292,332
Future Fund (Principal) Reserve	2,069,549	22,728	10,257	0	0	0	0	2,092,277	2,079,806
Aged Care Units (Excl. 1-4) Reserve	287,271	8,260	3,921	10,000	0	0	0	305,531	291,192
Legal Fees Reserve	47,786	1,125	652	10,000	0	0	0	58,911	48,439
Emergency Response Reserve	270,134	8,047	3,687	50,000	0	0	0	328,181	273,820
Aged Care Units 1-4 (JVA) Reserve	74,308	2,214	1,014	0	0	0	0	76,522	75,322
Swimming Pool Reserve	146,483	3,768	1,999	20,000	0	0	0	170,251	148,482
Jones Lake Road Rehab Reserve	176,541	4,664	2,409	20,000	0	0	0	201,205	178,950
Morawa-Yalgoo Road Maintenance Reserve	249,964	0	0	0	0	0	0	249,964	249,964
Insurance Works Reserve	209,660	0	0	0	0	(175,000)	0	34,660	209,660
	7,067,167	204,512	66,569	470,000	0	(415,000)	0	7,326,678	7,133,735

	Balance	from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Note	1 July 2024				31 Oct 2024
	\$		\$	\$	\$
	1,070,215	0	0	0	1,070,215
	1,070,215	0	0	0	1,070,215
	132,972	0	0	0	132,972
	102,147	0	0	0	102,147
	235,119	0	0	0	235,119
	1,305,334	0	0	0	1,305,334
	Note	\$ 1,070,215 1,070,215 132,972 102,147 235,119	Note 1 July 2024 \$ 1,070,215 0 1,070,215 0 132,972 0 102,147 0 235,119 0	Note 1 July 2024 \$ \$ 1,070,215	Note 1 July 2024 \$ \$ \$ \$ 1,070,215 0 0 0 1,070,215 0 0 0 1,070,215 0 0 0 132,972 0 0 0 102,147 0 0 0 235,119 0 0 0

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

0%

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$
rants, contributions and subsidies				
General purpose funding				
Grants- FAGS WALGGC - General	228,731	57,182	3,137	54,045
Grants- FAGS WALGGC - Local Roads	121,411	30,352	13,013	17,339
Law, order, public safety				
Grant - ESL BFB Operating Grant	21,590	10,794	(896)	11,690
Education and welfare				
Grant - Youth Events	10,000	2,000	1,000	1,000
Other Income	500	164	164	0
Community amenities				
Drummuster Contribution	250	0	0	0
Grant Income	200,000	66,664	66,664	0
Community Benefit Contribution	20,000	10,000	5,000	5,000
Event Income - Other Culture	1,800	600	600	0
Recreation and culture				
Grant - NAIDOC week	5,000	0	0	0
Music, Arts Fest Income	40,000	39,999	39,999	0
Australia Day Grant	5,000	1,664	1,664	0
Transport				
Grant - Main Roads - Direct	179,000	179,000	(38,932)	217,932
Street Light Subsidy	105,200	26,300	26,300	0
Maintenance Contribution -Silverlake - Morawa Yalgoo Road	100,000	25,000	4,403	20,597
Flood Damage Reimbursements	500,000	166,664	166,664	0
Road Maintenance Contribution	55,000	13,750	(12,309)	26,059
Other property and services	•	-	, , ,	
Income related to Unclassified	500	164	164	0
OTALS	1,593,982	630,297	251,800	378,497

Capital grants, subsidies and contributions revenue

			_			
Provider	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	YTD Revenue Actual
	\$	\$	Ş	\$	\$	\$
Capital grants and subsidies						
Recreation and culture						
Grant - Non Operating Contributions	500,000	500,000	166,664	500,000	166,664	0
Grant - Income - LRCIP	386,469	386,469	128,820	386,469	128,820	0
Transport						
Grant - Regional Road Group - Road Projects	600,000	600,000	240,000	600,000	0	240,000
Grant - Roads to Recovery	675,740	675,740	0	675,740	0	0
Grant - Black Spot Income	330,000	330,000	110,000	330,000	110,000	0
Grant - WA Bicycle Network	62,500	62,500	25,000	62,500	(5,750)	30,750
Grant LRCI Income - Construction	230,110	230,110	76,700	230,110	76,700	0
Other property and services						
Income relating to Administration	0	0	0	5,000	0	0
	2,784,819	2,784,819	747,184	2,789,819	476,434	270,750

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 Oct 2024
	\$	\$	\$	\$
Drug Action Group	660	0	C	660
Youth Fund Raising	865	0	C	865
	1,525	0	C	1,525

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2024

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Explanation of negative variances

Reporting Program	Var. \$	Var. %	Timing Permanent
	\$	%	
Revenue from operating activities			
Community amenities	(73,199)	(10.41%)	Negative various due Community Amenities ✓ Operating Grant of \$200,000 not yet received budget phased over the year.
Recreation and culture	(13,492)	(26.12%)	Negative variance due to Music Festival Income & Oval Facility hire tracking lower than budgeted.
Transport	(149,903)	(35.89%)	Negative variance due to Flood Damage Reimbursement not received Income phased over year.
Other property and services	17,745	67.83%	Positive variance due to receipt of Insurance claim for storm damage and leave liability received from another Shire, both unbudgeted income.
Expenditure from operating activities			
Law, order and public safety	24,746	46.37%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Health	26,170	41.43%	Positive variance due to Drs Surgery Operating Expenditure tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Housing	51,238	49.56%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Community amenities	176,889	55.53%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Recreation and culture	140,766	21.21%	Insurance premiums phased over 12 months, paid July 24 & Jan 25. Depreciation is yet to be run in 24-25.
Transport	626,348	57.65%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Economic services	59,945	22.15%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Other property and services	75,467	47.13%	Various expenditure GL tracking lower than budgeted and Depreciation is yet to be run in 24-25.
Investing activities			
Proceeds from Capital grants, subsidies and contributions	(476,434)	(63.76%)	Capital Grants Income tracking lower than budgeted.
Payments for Infrastructure	517,397	77.18%	Capital Works currently below budgeted figure see Note 8 for project details.
Payments for property, plant and equipment	115,112	36.29%	Capital Works currently below budgeted figure see Note 8 for project details.
Financing activities			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2024

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Explanation of negative variances

Reporting Program	Var. \$	Var. %	Timing Permanent
	\$	%	
Transfer to reserves	38,447	36.61%	This is Reserve interest earned which is higher than expected

SCHEDULE 02 - GENERAL FUND SUMMARY Financial Statement for Period Ended 31 October 2024

	2024		2024		2024	
	Adopted		YTD Bu		YTD Ac	
	Income \$	Expense \$	Income \$	Expense \$	Income \$	Expense \$
<u>OPERATING</u>	,	ş	ş	ş	3	ş
General Purpose Funding	3,810,083	363,417	3,296,859	118,132	3,299,779	116,173
Governance	2,100	514,631	-	188,597	413	196,629
Law, Order, Public Safety	29,040	157,230	12,407	53,364	13,165	28,618
Health	14,850	184,501	5,500	63,164	(300)	36,994
Education & Welfare	12,500	256,465	2,828	91,123	1,800	82,791
Housing	93,500	268,780	31,148	103,380	29,769	52,142
Community Amenities	857,487	943,429	703,351	318,565	630,152	141,676
Recreation & Culture	986,469	1,797,391	347,135	663,621	38,159	522,855
Transport	2,890,070		869,414	1,086,510	538,561	460,162
Economic Services	232,000		77,296	270,581	87,203	210,636
Other Property & Services	88,500	202,753	26,160	160,139	43,905	84,672
TOTAL - OPERATING	9,016,599	8,753,941	5,372,098	3,117,176	4,682,607	1,933,349
<u>CAPITAL</u>		11 105	0	0	0	450
General Purpose Funding	0	11,125	0	0	0	652
Governance	0	0 30,000	0	0	0	127 0
Law, Order, Public Safety Health	0	25,000	0	0	0	0
Education & Welfare	0	23,000	0	0	0	0
Housing	0	236,890	0	72,128	0	38,108
Community Amenities	0	96,616	0	, 2,120	0	8,704
Recreation & Culture	0	1,142,806	0	217,445	0	58,539
Transport	200,000	3,805,048	0	707,662	0	283,537
Economic Services	40,000	123,810	0	0	0	27,278
Other Property & Services	175,000	122,421	0	105,016	0	10,954
TOTAL - CAPITAL	415,000	5,593,716	0	1,102,251	0	427,898
	2 101 700	4404545		4.040.40=	4 100 107	221221
	9,431,599	14,347,657	5,372,098	4,219,427	4,682,607	2,361,247
Less Depreciation Written Back		(2,340,527)		(780,132)		0
Less Profit/Loss Written Back	(35,520)	(29,248)	0	0	0	0
Less Movement in Leave Reserve		(7,369)		(7,369)		(3,376)
Plus Proceeds from Sale of Assets	214,000		0		0	
TOTAL REVENUE & EXPENDITURE	9,610,079	11,970,513	5,372,098	3,431,926	4,682,607	2,357,871
Surplus/Deficit July 1st B/Fwd	2,360,434		2,360,434		2,918,638	
	11,970,513	11,970,513	7,732,532	3,431,926	7,601,245	2,357,871
Surplus/Deficit C/Fwd		0		4,300,606		5,243,374
	11,970,513	11,970,513	7,732,532	7,732,532	7,601,245	7,601,245
					-	

SCHEDULE 03 - GENERAL PURPOSE FUNDING Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY		2024-25 Adopted Budget		l-25 udget	2024-25 YTD Actuals	
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Rates		276,159		89,048		92,211
Other General Purpose Funding		87,258		29,084		23,962
OPERATING REVENUE						
Rates	3,163,240		3,110,429		3,128,966	
Other General Purpose Funding	646,843		186,430		170,813	
SUB-TOTAL	3,810,083	363,417	3,296,859	118,132	3,299,779	116,173
CAPITAL EXPENDITURE						
Rates		0		0		C
Other General Purpose Funding		11,125		0		652
CAPITAL REVENUE						
Rates	0		0		0	
Other General Purpose Funding	0		0		0	
SUB-TOTAL	0	11,125	0	0	0	652
TOTAL -	3,810,083	374,542	3,296,859	118,132	3,299,779	116,825

SCHEDULE 04 - GOVERNANCE Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024		2024		2024	
	Adopted	Adopted Budget		udget	YTD Actuals	
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Members of Council		443,131		177,851		196,629
Governance General		71,500		10,746		0
OPERATING REVENUE						
Members of Council	100		0		50	
Governance General	2,000		0		363	
SUB-TOTAL	2,100	514,631	0	188,597	413	196,629
CAPITAL EXPENDITURE						
Members of Council		0		0		127
Governance General		0		0		0
CAPITAL REVENUE						
Members of Council	0		0		0	
Governance General	0		0		0	
SUB-TOTAL	0	0	0	0	0	127
TOTAL - PROGRAMME SUMMARY	2,100	514,631	0	188,597	413	196,756

SCHEDULE 05 - LAW, ORDER & PUBLIC SAFETY Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	-25	2024	-25	2024	l-25
	Adopted	Budget	YTD Budget		YTD A	ctuals
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Fire Prevention		76,742		26,560		7,166
Animal Control		76,254		25,396		16,207
Other Law, Order & Public Safety		4,234		1,408		5,246
OPERATING REVENUE						
Fire Prevention	25,590		10,794		11,690	
Animal Control	3,450		1,613		1,475	
Other Law, Order & Public Safety	0		0		0	
SUB-TOTAL	29,040	157,230	12,407	53,364	13,165	28,618
CAPITAL EXPENDITURE						
Fire Prevention		0		0		0
Animal Control		0		0		0
Other Law, Order & Public Safety		30,000		0		0
CAPITAL REVENUE						
Fire Prevention	0		0		0	
Animal Control	0		0		0	
Other Law, Order & Public Safety	0		0		0	
SUB-TOTAL	0	30,000	0	0	0	0
TOTAL - PROGRAMME SUMMARY	29,040	187,230	12.407	53,364	13,165	28,618

SCHEDULE 07 - HEALTH Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024-25 Adopted Budget		2024 YTD Bu		2024 YTD Ad	
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Preventative Services - Meat Inspection		350		116		0
Preventative Services - Inspections & Admin		41,936		13,972		10,425
Preventative Services - Pest Control		6,461		2,148		3,350
Other Health		135,754		46,928		23,218
OPERATING REVENUE						
Preventative Services - Meat Inspection	350		0		0	
Preventative Services - Inspections & Admin	2,500		2,500		(300)	
Preventative Services - Pest Control	0		0		0	
Other Health	12,000		3,000		0	
SUB-TOTAL	14,850	184,501	5,500	63,164	(300)	36,994
CAPITAL EXPENDITURE						
Preventative Services - Meat Inspection		0		0		0
Preventative Services - Inspections & Admin		0		0		0
Preventative Services - Pest Control		0		0		0
Other Health		25,000		0		0
CAPITAL REVENUE Proventative Services - Most Inspection			0		0	
Preventative Services - Meat Inspection Preventative Services - Inspections & Admin	0		0		0	
Preventative Services - Pest Control	0		0		0	
Other Health	0		0		Ö	
SUB-TOTAL	0	25,000	0	0	0	0
TOTAL - PROGRAMME SUMMARY	14.850	209.501	5.500	63.164	(300)	36,994

SCHEDULE 08 - EDUCATION & WELFARE Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	1-25	2024	-25	2024	-25
	Adopted	l Budget	YTD Budget		YTD A	ctuals
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE		, 707		0.575		0 17 1
Other Education		6,737		3,575		2,474
Care of Families & Children		70,127		23,348		37,475
Other Welfare		179,601		64,200		42,842
OPERATING REVENUE						
Other Education	0		0		0	
Care of Families & Children	2,000		664		800	
Other Welfare	10,500		2,164		1,000	
	. 5,555		2,		.,555	
SUB-TOTAL	12,500	256,465	2,828	91,123	1,800	82,791
CAPITAL EXPENDITURE						
Other Education		0		0		0
Care of Families & Children		0		0		0
Other Welfare		0		0		0
				_		_
<u>CAPITAL REVENUE</u>						
Other Education	0		0		0	
Care of Families & Children	0		0		0	
Other Welfare	0		0		0	
SUB-TOTAL	0	0	0	0	0	0
TOTAL - PROGRAMME SUMMARY	12,500	256,465	2,828	91,123	1,800	82,791

SCHEDULE 09 - HOUSING Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	-25	2024	-25	2024	-25
	Adopted	Budget	YTD Budget		YTD Ac	tuals
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Staff Housing		106,641		44,853		27,214
Other Housing		76,588		27,690		19,508
Aged Housing		85,551		30,837		5,420
OPERATING REVENUE						
Staff Housing	21,500		7,164		9,480	
Other Housing	16,000		5,332		5,120	
Aged Housing	56,000		18,652		15,169	
SUB-TOTAL	93,500	268,780	31,148	103,380	29,769	52,142
CAPITAL EXPENDITURE						
Staff Housing		216,416		72,128		31,025
Other Housing		0		0		2,149
Aged Housing		20,474		0		4,935
CAPITAL REVENUE						
Staff Housing	0		0		0	
Other Housing	0		0		0	
Aged Housing	0		0		0	
SUB-TOTAL	0	236,890	0	72,128	0	38,108
TOTAL - PROGRAMME SUMMARY	93,500	505,669	31,148	175,508	29,769	90,250

SCHEDULE 10 - COMMUNITY AMENITIES Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	1-25	2024	1-25	2024	-25
	Adopted	Budget	YTD Bu	udget	YTD A	ctuals
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Sanitation - Household Refuse		272,566		90,832		58,364
Sanitation - Other		295,604		93,516		12,877
Sewerage		137,547		53,225		22,910
Urban Stormwater Drainage		9,000		2,996		0
Town Planning & Regional Development		69,514		23,168		22,575
Other Community Amenities		159,198		54,828		24,950
OPERATING REVENUE						
Sanitation - Household Refuse	149,130		148,126		148,618	
Sanitation - Other	303,110		169,256		100,467	
Sewerage	374,345		372,509		372,345	
Urban Stormwater Drainage	0		0		0	
Town Planning & Regional Development	4,000		1,332		1,912	
Other Community Amenities	26,902		12,128		6,811	
SUB-TOTAL	857,487	943,429	703,351	318,565	630,152	141,676
CAPITAL EXPENDITURE						
Sanitation - Household Refuse		24,664		0		2,409
Sanitation - Other		0		0		2,107
Sewerage		71,952		0		6,294
Urban Stormwater Drainage		0		0		0,2,1
Other Community Amenities		0		0		0
CAPITAL REVENUE						
SUB-TOTAL	0	96,616	0	0	0	8,704
TOTAL - PROGRAMME SUMMARY	857,487	1,040,045	703,351	318,565	630.152	150,380

SCHEDULE 11 - RECREATION & CULTURE Financial Statement for Period Ended 31 October 2024

Income Expense Income Incom	RAMME SUMMARY	2024 Adopted	-	2024 YTD Bu		2024 YTD Ad	
OPERATING EXPENDITURE 172,187 71,338 Public Halls and Civic Centres 361,773 131,998 Other Recreation and Sport 1,086,249 398,217 TV and Radio Re-broadcasting 2,000 664 Libraries 27,521 9,168 Other Culture 147,661 52,236 OPERATING REVENUE Public Halls and Civic Centres 1,700 564 16 Swimming Areas & Beaches 21,000 332 0 Other Recreation and Sport 911,969 303,976 4,954 TV and Radio Re-broadcasting 0 0 0 0 Ubraries 0 0 0 0 0 Other Culture 51,800 42,263 33,188 33,188 SUB-TOTAL 986,469 1,797,391 347,135 663,621 38,159 CAPITAL EXPENDITURE 0 0 0 0 Vand Radio Re-broadcasting 0 0 0 Uther Recreation and Sport 1,119,038 217			Expense	Income	Expense		Expense
Public Halls and Civic Centres 172,187 71,338 3		\$	\$	\$	\$	\$	\$
Swimming Areas & Beaches 361,773 131,998 Other Recreation and Sport 1,086,249 398,217 TV and Radio Re-broadcasting 2,000 664 Libraries 27,521 9,168 Other Culture 147,661 52,236 OPERATING REVENUE Public Halls and Civic Centres 1,700 564 16 Swimming Areas & Beaches 21,000 332 0 Other Recreation and Sport 911,969 303,976 4,954 TV and Radio Re-broadcasting 0 0 0 0 Libraries 0 0 0 0 0 Other Culture 51,800 42,263 33,188 33,188 33,188 34,7435 663,621 38,159 CAPITAL EXPENDITURE Public Halls and Civic Centres 0 0 0 0 0 Wimming Areas & Beaches 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			170 197		71 220		52,06
Other Recreation and Sport 1,086,249 398,217 TV and Radio Re-broadcasting 2,000 664 Libraries 27,521 9,168 Other Culture 147,661 52,236 OPERATING REVENUE Public Halls and Civic Centres 1,700 564 16 Swimming Areas & Beaches 21,000 332 0 Other Recreation and Sport 911,969 303,976 4,954 Yound Radio Re-broadcasting 0 0 0 0 Libraries 0 0 0 0 0 0 Other Culture 51,800 42,263 33,188 33,188 33,188 33,188 347,135 663,621 38,159 38,159 347,135 663,621 38,159 38,159 347,135 663,621 38,159 38,159 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,445 347,4							104,07
TV and Radio Re-broadcasting 2,000 664 27,521 9,168 27,521 9,168 0 147,661 52,236							249,45
27,521							Z47,4
Description							14,5
Depart D							102,7
Public Halls and Civic Centres Swimming Areas & Beaches 21,000 332 0 0 0 0 11,969 303,976 4,954 V and Radio Re-broadcasting 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			·				
Swimming Areas & Beaches 21,000 332 0 0 0 0 0 0 0 0 0		1 700		564		16	
Dither Recreation and Sport Yand Radio Re-broadcasting Yand Radio Re							
V and Radio Re-broadcasting 0						U	
Distraction							
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Page		-		-		J	
CAPITAL EXPENDITURE Public Halls and Civic Centres Swimming Areas & Beaches Other Recreation and Sport Vand Radio Re-broadcasting Unitraries Other Culture CAPITAL REVENUE Public Halls and Civic Centres Swimming Areas & Beaches Other Recreation and Sport Other Recreation Other O	Collore	31,000		42,200		33,100	
Cublic Halls and Civic Centres 0	DTAL	986,469	1,797,391	347,135	663,621	38,159	522,8
23,768	AL EXPENDITURE						
Other Recreation and Sport 1,119,038 217,445 V and Radio Re-broadcasting 0 0 ibraries 0 0 Other Culture 0 0 CAPITAL REVENUE 0 0 Public Halls and Civic Centres 0 0 Wimming Areas & Beaches 0 0 Other Recreation and Sport 0 0 V and Radio Re-broadcasting 0 0 Other Culture 0 0	Halls and Civic Centres		0		0		
V and Radio Re-broadcasting ibraries Other Culture CAPITAL REVENUE vublic Halls and Civic Centres vimming Areas & Beaches Other Recreation and Sport V and Radio Re-broadcasting ibraries Other Culture Other Culture Other Culture	ning Areas & Beaches		23,768		0		26,2
Continue			1,119,038		217,445		32,2
Other Culture 0 0 CAPITAL REVENUE 0 0 vublic Halls and Civic Centres 0 0 0 wimming Areas & Beaches 0 0 0 Other Recreation and Sport 0 0 0 V and Radio Re-broadcasting ibraries 0 0 0 Other Culture 0 0 0			0		0		
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Other Culture 0 0 0		0		0			
UB-TOTAL 0 1,142,806 0 217,445 0	Culture	0		0			
	DTAL	0	1,142,806	0	217,445	0	58,5
OTAL - PROGRAMME SUMMARY 986,469 2,940,197 347,135 881,066 38,159	PROCEEDINGS CHANNES	00/ 4/0	0.040.107	047.105	001.044	20.152	581,3

SCHEDULE 12 - TRANSPORT Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024 Adopted		2024 YTD Bu		2024 YTD A	
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE		_				
Construction Roads, Bridges and Depots		0		0		
Maintenance Roads, Bridges and Depots		2,994,115		1,005,146		385,08
Plant Purchases		41,660		4,132		2,89
Transport Licensing		81,753		28,584		29,87
Aerodromes		131,293		48,648		42,30
OPERATING REVENUE						
Construction Roads, Bridges and Depots	1,898,350		451,700		270,750	
Maintenance Roads, Bridges and Depots	939,200		410,714		264,588	
Plant Purchases	35,520		0		0	
Transport Licensing	17,000		7,000		3,223	
Aerodromes	0		0		0	
SUB-TOTAL	2,890,070	3,248,821	869,414	1,086,510	538,561	460,162
CAPITAL EXPENDITURE						
Construction Roads, Bridges and Depots		2,672,897		534,882		151,62
Maintenance Roads, Bridges and Depots		50,000		0		
Plant Purchases		1,082,151		172,780		131,91
Aerodromes		0		0		
CAPITAL REVENUE						
Construction Roads, Bridges and Depots	0		0		0	
Maintenance Roads, Bridges and Depots	000 000		0		0	
Plant Purchases	200,000		0		0	
Aerodromes	O		0		0	
SUB-TOTAL	200,000	3,805,048	0	707,662	0	283,53
TOTAL - PROGRAMME SUMMARY	3,090,070	7,053,869	869,414	1,794,172	538.561	743,69

SCHEDULE 13 - ECONOMIC SERVICES Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	l-25	2024	-25	2024	-25
	Adopted	Budget	YTD Bu	ıdget	YTD Ac	tuals
	Income	Expense	Income	Expense	Income	Expense
	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE						
Rural Services		20,294		6,740		3,831
Tourism & Area Promotion		341,637		121,559		108,557
Building Control		50,790		16,928		16,666
Other Economic Services		78,804		26,260		22,250
Economic Development		324,999		99,094		59,332
OPERATING REVENUE						
Tourism & Area Promotion	164,900		54,952		70,652	
Building Control	6,300		2,096		3,762	
Other Economic Services	30,000		10,000		4,450	
Economic Development	30,800		10,248		8,339	
SUB-TOTAL	232,000	816,524	77,296	270,581	87,203	210,636
CAPITAL EXPENDITURE						
Tourism & Area Promotion		0		0		0
Economic Development		123,810		0		27,278
CAPITAL REVENUE						
Economic Development	40,000		0		0	
SUB-TOTAL	40,000	123,810	0	0	0	27,278
TOTAL - PROGRAMME SUMMARY	272,000	940,334	77,296	270,581	87,203	237,914

SCHEDULE 14 - OTHER PROPERTY & SERVICES Financial Statement for Period Ended 31 October 2024

PROGRAMME SUMMARY	2024	-25	2024	-25	2024	-25
	Adopted	Budget	YTD Bu	dget	YTD Ac	tuals
	Income	Expense	Income	Expense	Income	Expense
OPERATING EXPENDITURE Private Works Public Works Overheads Plant Operation Costs	\$	\$ 27,753 0 0	\$	\$ 9,244 4,525 16,766	\$	\$ 2,116 13,500 75,900
Stock, Fuels and Oils Administration Unclassified		0 0 175,000		0 42,104 87,500		(21,074 (14,220
OPERATING REVENUE Private Works Public Works Overheads Plant Operation Costs Stock, Fuels and Oils Administration Unclassified	37,500 1,000 42,000 1,500 6,000 500		12,500 500 10,500 500 1,996 164		4,875 0 0 0 20,715 18,314	
SUB-TOTAL	88,500	202,753	26,160	160,139	43,905	84,672
CAPITAL EXPENDITURE Administration		122,421		105,016		10,954
CAPITAL REVENUE Administration Unclassified	0 175,000		0		0	
SUB-TOTAL	175,000	122,421	0	105,016	0	10,954
TOTAL - PROGRAMME SUMMARY	263,500	325,174	26,160	265,155	43,905	95,626

Shire of Morawa Bank Reconciliation Report

	Municipal Account	Municipal Online Saver	Trust Account	Reserve Account	Term Deposits - Reserves
Balance as per Bank Statement	4,063,195.32	1,113,947.16	9,550.82	5,033,735.43	2,100,000.00
Balance as per General Ledger	4,069,423.72	1,113,947.16	1,525.11	5,033,735.43	2,100,000.00
Unpresented Payments					
Unpresented Payments	\$0.00		(\$8,025.71)		
Outstanding Deposits					
Unallocated Bank Deposits	(\$1,969.74)				
Outstanding Deposits	8,198.14				
	4,069,423.72	1,113,947.16	1,525.11	5,033,735.43	2,100,000.00
Difference	0.00	0.00	0.00	0.00	0.00

List of Payments Report

Chq/EFT	Date	Name	Description	Amount	Bank
EFT18482	03/10/2024	Vaughan Jenkins	Artwork Sale & Prize, Art Show 2024	1,152.00	1
EFT18483	03/10/2024	Hersey's Safety Pty Ltd	Various Safety equipment & stores expenses	1,348.42	1
EFT18484	03/10/2024	Morawa Drapery Store (MJ & BL Thornton Pty Ltd)	Safety Boot x 3 pairs	599.85	1
EFT18485	03/10/2024	Nutrien Ag Solutions	Roundup 20L Ultramax x 3	1,078.02	1
EFT18486	03/10/2024	City of Greater Geraldton	New Library Cards - 100 Adult, 50 Young Adult, 50 Junior	456.50	1
EFT18487	03/10/2024	Greenfield Technical Services	Prepare files & maps for Pathway funding submission	1,100.00	1
EFT18488	03/10/2024	Geraldton Mower & Repairs Specialists	Mower blades, bolts, snippers	1,188.00	1
EFT18489	03/10/2024	Left of Centre Concepts & Events Pty Ltd	Event Management - 2024 Art Show	12,320.00	1
FT18490	03/10/2024	Atom Supply	Full Body Harness & Lanyard Rope	796.08	1
EFT18491	03/10/2024	Truckline	Spring Pack & U Bolt - P220 Water Cart	328.45	1
EFT18492	03/10/2024	McIntosh & Son	Inspect & Quote on Mower repairs	841.50	1
EFT18493	03/10/2024	Agwest Machinery	Blades - Mower H30T	377.52	1
EFT18494	03/10/2024	Terra Form Contracting	Roadside vegetation management & R2R Gravel Sheeting x 4 Roads	7,271.00	1
EFT18495	03/10/2024	Corsign WA Pty Ltd	8 x Signs on 9x6 Swing Stand	968.00	1
EFT18496	03/10/2024	Daphne's Timeless Treats	Tropiano Family Emerging Photographer Award 2024	500.00	1
EFT18497	03/10/2024	Narelle Higson	Art Show Award & Artwork Sold 2024	2,360.00	1
FT18498	03/10/2024	Naomi Antenucci	Art Awards 2024	2,000.00	1
FT18499	03/10/2024	Wallace Plumbing and Gas	Raise Inspection manhole for sewer White Ave & Guthal Hall - Blockage	4,652.34	1
EFT18500	03/10/2024	Rangelands Services Pty Ltd	Fencing works/repairs - Solomon Tce	4,862.00	1
EFT18501	03/10/2024	Soosie Jobson	Art Show Awards 2024	7,500.00	1
FT18502	03/10/2024	Mecah White	Art Award 2024 - Best Work on Canvas	2,000.00	1
FT18503	03/10/2024	Northampton Old School Initiative Inc	Art Show Awards & Artwork Sold	2,720.00	1
FT18504	03/10/2024	Michelle Farmer	Art Show Awards & Artwork Sold 2024	3,200.00	1
FT18505	10/10/2024	Morawa Drapery Store (MJ & BL Thornton Pty Ltd)	Safety Boots - Employee	215.00	1
EFT18506	10/10/2024	WesTrac Equipment Pty Ltd	Filters - P261 Grader	1,041.41	1
FT18507	10/10/2024	Refuel Australia	10,000L Diesel - Bulk Order	18,576.56	1
FT18508	10/10/2024	Canine Control	Rangers Services - Thursday 26 Sept 2024	1,090.32	1
FT18509	10/10/2024	GH Country Courier	Freight Charge - ex Geraldton	143.22	1
EFT18510	10/10/2024	Marketforce - Omnicom Media Group	CEO Advertisement - West Australian	1,299.98	1
FT18511	10/10/2024	WALGA	Elected Memebr eLearning - Meeting Procedures	385.00	1
FT18512	10/10/2024	Sigma Chemicals	Bulk Chemical Order - Pool	8,317.10	1
FT18513	10/10/2024	Morawa District Historical Society Inc.	Sinosteel Future Funding Grant	3,360.00	1
FT18514	10/10/2024	Truckline	TX3500S UHF Unit & Aerial x 4	2,724.37	1
EFT18515	10/10/2024	Koolanooka Farms	Supply 3145T Gravel for work on Koolanooka South Rd	3,459.50	1
FT18516	10/10/2024	Erik Postmus Quantity Surveryor	Opinion of Probable Cost - Housing Development	1,980.00	1
EFT18517	10/10/2024	Avlite Systems - SPX	Lights for Airport & Batteries	24,923.80	1
EFT18518	10/10/2024	LGISWA	EAP Services 87 Employees, Volunteers & elected members	5,172.20	1

List of Payments Report

Chq/EFT	Date	Name	Description	Amount	Bank
EFT18519	10/10/2024	Coates Hire	2 x Variable Message Boards - Sept 2024	4,555.06	1
EFT18520	10/10/2024	Mitchell and Brown Communications	Quarterly Security Monitoring Fee - Medical Centre	161.08	1
EFT18521	10/10/2024	Pat's Mobile Mechanical	Maintenance - P265 Grader	1,151.81	1
EFT18522	10/10/2024	Terra Form Contracting	Roadside vegetation management & R2R Gravel Sheeting x 4 Roads	12,375.00	1
EFT18523	10/10/2024	Cleanpak Total Solutions	Consumables - Toilet Paper & Hand Towel	195.45	1
FT18524	10/10/2024	Australian Agribusiness (Holdings) Pty Ltd	6 x 20L PY Fog	2,178.00	1
FT18525	10/10/2024	ATC Work Smart	Admin Trainee - Ordinary Hours 7.5	118.47	1
FT18526	10/10/2024	SirsiDynix Pty Ltd	SirsiDynix Library Program Installation & Training	6,490.00	1
FT18527	10/10/2024	Johns Lyng Insurance Bldgs Solutions (WA) Pty	Report Fee for Inspection of Water Damage	779.24	1
FT18528	10/10/2024	Elders Real Estate	Appraisal - 3 properties	1,000.00	1
FT18529	10/10/2024	Winc	Photocopier Charges - Meter read 24/09/2024	1,512.62	1
FT18530	10/10/2024	Seek	Seek Ad - Swimming Pool Manager	357.50	1
FT18531	10/10/2024	Australian Services Union	Payroll Deductions/Contributions	26.50	1
FT18532	10/10/2024	Department of Human Services	Payroll Deductions/Contributions	241.86	1
FT18533	11/10/2024	Bindanna Farms Pty Ltd	Art Show 2024 - Young Artist Award	50.00	1
FT18534	11/10/2024	CAROLINE MARINOVICH	Art Show 2024 - Artwork Sold	797.60	1
FT18535	11/10/2024	Richard Bristow	Art Show 2024 - Artwork Sold	624.00	1
FT18536	11/10/2024	Peta Riley	Art Show 2024 - Artwork Sold	440.00	1
FT18537	11/10/2024	Jessamy Kate Offszanka	Art Show 2024 - Sale of Artwork	96.00	1
FT18538	11/10/2024	Alison HANRAHAN	Art Show Artwork Sold 2024	448.00	1
FT18539	11/10/2024	Peta Garnaut	Art Show 2024 - Artwork Sold	1,320.00	1
FT18540	11/10/2024	Jane Li	Art Show 2024 - Artwork Sold	984.00	1
FT18541	11/10/2024	Claire Gilham-Martin	Art Show 2024 - Artwork Sold	400.00	1
FT18542	11/10/2024	Carmen Gloria Tyrer	Art Show 2024 - Artwork Sold	340.00	1
FT18543	11/10/2024	Judy Rogers	Art Show 2024 - Artwork Sold	1,600.00	1
FT18544	11/10/2024	Corey Offszanka	Art Show 2024 - Sale of Artwork	1,200.00	1
FT18545	11/10/2024	Kim Cottrell	Art Show 2024 - Artwork Sold	280.00	1
FT18546	11/10/2024	Kristy Margam-Elkins	Art Show 2024 - Artwork Sold	540.00	1
FT18547	11/10/2024	Michelle Neska	Art Show 2024 - Artwork Sold	100.00	1
FT18548	11/10/2024	Raine Barnett	Art Show 2024 - Artwork Sold	284.00	1
FT18549	11/10/2024	Janice Carol O'Meara	Art Show 2024 - Artwork Sold	308.00	1
FT18550	11/10/2024	Jackie Currie	Art Show 2024 - Artwork Sold	288.00	1
FT18551	11/10/2024	Lindy Hall	Art Show 2024 - Artwork Sold	760.00	1
FT18552	11/10/2024	Denby Smith	Art Show 2024 - Artwork Sold	96.00	1
FT18553	11/10/2024	Alison Higgins	Art Show 2024 - Artwork Sold	120.00	11
FT18554	11/10/2024	All Things Art - Anna Newbey	Art Show 2024 - Artwork Sold	304.00	1

List of Payments Report

Chq/EFT	Date	Name	Description	Amount	Bank
EFT18555	11/10/2024	Chloe Rose	Art Show 2024 - Artwork Sold	40.00	1
EFT18556	11/10/2024	Everlyn Sturges	Art Show 2024 - Artwork Sold	1,036.00	1
EFT18557	11/10/2024	Georgia Derham	Art Show 2024 - Artwork Sold	400.00	1
EFT18558	11/10/2024	Jason Gielingh	Art Show 2024 - Artwork Sold	96.00	1
EFT18559	11/10/2024	Lina Woodbrook	Art Show 2024 - Artwork Sold	476.00	1
EFT18560	11/10/2024	Netta Alice Thompson	Art Show 2024 - Artwork Sold	1,496.00	1
EFT18561	11/10/2024	Rosemary Mostyn	Art Show 2024 - Artwork Sold	580.00	1
EFT18562	22/10/2024	North Midlands Electrical	Electrical Maintenance - Transfer Pump Stn, CEO House, Swimming Pool & OSH Depot - Test & Tag	5,666.87	1
EFT18563	22/10/2024	Rip-It Security Shredding	Collection/ Storage of documentation - monthly fee Sept 2024	104.50	1
EFT18564	22/10/2024	Grant Chadwick	Member Sitting Fee	2,132.00	1
EFT18565	22/10/2024	Karen Jeanette Chappel	President Allowance & Member Sitting Fee	8,795.50	1
EFT18566	22/10/2024	Morawa Traders	Art Show Opening Night - Beverages	2,558.21	1
EFT18567	22/10/2024	Nutrien Ag Solutions	Security Gate - Waste Station	2,076.00	1
EFT18568	22/10/2024	Landgate	Transfer of Land - Online Shop	31.60	1
EFT18569	22/10/2024	McDonalds Wholesalers	Caravan Park consumables - Tea & Milk	167.65	1
EFT18570	22/10/2024	Refuel Australia	Ad Blue Bowser - October 2024	173.90	1
EFT18571	22/10/2024	Think Water Geraldton	Hunter Sprinklers - town centre	708.95	1
EFT18572	22/10/2024	GH Country Courier	Delivery - White goods ex Geraldton	130.02	1
EFT18573	22/10/2024	Local Government Professionals Australia WA	LG Career Campaign	550.00	1
EFT18574	22/10/2024	Shire of Mingenew	Shared Damstra Online Quarterly Fee & Usage Jul-Sept 2024	148.78	1
EFT18575	22/10/2024	Eastman Poletti Sherwood Pty Ltd	Claim 4 - Opinion of probable cost	1,320.00	1
EFT18576	22/10/2024	McLeods Lawyers	Legal Advice	1,028.11	1
EFT18577	22/10/2024	Snap Osborne Park	Rates Notice artwork change & printed stationery	466.00	1
EFT18578	22/10/2024	PB & SJ OFFSZANKA	Cleaning of canna ablutions Jul-Sept 2024	450.00	1
EFT18579	22/10/2024	Total Toilets	Mounted portable toilet September 2024	974.28	1
EFT18580	22/10/2024	Crystal Printing Solutions Pty Ltd	Printing - Private works books	766.00	1
EFT18581	22/10/2024	Kenneth Peter Stokes	Member Sitting Fee & Allowance	3,265.00	1
EFT18582	22/10/2024	RSM Bird Cameron	Accounting Services for 23/24 financial statements	14,256.00	1
EFT18583	22/10/2024	Officeworks	Various Office Stationery	459.12	1
EFT18584	22/10/2024	Great Southern Fuel Supplies	Fuel Card Purchases - September 2024	622.53	1
EFT18585	22/10/2024	Infinitum Technologies Pty Ltd	Monthly IT Charges - Operations	6,674.11	1
EFT18586	22/10/2024	Terra Form Contracting	Vegetation Management - Three Springs Rd & R2R Gravel Sheeting	4,499.00	1
EFT18587	22/10/2024	Team Global Express	Freight charge bulk chemicals ex Kewdale	1,284.34	1
EFT18588	22/10/2024	NodeOne	Monthly Charge - wireless @ Gym	119.00	1
EFT18589	22/10/2024	AFGRI Equipment	Slasher Box - P215	1,092.10	1
EFT18590	22/10/2024	Diana May North	Member Sitting Fee	2,132.00	1

List of Payments Report

For Period Ending 31 October 2024

Chq/EFT	Date	Name	Description	Amount	Bank
EFT18591	22/10/2024	Kmart	Bike Helmets for bike week	300.00	1
EFT18592	22/10/2024	Dean Brody Clemson	Member Sitting Fee	2,132.00	1
EFT18593	22/10/2024	Daphne's Timeless Treats	Catering - 2 days - Training & All staff meeting/training	1,410.00	1
EFT18594	22/10/2024	Vitrum Works	Lever handles, dead bolts to shed & medical centre	440.00	1
EFT18595	22/10/2024	LG Best Practices Pty Ltd	Monthly Charges - Rates Services	2,332.00	1
EFT18596	22/10/2024	Ikonyx Medical Services Pty Ltd	Pre Employment Medical	627.00	1
EFT18597	22/10/2024	Lisa Smith	Reimbursement - morning tea items for training	60.60	1
EFT18598	22/10/2024	Kick Solutions	Artwork for window stickers	214.00	1
EFT18599	22/10/2024	Arsh Rana	Reimbursement Kids activities - youth centre	43.00	1
EFT18600	22/10/2024	Benjamin Davey - Hire A Hubby	Building Maintenance - 17 Broad Ave	22,468.60	1
EFT18601	22/10/2024	Antonio Messere	Reimbursement - Cleaning products	176.70	1
EFT18602	22/10/2024	Supersealing	Crack sealing works in Shire of Morawa townsite	31,614.00	1
EFT18603	22/10/2024	Centacare Family Services - Geraldton	Accommodation Refund - Chalet's	352.00	1
EFT18604	22/10/2024	Debbie Collins	Member Sitting Fee	2,132.00	1
EFT18605	22/10/2024	Mark Coaker	Member Sitting Fee	2,132.00	1
EFT18606	25/10/2024	Geraldton Gutter Cleaning	Facility Gutter Cleaning	4,800.00	1
EFT18607	30/10/2024	Quest Innaloo	CDO Training, Accomodation, including Meals.	469.50	1
EFT18608	30/10/2024	Brian Thomas Ross	Bond Refund - Facility Hire	500.00	1
EFT18609	30/10/2024	Moore Australia (WA) Pty Ltd	2024 Budget Workshop - Livestream attendance	1,320.00	1
EFT18610	30/10/2024	Everlastings Guesthouse	Accomodation - Pool Manager Training	259.00	1
EFT18611	30/10/2024	Geraldton Mower & Repairs Specialists	Small Parts for blowers	271.20	1
EFT18612	30/10/2024	Crystal Printing Solutions Pty Ltd	1000x C4 Plain Face Envelopes.	688.00	1
EFT18613	30/10/2024	Co-Operative Bulk Handling	Bond Refund - Oval Function Room Hire	500.00	1
EFT18614	30/10/2024	Medelect Biomedical Services	Programmed preventative maintenance	2,431.00	1
EFT18615	30/10/2024	Coates Hire	Hire of 2 Message Board Senior from 17/7/2024 to 22/1/2025	4,869.73	1
EFT18616	30/10/2024	Central Regional TAFE	Auschem Course Guise for Matthew English	70.58	1
EFT18617	30/10/2024	DMIRS (Department of Mines, Industry)	BSL Permit Fee's 01-30 Sept 2024	708.17	1
EFT18618	30/10/2024	Rangelands Services Pty Ltd	Fence Ablution Block - Main Street	4,977.50	1
EFT18619	30/10/2024	Bosshealth Group	Contract Environmental Health Service September 2024	4,776.20	1
EFT18620	30/10/2024	Ocean Air Custom Airconditioning Solutions	Service to airconditioning units	19,822.00	1
EFT18621	30/10/2024	Whitney Consulting	Growing Regions Program - Business Case Development, CBA Grant	38,478.00	1
EFT18622	30/10/2024	Kavitesh Prakash	Bond Reimbursement - Standpipe Card	50.00	1

Total EFT Payments 393,030.68

List of Payments Report

For Period Ending 31 October 2024

Chq/EFT	Date	Name	Description	Amount	Bank
DD10154.1	10/10/2024	Beam Super	Supeannuation for payrun 90 fortnight ending 09/10/2024	11,237.83	1
DD10180.1	31/10/2024	Water Corporation	Water Charges and Usage for 19 Aug - 14 Oct 2024	1,723.14	1
DD10181.1	28/10/2024	Water Corporation	Water Charges and Usage for 15 Aug - 10 Oct 2024	1,054.30	1
DD10182.1	24/10/2024	Telstra Corporation Limited	Telephone Expense.	548.87	1
DD10183.1	23/10/2024	Synergy	Electricity and Usage Charges for 25 Aug - 24 Sep 2024	4,068.36	1
DD10184.1	21/10/2024	Synergy	Electricity and Usage Charges for 15 Aug - 18 Sep 2024	1,539.84	1
DD10184.2	21/10/2024	Telstra Corporation Limited	Telephone Expense.	71.74	1
DD10185.1	17/10/2024	Telstra Corporation Limited	Monthly Telephone Expenses - All Mobiles, SIMs and Dongles.	1,164.36	1
DD10186.1	10/10/2024	Synergy	Electricity Supply and Usage Charges 15 Aug - 18 Sep 2024	777.10	1
DD10187.1	09/10/2024	Synergy	Electricity Supply and Usage Charges 20 Aug - 16 Sep 2024	213.94	1
DD10188.1	08/10/2024	Synergy	Electricity Supply and Usage Charges 28 Jun - 026 Aug 2024	121.13	1
DD10189.1	07/10/2024	Synergy	Electricity Supply and Usage Charges 22 Jun - 02 Sep 2024	444.85	1
DD10189.2	07/10/2024	Telstra Corporation Limited	Telephone Expense	742.56	1
DD10190.1	04/10/2024	Synergy	Electricity Supply and Usage Charges 26 Jul - 22 Aug 2024	1,127.90	1
DD10191.1	02/10/2024	Synergy	Electricity and Usage Charges 22 Jun - 22 Aug 2024	117.18	1
DD10192.1	01/10/2024	Exetel Pty Ltd	Monthly Charge Corporate Internet - October 2024	975.00	1

Total Direct Debit Payments

25,928.10

List of Payments Report

For Period Ending 31 October 2024

Chq/EFT	Date	Name	Description	Amount	Bank
2425-04.09	01/10/2024	Bankwest - Muni Bank	Being Bank Fees (Counter, Maintenance, Transaction) October 2024	97.40	1
2425-04.18	03/10/2024	CBA - Muni Bank	Being Merchant Service Fees October 2024	49.50	1
2425-04.18	03/10/2024	CBA - Muni Bank	Being Merchant Service Fees October 2024	1,748.62	1
2425-04.15	08/10/2024	Shire of Morawa - Muni Bank	Being the correction to Bank account for Receipt 47900	1,722.00	1
PAYRUN90	10/10/2024	Shire of Morawa - Muni Bank	Nett Pay Journal - Pay Run 90	57629.93	1
PAYRUN90		Shire of Morawa - Muni Bank	Pay Run 90 Debtor Payments	325.00	1
2425-04.16	11/10/2024	Shire of Morawa - Muni Bank	Being the correction to Bank account for Receipt 47954	275.00	1
2425-04.12	14/10/2024	Shire of Morawa - Muni Bank	Being the transfer of funds from Bankwest to NAB	1,991,824.00	1
2425-04.13	14/10/2024	Shire of Morawa - Muni Bank	Being the transfer of funds from Bankwest to NAB	1,800,000.00	1
2425-04.03	23/10/2024	ATO - Muni Bank	BAS Payment , GST, PAYG, Diesel Fuel Rebate for September 2024	31,949.00	1
PAYRUN92	23/10/2024	Shire of Morawa - Muni Bank	Pay Run 92 Debtor Payments	637.86	1
2425-04.17	24/10/2024	Shire of Morawa - Muni Bank	Being the correction to Bank account for Receipt 48102	275.00	1
2425-04.07	31/10/2024	DOT - Muni Bank	Being Transport Direct Debit Payments 01.10.2024 to 31.10.2024	23,569.25	1
Various	31/10/2024	Human Resources - Muni Bank	Centrelink Fee's - October 2024	17.82	1
PAYRUN92	24/10/2024	Shire of Morawa - National Bank	Nett Pay Journal - Pay Run 92	74,675.42	6
	28/10/2024	Shire of Morawa - National Bank	Refund for toggle Gym Membership 1606175	30.00	6
	31/10/2024	National Bank	Trading Account - Bank Fees	1,422.73	6

Total Bank Transfers/ Payments

3,986,248.53

Included in	Fuel Card - 949	37892 - 0 MO - EMCCS - P293			
EFT18584	22/10/2024	Great Southern Fuel Supplies	Fuel Card Purchases - Diesel - September 2024	226.47	
EFT18584	22/10/2024	Great Southern Fuel Supplies	Fuel Card Purchases - Diesel - July 2024	178.85	
Included in	Fuel Card - Dep	oot - P999			
EFT18584	22/10/2024	Great Southern Fuel Supplies	Fuel Card Purchases - Diesel - September 2024	105.05	
EFT18584	22/10/2024	Great Southern Fuel Supplies	Fuel Card Purchases - Diesel - July 2024	112.16	

TOTAL Fuel Card

622.53

Shire of Morawa

List of Payments Report

For Period Ending 31 October 2024

Chq/EFT	Date	Name	Description	Amount	Bank
2425-03.19	05/10/2024	Bankwest	Corporate card purchases in September 2024		
	Coroprate Cred	dit Card - EMCCS			
	5/09/2024	Harvey Norman Online - HomeBush	Navman Dash Cam - For Road Data Collection	901.95	1
	10/09/2024	Spotlight - Geraldton	Hand Held Steamer - Administration Office	80.00	1
	10/09/2024	BigW Online - Bella Vista	Devanti Water Cooler Dispenser - Aministration Office	168.80	1
	21/09/2024	Kmart - Geraldton	Youth Centre - Art supplies	16.00	1
	24/09/2024	Starlink Intenet	Starlink - Dr's Surgery	139.00	1
	24/09/2024	Starlink Intenet	Starlink - Depot	139.00	1
	27/09/2024	Ink Station	Toner Cartridge Kyocera	86.29	1
	·		Sub Total	1,531.04	
	Coroprate Cred	dit Card - CEO			
	3/09/2024	Fuel Distributors - Moora	Ford Everest SUV Trend 2021 - CEO - MO0	111.59	1
	5/09/2024	Zoom. US	Zoom Standard - Link for Council	22.39	1
	6/09/2024	Fuel Distributors - Moora	Ford Everest SUV Trend 2021 - CEO - MO0	82.18	1
	09/09/024	Gingin Fuel & Tyres - Gingin	Ford Everest SUV Trend 2021 - CEO - MO0	77.60	1
	13/09/2024	ALGJD Ltd Ltd	Advertising - Swimming Pool Manager	770.00	1
	23/09/2024	AMZNPrimeAU Membership	Membership - CEO	9.99	1
	29/09/2024	ANGAD (Aust) Pty Ltd	Ford Everest SUV Trend 2021 - CEO - MO0	96.01	1
	30/09/2024	Bankwest	Foreign Transaction Fee	0.66	1

Sub Total	1,170.42
TOTAL Corporate Credit Card Payment	2,701.46
TOTAL PAYMENTS FOR COUNCIL APPROVAL	4,407,908.77



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1-	11.2.2a Reviewed Council Policies Stage 4
Attachment 2-	11.2.2b Proposed ELM23 - Financial Hardship Policy
Attachment 3-	11.2.2c EMP11 Proposed revised Policy Payments to Employees in Addition to Contract or Award
Item 11.2.2-	Shire of Morawa Policy Manual Review – Stage 4



October 2024 Policies Reviewed_(Stage 4)

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1. ADMINISTRATION (ADM)

ADM01 Flying of Flags - Council Buildings

Aim	To highlight the appropriate significance of the various flags, for the district and to guide Council staff on how to fly the Australian and other flags.
Application	Elected Members Council Employees Community Members
Statutory Environment	Flags Act 1953, Flags Amendment Act 1998
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	202 4 <u>2028</u>
Review Period	4 years

Objective

This policy aims to be consistent with Australian Government protocols for flying flags.

Policy

The following underpins the policy position:

- The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community.
- Flag flying should be done with respect and with sensitivity to community expectations.
- This policy aims to be consistent with Australian Government protocols for flying flags.

Australian National Flag, Western Australian State Flag and Australian Aboriginal Flag: The flags flown from the twethree (23) Administration Building flagpoles shall be the Australian National Flag, and the Western Australian State Flag and the Australian Aboriginal Flag.

When facing the three flag poles from the Shire Office in Winfield Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag on the right of the Australian National Flag and the Australian Aboriginal Flag on the right of the Western Australian State Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag. The Australian National Flag, and the Western Australian State Flag and the Australian Aboriginal Flag will also be presented in the Council Chambers in a similar manner.

Flags at Half Mast:

Flags may be flown at half-mast:

- at the Winfield Street flag poles as a sign of mourning at the passing of a local resident or past resident of the Shire of Morawa; or
- for a period of up to 2 working days from the time of notification of a local resident or past resident's death with the Flags also flown at half- mast on the day of their funeral; or
- when directed by the National or State Government; and at the discretion of the Chief Executive Officer and President.

REFERENCE:

Booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag.

Shire of Morawa Policy Manual	

ADM02 Communications & Social Media Policy

Aim	To provide a professional, consistent and cohesive approach to addressing media related issues within the Shire of Morawa.
Application	Elected Members Employees
Statutory Environment	Local Government Act: Sections 5.41 (f); 2.8; 2.10
Approval Date	
Last Review	OCM 19 November 20202024
Next Review	2022 <u>2026</u>
Review Period	2 years

Objective

This policy aims to provide a professional, consistent and cohesive approach to addressing media related issues.

Overview

A clearly defined Communications Policy will enhance the Shire of Morawa's corporate image and ensure a proactive and positive approach in dealing with the local communities and the wider public.

The media includes all traditional forms of media and extends to dealings with journalists from newspapers, magazines, TV, radio and online digital media sites.

This Policy aims to:

- Ensure that relevant Shire issues of interest to the public are communicated clearly and the Shire's corporate integrity is upheld.
- Maintain consistency and control over media releases, responses and statements written or verbal - and other media-related material (such as the Inside Morawa newsletter).
- 3. Ensure that a Communications Plan, which includes a proactive media component, is prepared for major projects/issues.
- 4. Address the use of Social Media.

Policy

All public statements on behalf of the Shire can only be issued by the Shire President or, if the President permits, the Chief Executive Officer (CEO). This is addressed under Section 5.41(f) of the *Local Government Act*, 1995.

The Shire President or CEO may refer an issue to another officer where appropriate. The Shire President, CEO or authorised person should express the will of the Council and should not in any way present views which are, or could be interpreted as being, inconsistent with the formal decisions or will of the Council.

Councillors are not permitted to speak on behalf of the Council to the media unless appropriate approval has been granted by the Shire President or CEO.

No employee can speak on behalf of the Shire to journalists in the media or social media outlets, without prior authorisation by the CEO.

Statements which are made to the media by Councillors are to be identified as their opinion only and do not reflect the position of Council or the Shire.

All staff and Councillors should be aware of the public perception that may be generated from their own personal use of social media or other communication channels, and consider any association or assumption that may be connected to their role within the Shire

Media Releases and Statements

All enquiries from the media for an official comment, whether made to a Councillor or staff member, must be directed to the CEO or Media department. Information will then be coordinated with the Shire President and CEO to make an official response in line with the Shire's position.

Media releases and statements will not be distributed to the media until they have been approved by either the Shire President or CEO.

Live Interviews

Unless otherwise approved by the Shire President or CEO, live on-air/on-screen interviews should be undertaken by the Shire President or CEO.

Issues Awareness

Councillors and staff who become aware of issues or potential issues that could damage the image or reputation of the Shire, should contact the Shire President/CEO (as appropriate) immediately, as providing information in advance will help the Shire President /or CEO prepare for communication with the media if and when an issue arises – or to communicate in a proactive way about a relevant issue affecting members of the wider community.

Social Media

Social media is the online communication channels which enables community interaction, content-sharing and collaboration. Examples include sites such as Twitter, Facebook, YouTube, LinkedIn, Reddit, TumbIr and Pinterest. The Shire recognises that social media can provide significant opportunities to engage with the community, reaching wider audiences, and in particular, remote areas that are not easily reached by other means.

Only the CEO and designated staff registered as the Social Media Administrators by the CEO can upload content and respond on behalf of the Shire of Morawa.

Content will be uploaded to the Shire of Morawa Facebook page only, and staff are not permitted to upload directly on behalf of the Shire to any other social media sites. Posts can be shared from the Shire of Morawa Facebook onto other Social Media sites – if technically feasible. It is the responsibility of the Social Media Administrator to ensure all posts are without spelling errors, grammatically correct, non-offensive and have no potential political risk. If in doubt, consultation with the CEO is required.

Social Administrators must also be aware of, and assess the considerations required, under the Shire's various partnership agreements. If in doubt, consultation with Media or the relevant partnership manager is required.

Only an Authorised Officer may comment in the social media environment on behalf of the Shire. This includes implying that you are authorised as a spokesperson of the Shire, or give the impression that the views you express are those of the Shire.

impression that the views you express are those of the Shire.

The Shire recognises that Staff and Councillors may wish to use social media in their personal life however are reminded to adhere to the Code of Conduct.

Employees have a duty of confidentiality and are expected to act in the best interests of the Shire. These obligations extend to any comments made on online forums or social media sites, including outside normal work hours.

ADM03 Community Engagement Policy

Aim	To ensure awareness of the Shire's principles toward community engagement
Application	Elected Members Employees Community Members
Statutory Environment	Local Government Act (1995) Section 5.56, Planning for the Future
Approval Date	OCM 19 November 2020
Last Review	N/A_2024
Next Review	2024 <u>2028</u>
Review Period	4 years

Objective

- To ensure Shire of Morawa stakeholders are well informed about issues, strategies
 and plans that may directly or indirectly affect them.
- To ensure Shire of Morawa stakeholders have the opportunity to be involved in Council's decision making and policy development.
- To seek the views of all stakeholders, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- To provide members of the community with the opportunity to hear each other's opinions and to recommend appropriate solutions to community issues.
- To ensure Council is meeting its legislative requirements regarding community consultation in all areas of its service delivery.
- Recognise that there is diversity in the activities and project Council undertakes and that
 the type of engagement should vary accordingly.

Policy

Council is committed to engaging with the Shire of Morawa community.

Community engagement is about involving the community in decisions which affect them and it is critical to the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community. Community engagement does not mean achieving consensus. However, it does involve seeking broad, informed agreement and the best possible solution for Council and the community.

Scope

The overarching principle is that the Shire will consult with our communities. Therefore, this policy applies not only to Shire of Morawa's Strategic Planning processes but to all facets of our operations and projects.

Benefits of Community Engagement

There are numerous benefits from community engagement:

- Increased community awareness of Council's services, planning and programs;
- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process;

- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning is well aligned with community expectations;
- Increased level of community ownership and acceptance of decisions;
- Council and the community working together to address local issues; and
- The potential for the Council to save time and resources.

Principles

The following principles underpin the Shire of Morawa's approach to community engagement.

Be open and inclusive

- 1. We recognise that community participation is an integral part of informed decision making;
- 2. We promote and support opportunities for the community to actively participate;
- We encourage involvement from all stakeholders and will use engagement processes that are accessible and inclusive;

Create mutual trust, respect and be accountable

- We treat all stakeholders in the engagement process with respect and dignity;
- 2. We will approach engagement from an impartial perspective;
- 3. We will be accountable, accessible and ethical in all dealings with the community.

Engage early and be clear

- We will seek early engagement and regularly involve the community in decision making;
 We will communicate clearly the objectives of the engagement process and provide community members with all available, relevant information as part of the consultation engagement process to ensure informed discussion;
- We will communicate the parameters of the engagement process to participants from the outset, including legislative requirements, Council's sphere of influence, conflicting community views, policy frameworks and context, budget constraints etc.;
- We acknowledge that planning is a critical process to deliver successful outcomes and are committed to developing and implementing community engagement plans.

Consideration and Feedback

- 1. We are committed to demonstrating that we have considered all community contributions and relevant data, prior to making any decisions that affect the local community;
- We are committed to providing participants with feedback at key stages throughout the project and upon completion and how community input influenced the decision.

Skills and Resources

- We recognize the skills required to undertake community engagement and will provide staff with opportunities for further skill development and training;
- We recognize that from time to time we may need to retain professional consultants to assist with certain engagement strategies.

ADM04 Complaints Management Policy

Aim	To develop a structured and systematic approach for complaints received by the Shire of Morawa from external persons
Application	Elected Members Employees
Statutory Environment	Nil
Approval Date	OCM 21 September 2017
Last Review	N/A 2024
Next Review	2022 <u>2026</u>
Review Period	Every 2 years

Objectives

The objectives of this policy are:

- To develop a structured and systematic approach to dealing with complaints received by the Shire of Morawa from external persons and/or businesses.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To use complaints statistics to improve the effectiveness and efficiency of Council's operations.

Policy

- The Shire of Morawa encourages and recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- 2. The Council and its staff will be open and honest in its dealings with customers, and, where no action is proposed in response to the complaint, will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

Guidelines

- 1. Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complaints considered to be anonymous will be addressed under Anonymous Communications Policy
- 4. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding:
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or elected members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Council

- d) failure of Council to comply with the *Local Government Act 1995*, Council policies, Council's local laws and other laws administered by Council.
- 5. The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment;
 - e) asset maintenance related complaints/works requests which are to be processed via Customer Action/Works Requests forms (both paper and electronic).
 - f) matters relating to Rules of Conduct of elected members.
 - Complaints regarding elected members are to be directed to the CEO. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct or Rules of Conduct if relevant.
 - Complaints from Councillors, the Ombudsman, and the <u>Local Government 4995</u>
 Department or from Members of Parliament shall be referred to, and dealt with by the
 CEO, unless the complaints relates to the CEO, whereupon the complaint will be dealt
 with by the Shire President.
 - 8. When any complaint is made, other than a complaint referred to in clauses 6 and 7, the designated receiving officer shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible.
 - 9. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving officer shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to an Executive Manager or the CEO, as is appropriate, for investigation and determination of the complaint.
 - 10. The following standard response times shall, ideally, be adhered to by all staff when dealing with complaints:
 - Acknowledging in writing within 72 hours that the complaint has been received and a response will be given within 7 days; and
 - Issue an acknowledgement and explanation for any delay before the initial 7 days is up.

Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a 7-day period, the complainant is to be provided with status reports from time to time until the complaint is satisfied.

11. Where a complaint has been investigated and found to be justified, the relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The officer will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

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- 12. Where a complaint may identify the need for a review of procedures to prevent reoccurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the officer, they must liaise with their Executive Manager or the CEO to agree on a course of action.
- 13. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.
- 14. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:
 - a) nature of each complaint;
 - b) services or facilities about which the complaints are made;
 - c) time taken to conclude complaint investigations;
 - d) outcomes;
 - e) trends; and
 - f) other relevant information.
- 15. The designated receiving officer of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded an appropriate manner.
- 16. The CEO may cease review of a complaint if it:
 - a) Has previously been dealt with by the Shire;
 - b) Was lodged more than twelve months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern; or
 - c) If another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

ADM05 Memorials on Council Controlled Land

Aim	To preserve the amenity of public reserves and provide guidelines on what memorials may be placed in public places and the process for the placement of a memorial.
Application	Elected Members Council Employees Community Members
Statutory Environment	Local Government Act 1995 Land Administration Act 1997 Road Traffic Act 1974
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

Objectives

To preserve the amenity of public reserves by managing the placement of private monuments and memorials; and

To provide guidelines on what memorials may be placed in public places and the process that needs to be followed to gain consent for the placement of a memorial.

Policy

Memorials Located on Public Land

The creation or placement of memorials or monuments on public land is not permitted unless the consent of the Shire of Morawa is provided.

1. Seats

- a. Shire of Morawa will consider applications for the placement of seats with plaques in appropriate locations, such as along paths and in accordance with any Land Management Orders that may operate for the reserve. Applications must be made in writing to the Chief Executive Officer with a clear description of the proposed location. All applications will require Council approval.
- b. The purchase and placement of the seat will be at the expense of the applicant and the seat will be to Shire specifications and the location in accordance with Shire wishes. Approval will also be required for the wording to be placed on a plaque.
- Fees and Charges for the installation of the seat is as scheduled under Labour Costs, Private Works.

2. Plinths and Rocks with Plaques

- It is the responsibility of the donor to arrange manufacture and delivery of plaques approved by the Shire of Morawa.
- b. Such memorials will not be permitted on public land unless the person, event or location is of historical significance and the memorial is approved by the Council.
- c. The placement of plinths and rocks with plaques will be to Shire specifications and the location in accordance with Shire wishes. Costs associated with purchasing the plaque, plinth or support/surround and engraving the chosen

message are the responsibility of the donor. Approval will also be required for the wording to be placed on a plaque.

 Fees and Charges for the installation of the plinths and rocks with plaques is as scheduled under Labour Costs, Private Works.

3. Trees

- The Council will consider applications for the planting of trees on public land.
 The location and species of the trees will be to Shire specifications. Trees will not be marked with plaques.
- b. The purchase and placement of the tree will be at the expense of the applicant and will be to Shire specifications and the location in accordance with Shire wishes
- Fees and Charges for the installation of the tree is as scheduled under Labour Costs, Private Works.

4. Roadside Memorials on Shire Roads

- a. The Shire of Morawa will permit the creation of small roadside memorials unless they are causing safety concerns for the public or if the Road Traffic Act 1974 requires their removal.
- Consent is not required for the placement or creation of these memorials.
 However if they are considered a safety risk then the memorial will be removed without notification.

5. Scattering of Ashes

The scattering of Ashes within the Shire's owned or managed property may be permitted with the consent of the Chief Executive Officer.

6. Memorial Gardens

- a. This policy applies to all Shire gardens and not existing or past cemeteries.
- b. All memorial garden plaques are to be <u>no</u> larger than 150mm x 150mm, with the surrounding plinth or support / surround no larger than 200mm x 200mm.
- No responsibility is to be taken by the Shire of Morawa for the ongoing maintenance of the memorials.
- d. If the memorial plaque deteriorates to a point at being unsafe then the Shire of Morawa reserves the right to remove the memorial or plaque without notice.
- No responsibility is to be taken by the Shire of Morawa for any damage to any memorial or for their unauthorised removal.
- f. The Shire of Morawa reserves the right to remove any memorials at any time.
- g. The Shire of Morawa may purchase, install, and maintain plaques for deceased past Councillors and staff of the Shire.

ADM06 Closure of Certain Facilities - Christmas/New Year Period

Aim	To provide direction to the Chief Executive Officer in relation to the closure of Shire facilities (i.e. administration, works and services) over the Christmas and New Year period.
Application	Employees
Statutory Environment	Local Government Act 1995
Approval Date	OCM 19 November 2020
Last Review	2019 <u>2024</u>
Next Review	2024 - <u>2028</u>
Review Period	4 years

Objective

This policy is to authorise the closure of certain Shire facilities over the Christmas and New Year period.

Policy

To assist with the efficient and effective management of Shire of Morawa's Administration Office and Works Depot during the Festive Season holiday period ensuring that patrons receive sufficient notification of the closures.

Council provides guidelines to the Chief Executive Officer in the closure of Administration and Works Depot facilities across the Christmas and New Year holiday period. The Administration Office and Works Depot will be closed for business from 4 pm on the last working day before Christmas and re-open on the second working day following New Year's Day.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days inclusive of public holidays, excluding weekends.

Provided:

- Staff use Annual Leave, Time in Lieu or Rostered Days Off to account for those days not designated as public holidays;
- The Chief Executive Officer has established an appropriate 'skeleton-crew' for the duration of the period;
- c) Staff emergency contact details are made available to the public;
- d) The closures are advertised locally via newspaper and notice board notification. Council may receive a report from the Chief Executive Officer no later than the Ordinary Council Meeting in October each year advising of the details of the forthcoming Christmas and New Year closure period.

<u>Scope</u>

This Policy applies to the Shire Administration Offices, Libraries, and Works Depots only.

ADM07 VOID

2. CORPORATE (CORP)

CORP02 Asbestos Policy

Aim Application	The Shire acknowledges the serious health hazard of exposure to asbestos. Elected Members and Staff
Statutory Environment	Local Government Act 1995 Environmental Protection Act 1986 Health (Miscellaneous Provisions) Act 1911; Health (Asbestos) Regulations 1992 Code of Practice for the Safe Removal of Asbestos 2 nd Edition [NOHSC: 2002(2005)]; Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Demolition work code of practice 2015 (catalogue no WC03841) Contaminated Land Management Act 1997 Guidance Note: Identification of Asbestos Containing Material Guidance Note: Asbestos Cement Fences Guidance Note: Asbestos Cement Roofs
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	2022 <u>2026</u>
Review Period	2 years

Objectives

This policy aims to outline the role of the Shire and other organisations in managing asbestos, and the Shire's relevant regulatory powers. Please refer to the Shire's *Managing Asbestos Guidelines* for information on:

- the Shire's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents;
- general advice for residents on renovating homes that may contain asbestos;
- the Shire's development approval process for developments that may involve asbestos and conditions of consent;
- · waste management and regulation procedures for asbestos waste in the LGA; and
- sources of further information.

Policy

Introduction

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos. Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place.

However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.

Further information about asbestos and the health impacts of asbestos including website links to additional information can be found at:

- https://ww2.health.wa.gov.au/Articles/A E/About-asbestos and
- https://ww2.health.wa.gov.au/~/media/Files/Corporate/general%20documents/Asbestos/ PDF/Guidelines-Asbestos-Contaminated%20Sites-May2009.pdf.

The Shire has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- __residents and the public within the Local Government Area (LGA); and
- workers and other persons in the Shire's workplaces.

The Shire's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- __contaminated land management;
- the Shire's land, building and asset management;
- __emergency response;
- land use planning (including development approvals and demolition);
- regulation of activities (non-work sites); and
- waste management and regulation.

Scope

This policy applies to all of the land within the Shire of Morawa.

The policy along with the Shire's Managing Asbestos Guidelines provides information for the local community and wider public. Definitions for key terms used in the policy are provided in Appendix A.

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The policy outlines the Shire's commitment and responsibilities in relation to safely managing asbestos and general advice is contained within the Shire's Managing Asbestos Guidelines.

For specific advice, individuals are encouraged to contact the Shire or the appropriate organisation.

The policy does not provide detail on specific procedures. More information and practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia May 20091

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Asbestos Regulators Brochure - provides a detailed list of agencies with their roles and contact details

- Guidance Note: Identification of Asbestos Containing Material (PDF 2.4MB)
- Guidance Note: Asbestos Cement Fences (PDF 1.3MB)
- Guidance Note: Asbestos Cement Roofs (PDF 1.13)
- Renovation rules for maintaining and removing asbestos containing products in the home (HealthyWA) (external site)
- Prohibited: Pressure Cleaning of Asbestos Cement Roofs 2010 (PDF 157KB)
- Asbestos in Carpet Underlay December 2009 [PDF 206KB]
- Asbestos in Carpet Underlay Frequently Asked Questions December 2009 [PDF 162KB]
- additional guidance material listed in the Shire's Managing Asbestos Guidelines.

Definitions

Definitions are provided in Appendix A.

Roles and Responsibilities of the Shire

Educating residents

The Shire will assist residents to access appropriate information and advice on the:

- prohibition on the use and re-use of asbestos containing materials;
- requirements in relation to development, land management and waste management;
- risks of exposure to asbestos;
- safe management of asbestos containing materials; and
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in the Shire's *Managing Asbestos Guidelines*.

Managing land

The Shire is responsible for managing public land. This may include land with naturally occurring asbestos and land contaminated with asbestos as outlined in the Shire's Managing Asbestos Guidelines.

Managing Waste

The Shire is responsible for meeting certain obligations under relevant legislation by enacting the powers there-in.

Those actions include issuing infringement notices for the following;

- · Selling or supplying asbestos cement product;
- · Using an asbestos cement product;
- Storing, breaking, damaging, cutting, maintaining, repairing, removing, moving, or disposing of, or using any material containing asbestos without taking reasonable measures to prevent <u>÷</u> asbestos fibres entering the atmosphere
- asbestos fibres entering the atmosphere;
- Moving a dwelling-house built wholly or partly with an asbestos cement product;
- Failing to comply with a condition on an approval;

- Cutting or deliberately breaking an asbestos cement product for the purpose of, or in the course of, moving a dwelling-house built wholly or partly with an asbestos cement product;
- Supplying material containing asbestos to another for the purpose of having another person dispose of it;
- · Transporting material containing asbestos; and
- Failing to inform a person that material is or contains asbestos.

Regulatory responsibilities

The Shire has regulatory responsibilities under the following legislation;

- Health (Miscellaneous Provisions) Act 1911; and
- Health (Asbestos) Regulations 1992.

Legislation, policies and standards relating to the safe management of asbestos are listed in the Shire's Managing Asbestos Guidelines. The situations in which the Shire has a regulatory role in the safe management of asbestos are listed in the Shire's Managing Asbestos Guidelines.

Responsibilities to workers

The Shire is committed to fulfilling its responsibilities to workers under the:

- Occupational Safety and Health Regulations 1996;
- Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)]; and the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)], as well as maintaining a safe work environment through the Shire's;
 - · general responsibilities;
 - education, training and information for workers;
 - health monitoring for workers; and
 - procedures for identifying and managing asbestos containing materials in Shire's premises.

Other Stakeholders Involved in Managing Asbestos

The Shire is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Complaints and Investigations

Complaints and inquiries may be directed to the Shire about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to WorkSafe WA - Department of Mines, Industry Regulation and Safety.

Complaints and inquiries regarding premises licensed under the Environment Protection Act 1986 should be directed to the Department of Water and Environmental Regulation.

The Shire will respond to complaints and inquiries regarding:

- the Shire's requirements in relation to development, land management and waste management;
- derelict properties;
- general asbestos safety enquiries;
- illegal dumping;
- safe removal and disposal of minor quantities of asbestos materials; and
- unsafe work at a residential property conducted by a homeowner or tenant.

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Implementing the Shire's Asbestos Policy

Supporting documents

The implementation of this policy is supported by:

- the Shire's Managing Asbestos Guidelines;
- Standard Conditions of Development Approval;
- maintenance and inspection schedules for Shire-owned assets; and
- the Shire's Asbestos Register.

Communicating the Policy

This is a publicly available policy. The policy is to be made available via the Shire's website: www.morawa.wa.gov.au

The Shire incorporates a statement regarding compliance with this policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the policy, the revisions will be approved by the Shire's Chief Executive Officer (CEO) and the CEO will notify all persons who may have cause to undertake, arrange or supervise any potentially hazardous activities listed in the Shire's Managing Asbestos Guidelines on behalf of, or for, the Shire.

Appendix A – Definitions

Airborne Asbestos	any fibres of asbestos small enough to be made airborne.
Asbestos	the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysotile, crocidolite, tremolite, and any mixture containing 2 or more of those
Asbestos Containing Material (ACM)	any material or thing that, as part of its design, contains asbestos.
Asbestos Cement Product	a product or part of a product containing asbestos in a cement binder
Asbestos- Contaminated Dust or Debris (ACD)	means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
Asbestos-Related Work	work involving asbestos that is permitted under regulation, other than asbestos removal work.
Asbestos Waste	any waste that contains asbestos (includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools).
Contaminant	any substance that may be harmful to health or safety.
Contamination Of Land	the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment.
Control Measure	in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.
Development	means:
	the use of land
	the subdivision of land
	the erection of a building
	the carrying out of a work
	the demolition of a building or work
	any other act, matter or thing that is controlled by an environmental planning instrument.
Development Application	an application for consent to carry out development.
Exempt	a minor development that does not require any planning or construction

Development	approval because it is exempt from planning approval.
Development	арргота весацее и в елетритот ранниц арргота.
Friable Asbestos	material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, or any material which contains asbestos.
Health	physical and psychological health.
Health Monitoring	of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.
In Situ Asbestos	asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.
Naturally Occurring Asbestos	the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
Non-Friable Asbestos	material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Occupier	includes a tenant or other lawful occupant of premises, not being the owner.
Waste	includes:
	 any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or any discarded, rejected, unwanted, surplus or abandoned substance, or
	any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
	any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
	any substance prescribed by the regulations made under the Environmental Protection Act 1986 to be waste.
Waste Facility	any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

3. ELECTED MEMBERS (ELM)

ELM01 Official Photographs

Aim	To ensure that there is a historical photographic record, and official listing kept of serving Councillors and Senior Management of the Shire.
Application	All Elected Members and Senior Management
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019 <u>2024</u>
Next Review	2022 <u>2026</u>
Review Period	Every 2 years

Objective

To ensure that there is a historical photographic record, and official listing kept of serving Councillors and Senior Management of the Shire.

Policy

A formal group photograph of all elected members will be taken after the election of each new Council.

ELM11 Governance and Policy Manual

Aim	To assist the Council to achieve its commitment to excellence in Governance
Application	Elected Members & Staff
Statutory Environment	Local Government Act (1995)
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	2022 <u>2026</u>
Review Period	Every 2 years

Objectives

The Governance and Policy Manual will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council;
- a guide and reference for Councillors in performing their duties as elected representatives;
- a document that establishes clear guidelines for the day-to-day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on a number of existing governance frameworks, but in particular "Excellence in Governance for Local Government" produced by the Local Government Managers Australia and CPA Australia.

Policy

Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance.

The Manual links the respective roles under the *Local Government Act 1995 ('Act')* and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

The Manual Is Divided Into Five Parts:

Part One: Principles, values and vision

 The principles, values and vision establish the underlying aspects that should govern every aspect of Council corporate operations.

Part Two: Overview of corporate governance

• This section introduces the need for a governance manual. It explains the importance of good governance and the critical factors to be considered for all stakeholders in governance processes.

Part Three: Council governance statement and framework

- This part outlines the conceptual governance framework for the Council. It provides a statement of commitment to good governance principles within which all Elected Members and staff should operate.
- The framework highlights the inter-relationship between different aspects of good governance and illustrates how the Councillors and staff must work in a collegiate way to ensure strength and success in the Council's governance practices.

Part Four: Detailed Guidelines for good governance practice

 Provides more detailed guidelines on how good governance is carried out. The section covers roles and responsibilities, decision-making, accountability and sustainability.

Part Five: Appendix - Policies

 Policies provided reference essential documents that support the governance processes and procedures of the Council.

Summary

The Governance Manual will form the basis for a biennial corporate governance review by Council which will assess the effectiveness of the Elected Members and administration in achieving good governance.

Part 1: Principles, and Vision

1.1 Principles

Clear principles govern how decisions are made by the whole organisation. All decisions should be measured against the principles to ensure that the governance processes and practices adhere to the overarching principles of operation. Individual elected members and staff take specific responsibility for governance in their own activities. Individual actions in governance must demonstrate values that reflect best practice in governance and alignment with the agreed principles. The vision and values of the Council demonstrate how the five principles above are incorporated in a Vision that provides the long term goals for the Council. Five key principles have been identified to assist Council achieve excellence in governance.

These are:

Principle 1. - Clear Vision And Culture.

• Uniting in a clear vision and positive culture that respects the natural and built heritage of the Council as well as community needs and aspirations.

Principle 2. - Productive Roles and Relationships.

Valuing the different roles of the various elements of a local government and the need for
positive working relationships between these elements.

Principle 3. - Good leadership.

 Demonstrating exemplary leadership qualities through effective decision-making and related management processes that reflect transparency, integrity and sustainability.

Principle 4. - Accountability.

 Accounting for all local government activities and installing and maintaining systems which reinforce accountability and which communicate outcomes achieved to the community.

Principle 5. - Commitment to Sustainability

 Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

1.2 Shire of Morawa Vision

""A welcoming and inclusive community with diverse regional partnerships that have created a vibrant and growing economy".

In addition, the Shire of Morawa's Mottos are:

"Shire of Morawa: Breaking New Ground"

"Tourism: Exploring Wildflower Country"

1.3 Strategic Planning Context

Integrated planning and reporting, gives local governments a framework for establishing local priorities and to link this information to operational functions. Legislation changes gazetted in August 2011 require compliance to this approach that can be tabled to the size and structure of each local government as long as the principles and practices of the framework are upheld.

Ref: A "plan for the future" - S5.56 (1) of the Local Government Act (1995)

Elements of the Integrated Planning Framework

COMMUNITY ENGAGEMENT

STRATEGIC COMMUNITY PLAN

INFORMING STRATEGIES
Finance
Workforce
Assets
Services
Issue Specific Strategies
Etc.

Outputs: Plan Monitoring and Annual Reporting
MEASUREMENT AND REPORTING

The **Strategic Community Plan** responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan prioritises community aspirations giving consideration to:

- Social objectives.
- Economic objectives.
- Environmental objectives.
- Factors such as changing demographics and land use.

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- · Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning including:
 - Asset Management.
 - Financial Management.
 - Workforce Management.

Part 2 Overview of Corporate Governance

2.1 Governance in the Legislative Environment.

Local Governments in Western Australia are required to make decisions, report them and implement them according to the provisions of the *Act*. Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health and Dog Control.

The Act defines the roles and responsibilities of Elected Members and the Chief Executive Officer to ensure that a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the *Act* prescribes that the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, local governments develop strategies and policies and provide mechanisms and processes for their implementation as provided for in the Act and its regulations. The Governance Manual establishes the policies and processes by which the Elected Members and the Chief Executive Officer undertake their respective roles.

2.2 Definition of 'Good Governance'.

Just as the companies operating in the private sector has a requirement to adhere to legislation and regulations governing compliance and behaviour, so do local governments in the public sector.

The private sector has had a long standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Executive Managers corporate governance charter, which:

"...defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility."

2.3 Excellence in Governance.

Governance is the process by which decisions are taken and implemented; the process by which organisations go about achieving their goals; producing their outputs; and, the process by which

organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, values and culture within the organisation. Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information.

From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services. Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities.

Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the corporate body through an accountable, effective and efficient application of resources and assets.

Governance is based on the understanding that the Council and its Chief Executive Officer and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises that good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire

Part Three: Governance Statement and Framework

3.1 Council Governance Statement.

The Council considers that integrity, role delineation, accountability, a systems approach and strategic management are applicable to local government. To ensure effective, transparent and sustainable administration of the Council's affairs, a governance framework has been designed. The governance statement, key principles, values and framework aim to create a strategic and accountable approach to management of the Council as "pillars" of good governance.

Collectively, appropriate policies, strategies and procedures constitute the Council's governance "foundations "private sector has had a long standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Executive Managers corporate governance charter, which:

"...defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility."

3.2 Council Governance Framework

The governance framework serves to bring together in a coordinated manner, legislative issues and requirements affecting the Council, the governance statement and its underlying strategies, policies and procedures.

It depicts the values, legislation of strategic directions as the pillars which support the activities of Councillors, staff and stakeholders. The foundation stones of the framework are the good principles and practices that are required for building good governance throughout the organisation.

The fundamental objective of a corporate governance framework is to promote stability, confidence and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council.

The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the *Act* and arising from the vision, values and goals enunciated in the Strategic Community Plan.

3.3 Good Governance Practice

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems which exist within these organisations.

Accountability is an essential element of good governance and applies to Elected Members and Chief Executive Officer alike. From a political perspective, accountability requires that the Shire President and Councillors of the Council are accessible to residents and ratepayers so they may be responsive to community issues and needs.

As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations. It is the Chief Executive Officer's responsibility to ensure that Council is provided with unbiased and relevant, professional advice and information on which decisions are made. The Chief Executive Officer is also responsible for the management of officers, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire

3.4 Good Governance Principles

The following practices, as they relate to the five principles of operation apply to the achievement of good governance at the Council. A summary of the key practices that will govern actions for each principle is provided below then further detail on each aspect is provided in the following sections.

Principle 1 - Vision and Organisational Culture

- There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.
- There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

Principle 2 - Roles, responsibilities and relationships

• There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.

 There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.

Principle 3 - Decision-making and management

- There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Effective delegations should be implemented and maintained
- There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

Principle 4 - Accountability

- Consultation should be undertaken that is appropriate to the scope and potential impact
 of the matter. It should respect the position and opinion of all stakeholders. The outcomes
 of the consultation should be taken into account when the decision is made and feedback
 should be provided to those who participated.
- The Council must account for its activities and have systems that support this
 accountability
- The Council should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Principle 5 - Commitment to Sustainability

- The Council will endeavour to keep up-to-date with all processes, methodologies and technologies which are capable of achieving improved outcomes for the Shire.
- Awareness of practices that will lead to improved resource management, environmental
 protection and rehabilitation, stronger communities and added economic value will be
 raised within the Council and staff and across the community.
- Potential environmental, social and economic impact of any project or decision will be considered.

Part 4 Detailed Guidelines for Governance Practice

4.1 Vision and Organisational Culture *Vision*

There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government. The Council vision as stated in Part 1 is the driver that governs the culture of the organisation. The vision has been generated as a united focus for the Shire. Governance decisions and practice must at all times contribute towards achievement of the vision.

Organisational Culture

There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in Shire governance apply the values, the culture of the organisation will be one that has the greatest opportunity of achieving excellence in governance. In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

• Effectiveness in management structures and practices;

- · Good communication including feedback;
- Learning;
- · Ethical behaviour and codes of conduct;
- No conflict of interest;

•

- Support for frankness and openness;
- Confidentiality;
- Innovation;

Effectiveness in management structures and practices

- A good management structure will be maintained based on the organisation's vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately down the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

Good communication including feedback

• Good relationships will be developed between the various parts of the Shire.

Learning

- Decision making processes will incorporate appropriate consultation, knowledge management and involvement.
- There will be learning programs for Elected Members and officers designed to meet their skills and knowledge requirements.

Ethical behaviour and code of conduct

- The Code of Conduct and ethics will be owned and lived, particularly by leaders throughout the organisation.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

No conflict of interest

- An effective induction program will reinforce the organisation's culture so that all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, but complementary roles of Councillors and officers.

Support for frankness and openness

- Opportunities will be provided for open and frank exchange between Elected Members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

Confidentiality

 Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.

Innovation

- The Shire will recognise that it operates in a changing environment and so must be aware
 of opportunities in those changes to improve the way the Shire operates.
- The Shire staff will be encouraged to take reasonable efforts to keep abreast of current best practice and up to date technologies.

4.2. Roles, Responsibilities and Relationships

There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.

4.2.1 Working Relationships

There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.

Effective working relationships are promoted and/or supported by and between the Shire President, Councillors, Chief Executive Officer and administration. It is a requirement that initial officer contact by Elected Members is made through the Chief Executive Officer in accordance with Council policy. Should an elected member wish to contact any other officer directly, a request shall first be made to the Chief Executive Officer, who will assess the request and advise the elected member of their decision.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources. Very important relationships are those between:

- The Shire President and the Councillors;
- Elected Members and Elected Members;
- · The Shire President and the Chief Executive Officer; and
- Elected Members and the Chief Executive Officer.

Effective relationships are achieved and maintained at the Shire through:

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors' induction processes.
- Goodwill on the part of all parties to make governance work.
- The administration accepting that local government is a level of government and that
 political activities of Council are legitimate. Councillors are accountable to their
 constituents as well as to the "corporate whole" and they have to be able to address these
 accountability requirements in a constructive manner.
- There being a preparedness to tackle problems when they arise.

4.2.2 Council - Roles and Responsibilities

Under the Act the Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire's governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

Directs and controls the Shire affairs.

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

(a) Is responsible for the performance of the Shire functions.

This role provides that the Council bears the ultimate responsibility for the performance of the Shire's functions. It can exercise this responsibility through the development of appropriate governance frameworks including delegations of authority and the determination of an appropriate organisational structure.

(b) Oversees the allocation of the Shire finances and resources.

The Council exercises this role by adopting the Shire's budget and long term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

(c) Determines the Shire policies.

The role of Council in setting policy is most effective when it is linked with a professional organisation that implements these policies through the development of appropriate management practices and work processes.

Council policy should set the standards for the administration to achieve and make strategic policy decisions that guide officers in their decision making processes. Under the *Act*, a local government is a body corporate with perpetual succession and a common seal.

4.2.3 Role of Elected Representation

The Council consists of seven members including the Shire President with no wards. The Shire President is elected by the Councillors.

Local Government elections are conducted biennially on a fixed date prescribed by the *Act*, with candidates elected to the office of Councillor or Shire President as applicable, attaining terms of four (4) years.

Statutory Role of Councillors

Section 2.10 of the Act describes that the role of a Councillor is to:

- · represent the interests of electors, ratepayers and residents of the Shire;
- provide leadership and guidance to the Shire community;
- facilitate communication between the community and the Council;
- participate in the Shire decision making processes at Council and Committee meetings;
 and
- perform such other functions as are given to a Councillor by this Act or any other written
 law.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must represent the interests of the Shire within the broader community.

Whilst Councillors may be elected from an individual ward, their primary obligation is to represent the interests of the broader community within the Shire. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision making processes in providing good governance of the Shire as a whole.

Elected Members sitting as Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member thus accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members - most notably, through their adherence to legislation governing

declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

Elected Members rely on:

- Financial advice and information from administration;
- Input from internal and external auditors and the Audit and Risk Committee;

Elected Members must also seek whatever additional information they need to make informed decisions

Responsibilities of Council

The responsibilities of Council can be categorised into the following three key areas:

Legislative

 The Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.

Executive

 The Council is responsible for overseeing the executive functions of the Shire and determines appropriate policies, strategies and functions for the administration to implement.

Quasi - judicial

The Council is responsible for applying factual situations to the legislative regime in a
quasi-judicial manner under the Act, Planning and Development Act 2005, and other
relevant legislation. This is explained in more detail at Part 4 "Councils Governance Tools"

 Planning and Development Functions of the Council.

Accountability, stewardship, sustainability and innovation focus.

Accountability, stewardship, sustainability and innovation objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions;
- Allocating the Shire's resources;
- Monitoring performance of the Shire against adopted strategies and objectives;
- Representing the interests of the community;
- Appointing the Chief Executive Officer and participating in the performance review process of that officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non-prejudicial and relevant to issues at hand.

4.2.4 Limitation of Member Liability

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, summarised in Attachment 2 specifies the limitation that Councillors must be aware of when taking office.

It is largely due to such legislative-based requirements, that local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons that many organisations have developed and implemented processes for identifying, analysing and mitigating risks which could prevent the achievement of business objectives.

These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans that cover activities as diverse as reviews of operating performance, information technology and management information systems.

4.2.5 The Shire President Role

The role of the Shire President as provided under Section 2.8 of the Act is to:

- a) preside at meetings in accordance with the Act;
- b) provide leadership and guidance to the community;
- c) carry out civic and ceremonial duties on behalf of the Shire;
- d) speak on behalf of the Shire;
- perform such other functions as are given to the Shire President by the Act or any other written law;
- f) liaise with the Chief Executive Officer on the Shire affairs and the performance of its functions; and
- g) otherwise fulfil the role of Councillor.

4.2.6 The Deputy Shire President Role

Section 2.9 of the *Act* enables the Deputy Shire President to perform the functions of the Shire President, if:

- a) the office of Shire President is vacant; or
- b) if the Shire President is not available, or is unable or unwilling to perform the functions of Shire President.

4.2.7 Chief Executive Officer Role

The Chief Executive Officer's functions as described under Section 5.41 of the *Act* are to:

- a) advise the Council in relation to the functions of the Shire under the Act and other written laws:
- ensure that advice and information is available to the Council so that informed decisions can be made;
- c) cause Council decisions to be implemented;
- d) manage the day to day operations of the Shire;
- e) liaise with the Shire President on the Shire affairs and the performance of the Shire's functions;
- f) speak on behalf of the Shire if the Shire President agrees;
- be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees):
- ensure that records and documents of the Shire are properly kept for the purposes of the Act, or any other written law; and
- perform any other function specified or delegated by the Shire or imposed under the Act or any other written law as a function to be performed by the Chief Executive Officer.

Section 5.42 of the *Act* enables the Shire to delegate in writing to the Chief Executive Officer, the capacity to exercise any of its powers or duties, with the exception of those relating to:

- a) actions in which a decision of an absolute majority or a 75% majority of the Council is required;
- b) acceptance of a tender which exceeds an amount as determined by the Council;
- c) appointment of an auditor;

- acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- e) any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (determining fees, allowances and expenses of members and Committee members);
- f) borrowing money on behalf of the Shire;
- g) hearing or determining an objection of a kind referred to in Section 9.5;
- carrying out any power or duty that requires the approval of the Minister or the Governor; or
- i) such other powers or duties as may be prescribed.

This clear separation of elected member and Chief Executive Officer roles and responsibilities as identified within the *Act* reinforces good governance principles. It also ensures that the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

4.2.8 Executive Management Role

In undertaking its functions and responsibilities, Council is supported by the Chief Executive Officer and an Executive Management Group comprising the heads of the two Divisions, namely:

- Corporate and Community Services; and
- Works and Assets.

The Senior Management Group meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions. These meetings are complemented by operational meetings. Such forums are considered important, both in enabling management information dissemination and also feedback by officers. This promotes a whole of organisation approach for the Shire in the fulfilment of its functions and responsibilities.

4.3. Decision Making and Management

4.3.1 Decision-Making

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance. The five stages in decision making which will be followed at the Shire are:

4.3.1.1 Agenda Setting -

This will be achieved through:

- an effective and efficient strategic planning process which produces owned strategic goals;
 and
- processes being in place which ensures Council plans are properly implemented.

4.3.1.2 Information Gathering - This will be achieved through:

- ensuring the information gathered is sufficient to allow a decision to be made;
- ensuring an effective process within the administration to convert information into advice;
- providing good quality and timely Council reports which provide the necessary information, options and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts and any risks;
- having workable and productive consultation processes in place that ensure that decisionmakers are aware of the views of those whom the decision affects;
- a process for identifying and distilling data into appropriate information;
- agendas being structured so as to facilitate good decision-making processes.

4.3.1 Opinion Formation –

This will be achieved through ensuring that Elected Members understand the issues and have enough information provided to make a decision.

Decision-making – This will be achieved through:

- Council and Committee meetings being well chaired and conducted in accordance with Council Standing Orders;
- · facilitating participation and involvement while ensuring debate is relevant and succinct;
- robust debate which ensures that all issues are aired. Although it is robust, the debate is conducted with courtesy and respect;
- the Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately;
- Delegations where appropriate.

4.3.1.5 Implementation -

This will be achieved through:

- · decisions being implemented in a timely manner;
- · solidarity among the Councillors once a decision has been made;
- confidentiality being maintained wherever necessary.

4.3.2 Financial Management

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

The Council will achieve this by:

- Approving management's Service Delivery Plans that reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year's Annual Budget in accordance with the adopted Service Delivery Plans and the Long Term Financial Modelling.
- Council through policy will determine the appropriate mix between borrowing for capital
 works and funding them from revenue. Council will consider the implications of its
 decisions on the level of capital works and infrastructure maintenance.

4.3.2.1 Funding Strategic Objectives

Section 5.56 of the Act requires that a local government prepare a plan for the future.

The Council must know the direction it is it is going long-term. Its vision and goals must be properly reflected in the Strategic Community Plan. Council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions. To enable this to successfully occur, the following steps will be implemented by Council:

- Longer-term financial planning
 - Elected Members, sitting as Council, will determine the long term financial plan, and be accountable for the process of developing it.
 - The delivery of the services identified in the Long Term Financial Plan will be in accordance with the Shire's strategic direction.
 - The financial strategy should be consistent with the Council's strategic plan. That is, it must be able to fund its projects, functions and service improvements.
 - As part of responsible business planning, the Shire's Long Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next five years and roll on each year with amendments and additions.
 - The Plan will provide a broad overview of where the financial resources of the Shire are planned to be directed over this period and the manner in which these activities will be funded.

 The implementation of a Long-Term Financial Model that can be used to align capital and operating expenditure requirements with income streams complies with Council's rating strategy and policy.

· The rating system

- The rating system at the Shire will reflect the Council's strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community and Council's policies on appropriate taxation contributions from different sectors of the Shire.
- Council's approach to rating will incorporate the concept of intergenerational equity; that is; the way the rating burden is spread between current and future generations of ratepayers of the Shire.
- Council will be informed whether the rates outcome, which was envisaged in the Long Term Financial Plan, is still appropriate and consistent with all objectives of the Community Strategic plan.
- Mindful of the role outlined under Section 2.10 of the Act, Councillors must assess
 if the budget delivers what the Council wishes to achieve.

4.3.3 Annual Budget

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and administrative resources required in pursuing the Shire's objectives for the proceeding twelve month period. The annual budget will be developed within the following framework:

4.3.3.1 Process

The Executive Group will annually develop a budget preparation timetable and process which meets Councils statutory requirements and gives enough time to resolve major issues. The Executive Manager Corporate Services will ensure that Council is given adequate time to have the opportunity to work through key issues.

4.3.3.2 Consistency with Financial Plan

Council's Long Term Financial Plan will provide broad guidance for the budget. The Long Term Financial Plan will be reviewed at least annually to incorporate the long term impact of any significant current decisions which are not consistent with the plan.

4.3.3.3 Information

Information will be presented to Council by officers through reports that enable Council to make informed decisions.

4.3.3.4 Community input

Opportunities will be provided to enable the Community to have input into the plan for the future through an advertising process.

4.3.4 Financial Reporting - Performance against Budget

4.3.4.1 Statutory Compliance

The Shire recognises that when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important that the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Statutory Compliance Return.

Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report, and supplemented by internally based performance measurement instruments such as Reports from each division.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with *the Act* by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to Council will as a minimum be in accordance with its statutory requirements.

4.3.4.2. Content

The focus of financial reports to Council is to provide accurate information about the Shire's overall financial position.

Councillors, when considering the financial reports, will satisfy themselves that the information they are given reflects the actual situation of the Shire. Councillors will ensure that they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

4.3.5 Annual Report

The Annual Report has its basis in *the Act*, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year.

The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

4.3.7 Services and funds

Council will:

- monitor on a regular basis (every 2 years) community satisfaction with the levels of service it provides
- have appropriate user charges for its services and facilities.
- be mindful of the proportion of rate revenue required to meet operational and capital costs for the Shire.
- · comply with government policy
- where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of the implications of accepting any grant including financial and management obligations
- Ensure costs can be recognised and recovered appropriately.

4.3.8 Capital works and debt servicing Key assets will be maintained.

- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- Council will be informed on the proportion of rate revenue required to service debt and decide whether it is appropriate for the Shire.

4.3.9 Accountability and policy

- Council will meet its legislative and financial reporting requirements.
- Council will meet its accountability requirements to the community in terms of stewardship
 of assets.
- Council will strive to achieve best practice in financial policies and practices. Council will leave an appropriate legacy for future Councils.

4.3.10 Audit

An Audit and Risk Management Committee will be appointed by Council. Council has professional external auditors appointed by, the Auditor General of WA.

4.3.11 Risk Management - An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent legal advice, the completion of the annual statutory compliance audit, and the annual financial audit undertaken by professional external auditors as required by the Act.

The Shire maintains a wide range of assets including:

- Infrastructure assets;
- · Real property;
- Financial assets;
- · Information assets and intellectual property and
- Natural and heritage assets.

The Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives. This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach that effectively minimises business, financial and physical liability to the Shire's operations.

The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- safeguard assets
- ensure there are sufficient monies to meet its financial obligations when due
- · prevent and detect fraud
- ensure accuracy and completeness of accounting records.

Controls and risk minimisation processes have been implemented in the form of:

- An Audit & Risk Management Committee
- Formal processes whereby strategic and operational business risks and activities are considered by the Council.
- Review processes and reporting requirements that monitor compliance of service providers with their contracts.
- Formal procedures for the safeguarding of assets. The procedures include accounting, financial reporting and internal control policies.
- Regular reporting to the Council on financial and non financial areas of Council operations.
- Process mapping of procedures

Internal control and risk management procedures are set out in the following documents:

- Procedures and Controls
- Management Policy
- Liability Insurance
- Asset Insurance
- Financial Controls
- Delegations Register
- Auditor review.

4.3.12 Delegations

Effective delegations should be implemented and maintained. Delegations of authority are required in order to provide officers of the Shire with the power to exercise duties and make determinations. It is essential that the Council's delegations are performed in accordance with the

adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations.

Council may delegate authority to the Chief Executive Officer and other nominated officers under the provisions of the *Local Government Act 1995, Health Act 1911, Strata Titles Act 1985, Caravan Parks and Camping Grounds Regulations 1987* and the Shire's Town Planning Scheme to perform some of its functions and duties.

The *Act* and associated regulations allow the Chief Executive Officer to delegate to any other officer the authority to perform functions and duties that are exercisable by the Chief Executive Officer under the *Act* or that have been delegated to the Chief Executive Officer by the Council. This is in accord with a governance framework whereby officers are responsible to the Chief Executive Officer and the Chief Executive Officer is responsible to Council. Similarly the Chief Executive Officer is responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the *Act*) and reviewed annually. The Chief Executive Officer will advise Council of any decisions that have been made under delegated authority.

Under the provisions of Local Planning Scheme Council may delegate authority to certain officers other than the Chief Executive Officer. If such a delegation is exercised Council shall be advised.

4.4. Accountability

Local government must account for its activities and have systems that support this accountability.

Excellence in governance is based on the premise that those who are involved in governance are held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure that community assets are protected.
- Audit and Risk Management Committee focused toward providing assurances to all stakeholders that processes and procedures are being adhered to and that financial reports are accurate.
- A consultation policy to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

4.4.1 Performance Management

There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

The Shire will put in place a range of mechanisms to ensure that performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability.

Ongoing financial performance will be monitored through internally and externally based systems and processes, with associated reporting at the Executive Management Group and Council.

Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Plan, Long Term Financial Plan and agreed service levels.

4.4.2 Chief Executive Officer Performance Management

The Chief Executive Officer is appointed by the Council and is directly accountable to it. The Council is accountable for setting the Chief Executive Officer's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to Council sitting as the Council and is not the responsibility of individual Elected Members.

Council has established a Chief Executive Officer's Performance Review Panel which is responsible for:

- Undertaking a performance appraisal of the Chief Executive Officer in accordance with the
 provisions of Section 5.38 of the Act and in accordance with the terms and conditions of
 the employment contract of the Chief Executive Officer.
- Managing and conducting the performance appraisal of the Chief Executive Officer in order to meet both Council's statutory obligations in accordance with the requirements of Section 5.38 of the Act and any terms and conditions of the employment contract of the Chief Executive Officer.
- Determining and setting in place an appropriate review process;
- Consulting prior to determining and setting in place an appropriate review process, with each of the Elected Members at the time and taking account of their respective views;
- Using the resources and professional advice of a mutually agreed and independent consultant to determine the process and plan and conduct the review;
- Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the Chief Executive Officers contract.
- Any goals, objectives, key performance indicators or remuneration package changes so negotiated and set must be acknowledged in writing by both the Shire President and the Chief Executive Officer; and outlined
- Briefing all Elected Members on the outcomes of the review.

4.4.3 Independent Review

Local governments should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders. Independent Review will be sought as appropriate through the following ways:

- External auditors
- 3rd party certifications

4.4.4 Customer Consultation

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

The Shire will maintain and regularly review a Customer Service Charter which details the levels of service a customer can expect from the Shire, concentrating on the areas of service that our residents have indicated are the most important.

The Shire is prepared to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planning developments will be fully inclusive of the affected Ward's representatives.

In addition to meeting the state wide and local public notice requirements prescribed by the *Act* in respect to particular proposals and activities, the Shire will also ensure that information is available by electronic means. The Shire will utilise the local press for notifying residents about

important issues Information will also be posted on its official notice board located at the Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events.

Increasingly, the Shire's website at: www.morawa.wa.gov.au will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which includes; information provision, consultation, public comment, Special Meetings and Annual General Meetings.

4.5. Commitment to Sustainability

4.5.1 Sustainability Principles

The Shire will meet its commitment by ensuring that planning, reporting and decision making are conducted using contemporary sustainability principles.

4.5.2 Sustainability Outcomes

The Shire will endeavour to keep up-to-date with processes, methodologies and technologies which are capable of achieving improved outcomes.

The Shire will:

- Identify, assess and manage risks to employees, contractors, the environment and communities
- Strive to achieve industry best practice
- Meet and where appropriate, exceed the minimum performance standards required by legislation.
- Set and achieve targets that include reducing and preventing pollution
- Develop our people and provide the resources to meet our targets
- Support the fundamental human rights of employees, contractors and the communities in which we operate
- Care for the environment and value cultural heritage.
- Communicate with, and engage employees, contractors, business partners, suppliers, customers, visitors and communities to build relationships based on honesty, openness, mutual trust and involvement

4.6 Support for Elected Members in the Governance Process

Elected Members are encouraged to attend training offered by the Local Government Department or the WA Local Government Association to better enable them to carry out their Civic Duties.

Training needs, advice or resource needs can be facilitated by the CEO or relevant delegated officers.

(Note: The Department of Local Government and Communities offers advisory and support services for Elected Members. Guidelines are available through www.dlg.wa.gov.au, or by contacting the Department on 08 92171500, or Free call 1800 620 511)

ELM12 Elected Members Record Keeping Policy

Aim	Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members records up to and including the decision making process of Council
Application	Elected Members
Statutory Environment	Local Government Act Section 2.7 – The Role of Council, State Records Act (2000), Freedom of Information Act (1992)
Approval Date	OCM 19 November 2020
Last Review	N/A- 2024
Next Review	2024 <u>2028</u>
Review Period	4 years

Objectives

- To provide guidance to elected members in regards to their record keeping responsibilities in line with legislative requirements.
- To provide record keeping principles that identify and protect local government records of continuing value.
- To provide guidance on the disposal of local government records, particularly those that have no continuing value.
- To define strategies that will support and document accountability and responsibility throughout local government.

Policy

<u>Statement</u>

Elected members records are important and necessary as they serve a history of the transaction and business process of local government and member accountability functions arising from their participation in the decision making processes of Council and Committees. Some local government records created and received by elected members have continuing value to Council and should be incorporated into the Shire's record keeping system. Some records have no continuing value to Council and may be destroyed when reference to them ceases. (GDALG – General Disposal Authority for Local Government Records, ref 1.1)

Definitions

Record as defined in the (General Disposal Authority for Local Government Records RD2010046 GDALG ref: 1.9) information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity and includes:

- "anything in which there is writing or Braille";
- a map, plan, diagram or graph;
- a drawing, pictorial or graphic work, or photograph;
- anything on which there are figure marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid
 of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

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Records Capture and Control

Types of Records created and received by Elected Members:

The following guidelines relate to the records created in any format (e.g. paper, word processed documents, email) or received by any method (e.g. post, fax, email, hand delivered). Elected members can forward records of continuing value to the Council for incorporation into the record keeping system.

All records created and received in the course of the Shire's business regardless of the format are to be captured into the Shire's record keeping system. Elected members can do this by:

- Forwarding emails to ea@morawa.wa.gov.au, this email address is monitored by the CEO's Administration Staff who will capture the record for elected members
- EMACCESS documentation will be recorded by the CEO's Administration Staff
- The Website discussion board will be monitored by our Web Host Key to Creative. Any
 additions to this website will be included in the weekly records reports.
- Hard copy record can be given to the CEO's Administration Staff at the conclusion of the Council meetings. Records access:
- Elected Members Access to the Shire's records will be via the CEO Executive Administration Staff in accordance with the Local Government Act (1995)

Guidelines

Government Records of Continuing Value:

Government records of continuing value are records created or received which -

- Contain information that is of administrative value to Council. These records may be referred to for many administrative purposes, including the need:- • To check an interpretation of Council policy or the rationale behind it,
 - To check the facts on a particular case or provide information to management,
 - To monitor progress and coordination of responses to issues,
 - To document formal communications and/or transactions (e.g. a minute, report or submission) between elected members and another party, and
 - To document elected members' decisions, directives, reasons and actions.
- Contain information that is of legal value to Council on the basis that there are statutory requirements or court orders that stipulate the retention of records, which must be observed.
- Contain information of fiscal value to Council that includes original records documentation the receipt, expenditure and control of public money that must be left for a period of time, and will facilitate transparent accountability by the officers responsible.
- Contain information about the legal rights and obligations of Local Government including elected members, ratepayers, organisations and the general community. Contain information of historical value to Council and to the State.

Government Records External in nature to the Shire of Morawa:

Elected members are involved in external meetings as part of their role as an Elected Member of the Shire. (GDALG ref: 25.2, 25.3, 25.4, 73)

Information where the Agenda is not replicated in the Council Minutes and/or copies of agendas of meetings and minutes should be recorded into the Shire of Morawa's record keeping system.

Diaries, appointment books and desk calendars (e.g. bunch dates) are generally used to record appointments.

They may also be used to record messages and notes, some of which may only be an aide memoire of a routine nature, and some of which may be significant to the conduct of Council business. (GDALD ref: 38) **NB. It is strongly recommended that elected members maintain separate diaries or appointment books for personal and official use.**

Correspondence addressed to elected members at their private address or post box that is a government record and is of continuing value should be forwarded for incorporation into Council's record keeping system along with any response which the elected member may have made.

Messages and other facilitating instructions may be sent or received via a range of methods, such as telephone and voice-mail, post-it notes or sticky notes, facsimile, pieces of paper, transmission reports. Email and facsimile are considered records.

Government Records Internal in nature to the Shire of Morawa:

Correspondence addressed to elected members at the Shire office, including those marked Private, Confidential, Personal are opened by designated officers, and if of continuing value, incorporated into the record keeping system, before forwarding to the elected member via the Records Department and CEO's Administration Staff.

Drafts of addresses, speeches, reports, correspondence, file notes that are not circulated to other elected members or staff of the Council, and of which the final version has been produced and forwarded for incorporation into the Council's record keeping system. (GDALG ref:1.6)

Drafts circulated to other elected members or staff of the Council, where only editorial or typographical changes have occurred, and of which a final version has been produced and forwarded for incorporation in the Council's record keeping system. Duplicates of records issued to an elected member by the Council for information or reference purposes only and where the original or authorised copy is captured in the Shire's record keeping system.

Duplicates of internal or external publications issued or received for information or reference purposes (e.g. annual reports, brochures, trade journals, price lists).

Routine facilitative instructions, such as edit corrections, distribution lists for information purposes, simple administrative instructions and social invitations and messages.

Original messages that have been transferred or transcribed into appropriate formats for incorporation into the Council's record keeping system.

Working papers, background notes and reference material that are used to prepare or complete other documents. (GDALG ref: 1.9)

ELM13 Honorary Freeman of the Shire

Aim	To recognise outstanding and meritorious service to the Council of the Shire of Morawa.
Application	Elected Members
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	2024 <u>2028</u>
Review Period	4 years

Objective

To recognise outstanding and meritorious service to the Council of the Shire of Morawa.

Policy

Scope

Subject to the eligibility and selection criteria of this Policy being met, Council may, by resolution, confer the title of 'Honorary Freeman of the Shire' to persons who have rendered exceptional service to the community through service on Council.

Eligibility Criteria for 'Honorary Freeman of the Shire'

Nominees for the conferring of the title 'Honorary Freeman of the Shire' should have given extensive and distinguished service to the community through serving on Council.

Council may also consider conferring of the title of 'Posthumous Freeman of the Shire'. In this case, the abovementioned eligibility criteria would apply.

Selection Criteria

Nominees are to be judged on their record of service to Council. The selection criteria are to include:

- length of service; and
- level of commitment; and
- personal leadership qualities; and
- benefits to the community of the Shire of Morawa resulting from the nominee's work on Council; and
- specific achievements of the nominee.

Nomination Procedure:

- Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an elected member of the Shire of Morawa. They are to be submitted to the President on the Official Nomination Form.
- Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- On receipt of a nomination the President is to convene a meeting of the Freeman Working Group.

- The Freeman Working Group is to consider the nomination and make a recommendation to the Council whether or not to confer the title 'Honorary Freeman of the Shire' on the nominee.
- Council is to consider the item behind closed doors.
- Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable media release is to be distributed.

Title of 'Honorary Freeman of the Shire'

A person who has acted as President at the Shire of Morawa for a period of at least 12 consecutive years is to be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment is to be made at the conclusion of their term of office.

Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony is to rest with the Chief Executive Officer in consultation with the President.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.

Privileges

The successful nominee is to have their name displayed on the Shire's Freeman honour board. Honorary Freeman shall be invited to attend civic functions of the Shire at the discretion of the President.

Number of Honorary Freeman within the Shire

There is no limit on the number of persons upon which the title of Honorary Freeman of the Shire of Morawa may be conveyed.

Revocation of Title of Honorary Freeman

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if a criminal matter for which the Honorary Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the Shire or that the ongoing recognition of such a title on this person by the Shire was inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Chief Executive Officer.

ELM15 Recognition of Aboriginal Culture and History

Aim	To provide clear guidelines to the Elected Members and Shire Staff in order to recognise the unique position of Aboriginal people in Australian culture and history.
Application	All Elected Members & Staff
Statutory Environment	Local Government Act 1995 - S 3.1(i)
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	2024 <u>2028</u>
Review Period	4 years

Objective

To provide clear guidelines to recognise the unique position of Aboriginal people in Australian culture and history.

Policy

This Policy applies to all Elected Members and Shire Officers responsible for organising events/functions/ceremonies/meetings where 'Acknowledgement of Country' or 'Welcome to Country' ceremonies should be included in official proceedings. Also, to outline other recognition actions in which the Shire may engage.

Aboriginal people are the original custodians/traditional owners of the land. It is important this unique position is recognised to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Indigenous people and other Australians.

The 'Acknowledgement of Country'

Definition of Acknowledgement of Country

An 'Acknowledgement of Country' is an acknowledgement of traditional Aboriginal and Torres Strait Islander custodians/traditional owners of land in order to pay respect to them. It is a means by which all people can show respect for the Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with the land. The 'Acknowledgement of Country' can be performed by any person, Aboriginal or non-Aboriginal

Appropriate Place

When planning an official event, Elected Members or Officers should ensure that an Acknowledgement of Country' is delivered where possible. In particular, an 'Acknowledgement of Country' should be given by a speaker at the beginning of the event.

Events

Events for 'Acknowledgement of Country' include (but are not limited to) the following:

- Significant events where members of the public, representatives of governments and/or the media are present;
- Council Meetings; and
- Forums, Conferences, Briefing Sessions and Major Workshops where the public are present.

Phraseology

Events and Council/Committee Meeting Meetings

The following will be read out at each Shire of Morawa Council /Committee Meeting:

"As representatives of the Shire of Morawa Council, we acknowledge 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".

'Welcome to the Country'

A 'Welcome to the Country' is where the traditional Aboriginal custodians welcome people to their land by providing historical and cultural information to the people in attendance. Steps should be taken to ensure that the appropriate representative is invited to perform the 'Welcome', because it is a significant recognition and a formal process. A 'Welcome to Country' should always occur at the opening of the event in question, preferably as the first item in the order of proceedings.

Events for a 'Welcome to Country' include (but are not limited to) the following:

- Significant events involving the State/Federal Government;
- Significant civic functions/ceremonies; and Significant launches/openings of new buildings.

'Welcome to the Country' is conducted by a recognised representative/s of the relevant local Aboriginal community.

A 'Welcome to the Country' may consist of a single speech by the representative of the local Aboriginal community, or it may also include a performance of some description. For example:

- Traditional Welcoming Song;
- Traditional Dance;
- Didgeridoo performance;
- "smoking" ceremony; or
- Combination of any of the above

It is necessary for the speaker who follows immediately after the 'Welcome to Country' ceremony to provide a response. Part of the response should acknowledge the person who delivered the 'Welcome to Country'. The following is a suggested response:

"I would like to as a Shire of Morawa representative, highlight that we too pay our respects to the Yamatji people, the traditional custodians of this land where we are gathering here today. On behalf of the traditional custodians, past and present, we welcome you all to today's event."

Other Recognition Actions

There are other actions the Shire can undertake to further enhance the recognition of Aboriginal Culture which could include the following statement:

"The Shire of Morawa respectfully acknowledges the traditional custodians of this land" in key documents, namely its Community Strategic Plan, its Corporate Business Plan; and in its Council Agenda and Minutes as well as its official webpage."

Cultural Protocols to be Observed

There are certain indigenous protocols that must be observed (noting that in most cases, members of the Aboriginal community will advise of appropriate/inappropriate behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status etc.

- The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed and approved by the relevant family;
- (ii) Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business'); and

Appropriate acknowledgement of guest artists that are either from or supported by the local community.

ELM16 History Collection Policy

Aim	This policy represents the distinctive cultural identity of the Shire of Morawa, both past and present.
Application	All Staff
Statutory Environment	Censorship Act 1996 Commonwealth Copyright Act 1968 Museum Australia Inc. Code of Ethics 1999 National Standards for Australian Museums and Galleries Significance 2.0: A guide to assessing the significance of collections
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	202 4 <u>2028</u>
Review Period	4 years

Objective

To build and preserve an historical resource for the present and future communities of the Shire of Morawa by caring for the objects in its collection to the best possible standard and setting parameters for the collection, documentation, conservation and interpretation of artefacts significant to the Shire of Morawa.

Policy

The History Collection Policy is adopted on the principle that in the main, local history will be collected, protected, and managed by the Morawa District Historical Society with appropriate levels of support from the Shire of Morawa, namely –

- The Shire supports Morawa District Historical Society who undertake the task of collecting and protecting Morawa's history;
- 2. Any land/buildings support;
- 3. Any financial support will be based on normal community group grant applications (namely, through existing Policy) plus any specific annual Shire budget allocations (as determined by Council for example, for museum building maintenance);
- Any staff support to the Morawa District Historical Society will be minimal and reflective of the levels of involvement generally allocated to other local community organisations; and
- The Shire will ensure that its own organisation's history is protected through compliance with its responsibilities under the State Records Act, plus other individual activities.

By way of guidance to relevant staff and to Morawa District Historical Society, collection includes:

- Memorabilia
- Newspapers
- Photographs
- Community History
- Oral History
- All artefacts, objects and records

<u>Memorabilia</u>

A Memorabilia collection contains the gifts presented to the Shire. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative in the course of conducting Council business.

It also includes objects used by staff or councillors in the course of conducting Council business, deemed significant to preserve for posterity, such as the Shire seals, framed photographs of councillors past and present, promotional material and equipment.

Newspapers

A Newspaper collection includes articles from local and state newspapers. The articles collected provide an ongoing history of the many events, activities, issues, people and places for the Shire. Articles collected relate to Council news and activities, residents activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practising architects, and real estate development sites within the precincts of the Shire.

Photographs

A photograph collection may be developed from donations from private collections, in-house photography, copies made from originals, and donations. Donors may be required to complete a donation form for legal purposes, and to gather significance and provenance information.

Photographs may be scanned, digitised and made available to the community via the Shire's Library catalogue.

Community History

A Community History collection includes:

- · Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral historiesDigital records
- The Community History Collection includes an archive with historical information and ephemera

from businesses, schools, churches, community and sporting groups, events, places, buildings and people.

Copyright

The Shire's History Collection policy supports and upholds the rights of copyright owners as documented in the *Commonwealth Copyright Act 1968*.

Definitions

- **Archives** are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.
- Ephemera refer to printed materials that were only meant to be used for a short time.
 They may have been printed to use for a day, event or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items
- Oral History refers to recorded historical information obtained in interviews concerning personal experiences and recollections.

ELM17 Elected Member Event Notification Policy

Aim	To provide guidance on informing Elected Members of official functions.
Application	All Elected Members
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	202 4 <u>2028</u>
Review Period	4 years

Objective

To provide guidance on informing Elected Members of official functions.

Policy

Councillors are keen to maintain strong contacts with the community and attendance at official opening events is a valuable part of that connection. This policy provides staff guidance on informing Elected Members of upcoming official functions.

Extending an Invitation

It is acknowledged that the event planning process needs to be flexible when considering invitation arrangements as often the state government representatives and major funding bodies/stakeholders will require preference as to the timing of the functions. Notwithstanding, the Shire President/Elected Member's availability are all to be considered when choosing the event date and Shire Staff are to endeavour to provide ample time for the opportunity to consult with and advise Elected Members of upcoming celebratory events.

Events where Councillors are invited to attend and/or participate shall also be communicated directly to the Shire President from the event organiser. For example:

- a) Welcome Events, Anzac Day, Australia Day Opening attendances by Councillors;
- b) Councillors to present a speech at events; and
- c) Other requirements of councillor specific to an event.

Invitations to the Shire President or Elected Members to attend an event are to be in writing and a copy forwarded to the Chief Executive Officer, as far in advance as possible.

Representatives

The Shire President is the principal representative of Council.

All Elected Members support the Shire President in representing Council at public occasions. The Deputy Shire President where practicable will substitute for the Shire President for a civic or ceremonial function of a Shire wide nature or importance where the Shire President is unable to attend. Where the Deputy Shire President cannot attend, the Shire President in consultation with the Deputy Shire President will nominate another Councillor to represent the Shire.

ELM18 Anonymous Communications Policy

Aim	This policy outlines how the Shire of Morawa will act upon information contained in anonymous letters and other anonymous communications.
Application	All Elected Members and Staff
Statutory Environment	Local Government Act 1995 Section 3.58(3)(b)
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	202 4 <u>2028</u>
Review Period	4 years

Objective

To provide a consistent approach to dealing with anonymous letters and communications.

Policy

On occasions individuals and groups choose not to disclose their identity and submit anonymous letters. The purpose of this policy is to explain how the Shire of Morawa will act on information contained in anonymous letters and other anonymous communications.

Definition of anonymous letter or other anonymous communication

A letter or communication giving no name, identity, address or identifying factors of the sender.

Initial considerations

Any member of staff receiving an anonymous letter or communication should without delay refer the matter to their line manager or to an appropriate senior manager. The manager will without delay refer the matter to the Chief Executive Officer.

Shire discretion

It is considered that all submissions made to the Shire, including anonymous submissions, should be considered by council.

However, the Shire reserves the right to edit from the letter those parts it deems to be offensive, an attack on a person's character or inappropriate and have no direct relevance to the proposal.

- The Shire reserves the right to exercise its discretion whether to investigate anonymous disclosures.
- The Shire reserves the right to take each allegation on its own merits and invoke procedures as necessary.
- The Shire reserves the right to take no action.

The exceptions to these approaches will be any anonymous letters which allege criminal offence, fraud or irregularity, abuse of an elected or staff member or, are accompanied by, or there exists supporting information which suggests the allegation can be substantiated.

When deciding what action to take, the following will be considered

- Seriousness of the issues raised criminal and legal implications.
- Credibility of the concern
- Whether sufficient information is provided to corroborate the allegation(s) and enable an
 investigation to be carried out
- · Fraud and any other irregularities detrimental to the Shire.

Vexatious and malicious anonymous letters

Letters, or any form of communication considered to be vexatious and malicious will be forwarded to the appropriate authorities and the Shire of Morawa will provide full support for those authorities to carry out their investigation. Should staff members of the Shire be found to have written vexatious and malicious anonymous letters, disciplinary action will be taken up to and including dismissal.

Anonymous Communications - implication of the President or Chief Executive Officer (CEO)

Should anonymous communications be received against the President or the CEO, the:

- President will consider any such communications against the CEO and report the matter to the Public Sector Commission or the Crime and Corruption Commission; and
- CEO will consider any such communications against the President and report the matter to the Crime and Corruption Commission.
- Referral to the Public Sector Commission or the Crime and Corruption Commission is not an accusation of guilt or innocence but rather referral is a matter of appropriate investigation.

ELM19 Notice of Motion Procedural Policy

Aim	This policy provides guidance to Elected Members when dealing with Notice of Motions during Ordinary Meeting of Council
Application	All Elected Members
Statutory Environment	Shire of Morawa Standing Orders Local Law 2012
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	202 4 <u>2028</u>
Review Period	4 years

Objective

To provide guidance to Elected Members when dealing with Notice of Motions during Ordinary Meeting of Council.

Policy

A local government is required to have a local law which covers meeting procedures. *The Shire of Morawa Standing Orders Local Law 2012* provides this function. This local law is generally based on well-accepted procedures that are intended to ensure meetings are run fairly and productively.

While this local law provides a broad framework for running orderly and constructive meetings, good governance processes add meaning to the framework. They ensure meetings are run in such a way that helps good decision-making. A well-run meeting should have a clear and informative agenda, be well chaired and facilitated, follow meeting procedures appropriately, and adhere to statutory requirements.

Procedure

The procedures for Lodgement of Notice of Motion with the Chief Executive Officer or Council are to be as per *Standing Orders Local Law 2012* (Clause 5.3) however to ensure good governance and efficient processes are upheld, the following procedure shall be adhered to by Elected Members when considering/lodging Notice of Motions.

Prior to lodgement the Councillor is to liaise with the Chief Executive Officer and/or Shire President to discuss the merits, wording and options of the proposed Notice of Motion and its desired intentions. The nominating Councillor may then decide, following that liaison, whether to proceed with or to abandon their proposed Notice of Motion.

ELM20 Appointment of a Temporary or Acting Chief Executive Officer

Aim	To provide the process to be followed for the temporary employment or appointment of Chief Executive Officer.
Application	Senior Employees & Councillors
Statutory Environment	Local Government Act 1995 s.5.39 Contracts for CEO and senior employees s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments
Approval Date	17 March 2022
Last Review	OMC 20 August 2020 2024
Next Review	202 4 <u>2026</u>
Review Period	Every 2 years

Objectives

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Morawa's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Morawa.

Definitions

- (1) Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Note: CEOs are entitled to leave conditions specified in their employment contract. Approval of CEO leave entitlements is at the written discretion of the President and approval should not be unreasonably withheld.

Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager Corporate and Community Services (EMCCS) and Executive Manager Works

- and Assets (EMWA) are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of EMCCS or EMWA is not included in the determination set out in Clause 3 (2).

Appoint Acting CEO - Planned and unplanned leave for periods up to 6 weeks

- (1) The CEO is authorised to appoint either EMCCS or EMWA in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the senior employee's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
 - a. Should the CEO deem that the at the time of leave neither employee is considered suitable then an alternate external candidate can be presented to Council for appointment by resolution.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 72 hours and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period the EMCCS or EMWA is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
 - a. The EMCCS will be appointed as Acting CEO; or
 - b. If the EMCCS is unable to act, the EMWA will be appointed as Acting CEO; or
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave, or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
- (3) The President will liaise with the CEO, or in their unplanned absence the EMCCS to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the EMCCS.

Appoint Temporary CEO - Substantive Vacancy

(1) In the event that the substantive CEO's employment with the Shire of Morawa is ending, the Council when determining to appoint a Temporary CEO may either:

- a. by resolution, appoint either the EMCCS or EMWA as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
- b. by resolution, appoint the EMCCS or EMWA as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
- c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The President will liaise with the Executive Assistant to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from the Executive Assistant.

Remuneration and conditions of Acting or Temporary CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at up to 90% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

ELM23 COVID-19 Financial Hardship

	To give effect to our commitment to support the whole community to meet
	the unprecedented challenges arising from the COVID19 pandemic, the
Aim	Shire Morawa recognises that these challenges will result in financial
	hardship for our ratepayers.
	Elected Members
Application	Employees Employees
	Community Members
Statutory Environment	Local Government Act 1995
	Local Government (Financial Management) Regulations 1996
Last Review	2 0 August 2020
Approval Date	SC 28 May 2020
Review Period	1 year
Next Review	2021

Objective

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

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.

1. Payment difficulties, hardship and vulnerability 1

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 dependents. The Shire of Morawa 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

The Shire recognises 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

The Shire 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: and/or
- 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.

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).

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 Morawa of any change in circumstance that jeopardises the agreed payment schedule.

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. Deferment of Rates

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

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

6. Debt recovery

The Shire 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.

7. 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.

8. 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.

The Shire 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.

The Shire recognises 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.

ELM24 Rates Collection

Aim	This policy establishes the principals under which the financial sustainability of the Shire of Morawa into the future is established through the equitable collection of rates.
Application	All Elected Members and employees
Statutory Environment	Local Government Act 1995, sections: 6.41(2), 6.45(3), 6.51(1), 6.56, 6.60 and 6.64. Local Government (Financial Management) Regulations 1996, sections: 68 and 70. Rates and Charges (Rebates and Deferments) Act 1992
Approval Date	OCM 19 November 2020
Last Review	N/A 2024
Next Review	2022 <u>2026</u>
Review Period	2 years

Objective

To ensure the financial sustainability of the Shire of Morawa into the future through the equitable collection of rates.

Policy

Any rates payments due to the Shire of Morawa that have not been received by the due date shall be recovered in accordance with this policy and any such action shall comply with relevant legislation and regulations.

Definitions

"Minor Case Claim" means the claim lodged with the Magistrates Court where the value of the debt or damages you are claiming does not exceed \$10,000.

"General Procedure Claim (GPC)" means the claim lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

"Property Seizure and Sale Order (PSSO)" is a court order that authorises a bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially.

"Special Payment Arrangement" means an arrangement between the ratepayer and the Shire to pay outstanding rates, outside of the formal instalment options stated on the rates notice.

Options for Payment of Rates and Charges

The options for payment of a rate or service charge are:

- 1. Paid in full by the specified date
- 2. Paid in either 2 or 4 instalments
- 3. By a special payment arrangement made with the Shire and approved by the CEO

Payment of Rates and Services ChargesRecovery of Rate Arrears

 Rate notices are due for payment 35 days from date of issue as per s 6.56 of the Local Government Act 1995. Formatted: Font: Italic

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- Interest on overdue rates and charges shall be imposed at a rate as prescribed in s.70
 of the Local Government (Financial Management) Regulations 1996 as per s. 6.51(1)
 of the Local Government Act 1995, calculated daily.
- 3. Ratepayers may elect to pay their account by 2 or 4 instalments by paying the first instalment amount as indicated on the rates notice by the due date.
- 4. Interest shall be imposed on assessments opting for the instalment plan as prescribed in Section 68 of the Local Government (Financial Management) Regulations 1996.
- Notices for subsequent instalments will be issued not less than 28 days before each instalment is due as per s.6.41(2)(b) of the Local Government Act 1995.
- 6. Payment of a rate or service charge on any land may not be made by instalments if, at the date for payment of the first instalment, any part of a rate or service charge imposed on that land in a previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.
- Eligible persons registered to receive a pensioner or senior rebate under the Rates and Charges (Rebates and Deferments) Act 1992 have until 30 June in that rating year to be eligible for the rebate or deferment of their rates and Emergency Services Levy (ESL), without incurring any late payment penalties.
- 8. Those registered pensioners who are eligible to defer their rates and ESL amounts are required to pay only the waste and service charges by 30 June and the rates and ESL balances will automatically be transferred into a deferred account during the end of year procedures.
- Those registered pensioners/seniors who are eligible for the rebate are required to
 pay the rebated amount as specified on the rates notice by 30 June of that rating year
 for the claim to Office of State Revenue to be successful.

Special Payment Arrangement

- Payment by arrangement (outside of the formal instalment options specified on the rates notice) to clear outstanding rates must be made in writing. An administration fee as per the Shire's adopted Fees and Charges plus penalty interest at a rate prescribed in s. 70 of the Local Government (Financial Management) Regulations 1996, calculated daily will be charged upon successful application.
- Acceptance of the special payment arrangement will be for regular instalments with all outstanding amounts to be finalised by 30 June of that financial year. Arrangements outside of these terms will be at the discretion of the Chief Executive Officer or delegate.

Financial Hardship

1. Ratepayers experiencing experiencing genuine financial hardship and who findthemselves unable to pay their rates or sewerage charges when they fall due may be eligible for assistance with the repayments under the Shire's Financial Hardship Policy. Please refer to ELM23 – Financial Hardship Policy for details on eligibility and eligibility and assessment details.

Actions to taken against defaulting ratepayers

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The Sequence of actions taken against defaulting ratepayers will be as follows:

- Where payment is not received within thirty five (35) days after the due date for payment, a Final Notice shall be issued requesting full payment within fourteen (14) days unless a successful special payment arrangement has been entered into by the Shire.
- Where amounts remain outstanding, three attempts to contact the ratepayer will be made by telephone and email (where provided). If no details are on file with the Shire, the Shire Officer will attempt to contact utilities providers and potential other leads (such as builders or planning consultants from applications or correspondence received at the Shire).
- 3. If payment has not been made Shire Officers will issue a Notice of Intended Legal Action letter to the ratepayer, demanding immediate payment.
- 4. Seven (7) days after the Notice of Intended Legal Action letter is issued, attempt to contact the ratepayer will be made requesting payment for the outstanding balance. Where possible, the mortgagee of the property may be contacted to rectify the breach of non-payment of rates with their client.
- 5. For debts outstanding over \$10,000 the Shire may refer the debt to a debt collection agency for a General Procedure Claim (GPC) and Court proceedings to commence.
- Should a GPC be lodged and there is no response to the GPC within fourteen (14)
 days of issuing the claim, default judgment can be entered into at the Magistrates
 Court and a Property Seizure and Sale Order (PSSO) will be lodged at the Magistrates
 Court.

Court at the same time and served by an appropriate process server

- The PSSO authorizes the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.
- Where a PSSO involves the seizure of land a report to Council will be submitted for endorsement prior to the seizure of land.
- For debts outstanding under \$10,000 a Minor Case Claim may be lodged by the Shire. Should there be no response to the claim within fourteen (14) days if served within Western Australia or twenty one (21) days if served within another State or Territory of Australia, default judgment can be entered into at the Magistrates Court.
- Costs incurred as a result of proceedings are to be debited to the rates account as per s. 6.56 of the Local Government Act 1995.

Other debt recovery actions

Other debt recovery actions that the Shire will undertake when the nature of the debt or the debtor is of such that it is in the Shire's interest to do so:

 Seizure of Rent for Non Payment of Rates Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the

lessee or tenant under the provisions of s. 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid in full.

- 2. Lodging a Caveat on the Title for Land If rates and service charges which are due to the Shire in respect of any rateable land remain unpaid, a caveat may be registered on the title for the land under the provisions of s. 6.64(3) of the Local Government Act 1995. The cost of lodging a caveat cannot be debited to the rate account. This option may be exercised where it is deemed necessary to protect the Shire's interests.
- 3. Sale of Land If rates and service charges which are due to the Shire in respect of any rateable land remain unpaid for at least three (3) years, and reasonable attempts to commence legal action have been made, the Shire may take possession of the land under the provisions of s. 6.64 of the Local Government Act 1995. The approval of Council is required to be obtained before this course of action is undertaken. 5.2 Discontinuance of further legal action.

Notice of Discontinuance / Memorandum of Consent

- If it happens that a course of legal action that is lodged with the Magistrates Court
 was lodged in error by the Shire, a Notice of Discontinuance or Memorandum of
 Consent, whichever is appropriate, will be prepared and lodged at the Magistrates
 Court at the Shire's expense.
- If the debt has been settled with the Shire, a Notice of Discontinuance or Memorandum of Consent may be prepared on request. An administration fee as per the Shire's adopted Fees and Charges will be charged and must be paid in full prior to the Notice of Discontinuance or Memorandum of Consent being released by the Shire.

The Shire will not proceed with further legal action if the debt has been settled in full or an approved arrangement to clear the debt is entered into and adhered to.

Special Payment Arrangement

- Payment by arrangement (outside of the formal instalment options specified on the
 rates notice) to clear outstanding rates must be made in writing. An administration
 fee as per the Shire's adopted Fees and Charges plus penalty interest at a rate
 prescribed in s. 70 of the Local Government (Financial Management) Regulations
 1996, calculated daily will be charged upon successful application.
- Acceptance of the special payment arrangement will be for regular instalments with all outstanding amounts to be finalised by 30 June of that financial year. Arrangements outside of these terms will be at the discretion of the Chief Executive Officer or delegate.

ELM26 Electronic Meetings and Attendance

Aim	To provide a guide to facilitating effective Council and Committee eMeetings.
Application	All Elected Members, Shire Staff and Public
Statutory	Local Government Act 1995 and Regulations
Environment	Shire of Morawa Meeting Procedures Local Law 2012
Approval Date	OCM 18 May 2023
Last Review	Nil
Next Review	May 2024
Review Period	12 Months

Objective

To establish protocols for electronic Council and Committee meetings ("eMeetings") and for electronic attendance ("eAttendance) at Ordinary Council and Committee Meetings.

Policy

eMeeting

This Policy has been prepared to provide guidelines governing the conduct of Council and Committee eMeetings and to ensure compliance with the intent of the *Local Government Act 1995* and *Regulations*, particularly Local Government (Administration) Regulation 1996 regulation 14E.

The provision for eMeetings in *Regulation 14E* has been introduced to provide flexibility to the sector after the successful response during Covid-19 emergency provisions. It is the intent of the Morawa Council to continue to make every effort to hold meetings in person where possible and appropriate.

The term eMeetings refers to all Council and Committee meetings confirmed to be held by electronic means. This includes by telephone, video conference or other instantaneous communication. The method chosen is to be decided by the President or Council in consultation with the CEO and must ensure appropriate sound and voting capabilities. Council must not hold more than 50% of Council or Committee meeting as eMeetings in each 12 month period. The number of eMeetings held will be reported on within the Annual Report.

Given Council's preference for in person meetings decisions regarding whether a particular meeting may be an eMeeting must be made at the Council level. The request for an eMeeting may be put by a particular Councillor via a notice of motion or if the Shire President and CEO have discussed the need in advance then an officer recommendation may be provided during the meeting closure proceedings.

The below information regarding public participation in eMeetings aligns with the requirements of Regulation 14E (3A) and (4).

Members of the public won't be provided with electronic access links for electronic meetings but at a minimum will have access to the unconfirmed minutes and may be able to attend the Council Chambers to participate in the meeting – depending on administrative support and health and safety protocols.

If attendance at Council Chambers is not possible then members of the public will receive at least 48 hours' notice that any questions for public question time should be submitted in advance of

the meeting and will be responded to via appropriate correspondence after being raised during the meeting. In most cases the Shire will seek to facilitate Council Chambers public access to allow public question time participation.

Process Summary

- 1. The Shire President and/or Council, in consultation with the CEO, makes a decision/resolution to hold a specific Council or Committee meeting as an eMeeting.
- Public Notice provided with instruction and deadline for the submission of questions to be raised during the Council or Committee eMeeting during the designated Public Question Time period
- 3. During the eMeeting, any submitted questions will be addressed as required.
- 4. The minutes from the eMeeting will note all questions submitted and the responses addressed during the designated Public Question Time period. The minutes will be uploaded to the Shire's website as per usual protocol.

<u>eAttendance</u>

The intent of eAttendance, similar to eMeetings, is to provide increased flexibility for council and committee members in meeting their obligations to attend meetings if they cannot physically attend the Council Chambers, this will also assist Local Governments in achieving meeting quorums.

Councillors should continue to make every effort to attend meetings in person where possible and appropriate. Local Government (Administration) Regulations, Regulation 14C and 14CA provide a legislative framework to permit eAttendance.

To facilitate maximum attendance at Morawa Shire Council meetings, the Shire President is empowered to approve eAttendance requests subject to the Councillor providing written notice of the request to the CEO via ea@morawa.wa.gov.au noting the reason and confirming that they have the capability to ensure that any confidential aspects of meeting can be complied with if required, if confidentiality cannot be guaranteed then the Shire President may approve eAttendance for the non-confidential components of the meeting.

The Shire President may approve their own eAttendance subject to advance written notification of the date, reason, and confidentiality confirmation being provided to the CEO.

Prior to authorising eAttendance the Shire President, in consultation with the CEO must confirm that the Councillor has not participated by eAttendance for more than 50% of the in-person meetings held in the 12 months preceding the date requested for eAttendance. This does not apply to meetings designated as eMeetings such that 50% of Council meetings may be eMeetings and then Councillors may attend up to 50% of the remaining Ordinary (in person) Council Meetings via eAttendance.

If during eAttendance a Councillor who has previously declared they can provide confidentiality for the confidential items at a meeting, finds that they can no longer maintain confidentiality, then they must excuse themselves from the confidential component of the moment noting their inability to maintain confidentiality during the proceedings. Under Regulation 14CA (7) Councillor eAttendance confidentiality declarations must be recorded in the minutes of the meeting, as such the Presiding Member will request a secondary verbal confirmation of confidentiality after Council votes to take an item behind closed doors (make the item confidential).

As long as the above requirements are met, the Shire President will seek to approve eAttendance requests to allow for Councillor participation.

Approvals will be in writing and Council will note the eAttendance in the meeting minutes.

In general, in the interests of participation the Morawa Council will seek to allow eAttendance where possible to ensure Councillors can continue to participate. It is deemed that this broader participation will provide a better community outcome. As such, reasoning will be provided in the Council minutes if a request for eAttendance is declined. If a request is declined, then Councillors will be recorded as absent unless an official request for leave of absence has been lodged.

Process Summary

- The individual Councillor is to provide a written request to the Chief Executive Officer via ea@morawa.wa.gov.au seeking approval to attend a Council or Committee meeting via eAttendance.
- The Chief Executive Officer and/or their delegate will record and verify that the request meets legislative requirements and provide written notice to the Shire President of the request.
- 3. The Chief Executive Officer and/or their delegate will respond to the individual Councillor with the outcome of the request.
- 4. Unless agreed otherwise, the Shire will utilise Microsoft Teams or Zoom to facilitate eAttendance. Phone (voice) attendance may be permitted in extraordinary circumstances.
- If eAttendance is not granted, the individual Councillor will be recorded as absent if they do not physically attend the Meeting.

Record Keeping

The CEO and/or their delegate, is already responsible for the creation and maintenance of a Council attendance register.

This register is to be expanded to ensure thorough and accurate records are kept in relation to eMeetings and eAttendance.

EMP04 Work Health & Safety

Aim	To provide guidance on Council's expectations of employees in relation to Health and Safety	
Application	All workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers, work experience and those performing work through a third party.	
Statutory Environment	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Health and Safety Codes of Practice Guidance Notes and Australian Standards.	
Approval Date	OCM 20 July 2023	
Last Review	OCM 19 November 2020	
Next Review	2024	
Review Period	Annually	

Objective

To provide guidance on Council's expectations of employees in relation to Health and Safety

Policy

We at the Shire of Morawa believe that the health, safety and wellbeing of our people employed at work, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf in accordance with the *Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022* and relevant Codes of Practice, Guidance Notes and Australian Standards.

The Shire applies the following principles in all we do:

- Management commitment supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
- Sustaining effective mechanisms for consultation between management and employees.
- Clear Fitness for Work expectations
- Hazard and risk management ensuring safe work methods and a safe work environment through the reporting, identification, assessment and control of hazards and their associated risks.
- Appropriate training and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- **Planning** for the establishment and maintenance of essential safety management systems to continuously improve workplace health and safety.
- Clear accountability of health and safety responsibilities at all levels that cannot be delegated.

 Delivering wellbeing initiatives which empower employees to positively influence their health and wellbeing.

The Shire of Morawa is committed to:

- Creating a positive health and safety culture.
- Supporting clear and thorough Fitness for Work directives, detailed in Executive Policies.
- Consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives.
- Providing the necessary human, physical and financial resources to achieve safety outcomes.
- Developing key performance indicators that demonstrate we perform above and beyond minimum health and safety legislative requirements.
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of Health and Safety management systems and initiatives.
- Building an enduring reporting culture where hazards and risks are consistently reported, so that:
 - risks are actively identified, assessed and effectively controlled using the highest level of controls; and
 - Investigations can identify root causes and appropriate action taken to prevent recurrences.
- Recognising excellence in safety and health performance.
- Providing support and time to undertake health and safety related tasks.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.

EMP08 Salary Sacrifice

Aim	To outline the parameters for the provision of various Salary Packaging options
Application	All Staff
Statutory Environment	N/A
Approval Date	OCM 20 February 2020
Last Review	2020
Next Review	2022
Review Period	Every 2 years

Objective

The objective of this policy is to provide the guiding document for the provision of various salary packaging options to eligible Shire of Morawa employees. Salary Packaging is primarily an attraction and retention tool and hence this policy aims to increase staff attraction and retention.

Policy

This Policy is applicable to all full time, part time and fixed term employees (longer than 12 months duration). It provides for the salary packaging of an Allowable Benefit with specific eligibility criteria applicable relevant to the Allowable Benefit sought. For clarity superannuation is already offered as a salary packaging benefit by Council and will continue to be offered outside of this Policy to all employees including casual employees.

Term	Meaning		
Allowable Benefit	Refers to the following range of Salary Packaging Benefits: Work related items – i.e. laptops, mobile phones. Aquatic/Leisure Centre and Child Care Fees (at Shire operated premises only). Novated Leasing of Vehicles.		
ATO	Australian Taxation Office.		
Base Cash Salary	Remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.		
Benefit	Any non-cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of the employee.		
Fringe Benefit Tax (FBT)	Tax payable by the Shire to the Government on some categories of benefits provided to employees.		
FBT Year	1 April to 31 March each year.		
Management	Any employee who has direct responsibility for supervision of one or more workers.		
PAYG	Pay As You Go taxation.		
Salary Packaging	An arrangement between an employee and employer whereby the employee elects to exchange Base Cash Salary for a Benefit but for the purposes of this Policy does not include. Superannuation		
Total Remuneration	Total package value assigned to the permanently occupied position that the employee is entitled to receive under an agreement or contract of employment with the Shire expressed as an annual sum.		

Content

Salary Packaging will be made available to employees as a benefit in accordance with Shire internal procedures and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of an Allowable Benefit as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed Total Remuneration) to account for variations in a salary packaging arrangement, including variations in an Allowable Benefit, taxation, and scheme participation.

Salary Packaging arrangements will be administered at minimal financial cost to the Shire and where required by the CEO, by an external Salary Packaging provider approved by the Shire. As part of any Salary Packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee. All employees entering into a Salary Packaging arrangement must enter into an agreement appropriate to the type of Benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to an Allowable Benefit. The Shire strongly urges employees contemplating Salary Packaging to seek independent financial or other appropriate advice. Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

Responsibilities

Elected Members are responsible for:

Adopting and reviewing this policy on a periodic basis as required.

CEO is responsible for:

- Endorsing and enforcing all standards documented in this policy;
- Endorsing and enforcing Salary Packaging internal procedures which include, but are not limited to:
 - o Eligibility and participation criteria
 - Rules for application of Salary Packaging;
 - Processes and/or forms to ensure an effective, compliant scheme;
 - Information capture requirements;
 - Training requirements.
- Regularly reviewing Salary Packaging opportunities to continuously identify opportunities for improved attraction and retention of staff;
- Establishing mechanisms to monitor compliance with this policy; and
- Establishing processes to deal with instances of non-compliance to this policy or related internal procedures.

Eligibility

Specific eligibility and participation criteria apply dependant on an employee's employment status at a point in time, and the Allowable Benefit provided. The Shire's internal procedures detail criteria further to that outlined below.

Work Related Items

The following items, where used for work purposes only and not provided by the Shire, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

There is a limit of one item per category per FBT year.

Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. A car classified as 'luxury' by the ATO cannot be salary packaged. Novated leases may not be entered into for Shire provided (fleet) vehicles.

In entering into a novated lease, Council and an employee will enter into an agreement with the financier whereby Council will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right and responsibility to take the vehicle with them should they leave employment of the Shire. The employee is responsibility for all costs associated with the vehicle and Novated Lease

EMP10 CEO Leave Authorisations and other Approvals

Aim	To provide guidance on Council's expectations of the CEO in relation to leave applications and other approvals
Application	Chief Executive Officer
Statutory Environment	Local Government Act 1995
Approval Date	OCM 20 February 2020
Last Review	2020
Next Review	2024
Review Period	Every 4 Years

Objective

To define the Council's expectations for the CEO to report and inform Council of proposed leave or leave taken, with or without payment, and to provide information into reasonable additional hours under the Contract of Employment.

Policy

The Shire applies the following detail of any leave taken, with or without pay, including the detail of any claims for additional work over and above of the reasonable additional hours under the CEO employment contract. The CEO shall also provide details of all corporate credit card purchases issued to him/her and any reimbursements the CEO has claimed.

The reporting to Council is to be prepared by the Manager of Finance by way of a standing agenda item to every Ordinary Meeting of Council (OMC) and will contain sufficient relevant details to enable Council to substantiate that:

- the CEO was entitled to and had sufficient credits for the leave taken;
- that the leave taken was an entitlement under the CEO's employment contract;
- that any claim for additional hours worked beyond reasonable additional hours under the Contract of Employment are justified and acceptable;
- expenditure on the CEO's corporate credit card has been incurred in accordance with the Shire's Procurement policy and Corporate Credit Card Agreement; and
- the CEO had incurred legitimate work-related expenses to be reimbursed.

The OMC agenda item is to be prepared by the Executive Manager Corporate & Community Services based on the relevant forms completed and certified by the CEO (Timesheets) providing details of leave, additional hours, credit card transactions and reimbursements that have occurred during the period.

The relevant forms are:

- CEO's Leave Application Form
- 2. Credit Card Purchases Form
- 3. Pro Forma Invoice Form
- 4. Invoice Requisition Form

Items 1 and 2 are to be presented to Council for information purposes. Items 3 and 4 are to be presented to Council for confirmation and authorisation for the transaction to occur.

ELM23 Financial Hardship Policy

Aim	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 whilst they are experiencing financial hardship.
Application	Elected Members Employees Community Members
Statutory	Local Government Act 1995
Environment	Local Government (Financial Management) Regulations 1996
Last Review	2024
Approval Date	
Review Period	3 year
Next Review	2027

POLICY SCOPE

This policy applies to ratepayers and sundry debtors experiencing genuine financial hardship and who find themselves unable to pay their rates, sewerage charges, or sundry debtors accounts when they fall due.

It should be noted that options in this policy are strongly geared towards residential Ratepayers. Non-residential ratepayers (farmland and commercial), customers, and sundry debtors suffering payment difficulties have fewer options available but can access flexible payment plans.

POLICY STATEMENT

1. Financial Hardship

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 when a person is unable to pay rates and annual charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status in the community.

2. 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; and/or
- 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.

3. Payment Arrangements

The Shire may enter into a formal agreement with any customer for periodic payment of rates and charges. These agreements enable ratepayers/debtors to pay smaller consistent payments over a set period, thereby reducing the impact of large bills on their budget.

The proposal to enter into a periodic payment agreement can be proposed by either the Shire or the ratepayer. The Shire encourages anyone experiencing difficulty in meeting their financial commitments to make early contact with the Shire's Executive Manager Corporate & Community Services to make such an arrangement.

Any agreement with regard periodic payment will be subject to the following guidelines:

- The amount and frequency of the payments under the payment arrangement are to be acceptable to the Shire and authorised appropriately.
- The payment schedule will be established having regard to the customer's capacity to pay.
- If the applicant is on a Centrelink payment then the payment schedule is to be set up in Centrepay. All other payment plans are to be set up using the "Cloud" payment portal.
- Payment arrangements should, where possible, seek to have the outstanding rates and/or charges cleared by the end of the current financial year.
- Where payment arrangements will not pay the Rates and Charges in full by 30 June, the arrangement should, where possible, enable payment of the outstanding amount, and future instalments within twelve (12) months.
- Where a payment arrangement would not pay the balance owing (including future Rates and Charges) within a twelve (12) month period from the date of the payment arrangement, the person/s will be required to complete a 'Financial Hardship Application Form' (see Appendix 1) and provide reasonable proof of financial hardship to give the Shire an understanding of the issues causing hardship.

It will remain the responsibility of the applicant to communicate with the Shire, particularly if there are circumstances that may result in the applicant being

unable to meet the terms and conditions of the payment arrangement. The Shire will consider such circumstances on their merit and negotiate alternative payment arrangements if required. Failure to meet the payment arrangement schedule without approval from the Shire may result in the payment arrangement being cancelled and legal action being commenced.

Payments will be applied towards the payment of Rates and Charges in the order in which they became due.

People who enter into a payment arrangement that is not subject to a Financial Hardship aplication will continue to have interest charged on the outstanding amount. Where an assessment for Financial Hardship has been approved and a repayment plan has been entered into and adhered to, the Shire's Chief Executive Officer (CEO), under delegated authority may suspend penalty interest (excluding penalty interest on any outstanding Emergency Servcies Levy) and any administration fees that may be applicable.

The CEO must review and where acceptable authorise all payment arrangements where debts will not be paid in full within 24 months, the CEO may authorise other officers to authorise arrangements where debts are paid in 24 months or less.

4. Interest Charges

Council applies interest rates on overdue payments of Rates and Charges. However, Council may write off accrued interest and costs on Rates and Charges payable, if:

- The person was unable to pay the Rates and Charges when they became due for reasons beyond the person's control, or
- The person is unable to pay the accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

Ratepayers/debtors requesting that interest charges be written off for one or more of the above reasons will need to submit a letter providing details as to why they were unable to pay the instalment by the due date, or why the payment of the accrued interest would cause hardship. Each individual case will be considered by Council and decided on the basis of whether:

- The ratepayer is experiencing genuine hardship. In such cases, Council requires the completion of a Financial Hardship application (see Appendix 1).
- The ratepayer is a "first-time" defaulter, has previously had a good payment record and there are mitigating circumstances such as prolonged or serious illness
- The ratepayer has complied with all criteria with respect to a periodic payment agreement
- Council is satisfied that the circumstances giving rise to the payment default are temporary.

Under an application for Financial Hardship the accrual of interest can be switched off to assist the applicant reduce their debt. The authority to switch off interest will

be by the discretion of the CEO.

5. Deferment of Rates

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

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

6. Debt recovery

The Shire will suspend its debt recovery processes whilst negotiating a suitable payment arrangement with a ratepayer/sundry debtor. Where a ratepayer/debtor is unable to make payments in accordance with the agreed payment plan and they advise the Shire immediately and make alternative arrangement for the missed payment then the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, made no attempt to make a payment or notified the Shire of a change in their circumstances the outstanding debt may be forward to Shire's Debt Recovery Agency for action. Any action taken by the Debt Recovery Agency shall attract additional fees and charges that are payable by the ratepayer.

The Financial Hardship Application Process

7. Making a Financial Hardship Application

For the purposes of this policy a ratepayer, sundry debtor, residential customer or customer experiencing financial hardship is defined as a person liable to pay their rate instalments, annual charges and invoices as they fall due but does not have the financial capacity to do so and payment when due would cause the person financial hardship. Persons facing hardship will need to demonstrate to Council how they will be impacted.

In order to determine eligibility, the Shire requires a Financial Hardship Application Form (see Appendix 1) to be completed including a statement of reasons, reasonable proof of financial hardship, details of assets, income and living expenses, and any other information required for the Shire to make a valid assessment. If related to rates the applicant must be the owner/spouse or part owner of the property and be liable for the payment of rates on the property.

Supporting documentation may include evidence from third parties such as an accountant or a recognised financial counsellor (such as a member of the Financial Counsellors Association of WA), or a Statutory Declaration from a person familiar with the applicant's circumstances who is qualified to provide the Shire with a clear unbiased assessment of the applicant's financial hardship status such as a carer or power of attorney.

The Shire may also request that applicants attend an interview to help the Shire gain an understanding of the issues causing hardship.

It is important for applicants to also demonstrate a willingness to pay using a payment plan and to maintain regular contact with the relevant Shire staff member regarding their circumstances.

7.1 Hardship Application Assessment

Each hardship application will be reviewed by the Shire's Executive Manager Corporate and Community Services and authorised by the Chief Executive Officer.

A determination under this policy will be assessed against financial data provided by the applicant.

Each application will be considered on a case by case basis on its merits with consideration being given to the applicant's:

- financial status
- income from all sources
- living expenses
- health and the health of dependants who reside with the applicant
- length of ownership of the property
- prior history with Council in respect to the payment of Rates and Charges
- compliance with any previous periodic payment arrangements.

Consideration will also be given to:

- reasons an applicant might be experiencing financial hardship
- the implications for Council in deferring or writing off interest charged

Once a decision has been made, the applicant will be informed of the decision in writing.

If the applicant is not satisfied with the outcome, he or she can request a review of the decision by Council.

8. 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.

The Shire recognises 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.

EMP11 Gratuity Payments to Finishing Employees in Addition to Contract or Award

Aim To set out the circumstances in which the Shire can recognise long and

continuous service and may pay an employee in addition to Contract or

Award whose employment with the Shire is finishing as a gratuity.

Application Council Employees

Statutory Local Government Act 1995 Division 4 Section 5.50

Environment Local Government (Administration) Regulations 1996

Approval Date OCM 20 July 2023

Last Review OCM 11 February 2021 2024

Next Review 2025 2026

Review Period Every 2 years

Objectives

To comply with section 5.50(1) of the Local Government Act 1995 and set out the circumstances in which the Shire may pay to an employee in order to recognise long and continuous service or whose employment with the Shire is finishing, an amount in addition to any amount which the employee is entitled to under a contract of employment or Award, and the manner of assessment of the additional amount.

Policy

This policy outlines the circumstances in which gratuity payments may be made to recognise long and continuous service of an employee and for a finishing employee. These payments, when made, are in addition to any amount that the employee is entitled to under a contract of employment or Award.

The imposition of this parameter does not form a contractual entitlement under employment relationships and as such the Council may choose to modify this position by way of resolution.

Gratuity payments are a way for the Shire to honour and thank employees who have made long term contributions towards the Shire successfully meeting objectives. Council reserves the right to resolve to increase the value of gifts to employees whose commitment and contribution to the community is of an exemplary level.

In line with Part (2) of section 5.50 of the Local Government Act 1995, any payment above the amounts specified in this policy must only be made if adopted by Council and will be subject to local public notice.

Recognition of Service - Long and Continuous Service

Employees will be recognised after the completion of 5, 10, 15, 20, 25, 30 years of continuous service. At the time of being recognised the employee must be in active service on their anniversary of service date. An employee on a period of leave of absence will receive recognition upon their return to active employment.

The Shire's gratuity payments will be in the form of a gift in line with the prescribed amounts below.

Recognition of Service - Retirement of Resignation

When an employee's services are ceasing with the Shire, either on retirement or resignation, the employee will be entitled to a gratuity as outlined below based on completed years of service. An employee who has been dismissed by the Shire of Morawa for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy.

The Shire's gratuity payments will be in the form of a gift in line with the prescribed amounts below.

Years of Service	Amount of Gratuity
5 to 15 years of continuous service	A gift to the value of \$25 for each year of service
15 to 30 years of continuous service	A gift to the value of \$35 for each year of service
30 + years of continuous service	A gift to the value of \$45 for each year of service

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Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 1- 11.2.3a Shire of Morawa Road

Maintenance Plan 2025-2035

Item 11.1.3- Shire of Morawa Road Maintenance

Plan 2025 -2035

Shire of Morawa

Road Maintenance and Renewal Plan 2025-2035



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Document Control

Version	Date	Status	Approved By
1	16/10/2024	Draft	Scott Wildgoose for distribution for
			feedback

Executive Summary

The development of the 2025-2035 Road Maintenance and Renewal Plan represents a significant milestone for the Shire in articulating how its current and future resources are being used to manage its existing road assets.

Whilst community members have a strong desire for the Shire to implement road improvements and widening initiatives to accommodate larger vehicles, the core requirement for the Shire and this plan is to maintain its existing assets to an adequate standard based on what is reasonable and practicable given the Shire's resources and the capacity for the community to contribute towards the Shire's own source income to fund expenditure.

This plan provides a clear program of works for rural road grading, rural road re-sheeting, rural road resealing, and townsite resealing, with a further goal to develop clear plans for auxiliary road items such as drainage, signage, and safety features over the next 10 years.

The Shire has developed a road grading program that aims to undertake 1,788km of maintenance grading per annum. This program focusses on RAV and school bus routes to provide a base standard that delivers a safe running surface. The Shire administration will report the amount of km's graded each year as part of the Shire's annual report to ensure the community has visibility over compliance with the agreed program.

The gravel re-sheeting program seeks to cover 94km of road over the next 10 years. With nuances such as gravel haulage distances, vegetation growth, and subgrade degradation affecting the Shire's ability to complete set distances each year. The re-sheeting program will be reviewed on an annual basis with the corporate business plan as the Shire falls ahead or behind on the scheduled works. The plan reflects an intention to re-sheet approximately 11.5% of the unsealed road network over the next 10 years.

The resealing of roads is a key renewal activity that ensures the road does not deteriorate beyond renewal and require reconstruction. The Shire of Morawa is responsible for approximately 155km of sealed roads, with 90% of these sealed km's being outside of the Morawa townsite. Best practice would suggest sealed roads would be resealed every 10-15 years, however due to Morawa's lower traffic numbers and low rainfall, the proposed plan has been based on a 20-30 year reseal timeframe, as Shire roads are expected to last longer than best practice modelling suggests. The Shire will continue to monitor road conditions and review plans on an annual basis.

The rural road resealing program presented aims renew the running surface of 66km of the network, which is approximately 50% of the overall sealed rural road network.

The townsite resealing program aims to complete almost 8.5km of resealing over the next 10 years, which equates to about 50% of the townsite road network. Crack sealing has already been completed in 2024 to allow some of this work to commence, however some roads will require tree root ingress removal under road maintenance prior to their resealing year.

Holistically the resealing, maintenance grading, and gravel re-sheeting aspects of the plan are expected to be more than any grant income the Shire can source as such there will be a clear need for own source expenditure on roads. Appendix 1 shows the full cost and income breakdowns for each segment of this plan, as well as a summary of own source needs. With current own source allocations of around \$750,000 - the average annual increase needed to deliver this plan would be \$292,717 - which results in Shire own source allocation towards road renewal and maintenance of \$1,042,717.

With the Shire of Morawa Road Network being worth \$87m and depreciating at \$1.3m per annum,

sizeable maintaintenance and renewal expenditure on this asset can be expected, however the Shire must balance this with the need to continue to improve the network and also to maintain and renew its other assets. The Shire Road network represents 65% of its total asset base.

The estimates in this plan will inform the Corporate Business Plan and strategic planning documents and form the basis upon which the Annual Budget is developed, noting that the Annual Budget allocation and reseal delivery capacity will be based on a number of factors including current market conditions.

Introduction

The Shire of Morawa is about 396 kilometres north of Perth and 153 kilometres inland from Geraldton. The district covers 3,528 km² of agricultural and pastoral farmland, mining leases, Crown land and townsites, and is within the Yarra catchment area. The landscape varies from large flat plains to rolling hills and rugged breakaway country. Approximately 12.8 km² of land is salt-affected or salt lakes. Soil types are primarily York Gum soil (light/heavy), interspersed with Salmon Gum clay. The climate is hot and dry with the cooler winter months generating an abundance of wildflowers across the region.

The Shire manages an extensive network of community assets and infrastructure with Road Infrastructure accounting for a gross asset value of \$87m, which is 54% of the Shire's total gross asset values across all asset categories. The road network is approximately 971km long, with around 816km being unsealed gravel roads.

Main Roads WA is responsible for the care and maintenance of Wubin-Mullewa Road and Mingenew-Morawa Road, both sealed roads of State and local significance. All other roads in the district are under the care and maintenance of the Shire.

The Shire is cognizant of the need to upgrade and improve the road infrastructure network, however, due to the significant cost implications involved with road upgrades, the Shire is limited to aligning upgrade works to funding availability. This plan will not address road upgrade projects, and the Shire will address road upgrades during the annual Corporate Business Plan review process, and in line with State and Federal funding requirements.

The Shire of Morawa's Road Maintenance and Renewal Plan (The Plan), will be separated into distinct sections to provide a summary of maintenance and renewal activities that align to particular road types or attributes:

- Unsealed roads
- Sealed roads
 - Rural
 - Town Streets
- Drainage

This plan has been developed based on the Shire's experience in maintaining its road network, feedback from key stakeholders, visual condition assessment data collected in 2023, and with reference to industry publications including:

- ARRB Road Materials Best Practice Guide
- ARRB Sealed Roads Best Practice Guide
- ARRB Unsealed Roads Best Practice Guide

Funding Sources

The available funding sources for the Shire to fund road maintenance works are limited. In general, they comprise:

- Main Roads WA Direct Grant and Financial Assistance Grant Road Component
 - Untied funding that can be used on road maintenance or upgrades but does not need to align to any specific project but reduces the Shire's own source road contribution, which is assessed as part of the Roads to Recovery process.
- Regional Road Group (RRG)
 - Administered by Main Roads WA (MRWA), these grants are available to fund either capital road upgrade, renewal, or preservation work on roads within the Roads 2040 list.
 - The grant provides 2/3rd of the funds, and the Shire provides 1/3rd of the funds, up to a maximum project value of \$450,000.
- Roads to Recovery (R2R)
 - Administered via the Department of Infrastructure, Transport, Regional Development, Communication and the Arts
 - The program runs on a 5-year cycle with the new cycle commencing in the 2024/2025 financial year.
 - The Shire's funding allocation for 2024-2029 is \$3,186,502
 - The grant provides 100% of the funds and can fund a wide range of road upgrade or maintenance projects.
- Commodity Routes Fund
 - Commodity Routes are defined as routes where there is a significant high-priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function.
 - o Only roads that are NOT eligible for RRG funding are eligible for this funding.
- Blackspot Funding
 - Funding specific to address hazards on road networks identified either because of previous crashes or through Road Safety Inspections
- Shire Own Funds
 - Sourced from Shire rates and other revenue.
 - o Can be used towards a wide range of road upgrade, renewal, or maintenance projects.

Roads 2040

The following roads within the Shire are on the Midwest Roads 2040 List and are therefore eligible for RRG funding.

- Franco Rd
- Gutha West Rd
- Gutha East Road (Wubin-Mullewa Rd to Morawa Yalgoo Rd)
- Morawa South Rd
- Morawa Yalgoo Rd
- Nanekine Rd
- Pintharuka West Rd
- Three Springs Morawa Rd
- Tropiano Rd

RAV Routes

The Shire currently has various roads approved for Restricted Access Vehicles (RAV) up to RAV 7 (up to 36.5m in length).

The below roads currently have no RAV rating:

Roads
Barnes St
Broad Av (West of Dreghorn St)
Caldwell Rd
Catto Rd
Caulfield Rd
Club Rd
Croot St
Davis St
Dreghorn St (South of Prater St)
Gill St
Granville St
Grove St (LHS)
Grove St (RHS)
Harley St
Heitman Rd
Jukes Place (East of Sports Ground gate)
Kadji Rd
Kadji Mellenbye Rd
Knight Rd
Kowald Rd
Laneway A
Laneway B
Laneway C
Laneway D
Laneway E
Laneway F
Lodge St
Manning St
Muthingootha Rd
Orango Rd
Pintharuka East Rd

Powell St
Prater St
Richter Av
Ross Rd
Rothsay Rd
Ryan Rd
Sermon Rd
Sparks Rd
Streets Rd
Tilley St
Tubby St
Unknown Rd 158
Unknown Rd 160
Unknown Rd 162
Winfield St (South of White Av)
Yewers Av

All other roads are rated for vehicles ranging from RAV 1 to RAV 4, except the below roads that are rated RAV 5 to RAV 7 $\,$

Only the following roads in the Shire:
Agar Rd
Boss Rd
Broad Av (100m from Wubin Mullewa Rd)
Burma Rd
Burton Rd
Calver Rd
Carslake Rd
Franco Rd
Gaston Rd
Koolanooka South Rd
Malcolm Rd
Morawa South Rd
Morawa Yalgoo Rd
Nanekine Rd
Norton Rd
Offszanka Rd
Old Mullewa Rd
Old Three Springs Rd
Pintharuka West Rd

Three Springs Morawa Rd
Yammapool Rd
Yongarloo Rd

The Shire's maintenance and renewal program gives consideration to the current RAV rating of each road and will be updated to reflect any RAV changes. Specifically, unsealed roads that are part of the RAV 5 or greater network receive at least 2 maintenance grades per year.

The ratings documented and provided within this plan should not be relied upon as they can be altered and updated by Main Roads Heavy Vehicle Services.

RAV ratings and associated conditions can be reviewed on the Main Roads Heavy Vehicle Services Network Map - https://mrwebapps.mainroads.wa.gov.au/hvsnetworkmap

Unsealed Roads

Unsealed road running conditions are heavily dependent on the environmental conditions (traffic, weather, geography, and weights) they are exposed to as well as their original construction material.

The Shire has approx. 816km of unsealed road comprising a combination of paved (gravel sheeted), formed (natural in-situ material without gravel sheeting) and unformed roads (natural in-situ material). Of this total unsealed network, the following roads or road segments totalling approx. 42.6km is not regularly maintained. This leaves a total of approx. 773km of unsealed roads to maintain.

Road Name	Start	End	Approx Length (km)	
Hills Rd	Sermon Rd	End of Road	1.97	
Kadji Mellenbye Rd	Yalgoo Shire Boundary	Kadji Rd	20.12	
Kadji Rd	Kadji Lake Rd	Kadji Station Homestead	13.52	
Laneway A	End of Seal	Broad Ave	0.15	
Laneway B	Caulfield St	Broad Ave	0.20	
Laneway C	White Ave	Slk 0.18	0.18	
Laneway C	Slk 0.36	Caulfield St	0.14	
Laneway D	White Ave	Prater St	0.18	
Laneway E	Valentine St	Stokes Rd	0.74	
Laneway F	Evans St	Stokes Rd	0.51	
Lloyd St	Waddilove Ave	End of Road	0.16	
Murray Rd	Slk 1.8	End of Road	4.35	
Unknown Rd 158	Wubin Mullewa Rd	Koolanooka South Rd	0.35	

Table 1: Unsealed roads either not maintained or not regularly maintained

The Shire's two main mechanisms for managing unsealed roads are through maintenance and renewal, through the use of maintenance grading and gravel re-sheeting.

Maintenance Grading

Scope

Unsealed road maintenance grading aims to maintain the surface but also the appropriate shape (cross-section) and drainage considerations. A grader can remove defects by cutting or ripping the road surface. The pavement material is then mixed and re-formed to the correct shape (cross fall or slope) - this allows water to drain more freely off the road.

The Shire does not have enough spare capacity to regularly inspect the unsealed road network, therefore the maintenance grading program needs to be principle based to allocate resources across 12 months. Should the principles in this plan be insufficient to maintain the network then the Shire must consider whether the assumed principles are sufficient. The general principles used in the development of the maintenance grading plan are as follows:

- No through roads that provide access for less than 5 properties receive 1 grade per year
- Roads part of a school bus route receive 3 grades per year. Currently, the roads within the school bus route are as follows:
 - o Agar Rd
 - Boss Rd
 - Carslake Rd
 - o Collins Rd
 - o Dreghorn Rd
 - o Evaside Rd
 - o Fabling Rd
 - o Gutha West Rd
 - Madden Rd
 - McDonald
 - McWhirter Rd
 - o Mickie Rd
 - Milloy Rd
 - o Morris Rd
 - o Norton Rd
 - o Olden Rd
 - o Pintharuka West Rd
 - Sermon Rd
 - o Stephens Rd
 - o Williamson Rd
- Roads maintained as part of the Shire's agreement with Karara Mining are graded 4 times per year
 with an optional fifth grade depending on the condition of the road. These works are charged to
 Karara Mining as private works and comprise the following roads:
 - o Fallon Rd (Munckton Rd to Koolanooka Springs Rd)
 - o Koolanooka Springs Rd
 - o Mungada Rd
- Roads that are part of the RAV 5 7 network receive a minimum of 2 grades per year
- Roads that are not covered by the principles outlined above have had their grading frequency determined based on a combination of anecdotal information, feedback from key stakeholders and visual condition assessments.

The maintenance grading plan is summarised in the table below.

Roads receiving 1 grade per year							
Road Name	Start	End	Length (Km)				
Barr Rd	Yammapool Rd	East Boundary	2.05				
Bayliss Rd	Neates Rd	End of Road	3.06				
Caldwell Rd	Pallotine Rd	Pallotine Rd Northern Shire Boundary					
Catto Rd	Yammapool Rd	Yongarloo Rd	3.48				
Cox Rd	Indar Rd	End of Road	2.16				
Heitman Rd	Nanekine Rd	Streets Rd	7.84				
Knight Rd	Koolanooka South Rd	Gaston Rd	2.16				
Kowald Rd	Offszanka Rd	End of Road	5.09				
Malcolm Rd (B)	Wubin Mullewa Rd	Malcolm Rd	0.87				

McGlew St	Rubbish Tip Rd	Valentine St	0.19		
Moore Rd	Fallon Rd	End of Road	1.75		
Murray Rd	Munckton Rd	Slk 1.8	1.80		
Newnham Rd	Gerber Rd	End of Road	5.31		
Old Neagle St	Stokes Rd	Cemetary Gates	0.40		
Powell St	Burton Rd	Start of Seal	0.03		
Ross Rd	Wubin Mullewa Rd	Evaside Rd	3.49		
Rubbish Tip Access Rd	Stokes Rd	Rubbish Tip	2.59		
Ryan Rd	Moffet Rd	Boss Rd	4.83		
Sparks Rd	Morawa Yalgoo Rd	End of Road	2.85		
Taseff Rd	Fitzgerald Rd	Gutha East Rd	8.13		
Unknown Rd 160	Gutha East Rd	Evaside Rd	0.38		
Unknown Rd 162	Koolanooka Springs Rd	End of Road	1.45		
Valentine St	McGlew Rd	Start of Seal	0.02		
Waddilove Rd	End of Seal	End of Road	0.13		
Wilton Rd	Nanekine Rd	Western Shire Boundary	3.10		
Yewers Av					
Total Road KMs receivi	otal Road KMs receiving 1 Grade Per Annum				
Roads receiving 2 grad	es per year				
Road Name	Start	End	Length (Km)		
Arrinooka Rd	Wubin Mullewa Rd	Mullewa Shire Boundary	13.18		
Barnes Rd	Robinson Rd	Gutha West Rd	4.61		
Baxter Rd	Jones Lake Rd	Norton Rd	4.64		
Bell Rd	End of Seal	Evaside Rd	19.02		
Bickford Rd	Life of Seat	Evasiue Ru	19.02		
	Gutha East Rd	Sermon Rd	7.60		
Bligh Rd					
Bligh Rd Bore Rd	Gutha East Rd	Sermon Rd Three Springs Shire	7.60		
	Gutha East Rd Neates Rd	Sermon Rd Three Springs Shire Boundary	7.60 2.04		
Bore Rd	Gutha East Rd Neates Rd Johnson Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd	7.60 2.04 8.05		
Bore Rd Broad Rd	Gutha East Rd Neates Rd Johnson Rd White Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St	7.60 2.04 8.05 4.36		
Bore Rd Broad Rd Burma Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd	7.60 2.04 8.05 4.36 6.47		
Bore Rd Broad Rd Burma Rd Burton Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire	7.60 2.04 8.05 4.36 6.47 0.57		
Bore Rd Broad Rd Burma Rd Burton Rd Calver Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal Morawa South Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire Boundary End of Road White Rd	7.60 2.04 8.05 4.36 6.47 0.57 10.70		
Bore Rd Broad Rd Burma Rd Burton Rd Calver Rd Club Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal Morawa South Rd End of Seal Boss Rd North East Canna Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire Boundary End of Road	7.60 2.04 8.05 4.36 6.47 0.57 10.70 0.53		
Bore Rd Broad Rd Burma Rd Burton Rd Calver Rd Club Rd Coaker Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal Morawa South Rd End of Seal Boss Rd	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire Boundary End of Road White Rd Northern Shire	7.60 2.04 8.05 4.36 6.47 0.57 10.70 0.53 3.73		
Bore Rd Broad Rd Burma Rd Burton Rd Calver Rd Club Rd Coaker Rd Croot Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal Morawa South Rd End of Seal Boss Rd North East Canna Rd Perenjori Shire	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire Boundary End of Road White Rd Northern Shire Boundary	7.60 2.04 8.05 4.36 6.47 0.57 10.70 0.53 3.73 5.74		
Bore Rd Broad Rd Burma Rd Burton Rd Calver Rd Club Rd Coaker Rd Croot Rd Fallon Rd	Gutha East Rd Neates Rd Johnson Rd White Rd Morawa Mingenew Rd End of Seal Morawa South Rd End of Seal Boss Rd North East Canna Rd Perenjori Shire boundary	Sermon Rd Three Springs Shire Boundary Gutha East Rd Pintharuka West Rd White Rd Powell St Perenjori Shire Boundary End of Road White Rd Northern Shire Boundary Koolanooka Springs Rd	7.60 2.04 8.05 4.36 6.47 0.57 10.70 0.53 3.73 5.74 8.13		

Gerber Rd	North East Canna Rd	End of Road	5.59
Healy Rd	Wooltana Rd	Mingenew Morawa Rd	4.16
Hoey Rd	Jones Lake Rd	Munckton Rd	4.65
Holder Rd	Toohey Rd	Gutha East Rd	5.22
James Rd	Mingenew Morawa Rd	Start of Seal	4.08
Jenkins Rd	Gerber Rd	Northern Shire Boundary	8.57
Johnson Rd	Bell Rd	Morawa Yalgoo Rd	11.43
Jones Lake Rd	Slk 9.08	Slk 10.27	1.19
Jones Lake Rd	Slk 10.68	Judge Rd	1.38
Judge Rd	Jones Lake Rd	Fallon Rd	5.27
Kadji Lake Rd	Morawa Yalgoo Rd	Kadji Rd	11.47
Koolanooka Dam Rd	Koolanooka South Rd	Jones Lake Rd	5.47
Koolanooka South Rd	Norton Rd	Southern Shire Boundary	7.16
Krummel Rd	Fallon Rd	Kadji Lake Rd	5.61
Letterbox Rd	White Rd	Pintharuka West Rd	3.65
Locharda Rd	Fallon Rd	Perenjori Shire Boundary	8.31
Ludlow Rd	Kadji Lake Rd	Gutha East Rd	11.71
Malcolm Rd	End of Seal	Southern Shire Boundary	5.01
Moffet Rd	Pintharuka West Rd	Morawa Mingenew Rd	11.37
Muthingootha Rd	Gutha East Rd	Bell Rd	5.03
Neates Rd	End of Seal	Yongarloo Rd	13.50
North Rd	Bell Rd	Johnson Rd	5.01
Old Mullewa Rd	Bell Rd	Morawa Yalgoo Rd	3.03
Old Three Springs Rd	End of Seal	Three Springs Morawa Rd	14.00
Orango Rd	White Rd	Pintharuka West Rd	3.70
Pallotine Rd	North East Canna Rd	Western Shire Boundary	4.36
Pintharuka Dam Rd	Wubin Mullewa Rd	Bell Rd	5.12
Pintharuka East Rd	Wubin Mullewa Rd	Bell Rd	4.42
Pulbrook Rd	Mcdonald Rd	Gerber Rd	5.10
Robinson Rd	Indar Rd	Wubin Mullewa Rd	11.42
Rothsay Rd	Wubin Mullewa Rd	Morawa Yalgoo Rd	7.99
Rubbish Tip Rd	McGlew St	Jones Lake Rd	1.66
Stokes Rd	End of Seal	Rubbish Tip Access Rd	1.02
Streets Rd	Western Shire Boundary	Nanekine Rd	12.13
Swanson Rd	Williamson Rd	Toohey Rd	5.35
Tait Rd	Olden Rd	Fallon Rd	2.78
Tilley St	End of Seal	McGlew St	0.28

Toohey Rd	Holder Rd	Stephens Rd	8.23
Tubby Rd	Robinson Rd	Mickie Rd	3.03
Valentine Rd	Three Springs Morawa Rd	Three Springs Morawa Rd	8.13
Vandeleur Rd	Moffet Rd	Wubin Mullewa Rd	7.96
Ways Rd	Fabling Rd	Canna North East Rd	6.98
White Rd	Moffet Rd	Orango Rd	12.74
Williams Rd	Wubin Mullewa Rd	Moffet Rd	7.00
Winterbourne Rd	Mingenew Morawa Rd	Vandeluer Rd	4.13
Wooltana Rd	Old Three Springs Rd	Three Springs Morawa Rd	4.07
Wornes Rd	Wubin Mullewa Rd	Williams Rd	2.63
Yammapool Rd	Neates Rd	Mingenew Morawa Rd	9.30
Yandanoo Springs Rd	Gutha West Rd	Indar Rd	2.00
Yongarloo Rd	Mingenew Morawa Rd	Shire boundary	4.99
Total Road Distance Ro	eceiving 2 Grades Per An	num	427.57
Roads receiving 3 grad	les per year		
Road Name	Start	End	Length (Km)
Agar Rd	White Rd	Morawa Mingenew Rd	6.81
Boss Rd	Ryan Rd	Agar Rd	4.17
Canna North East Rd	Fabling Rd	Jenkins Rd	19.12
Carslake Rd	Pintharuka West Rd	Pintharuka West Rd	6.97
Collins Rd	Carslake Rd	Gutha West Rd	7.79
Dreghorn Rd	End of Seal	Coaker Rd	3.62
Evaside Rd	End of Seal	Slk 8.7	8.43
Fabling Rd	Offszanka Rd	Williamson Rd	12.20
Franco Rd	Pintharuka West Rd	Morawa Mingenew Rd	9.97
Gutha East Rd	Ludlow Rd	Wubin Mullewa Rd	22.22
Gutha West Rd	Wubin Mullewa Rd	Slk 10.84	10.84
Gutha West Rd	Slk 11.17	End of Road	4.33
Indar Rd	End of Seal	Gutha West Rd	14.86
Madden Rd	Morawa Yalgoo Rd	Holder Rd	8.96
McDonald Rd	Morris Rd	End of Road	8.00
McWhirter Rd	Madden Rd	End of Road	8.10
Mickie Rd	Wubin Mullewa Rd	End of Road	5.47
Milloy Rd	Gutha West Rd	Pintharuka West Rd	12.11
Morris Rd	Williamson Rd	McWhirter Rd	8.08
Norton Rd	Wubin Mullewa Rd	Olden Rd	7.91
Olden Rd	Norton Rd	Tait Rd	1.92
Pintharuka West Rd	End of Seal	Western Shire Boundary	29.09
Sermon Rd	Morawa Yalgoo Rd	Eastern Shire Boundary	7.20

Stephens Rd	Evaside Rd	Fablings Rd	10.42				
Tropiano Rd	Gutha West Rd	Pintharuka West Rd	6.12				
Williamson Rd	Fablings Rd	Morris Rd	11.23				
Total Distance of Roads	255.94						
Roads receiving 4 grades per year							
Road Name	Start	Length (Km)					
Fallon Rd	Koolanooka Springs Rd	Slk 10.99	2.86				
Koolanooka Springs Rd	Start of Road	End of Road	9.46				
Mungada Rd	Koolanooka South Rd	12.74					
Total Distance of Roads	Receiving 4 Grades Per	Annum	25.06				

Table 2: Summary of unsealed maintenance grading schedule

Resourcing

Frequency of Grade per Annum	Distance (km)	Total (Distance times Frequency) (km)
Once	64.84	64.84
Twice	427.57	855.08
Three Times	255.94	767.82
Four Times	25.06	100.24
Total Maintenance Grading Program		1,787.98

Based on the principles above, the Shire's maintenance grading program totals approx. 1,788km per year.

Allowing for all employee entitlements (weekends, RDOs, annual leave, training and safety activities) and an estimate for scheduled and unscheduled downtime of the machines, each maintenance grader with operator is expected to be able to complete approx. 198 days of maintenance grading per year. Based on the Shire's historical records, each grader can typically complete an average of 5km of grading per day when allowing for maintaining both the road carriageway and roadside drainage elements. As such one maintenance grader should cover 990km per annum. To perform the maintenance grading program as proposed, the Shire needs to employ two maintenance grader drivers and ensure they run the machines for 179 days per annum.

If the two graders work for the predicted 198 days, then they can undertake maintenance on an extra 190km of road. This provides a contingency of approx. 10% surplus capacity which the Shire can use to complete additional maintenance of the network depending on need or provide extra capacity in the road renewal or upgrade teams.

This level of maintenance is based on an average level of usage commensurate with the road design and construction. Heavy traffic, excessive vehicle speeds, and extreme weather conditions all undermine the road condition and have not been accounted for. Any abnormal or excessive usage will utilize the contingency kms and may require the suspension of construction activities to undertake maintenance if the roads become uncharacteristically damaged.

Funding

Unsealed rural road maintenance grading needs to be funded from the Shire's own source funding as there are few, if any available grant funding opportunities.

Based on 2024-2025 costings, the cost of the Shire manning and operating a grader per day is approximately \$1,600. Thus, operating two graders for 179 days, which is the minimum to complete the proposed schedule of works, the Shire will incur a cost of around \$573,000 in 2024-2025, and this can be expected to increase by 4-10% per annum depending on the changes in salaries, fuel costs, parts, and grader replacement over the next decade. To accommodate the extra 19 days per grader contingency, the Shire would need to set a minimum budget of \$633,600 for the unsealed road maintenance grading in 2025/2026. If the 2025/2026 cost is extrapolated over the 10-year period with a annual inflation rate of 4% then the 2034/2035 budget allocation would need to be \$901,810.

Gravel Re-sheeting

Scope

The Shire also plans to undertake reforming and re-sheeting activities for various unsealed roads. Reforming and re-sheeting is required to renew the running surfacing of the unsealed road as gravel or insitu material wears away over time due to environmental conditions including weather and traffic. In order to undertake renewal works the Shire generally applies 100 millimetres of compacted crushed rock (gravel) to the road surface and compress that material into the road surface, then form the road and material to manage road drainage, creating a 10m wide surface (8m running surface and 1m of drainage/runoff each side).

Based on the principal of road safety the Shire will focus its gravel re-sheeting (renewal) works towards roads that are school bus routes, as well as those roads that require extra maintenance due to the road subgrade being formed out of natural (in-situ) material that is no longer holding form under current traffic conditions.

The re-sheeting of a road generally requires the movement of gravel material from a pit to a worksite, grading the material, and rolling, as such renewal activities will also be orientated around where the Shire can find a reliable gravel source to reduce unnecessary vehicle movements.

The roads identified for renewal over the next 10 years are:

- Collins Road completion of works commenced prior to 2024.
- Arrinooka Road Slk 1.06 to 14.2 formed from in-situ material and has rocks protruding the running surface
- Norton Road completion of works commenced prior to 2024.
- Malcolm Road Slk 0.03 to 5.06 formed from in-situ material and regular movements during harvest often result in severe corrugation and blow outs.
- Old Three Springs Road Slk 5.90 to 14.13 formed from in-situ material and provides a strategic link from Three Springs Road to Mingenew Morawa Road, most of the road has already received gravel resheeting just not this section.
- Canna North East Road Slk 12.66 to 19.57 formed from in-situ material and corrugates badly every year due to truck movements. The rest of the road has already been re-sheeted.
- Fabling Road Slk 0.49 to 9.12 formed from in-situ material, provides access to Canna CBH site and generally corrugates badly over harvest.
- Yammapool Road Slk 0.00 to 9.30 formed from in-situ material and is occasionally used as a school bus route.
- Moffet Road Slk 0.00 to 3.50 formed from in-situ material, provides a link to Mingenew Morawa Road during harvest and has soft spots during winter that pose a safety risk.
- Pintharuka West Road Slk 2.48 to 25.14 part of Roads 2040 but currently is lower on the list of priorities than Morawa Yalgoo Road, Nanekine Road, and Three Springs Road, thus sealing works on this road may not occur for 10+ years. As such it is recommended that the Shire undertake presealing clearing, reforming, and re-sheeting over the 10 years of this plan and then review

- upgrade requirements.
- Franco Road Slk 0.00 to 9.97 formed from in-situ material, provides access to Mingenew Morawa Road from Pintharuka West Road, part of Roads 2040, and well utilized route for Gutha/Pintharuka residents heading west to Mingenew or Geraldton.

Resourcing

The Shire's Road renewal and construction team will generally contain two truck drivers, one general plant operator, and one grader driver to operate the necessary machines to deliver a variety of projects including gravel re-sheeting works.

Allowing for all employee entitlements (weekends, RDOs, annual leave, training and safety activities) and an estimate for scheduled and unscheduled downtime of the machines, the road construction and renewal team should be available as a full four person team for approx. 180 days per annum, based on everyone being available for 198 days each but noting sick leave and annual leave being taken at different times etc. thus impacting the availability of the full team.

Given the team also completes road upgrades and improvements works, as well as drainage, aerodrome maintenance, and town street improvement works etc. it is proposed that only one half of their available time be allocated to gravel re-sheeting. Therefore providing 90 days of full team operations in this area.

The time taken to re-sheet a section of road is difficult to determine as it will be dependent on the location of the gravel pit and truck travel times, vegetation clearing needed, gravel quality available, as well as the existing condition of the subgrade and how much work is needed to renew its condition.

For the purposes of this plan the road allocations have been estimated based on the team being capable of completing 9-10km of re-sheeting works in the 100 days available. This isn't fixed, and based on the factors above may fluctuate but using this assumption the below timeframes have been allocated to the selected roads:

		КМ Та	KM Target Per Annum									
Road	SLKs	25/2 6	26/2 7	27/2 8	28/2 9	29/3	30/3	31/3	32/3	33/3	34/3 5	Total KM Re- sheete d per road
Collins Road	0.00 to 2.00	2										2
Pintharuk a West Road	2.48 to 25.14		5	5	3	3	3	4				23
Moffet Road	0.00 to 3.50										4	4
Fabling Road	0.42 to 9.12									5	4	9
Franco Road	0.00 to 9.97							5	5			10
Yammapo ol Road	0.00 to 9.30								4	4	1	9
Old Three Springs Road	5.90 to 14.13				3	3	3					9
Malcolm	0.03 to	4	1									5

Road	5.06											
Arrinooka	1.06 to		4	5	4							13
Road	14.20											
Canna	12.66 to					3	3	1				7
North	19.57											
East Road												
Norton	6.16 to	2										2
Road	7.90											
Olden	0.00 to	1										1
Road	1.00											
Total Re-sh	neeting	9	10	10	10	9	9	10	9	9	9	94
per annum												

Funding

Based on 2024-2025 costings operating a four-person road construction and renewal team including the associated plant items costs approximately \$6,000 per day. The Shire pays \$1.10 (incl. GST) per ton to local farmers for gravel used in re-sheeting projects, which equates to around \$1,800 per km. Thus, a 100 day 9-10km program is expected to cost \$558,000 per annum at 2024/2025 costs. If costs are extrapolated based on an annual 4% inflation rate, then by 2034/2035 this same program can be expected to cost \$795,000.

The Shire would normally utilize roads to recovery funding to complete gravel re-sheeting works. The 2024 to 2029 funding allocation is \$3,186,502, which if used evenly over a 5-year period will equate to \$637,300 per annum. Given the Shire utilized \$175,740 from the roads to recovery funds in 2024/2025 for drainage improvements on Winfield Street, this only leaves a remaining allocation of \$3,010, 762, which equates to \$602,152 per annum. This is roughly expected to be the amounts required to offset this program until 2028/2029. After which point a new funding allocation will be provided by the Federal Government, in order to only fund gravel re-sheeting with road to recovery funds over that period the Shire would need the next funding allocation to represent an 11% increase to become \$3.5m. This seems reasonable but it is hard to predict what will occur so this plan will need to be reviewed in 4 years' time once Road to Recovery allocations is known.

Sealed Rural Road Maintenance

Scope

The Shire has approx. 121km of two-lane sealed roads and 17.9km of single-lane sealed roads outside of the Morawa townsite.

The general scope for maintaining the Shire's rural sealed roads comprises:

- · Crack sealing and pavement repairs
- Resealing
- Unsealed shoulder maintenance (including two-lane and single-lane sealed roads)

Crack Sealing and Pavement Repairs

A crack sealing, pothole filling, and pavement repair programs are typically prepared immediately prior to progressing the work and is typically procured on a linear metre rate. The scope of the annual repairs will be determined by a number of factors including traffic, weather, hazards reported etc. The Shire will generally engage a contractor to perform these works on an annual basis depending on the scope and budget available.

Areas requiring regular repair, may have their priority for resealing elevated.

Resealing

The ARRB best practice manual for sealed roads will be used as the Shire's practical guide for planning reseals. In general, sealed roads require a reseal every 15 years, however this should be verified with visual inspections and assessments particularly for surface texture and seal brittleness, noting the Morawa climate and traffic usage isn't standard.

Unsealed Shoulder Maintenance

Typically, the frequency of unsealed shoulder maintenance is higher for single-lane sealed roads than two-lane sealed roads due to the impact of traffic on the narrow-sealed carriageways.

Shoulders are maintained to keep run off areas safe, maintain adequate drainage, retain compaction to minimize debris being dragged on to the road running surface, and manage vegetation ingress.

Note, given the length of Morawa Yalgoo Rd and Three Springs Morawa Rd, various sections will require crack sealing, pavement repairs and resealing at varying times.

Resourcing

Given the specialist nature of the scope required, the Shire will need to contract out the crack sealing and resealing work.

Depending on other commitments and priorities, the Shire will either complete the pavement repairs using the Shire's work crew or contract resources.

The Shire's work crew will complete the unsealed shoulder maintenance as part of maintenance grader operations. This will utilize some of the contingency days retained from unsealed road grading operations.

The Shire plans to reseal the below roads over the next 10 years:

Road Name	Approx Length (km)	Planned Reseal Year
Jones Lake Rd Stage 1	4.8	2025/2026
Jones Lake Rd Stage 2	4.8	2026/2027
Munckton Rd Stage 1	8.13	2026/2027
Canna North East Rd	0.45	2027/2028
Gutha East Rd	0.49	2027/2028
Morawa Yalgoo Rd (southern end)* Stage 1	5.5	2027/2028
Munckton Rd Stage 2	6	2027/2028
Offszanka Rd	3.06	2027/2028
Fabling Rd	0.56	2028/2029
Gutha West Rd*	0.33	2028/2029
Morawa Yalgoo Rd (southern end)* Stage 2	5	2028/2029
Morawa Yalgoo Rd (southern end)* Stage 3	5	2029/2030
Morawa Yalgoo Rd (southern end)* Stage 4	5	2030/2031
James Rd	0.02	2031/2032
Morawa Yalgoo Rd (southern end)* Stage 5	4.5	2031/2032
Arrinooka Rd	1.01	2032/2033
Nanekine Rd* Stage 1	5	2032/2033
Nanekine Rd* Stage 2	4.5	2033/2034
Nanekine Rd* Stage 3	4.4	2034/2035

The above plan will result in just over 68.5km of road being resealed.

Funding

There are typically limited funding opportunities for sealed road maintenance and/or renewal activities such as crack sealing and resealing for roads that are not part of the Roads 2040 list.

For those roads on the Roads 2040 list (denoted by the * in the table above), regional road group project funding is currently capped at \$450,000 per project, thus the Shire plans to break these roads into numerous stages to maintain the eligible budget for funding. Given the competitive nature of the RRG funding and the need for reasonable traffic count data, the Shire will likely only pursue reseal funding for Morawa-Yalgoo, Morawa-Three Springs, and Nanekine Roads given they are longer and more well used than other routes and should be able to justify the funding allocation. The main issue will arise when the Shire pursues a road improvement, widening, and sealing project under RRG funding for another road on Roads 2040, these projects always score higher than resealing works and as such may reduce the Shire's capability to undertake resealing. This plan recommends the Shire focus on renewal activities over the next 10 years and forego improvement works. Alternatively, the Shire could advocate that the North Midlands RRG alter its funding model to allocate a fixed amount of funds to each eligible local government to use on eligible roads, then it could be evenly split between improvement and resealing.

For those roads not part of the Roads 2040 list, the Shire proposes to utilise own source revenue and/or funding from the R2R program.

The Shire's current road agreement with Karara Mining Ltd. states that upon the termination of the Shire's agreement with Sinosteel, which occurred several years ago, the ongoing maintenance and resealing responsibility for Munckton Road would pass on to Karara Mining Ltd. As such the inclusion of Munckton Road in the road resealing has been accounted for with the assumption that the cost of resealing this road will be borne by Karara Mining Ltd. barring any legal disputes.

The table below shows the total year on year predicted cost for the 10-year resealing plan based on calculating the estimated number of square metres per annum and multiplying it by a reseal rate that is factored up per annum based on a predicted inflation rate of 5%.

The base 2024/2025 rate used for the basis of calculations was \$10 per m², which is based on current market expectations and factoring in a buffer for preliminaries such as mobilization, demobilization, and accommodation that is generally charged on top of the standard rate.

The 10 year rural road resealing plan aims to maintain the running surface of 49.3% of the rural sealed road network (68.5km).

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
	\$000s									
Estimate d Cost for Reseals	352	997	1,132	501	446	469	445	576	488	501

Sealed Town Streets

Scope

The roads within the Morawa townsite comprise mainly bitumen spray-sealed roads with a few segments of asphalt surfacing and some short, unsealed segments. The total length of the sealed streets within the Morawa townsite is approx. 16.9km.

In 2024, the Shire completed a pavement repair and crack sealing program throughout the townsite. This work will extend the life of the sealed pavement and surfacing by minimizing the risk of water ingress into the sealed pavement which often significantly accelerates deterioration of the road carriageway, particularly under traffic, and can lead to potholes and pavement failures.

Over the next 3-4 years the Shire will also look to alleviate some of the road cracking generated by tree root ingress, this will occur simultaneously to resealing of roads not impacted by roots.

The resealing program for the town streets and the timing for the reseals is presented in the table below.

Road	Length (km)	Planned Reseal Year
Broad Av	0.49	2025/2026
Grove St (both sides)	1	2026/2027
Dreghorn St	0.68	2027/2028
Richter Av (both sides)	1	2028/2029
White Av	0.8	2029/2030
Harley St	0.17	2029/2030
Granville St	0.68	2029/2030
Prater St	0.75	2030/2031
Gill St	0.68	2031/2032
Winfield St	0.6	2032/2033
Stokes Rd	0.83	2033/2034
Caulfield Rd	0.75	2034/2035

Resourcing

Given the specialist nature of the crack sealing and resealing work, the Shire will need to contract out these works.

Depending on other commitments and priorities, the Shire will either complete the pavement repairs, root remediation, and other basic improvements using the Shire's work crew or contract resources.

Funding

It is estimated that the Shire will spend up to \$100,000 on townsite road maintenance from 2025-2028

addressing tree root ingress and preparing for the commencement of the resealing program on other roads with further crack sealing, root management, and other activities such as drainage improvements.

Town streets are often difficult to fund work for as they are typically ineligible for traditional funding sources (e.g. RRG). As such it is assumed that the townsite resealing program will be funded from own source expenditure, unless the Shire chooses to allocate roads to recovery funding to this area in-lieu of another area of this program.

The proposed townsite road resealing plan aims to reseal 8.41km of the townsite road network over a 10year period ending 2034/2035. With the remaining 8km being scheduled for the 2035-2045 version of this plan. The table below shows the proposed expenditure up to the 2034/2035 financial year:

All figures in \$000s	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Estimated	36	77	55	83	147	70	67	62	90	86
Cost for reseal										

Drainage

Scope

Drainage maintenance typically comprises maintenance of roadside drainage elements including culverts, table drains, side entry pits and offshoot drains usually by way of removal of silt, vegetation and other debris that may restrict the flow or limit the capacity of the drainage system. It also includes ad-hoc repairs to kerbing as required.

For the unsealed roads, the maintenance of the table drains, and offshoot drains will be included as part of the routine maintenance grading program.

The Shire has an extensive inventory of culverts many of which do not currently receive regular maintenance. It is proposed that the Shire will commence a program of culvert maintenance on a road-by-road basis. Given the number of culverts (estimated at approx. 520 culvert structures) and the age of some of these assets, the Shire aims to progress this work over the full 10 years of this plan completing approx. 52 culverts per year. The scope will involve:

- Visual inspection of the culvert structure to confirm asset integrity
- Removal of debris and vegetation from the inlet and outlet and within the structure as required
- Basic shaping of the inlet and outlet to ensure the culvert is operating efficiently

It is expected that as part of this scope, the visual inspections will identify some additional repair or maintenance work needed for some structures. This will be assessed on an as-required basis.

Kerbing will be maintained and repaired on an as-required basis.

Resourcing

The Shire will progress most of the drainage work using the Shire's work crew. If specialist repairs are required (e.g. to concrete structures or similar), the Shire will likely contract out these works on an asrequired basis.

Funding

General drainage maintenance work will be funded via the Shire's town street and rural road maintenance budgets. Should a culvert structure need to be replaced the Shire will need to budget for this expenditure at the time the visual inspection identifies the structure failing.

Ongoing Condition Data and Monitoring

The Shire recently completed a visual road condition assessment survey of its entire road network in 2023 using RACAS®, the Road Asset Condition Assessment System.

RACAS® is a specialised visual road assessment tool that collects high-definition imagery of the Shire's road network along with other key attributes such as road width and roughness and provides the Shire with a comprehensive visual record of the road network as at the date of the inspection. The data can be used for a variety of purposes including works planning, DRFAWA pre-disaster evidence and road condition assessments. The data is presented via an online Virtual Hub site which the Shire and its stakeholders can view via in a web browser.

As part of the Shire's ongoing commitment to maintain the Shire's road network to the appropriate standard, the Shire intends on updating the collected RACAS® data every 4 years.

The Shire will maintain interim data and monitoring using visual imagery taken by the Shire team when completing maintenance, renewal, or upgrade activities across the road network.

Appendix 1 – Program Costs and Income

	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035
Expenditure										
Sum of cost of Townsite Reseals	\$ 36,015	\$ 77,175	\$ 55,103	\$ 83,384	\$ 147,411	\$ 70,355	\$ 66,978	\$ 62,053	\$ 90,132	\$ 85,517
Sum of gravel re-sheeting	\$ 558,000	\$ 580,320	\$ 603,533	\$ 627,674	\$ 652,781	\$ 678,892	\$ 706,048	\$ 734,290	\$ 763,662	\$ 794,208
Sum of road maintenance	\$ 633,600	\$658,944	\$ 685,302	\$ 712,714	\$ 741,222	\$ 770,871	\$ 801,706	\$ 833,774	\$ 867,125	\$ 901,810
Sum of Estimate Cost for rural reseal	\$ 352,800	\$ 997,873	\$1,132,736	\$ 501,153	\$ 446,699	\$ 469,033	\$ 445,207	\$ 576,799	\$488,668	\$ 501,700
Cost of 10 Year Plan	\$ 1,580,415	\$2,314,312	\$2,476,674	\$1,924,925	\$1,988,113	\$1,989,152	\$2,019,939	\$2,206,916	\$2,209,587	\$2,283,235
Income										
Contribution from RRG			\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Contribution from Karara Mining Ltd. toward Munckton Reseal	\$ -	\$ 627,433	\$ 486,203							
Morawa Yalgoo Road Reseal Mining			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			

Contribution										
Contribution from R2R	\$ 637,300	\$ 637,300	\$ 637,300	\$ 637,300	\$ 662,792	\$ 662,792	\$ 662,792	\$ 662,792	\$ 662,792	\$ 689,304
Total Income for Roads	\$ 637,300	\$1,264,733	\$1,523,503	\$1,037,300	\$1,062,792	\$1,062,792	\$1,062,792	\$ 962,792	\$ 962,792	\$ 989,304
Difference (Own Source Requirement)	\$ 943,115	\$1,049,57 9	\$ 953,171	\$ 887,625	\$ 925,321	\$ 926,360	\$ 957,147	\$1,244,12 4	\$1,246,79 5	\$1,293,93 1



Shire of Morawa

Ordinary Council Meeting 21 November 2024

Attachment 111.2.4a Shire of Morawa Waste Plan 2024
- 2034

Attachment 211.2.4b Shire of Morawa Landfill Post
Closure Plan

Shire of Morawa Waste Plan 2024 -

2034



Morawa
Waste
Plan

2024-2034





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Appendix 1 - Morawa Landfill Post Closure Plan – Talis Consultants



Executive Overview

In December 2018 Australia's Environment Ministers and the President of the Australian Local Government Association in December 2018 agreed a National Waste Policy. The policy provides a framework for collective national action on waste management, recycling, and resource recovery to 2030.

This subsequently triggered State Governments to develop their own Waste Plans/Strategies and related targets with the WA State Government's Waste Avoidance and Resource Recovery Strategy 2030 (WA Waste Strategy) being released in February 2019. One key action point in the WA Waste Strategy is to "Implement local government waste plans which align local government waste planning processes with the waste strategy."

The Waste Avoidance and Resource Recovery Act 2007 gives the Chief Executive Officer of the Department of Water and Environmental Regulation powers to require local governments to include within its plan for the future a waste plan.

Phase 1 of the Waste Plan Roll Out targeted the Perth and Peel, and major regional centres. Phase 2 of the implementation may require all other local governments to develop Waste Plans. The Shire of Morawa is being proactive in developing its own waste plan, ahead of it being a legislative requirement.

The Morawa Waste Plan 2024-2034 aligns with the 2022 Shire of Morawa Strategic Community Plan. The two key aspirations that relate to the management of waste are "Occupy a Safe and Healthy Living Space" and "Be Future Focused In All We Do". There is also close alignment with the strategic focus on ensuring the Shire and its assets are well resourced and sustainable, and embracing recycling and renewable energy.

In order to achieve its Waste Objectives of the Waste Plan, the Shire has developed the following 5 key Focus Areas:

- 1. Reducing Food Waste
- 2. Reduce Packaging Waste
- 3. Boost Recycling
- 4. Managing the Refuse Facility
- 5. Waste Education

An action plan has been developed that identifies actions for each focus area, the resources needed and expected timelines.



Background

The 2018 National Waste Policy: Less waste, more resources was agreed by Australia's Environment Ministers and the President of the Australian Local Government Association in December 2018. It set a new unified direction for waste and recycling in Australia. The policy provides a framework for collective, national action on waste management, recycling, and resource recovery to 2030.

The National Action Plan then presents targets and actions to implement the National Waste Policy and guide investment and national efforts to 2030 and beyond. This subsequently triggered State Governments to develop their own Waste Plans/Strategies and related targets.

The WA State Governments Waste Avoidance and Resource Recovery Strategy 2030 (WA Waste Strategy) was released on 10 February 2019 and sets ambitious targets for Western Australia to become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.

One key action point in the WA Waste Strategy is to "Implement local government waste plans which align local government waste planning processes with the waste strategy."

Section 40(4) of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) gives the Chief Executive Officer (CEO) of the Department of Water and Environmental Regulation (the Department) powers to require local governments to include within its plan for the future a waste plan outlining how waste services provided by the local government will be managed to achieve consistency with the WA Waste Strategy in the protection of human health and the environment.

Waste plans will inform and be informed by the strategic planning activities which local governments undertake under the requirements of the Local Government Act 1995 (LG Act) (s.1.4). Waste plans are the mechanism through which local government and regional councils can strategically work towards achieving consistency with the objectives and targets of the WA Waste Strategy.

Phase 1 of the Waste Plan Roll Out targeted the Perth and Peel, and major regional centres. Phase 2 of the implementation may require all other local governments to develop Waste Plans by a currently unspecified date. As such the Shire of Morawa is being proactive in developing its own waste plan, ahead of it being a legislative requirement.

The Shire has had a variety of Waste Management reports undertaken in recent years:

- Morawa and Perenjori Regional Council Group Strategic Waste Management Plan 2014-2018 (Dallywater Consulting June 2014)
- Morawa and Perenjori Landfill Site Review and Assessment (ASK Waste Management Consultancy November 2016)
- Morawa and Perenjori Waste Action Plan 2018-2023 (Ask Waste Management Consultancy May 2017)
- Waste Management Review and Options Report (Talis Consultants January 2020)
- Landfill Post-Closure Plan (Talis Consultants October 2024)

Data and insights from these reports have been utilized to develop this Waste Management Plan



Strategic Alignment

In 2022 the Shire of Morawa adopted its revised Strategic Community Plan with a revised vision accompanied by community aspirations and focus areas. The two key aspirations that align to the management of waste are "Occupy a Safe and Healthy Living Space" and "Be Future Focused In All We Do" with a particular close alignment with the strategic focus on ensuring the Shire and its assets are well resourced and sustainable, and embracing recycling and renewable energy.

This focus on sustainability and embracing environmentally friendly options has triggered the Shire to develop a Waste Plan in alignment with the National Waste Policy, National Action Plan, and the State Governments Waste Avoidance and Resource Recovery Strategy 2030 (WA Waste Strategy). Although the Shire is not legislated to develop a Waste Plan at this stage, it is part of the Shire's future focused mindset and a service delivery focus to ensure waste in the District is being well managed.

Given the State's Waste Plan roll out does not currently extend to Morawa, the Shire is not obliged to use the Government templates and submit the adopted plan for endorsement by the Department CEO, however, to align with best practice the Shire has aligned this plan with the requirements of the Department and the Waste Strategy as far as practicable given its rural Local Government setting has yet to be well considered in State planning.

The National Waste Policy and the National Action Plan presents the below national targets to drive Australia towards its waste goals:

- 1. Ban the export of waste plastic, paper, glass and tyres, commencing in the second half of 2020
- 2. Reduce total waste generated in Australia by 10% per person by 2030
- 3. 80% average resource recovery rate from all waste streams following the waste hierarchy by 2030
- 4. Significantly increase the use of recycled content by governments and industry
- 5. Phase out problematic and unnecessary plastics by 2025
- 6. Halve the amount of organic waste sent to landfill by 2030
- 7. Make comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions

These targets are supported by the establishment of an appropriate circular economy and associated principles. Across Australia for every 10,000 tonnes of waste recycled, 9.2 jobs are created and each year \$2.9 billion is raised through sales of recovered materials.

The circular economy principles for waste are:

- 1. Avoid waste
- 2. Improve resource recovery
- 3. Increase use of recycled material and build demand and markets for recycled products
- 4. Better manage material flows to benefit human health, the environment and the economy
- 5. Improve information to support innovation, guide investment and enable informed consumer decisions.



In 2014-15, WA's recycling rate was 48 per cent, which was lower than other mainland states and on top of this figures also showed WA had the highest rate of waste generation. As such the WA Waste Strategy attempts to build on and update the first Western Australian Waste Strategy: Creating the Right Environment published in 2012, to make significant transformations aimed at driving Western Australia (WA) towards becoming a circular economy, with a greater focus on avoidance as well as moving to targets for material recovery and environmental protection in addition to landfill diversion. A circular economy means transitioning from the current take-make-use and dispose system to a material efficiency approach which aims to keep products, components and materials at their highest utility and value for as long as possible.

In order to achieve this goal the WA Waste Strategy has set out the below key strategic elements:

VISION

Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.

OBJECTIVES AND TARGETS

Avoid

Western Australians generate less waste.

- 2025 10% reduction in waste generation per capita
- 2030 20% reduction in waste generation per capita

Recover

Western Australians recover more value and resources from waste.

- 2025 Increase material recovery to 70%
- 2030 Increase material recovery to 75%
- From 2020 Recover energy only from residual waste

Protect

Western Australians protect the environment by managing waste responsibly.

- 2030 No more than 15% of waste generated in Perth and Peel regions is landfilled.
- 2030 All waste is managed and/or disposed to better practice facilities

Five key principles, aligned with legislation, guide the thinking behind the WA Waste Strategy and have been identified as key drivers of the State Governments future decision making, these are:

- Shared Responsibility and Partnership Owning Your Impact The state's environmental resources belong to all Western Australians and we all have a role to play in protecting them.
- Innovation and Growth Western Australia will encourage, embrace and celebrate innovation in all forms that enables and expands waste management capacity and knowhow.



- Better Practice Western Australians will pursue better practice approaches in waste management that take into account the full costs, benefits and impacts of waste management decisions.
- Waste as a Resource Western Australians will adopt and implement the waste hierarchy, avoiding the generation of waste where possible, maximising the recovery of waste that is generated, and protecting the environment from the impacts of disposal.
- Intergenerational Equity Western Australians will make waste management decisions which ensure the health, diversity and productivity of our environment is maintained or enhanced for the benefit of future generations.

When looking at the Avoid and Recover objective areas the State Government places emphasis on the waste materials that, by weight, currently make up more than 90 per cent of the waste Western Australian's generate:

- Construction and demolition materials: concrete, asphalt, rubble, bricks, sand and clean fill
- Organics: food organics and garden organics
- Metals: steel, non-ferrous metals, packaging, and containers
- Paper and cardboard: office paper, newspaper, and magazines
- Glass: packaging and containers
- Plastics: packaging and containers
- Textiles: clothing and other fabric-based materials.

A number of these items are relevant to the Shire and its Waste Management Plan and are prevalent across the District.

The implementation of the State Government's waste levy will continue to play a key function as a State legislative lever and provides a disincentive to dispose of waste and generates revenue to fund programs which support the WA Waste Strategy. Reflecting this, a key point in the WA Waste Strategy is for the scope and application of the waste levy to be reviewed to ensure it meets the outlined objectives and to establish a schedule of future waste levy rates. From a Shire perspective, there is some risk that the Waste Levy may expand to cover rural and regional landfills, which could have a significant cost impact on the Shire's operations.



Current Situation

Morawa currently has a very basic level of maturity in terms of waste management with very little data recorded and most of the communities generated waste going direct to Landfill.

Morawa utilizes a single receptacle mixed waste townsite kerbside collection system generating an average of 333 tons of waste per annum over the last two financial years (2021/2022, 2022/2023) with a 0% landfill diversion rate.

The Jones Lake Landfill Facility (Morawa Landfill) is run by the Shire of Morawa with minimal waste monitoring and break down statistics but an estimated disposal rate of 200-250 tons of waste per annum with a waste recovery rate of approximately 2%.

The Morawa Landfill is approximately 4 hectares (ha) in size and 2.5km south of Morawa town centre. This Site is registered with the Department of water and Environmental Regulation (DWER) as a Category 89 prescribed premises under Part V of the Environment Protection Act 1986 (EP Act).

The Morawa Landfill was previously owned and operated by Main Roads WA and was landfilled with no particular plan. There are limited records available regarding the history of operations at the Site prior to the Shire's ownership. Therefore, it is uncertain if trenching or other excavation was undertaken prior to filling the landfill, or if the waste deposit is a land raise style of filling. Surrounding ground levels indicate that the waste deposit is currently relatively shallow increasing from ground level to approximately 4m thick in the southern part of the landfill.

Reviewing the Shire's recent domestic kerbside collection data, there has been minimal fluctuations across the financial years (2018/19: 350t, 2020/21: 328t, and 2021/22: 339t), indicating that the amount of waste landfilled has remained fairly consistent across this time period. The Shire's population in 2018 was considered to be 698 people, which equates to a waste generation rate of approximately 1.14t per person.

The Morawa Landfill Post Closure Plan (Appendix 1) models the remaining useful life of the Morawa Landfill based on resident population projections and the per capita waste generation rate as noted above, assuming there is no introduction of significant waste diversion programs that would diminish the tonnages delivered to Morawa Landfill for disposal.

It is estimated that there is approximately 13,000m3 of void space remaining at the Morawa Landfill, which is equivalent to approximately 8 years of landfill lifespan. Previous reporting within the Waste Management Review and Options Report (Talis, 2020) indicated that there was 6 years of remaining void space in 2020. This calculation assumed a higher rate of void consumption due to a higher population and subsequently higher waste projections. However, the Shire's population has dropped almost 13% from 2016 to 2021, and this is reflected in the updated waste projections. In addition, the most recent 2023 analysis was undertaken using a drone, providing a more accurate reflection of the existing landform.

Given the Shire and Community, wants to see population growth, the only viable mechanism to extend the life of the existing Morawa Landfill beyond 2030 is via the introduction of waste diversion programs to reduce the communities waste generation rate.



Waste Action Plan

The Shire of Morawa's Waste Action Plan will be driven by the holistic vision of the State to become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste but given Morawa's remote location and minimal waste management activity in recent history, the Shire has developed three clear and realistic objectives to guide its focus areas and activities over the next 10 years.

Objective 1: A holistic reduction in kerbside waste generation by 20% by 2030 – reducing per capita waste generation to 0.912t per annum.

Objective 2: Increase the landfill diversion rate to 5% - implementing measures to ensure waste received at the landfill is transferred or recycled.

Objective 3: Extend the life of the Morawa Landfill to 2034.

In order to achieve its Waste Objectives the Shire will focus on 5 key areas:

1. Reducing Food Waste

A key factor in the Nation Waste Action Plan and the WA Waste Strategy's Avoid Objective is the improved management of Food Waste. With the Federal Government developing a National Food Waste Strategy, in 2017, committed to halving Australia's food waste by 2030.

The strategy contributes toward global action on reducing food waste by aligning with Sustainable Development Goal 12—ensure sustainable consumption and production patterns—in the United Nations Transforming our world: 2030 Agenda for Sustainable Development. It also helps give effect to Australia's obligations under the United Nations.

2. Reduce Packaging Waste

While the use of recycled content in packaging is increasing, most packaging is still made from virgin materials and finite resources. A lot of recyclable packaging is still disposed of to landfill. This can have significant impacts on the environment.

According to the Australian Government's Department of Climate Change, Energy, the Environment and Water, in Australia in 2020–21:

- 6.74 million tonnes of packaging was placed on market (POM)
- 86% of packaging POM had good recyclability
- 35% of packaging had good recyclability but was not collected or reprocessed
- 44% of packaging POM was disposed to landfill.

If all landfilled packaging had been recycled in 2020–21, Australia could have reduced national greenhouse gas emissions by about 2.2 million tons. This is equal to removing 740,000 cars from the road per year.



Even a small Shire district such as Morawa still utilizes a considerable amount of packaging, with packaging materials making up a considerable portion of the residential kerbside waste stream.

3. Boost Recycling

Whilst the introduction of kerbside recycling so far from a materials recovery facility, is unrealistic in terms of its cost impact, the community can find other methods to reuse and recycle items to maximise their usage and reduce the number of new items heading to landfill.

4. Managing the Refuse Facility

Through better management and future planning the Shire can extend the life of the Morawa Landfill, and also encourage better waste management practices by all users.

5. Waste Education

Good waste management practices help to create a more sustainable future. Informing the community, businesses, and other stakeholders on how best to manage their waste and reduce waste generation is essential to improving waste practices moving forward.



Focus Area	Action Item	Objective	Cost	Resources	Timeframe	Partners
Manage Shire Refuse Facility	Introduce charges for problem waste types	3		Officer time and communications	Dec-24	
Reduce Packaging Waste	Implement targeted Cardboard recycling	1, 2, 3		Cardboard recycling bins, collection process	Jun-25	Avon Waste, Local Business
Reduce Food Waste	Educate the community in relation to meal planning and food waste reduction	1	\$5,000	Training and educational communications material	Jan-26	
Reduce Packaging Waste	Enforce legislated State bans on single use plastic and other items	1	\$5,000	Extra EHO visits for 2 years to enforce compliance	Jun-26	Local Businesses
Reduce Food Waste	Encourage on site composting	1	\$5,000	Run composting workshops, educate about good composting and provide starter kits	Jun-26	



Focus Area	Action Item	Objective	Cost	Resources	Timeframe	Partners
Boost Recycling	Promote and support the Container Deposit Scheme	1, 2, 3	\$5,000	Provide bottle and can bins at more locations, support targeted pick up sites, run educational campaigns	Jun-26	Community Shed, Waste Authority
Manage Shire Refuse Facility	Install and manage usage of transfer bins with appropriate site layout and movements	2, 3	\$20,000	Consultant, equipment	Jun-26	
Reduce Food Waste	Champion worm farms	1	\$5,000	Run worm farming workshops, educate about benefits, and provide starter kits	Jun-27	
Manage Shire Refuse Facility	Install fencing around the dumping area to restrict public access to transfer bins	3	\$25,000	Contractor	Jun-27	
Manage Shire Refuse Facility	Undertake a regional		\$10,000		Jun-28	Other Local Governments



Focus Area	Action Item	Objective	Cost	Resources	Timeframe	Partners
	discussion					
	around the					
	establishment of					
	a regional waste					
	facility and					
	operational					
	requirements					
Boost Recycling	Establish a repair	2	\$5,000	Support a local	Jun-29	Community
	and reuse centre			group or		Shed
				initiative to		
				recycle or repair		
				items that would		
				otherwise go to		
				Landfill		
Reduce Packaging Waste	Work with local	1, 3	Nil		Ongoing	Local Business,
	businesses to					Midwest
	encourage					Chamber of
	procurement					Commerce
	and sales that					
	reduce					
	packaging waste					
Boost Recycling	Run annual	2	\$5,000	Bring skills and	Ongoing	
	youth repair			equipment to		
	clinics - bikes,			town to teach		
	toys, etc.			local youth how		
				to repair and		
				recycle		



Focus Area	Action Item	Objective	Cost	Resources	Timeframe	Partners
Waste Education	Run annual campaigns to encourage better waste management	1, 2, 3	\$500	Communications material and officer time	Ongoing	WA Waste Authority



Landfill Post-Closure Plan

Morawa Refuse and Transfer Station



Prepared for Shire of Morawa

October 2023

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Signature

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1 Introduction

1.1 Background

The Shire of Morawa (the Shire) is located approximately 370km north of Perth in the Mid-West region of Western Australia, and it owns and operates the Morawa Refuse and Transfer Station (the Site). The Site is approximately 4 hectares (ha) in size and 2.5km south of Morawa town centre. This Site is registered with the Department of water and Environmental Regulation (DWER) as a Category 89 prescribed premises under Part V of the *Environment Protection Act 1986* (EP Act).

In 2019, Talis Consultants Pty Ltd (Talis) was commissioned by the Shire to review all of the Shire's waste management practices and identify opportunities for consideration along with evaluating potential resource recovery and disposal options at the local, sub-regional and regional level. Talis subsequently provided a report in 2020 outlining the potential future waste management direction for the Shire. Based upon the issues and corresponding recommendations that were presented within the report, an action plan was devised, which highlighted that a Landfill Post-Closure Plan for the Site is vitally important.

Therefore, the Shire appointed Talis Consultants Pty Ltd (Talis) to draft a Landfill Post-Closure Plan (LPCP) that outlines the current and future landfill development for the Site, including surface water management, post-closure monitoring requirements and capital cost estimates.

1.2 Report Objectives

This LPCP will provide the Shire with clear direction on the closure and rehabilitation of its landfill. As a registered prescribed premises, the Site must comply with the *Environmental Protection (Rural Landfill) Regulation 2002* (WA Rural Landfill Regulations). However, Rural Landfill Regulations does not provide specific guidance on the closure requirements for a landfill.

As Western Australia has no other landfill guidelines, the LPCP will also be guided by the Victorian Environment Protection Agency (EPA) *Best Practice Environmental Management 'Siting, Design, Operation and Rehabilitation of Landfills', 2015* (Best Practice Landfill Standards), in order to determine appropriate landfill development and rehabilitation requirements as well as management of environmental impacts and ensure the safe and stable closure of the landfill.

The key objectives of the LPCP are to provide:

- 1. A final restoration profile in accordance with the Best Practice Landfill Standards.
- 2. An estimate of remaining void space and lifespan calculations.
- 3. An estimate of the volume of material available/required for restoration.
- 4. Detail relating to the post-closure use of the Site; and
- 5. The post-closure monitoring requirements and period to ensure suitable protection of the environment.



2 Site Description

The following sub-sections provide an overview of the key aspects of the Site, including its location, surrounding land uses, and environmental attributes.

2.1 Site Location and Access

The Site is located approximately 370km northeast of Perth, about 2.5km south of Morawa town centre along Jones Lake Rd. The boundary of the Site is shown in Drawing C-100 in Appendix A. Access to the Site is from its northwest corner.

2.2 Zoning, Surrounding Land Use and Sensitive Receptors

The Site is zoned as 'Public Purposes'. The area around the Site is encompassed by rural farmland that has been utilized for both growing crops and grazing sheep for decades. The nearest residences from the Site's operational boundary are approximately 1km to the north and 1.3km southwest, across Mullewa-Wubin Road. Along the Site's eastern and southeastern boundaries, there is a salt plain with a series of saline bodies of water that extend up towards Nullewa Lake in the northeast and down towards Yarra Yarra Lake Conservation Park in the southwest.

2.3 Environmental Attributes

The following section outlines the key environmental attributes of the landfill site that are particularly relevant to the landfill development, closure, and rehabilitation, including climate, topography, geology, hydrology, and hydrogeology.

2.3.1 Climate

Local and regional climate data sources will be utilised for evaluation of the Site's surface water management systems.

According to the Bureau of Meteorology (BOM), the Site experiences a temperate climate, with distinctly dry and hot summers and cool winters. Data for rainfall and temperature was sourced from Scientific Information for Land Owners (SILO), a database of Australian climate data from 1889 to the present day that is hosted by the Queensland Department of Environment and Science (DES). It provides daily meteorological datasets for a range of climate variables in ready-to-use formats suitable for biophysical modelling, research, and climate applications. The datasets are constructed from observational data obtained from BOM, using mathematical interpolation techniques to infill gaps in time series and construct spatial grids. The spatial grid selected (Latitude: -29.25, Longitude: 116.00) encompasses the Site in its entirety.

2.3.1.1 *Rainfall*

Being in a temperate climate, rainfall is seasonal in Morawa with higher rainfall generally in the months of May to August. Table 2-1 presents a summary of rainfall records for Morawa, from 1971 to 2022.



Table 2-1: Morawa Rainfall Overview in Millimetres (1971-2022)

Aspect	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Average	15	21	21	20	43	47	48	38	23	13	10	9	309
50 th Percentile	8	6	0	31	31	51	62	36	60	4	14	3	307
90 th Percentile	91	23	14	28	42	35	49	39	21	74	1	2	419
Highest	1	0	104	7	165	44	55	20	43	15	7	31	492

The mean annual rainfall was calculated as 309 millimetres (mm) with the highest recorded annual rainfall at 492mm, which occurred in 1999. The 50th percentile rainfall year occurred in 1973 and recorded 307mm of rainfall, while the 90th percentile rainfall year occurred in 1990 and recorded 419mm of rainfall.

2.3.1.2 Short Duration Design Rainfall

Rainfall Intensity Frequency Duration (IFD) data for the landfills was obtained using the BOM Computerised Design IFD Rainfall System (CDIRS) and the Australian Rainfall and Runoff 2016 database (ARR2016). CDIRS produces a complete set of IFD curves and associated weather data based on user-defined coordinates (http://www.bom.gov.au/water/designRainfalls/revised-ifd/).

Table 2-2 summarises the Annual Exceedance Probability (AEP) of storms with 1-to-120-hour durations. AEPs area required to estimate precipitation rates for a range of events Table 2-2: Summary of Annual Exceedance Probabilities (ARR2016)

Table 2-2: Summary of Annual Exceedance Probabilities (ARR2016)

	Rainfall Depth (mm)									
Storm Duration	63.2%	10.0%	5.0%	2.0%	1.0%					
	1:1	1:10	1:20	1:50	1:100					
1 hour	13	27	33	41	48					
6 hour	23	48	58	71	83					
12 hour	29	59	71	87	102					
24 hour	35	71	84	104	121					
48 hour	41	81	96	119	139					
72 hour	44	86	101	126	146					
120 hour	48	92	107	130	150					

The Best Practice Landfill Standards state that surface water management systems should be designed for 1-in-20-year storm events for putrescible landfills. As the sites are rural and low risk, the landfills'



surface water management systems, if deemed required, will therefore be designed to manage a 1-in-10-year storm event with contingencies for storms larger than a 1-in-20-year event.

In Morawa, for 1-in-10-year AEP and 1-in-20-year AEP, 24-hour duration storm events, the rainfall depth is 71mm and 84mm, respectively.

2.3.1.3 Temperature

The highest mean maximum temperature is 37.4°C in January, while the lowest mean minimum temperature is 6.2°C in July in Morawa. Table 2-3shows the average maximum and minimum temperatures experienced at Morawa Airport, which is approx. 2.5km north of the landfill site, for years 1997 to 2022.

Table 2-3: Morawa Maximum and Minimum Temperatures (1997-2022)

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean Maximum Temperature (°C)	37.4	36.8	33.5	28.9	24.0	20.1	18.8	20.2	23.3	28.2	32.1	35.5	28.3
Mean Minimum Temperature (°C)	19.8	20.4	18.2	14.4	10.3	7.5	6.2	6.5	7.8	11.1	14.4	17.6	12.9

2.3.2 Topography

The northern section of the Site is generally flat, sloping towards the Site entrance, ranging from approximately 256.5m Australian Height Datum (AHD) to 255mAHD. The maximum height across the Site is at 257mAHD due to landfill operations. The Site's topography based on the lasted survey from August 2023 is shown in Drawing C-100, available in Appendix A.

2.3.3 Geology

According to NationalMap (https://nationalmap.gov.au/), the Site lies in two different regions. The northwestern corner of the Site is comprised of colluvium, which may contain minor alluvial or sand plain deposits, local calcrete, and reworked laterite. The remaining of the Site is comprised of alluvium, which may contain sand, silt, gravel, clay and evaporites.

2.3.4 Hydrology

There are no surface water bodies within the Site boundary. However, the Site is adjacent to a salt plain where there are several saline bodies of water that dry out during the hot, summer months.

2.3.5 Hydrogeology

According to NationalMap, the Site is located within the porous type with extensive aquifers of low to moderate productivity. The Site has no groundwater monitoring bore, and while the DWER maintain a database of groundwater bore installations across WA, there are no bores that provide a groundwater level that is consistent with current Site conditions.



The groundwater beneath the Site is likely to be relatively shallow particularly during the winter months due to the Site's proximity to the salt plain.



3 Legislative Context

3.1 Environmental Protection (Rural Landfill) Regulations 2002 (WA)

The Site has been registered as a Category 89 Prescribed Premises under Part V of the Environment Protection Act, 1986, (EPA) as the 'Morawa Refuse and Transfer Station'.

The WA Rural Landfill Regulations apply to Category 89 Prescribed Premises in Schedule 1 Part 2 of the *Environmental Protection Regulations 1987*, for a putrescible landfill site that accepts between 20 and 5,000 tonnes of waste per year.

These regulations outline requirements for the tipping area, covering and containing of waste, the control of surface water runoff, dust suppression, separation distances, disposing of asbestos and clinical waste, and a post-closure plan.

The post-closure plan must provide information on the following:

- Options for use of the Site after landfilling has ceased, including specifying a preferred option;
- Conceptual design of the required infrastructure for the preferred post-closure option;
- Estimated final contours for the Site, including allowance for settlement;
- Capping materials to be used at the Site;
- Proposed drainage system for the Site;
- Measures for environmental protection and monitoring at the Site; and
- The estimated period for which the Site will require monitoring.

These regulations have been adopted for the Site, with consideration given to the requirements in the conceptual designs presented in this LPCP.

3.2 Victoria EPA BPEM Guidelines

The Victoria EPA Best Practice Environmental Management: Siting, Design, Operation and Rehabilitation of Landfills, 2015, (BPEM Guidelines) outlines specific landfilling requirements and practices, particularly with regard to the design of a final landfill profile and specifics of surface water management. In the absence of WA landfill guidelines, the operation and eventual closure of the Site's landfill, especially the final fill profile and capping system, should consider the BPEM Guidelines. In accordance with the BEPM Guidelines, the relevant objectives for the closure and rehabilitation of 'best practice landfills' are:

- A surface water management system that will positively deal with any accumulation of stormwater;
- Ensuring that all waste materials are covered to mitigate long term environmental impacts;
- Final fill profile and slopes that are greater than 1V:20H and shallower than 1V:5H to:
 - o Ensure the long-term stability and integrity of the capping layer;
 - o Promote natural surface water run-off;
 - o Provide an aesthetically acceptable landform;
 - Minimise long term maintenance requirements;



- Consider the surrounding environment and potential after use options for the Site;
- Design and construct the best cap practicable to prevent pollution of groundwater; and
- Progressively rehabilitate the landfill



4 Current and Historic Landfill Operations

4.1 Waste Activities

The Site is Category 89 rural landfill which can accept the following waste types for landfilling, as defined in the Landfill Waste Classification and Waste Definitions 1996 (as amended 2019):

- Clean Fill;
- Inert Waste Type 1;
- Putrescible Waste; and
- Special Waste Type 1 (asbestos).

The Site also has a community recycling centre that accepts a range of materials, including but not limited to the following:

- Recyclables;
- Tyres;
- White goods;
- Greenwaste;
- Bulk waste; and
- Used oil.

The Site operates four days a week, from Friday to Monday (08:00-12:00 and 12:30-16:00).

4.2 Filling History

The Site was previously owned and operated by Main Roads WA and was landfilled with no particular plan. Waste disposal has occurred outside of the Shire's ownership boundary, to the south and east. There are limited records available regarding the history of operations at the Site prior to the Shire's ownership. Therefore, it is uncertain if trenching or other excavation was undertaken prior to filling the landfill, or if the waste deposit is a land raise style of filling. Surrounding ground levels indicate that the waste deposit is currently relatively shallow increasing from ground level to approximately 4m thick in the southern part of the landfill.

The layout of all landfill activities at the Site is shown in Drawing C-101, available in Appendix A.

4.3 Waste Data and Projections

As discussed in the Shire's Waste Management Review and Options Report¹, during the 2018-2019 financial year, the Site accepted 920 tonnes (t) of waste with 126t diverted from landfill and the remaining 794t of waste being landfilled. Reviewing the Shire's recent domestic kerbside collection data, there has been minimal fluctuations across the financial years (2018/19: 350t, 2020/21: 328t, and 2021/22: 339t), indicating that the amount of waste landfilled has remained fairly consistent across this time period. The Shire's population in 2018 was considered to be 698 people, which equates of a waste generation rate of approximately 1.14t per person.

¹ TW19096 - Waste Management Review and Options Report.1a. Talis Consultants Pty Ltd. January 2020.



Given the correlation between the volume of waste generated in a community and its population, a generation rate per person can be applied to predicted population growth rates to determine what future volumes should be catered for at the Site. Therefore, the predicted population growth rates can be utilised for modelling waste projections, which will assist in determining the remaining landfill capacity at the Site.

There are various sources of population forecast data, including the Morawa Supertown Growth and Implementation Plan (2011), along with Australian Bureau of Statistics (ABS) and the State Government's Department of Planning, Lands and Heritage's (DPLH) Western Australia Tomorrow population forecast. In the Waste Management Review and Options Report (Talis, 2020), the WA Tomorrow population forecast, with the annual average growth rate of 0.34% was applied for resident population projections. The Australian Bureau of Statistics' 2021 Census population data of 660 people was utilised as the baseline. The future projected growth of the Shire's resident population up to 2040 is shown in Figure 4-1.

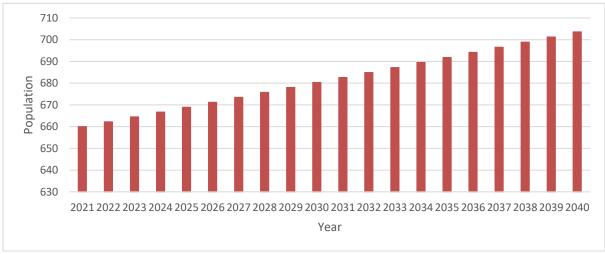


Figure 4-1: Shire Population Projections (2021-2040)

Utilising the population projections shown in Figure 4-1 and the estimated waste generation rate per capita of 1.14t, the estimated waste generation tonnages for the Shire can be calculated up to 2040, as shown in Figure 4-2.

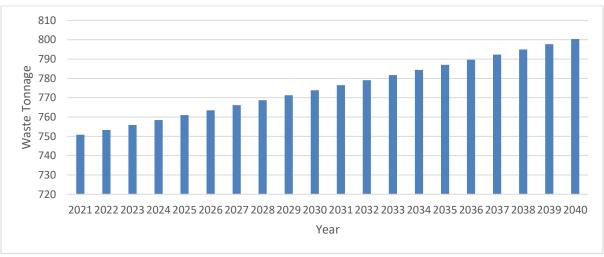


Figure 4-2: Waste Projections (2021-2040)

These projections will be used to determine the remaining lifespan of the landfill, which is discussed further in Section 5.5. The detailed waste generation modelling is presented in Appendix B.



5 Rehabilitation Design

The existing and future landfill developments, void space, material balance and phasing of capping works at the Site are discussed in the following sub-sections.

5.1 Current Landfill Profile

As noted in the Waste Management Review and Options Report (Talis, 2020), there are a number of management issues with the current site including:

- Limited remaining lifespan;
- Historical landfilling beyond site boundary; and
- Encroachment into the salt plain adjacent to the southern boundary of Site that a tendency to flood on average every 10 years.

A recent topographic survey was completed at the Site in August 2023, following on from the survey undertaken in November 2019 for the Waste Management Review and Options Report (Talis, 2020). Data from this latest survey is shown in Drawing C-100, provided in Appendix A. Using this topographical survey, an updated assessment of the current landfill profile and slope gradients was undertaken.

The surrounding land continues to slope downward from 257mAHD in the northwest to 252mAHD to the south east into the salt plain. The current maximum waste elevation continues to be at 258mAHD.

The waste profile continues to feature a relatively flat top and external slopes approximately 1V:1H to 1V:2H on the eastern and southern sides, which are not suitable for any capping system and will require reprofiling to facilitate rehabilitation.

Historically, waste has been disposed extensively outside the Site boundary to the east and partially to the south; however, it is recognised that there are significant financial implications and health and safety risks in relocating this waste back withing the Site boundary, and therefore, the landfill rehabilitation strategy will need to incorporate this historic landform into the design.

The current landfill area at the site is shown in Drawing C-100, available in Appendix A.

5.2 Proposed Landfill Development

The proposed landfill development area is shown in Drawing C-101, provided in Appendix A. It corporates all historic landfill areas identified in consultation with the Shire and considers the following additional Site constraints:

- Site buildings bound the landfill area to the north and limited space exists for extension of the landfill to the east and south;
- No further waste placement outside of the Site boundary to the west unless it within the existing landform to assist with landfill rehabilitation; and
- The Shire has indicated that the area directly north of the landfill will become a waste transfer station area following landfill closure.

Future development at the Site will be guided by the WA Rural Landfill Regulations, which specifies that the tipping area of a landfill must not be greater than 30 metres in length and 2 metres in height.



5.3 Final Fill Profile

The proposed final fill profile needed to consider a number of factors that would affect the design including:

- The presence of existing waste outside the Site boundary;
- Achieving final fill profile gradients within the range recommended in the BPEM Guidelines, where practicable;
- Achieving a final fill profile which is sympathetic to the surrounding land and in keeping with the rural setting;
- Protection against surface water run-off flows and erosion; and
- Maximising the void space required over the remaining lifespan of the landfill.

To address each of these factors, the final fill profile was developed to ensure that the following objectives are met:

- Provide a long term stable barrier between the waste and the environment in order to protect human health and the environment;
- Minimise the quantity of waste requiring excavation as much as practicable;
- Provide an aesthetically acceptable landform;
- Ensure the maximum elevation of the restored Site will not exceed 259mAHD; and
- Minimise long term maintenance requirements;
- Provide rehabilitated land suitable for its intended after use.

The proposed final waste profile is shown in Drawings C-102 and C-201, both provided in Appendix A.

The landfill will have a maximum waste height at 259mAHD. The profile provides a smooth surface for the installation of a capping system. As shown in Drawing C-103, there are reprofiling requirements of approximately 5,360m³, particularly along the landfill's east and south boundaries as discussed in Section 5.1.

5.4 Rehabilitation Profile and Capping System <u>Design</u>

5.4.1 Design Considerations

The landfill capping system design must consider site uses after landfilling operations have ceased. Following the landfill closure, the Site will continue to be used as a community drop-off area.

Since the WA Rural Landfill Guidelines do not provide specific details on rehabilitation design, a landfill capping system designed to comply with BPEM Guidelines is proposed for the Site's landfill. Therefore, the design of the final capping for the landfill shall:

- Design and construction of the best cap practicable to prevent pollution of groundwater and degradation of air quality;
- Minimising seepage through the landfill cap by encouraging shedding of surface water;
- Progressive rehabilitation;
- Minimise infiltration of surface water into the waste;
- Provide a long-term, stable barrier between waste and the environment to protect human health and the environment; and
- Provide land suitable for its intended after use.



In addition, the following site attributes influenced the proposed capping design for the Site's landfill:

- The groundwater table is unknown but considered to be shallow due to close proximity to the salt plain;
- Minimal waste inputs (i.e., < 1,000tpa);
- The Shire is in a temperate climate with distinctively dry and hot summers and with an average rainfall of 309mm (compared to Perth at 730mm).

5.4.2 Cap Design

In order to meet the design considerations discussed in Section 5.4.1, the proposed capping system for the landfill areas at the site is as follows, in order of construction, from bottom to top:

- 1,000mm restoration layer comprising;
 - o 800mm subsoil/sand/clean fill; and
 - o 200mm growing medium/mulch.
- Direct seeding of a native seed mix;
- Application of a hydromulch dressing; and
- Planting of tube stock of native species.

The southern side slope will require a scour protection layer to protect the landfill toe against potential erosion during periods of flood. A typical capping system with scour protection would be as follows, from bottom to top:

- 1,000mm restoration layer comprising;
 - 600mm subsoil/sand/clean fill;
 - o 150mm of granular filter layer (sand or gravel); and
 - o 250mm of 125mm diameter rip rap / concrete mattress or similar.

The elements of this capping system are discussed in further detail in the following sub-sections, with the design shown in Drawings C-104, available in Appendix A.

5.4.2.1 Restoration Layer

The Restoration Layer will mostly consist of site-won material from the excavation works during landfilling operations at the site. The lower section of the layer will comprise of initial subsoils that will provide a smooth firm subgrade for installation of the remaining capping system. The subsoils within the restoration layer should meet the following criteria:

- Free from organic matter, perishable material or other deleterious material;
- Not contain clay with liquid limit >80% and/or plasticity index >55%; and
- Have a maximum particle size <50mm.

The landfill's temporary capping as described in Section 5.8 may form part of the restoration layer.

The surface of the restoration layer will comprise of 200mm topsoil, which may be mixed with mulch supplied and placed by the Shire, if available. The topsoil will promote the growth of the vegetation on the surface of the capping system, which will help minimise erosion. This will be supplemented with tube stock planting and application of a seed mix and hydromulch. The application of grass/seed mix, where undertaken, should be based on species native to the region.



Along the southern edge of the landfill, additional scour protection has been proposed to mitigate erosion particularly during any future flooding events from the salt plain. This 250mm thick layer is supported by a 150mm thick filter layer and consists of either 125mm diameter rip rap gravel/rock, concrete mattress or similar.

5.4.3 Final Restoration Profile

Drawings C-104 and C-201 show the final restoration profile for the Site. The profile has a maximum height of 260mAHD, which is approximately 4-5m above existing ground levels.

The proposed final restoration profile provides the following key outcomes:

- The encapsulation of all waste disposed across the landfill site;
- Facilitate the conventional rehabilitation of each site through compliance with the Best Practice Landfill Standards;
- The development of a best practice landfill profile and side slopes which will:
 - Provide a suitable surface for the construction of a capping system;
 - Promote the natural flow of surface water off the landfill, minimising pooling and infiltration;
 - Facilitate the development of a typical perimeter drain, where relevant, to cater for surface water across the capped landfill;
 - Ensure the long-term stability and integrity of the capping system and environmental control systems (surface water management);
 - o Minimise the long-term maintenance requirements of the capping system;
 - Provide an aesthetically acceptable landform long-term and support further post-closure land uses; and
 - Facilitate phased capping.

5.5 Void Space Modelling

Void space modelling ensures that a landfill site can cater for future long-term waste management demands, and the results can be used to project key capital works over the various financial years going forward and ensure continued operations to cater for the communities' disposal requirements.

Void space modelling is typically undertaken to determine the remaining capacity of a landfill using calculated waste projections. As discussed in Section 4.3, it was determined that the Site will accept approximately 775tpa on average until landfill closure.

For the purposes of this modelling, the worst-case scenario must be considered where there is no introduction of significant waste diversion programs that would diminish the tonnages delivered to Site for disposal. In addition, the density of waste after placement is assumed to be $0.48t/m^3$ as discussed in the Waste Management Review and Options Report (Talis, 2020) and the cover material requirements is assumed to be 30% of the total available void space volume, which is commonly used industry standard for a rural landfill.

Based on the proposed design, the Site's estimated lifespan is presented in Table 5-1.



Table 5-1: Estimated Landfill Lifespan at Site

Landfill Area	Available Void Space (m³)	Required Reprofiling (m³)	Net Void Space ex. 30% Cover Soils & Waste Reprofiling (m³)	Landfill Capacity (yrs)*			
Inside boundary	13,463	6,288	5,023	3.1			
Outside boundary	15,911	4,479	8,002	5.0			
Total	29,374	10,767	13,025	8.1			

^{*} Assumed at 0.48t/m³ compaction rate and a waste acceptance of 775tpa

It is estimated that there is approximately 13,000m³ of void space remaining at the Site, which is equivalent to approximately 8 years of landfill lifespan. Previous reporting within the Waste Management Review and Options Report (Talis, 2020) indicated that there was 6 years of remaining void space. This calculation assumed a higher rate of void consumption due to a higher population and subsequently higher waste projections. However, the Shire's population has dropped almost 13% from 2016 to 2021, and this is reflectively in the updated waste projections. In addition, the most recent survey was undertaken using a drone, providing a more accurate reflection of the existing landform, and it was also determined that the previous survey from 2019 was undertaken incorrectly.

As demonstrated in the above discussion, the lifespan and void consumption rates are very sensitive to changes in the amount of cover soil used, waste inputs, and the compaction rates achieved at each site. The on-site void consumption rate should be monitored annually to determine a more accurate representation of void consumption for lifespan modelling. Similarly, changes in waste input will impact the void consumption onsite. Therefore, waste and void calculations should be updated regularly to better understand the future demand for landfill void and plan the key capital expenditure works accordingly.

The detailed void space modelling is presented in Appendix B.

5.6 Material Balance

A Material Balance is the calculation of the volume of materials required to carry out engineering works, daily cover activities, and landfill restoration works and comparing these quantities to the volume of material which can be retrieved from site. The balance of material requirements against supply over the life of each landfill should be considered during the conceptual design stage to ensure that the design optimises available fill to meet these requirements. If a Material Balance is not achieved over a landfill's lifespan, the deficient material will need to be imported at additional cost.

The material required throughout the life of each landfill includes landfill construction (internal and external bunds), daily cover material and capping/restoration material, which is further explained as follows:

- Daily cover material and internal bunding is assumed as 30% of the total landfill void;
- The capping material volume is calculated from the modelled three-dimensional volume of the restoration soil layer; and
- All the material available from site excavation activities is assumed suitable for landfill construction and operating activities.

Table 5-2 shows the approximate material balance for the Site, based on the rehabilitation design.



Table 5-2: Approximate Material Balance Calculations for the Site

30% Daily Cover	Net Cut to Create	Capping Material	Total Material
Material (m³)	Infrastructure* (m³)	Required (m³)	Balance (m³)
-7,681	+895	-30,940	-37,726

^{*}Generated from the proposed surface water management as discussed in detail in Section 6.

The highest material requirement for the Site is the capping material requirements with an estimated total of 30,940m³.

Currently, there is a deficiency of material required for landfill closure of approximately 37,726m³. This value is sensitive to the amount of cover soils used during operations. This soils deficiency can be made up through a variety of methods, including but not limited to off-site borrow pits and acceptance of clean fill material onsite.

5.7 Phasing of the Capping Works

To improve environmental outcomes for any rural landfill, it is typically recommended that capping should be undertaken every five to ten years, based on filling rates and available Shire budgets.

As described in Section 5.5, the total remaining capacity is estimated to be 31,000m³, which is anticipated to provide up to 11 years. It would be recommended that the capping works are completed in two phases, focusing on the landfill area outside the Site boundary and then the area inside the Site boundary. However, due to limited budgets, the capping works are to occur as a single event when the landfill is fully closed, and the waste transfer station is operational.

The schedule for the capping works (phased or not) is heavily dependent on the rate of waste intake to ensure the area is ready for capping works. Ideally, capping works should be scheduled within six months of completion of tipping operations where possible.

5.8 Temporary Capping System

Due to the relatively long landfill lifespan at the Site as discussed in Section 5.5, temporary capping works may be required as an interim protective measure until the permanent capping works commence. The temporary cap will need to be consistently maintained, particularly after extreme rainfall events, which could result in scouring and erosion. The temporary capping system should consist of 300mm of low permeability soils at a minimum and should be formed such that surface water run-off is diverted away from the landfill. This temporary capping layer should be scraped back in the event of further waste placement or may be used as the Restoration Layer for the foundation of the remaining capping system described in Section 5.4.2.

5.9 Asbestos Disposal

As discussed in Section 4.1, the Site is currently allowed to accept asbestos wastes. These activities are to be undertaken in accordance with BPEM Guidelines, which includes:

- Ensuring that all asbestos waste is disposed of under the Shire's personal supervision, or under the personal supervision of a nominated representative;
- Ensuring that asbestos wastes are covered as soon as practicable following deposition with clean fill soils to a minimum depth of one metre; and



• Maintaining a register and site plan showing where asbestos has been disposed, and the details of its disposal.



6 Surface Water Management

Environmental risks associated with leachate and surface water at the Site will be managed through the development of a Surface Water Management System (SWMS), which will be designed to meet two key objectives including minimising leachate generation and proactively managing surface water. These objectives and the design features incorporated to achieve them are shown in Table 6-1.

Table 6-1: Objectives and Associated Design Features of the Surface Water Management System

Objective	Design Feature
	Implement a site-specific capping and surface water management system over the landfill.
Minimise Leachate Generation	 Develop a perimeter drainage system that: Maintains connectivity with the capping system; and Includes strategically located discharge points away from the waste mass.
	Locate long-term surface water discharge points.
	Incorporate measures into the capping system to direct surface water from the landfill cap to the discharge points.
Proactively Manage Surface Water	Ensure the surface water management system is appropriately sized to manage a 1-in-10-year Annual Exceedance Probability (AEP) storm event and will not result in catastrophic failures during a storm larger than a 1-in-20-year AEP event.
	Establish controlled discharge points for surface water.

The conceptual design for the final capping system at the Site incorporates conceptual surface water management infrastructure to prevent the infiltration of surface water into the waste mass and thereby preventing the production of leachate over time.

6.1 Key Infrastructure

Perimeter swales will run around the boundary of the landfill and will be used to collect surface water that sheds from the landfill's restoration profile following permanent capping works. These drains will connect to a low point, from which it will discharge into the adjoining salt plain in a controlled manner. These drains will be clean earth channels which will be constructed progressively as the landfill is permanently capped. Typically, these drains connect to a surface water attenuation pond; however, due to Site constraints and surrounding topography, there is no suitable location for a pond.

6.2 Surface Water Modelling

The SWMS has been designed to contain and control surface water runoff from a 1-in-10-year AEP storm event, at a minimum. However, storm events up to 1-in-20-year recurrence intervals should also be considered to ensure that they do not result in any catastrophic failures such as flooding of the landfill areas. Therefore, the design of the surface water management infrastructure at the Site has considered 1-in-10-year storm events with contingencies for 1-in-20-year storm events.



The proposed surface water management infrastructure consists of a network of perimeter swales as discussed in Section 6.1. To determine the appropriate design for this infrastructure, modelling was undertaken utilising a Microsoft Excel drainage swale sizing algorithm based on local climate data including rainfall depth and intensity.

6.2.1 Catchment Areas

To assist modelling, the Site's landfill was split into seven sub-catchment areas based on topographical data, the design of the landfill area and other supporting infrastructure. The following sections discuss the design criteria for these catchments.

6.2.1.1 Runoff Coefficient

Based on the geology of the Site, the surface soils are considered to be sandy soils. The topsoils of the landfill slopes will be constructed with these site-won soils which will have a maximum grade of approximately 5%. Using the Queensland Urban Drainage Manual², the runoff coefficient for graded sandy soils at a gradient of 0-5% is 0.4, and this value was used for modelling purposes.

6.2.1.2 Catchment Design Summary

Table 6-2 summarises the design details of the catchment areas considered for the SWMS.

Table 6-2: Summary of Catchment Areas

Catchment	Area (ha)	Runoff Coefficient
А	0.40	0.4
В	0.50	0.4
С	0.90	0.4
D	0.55	0.4
Е	0.08	0.4
F	0.26	0.4
G	0.91	0.4

The catchment areas identified in Table 6-2 are utilised to determine the recommended geometry of swale system to transfer surface water run-off to the Site's discharge point.

6.3 Surface Water Infrastructure Design

The following sections describe the modelling results and the finalised design characteristics of the key infrastructure proposed for the SWMS.

6.3.1 Swale System

The swales should have a general trapezoidal design shown in Figure 6-1.

² Queensland Urban Drainage Manual. 4th Edition. Institute of Public Works Engineering Australasia, Queensland.



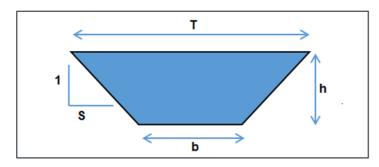


Figure 6-1: Swale Geometry

To simplify the swale system, one swale design is proposed for implementation throughout the landfill footprint, which is presented in Table 6-3, with the dimensions corresponding to the swale shown in Figure 6-1.

Table 6-3: Proposed Swale Design

S	b (m)	T (m)	h (m)
3	1	3.4	0.4

The complete surface water design and modelling is presented in Appendix C.



7 Post-Closure Management and Monitoring

The BPEM Guidelines state that the typical period for aftercare for a putrescible landfill is approximately 30 years. The following areas have been considered in planning for the aftercare period:

- Maintenance of landfill cap, in particular to:
 - Prevent/control erosion
 - o Restore depressions, seal and monitor cracks in the cap caused by settlement
 - Restore/maintain vegetation
- Environmental monitoring of:
 - Groundwater
 - Surface water
 - Landfill gas (if any)
 - Landfill leachate (if any)
 - Topography (i.e., settlement).

The environmental management measures that will be employed, and associated monitoring works, are described in the following sections.

7.1 Landfill Gas

The low levels of waste acceptance at the Site indicate that any landfill gas generation will be limited. The proposed landfill capping system should be adequate in controlling the landfill gas risk, which will oxidise as it permeates through the landfill's soil cap. The lack of sensitive receptors near the Site also lowers the environmental and human health risks. Therefore, no landfill gas management or monitoring infrastructure is considered warranted for the Site.

7.2 Landfill Leachate

Leachate generation and contamination of groundwater at the Site will be monitored through ground water monitoring bores, described further in Section 7.4.

The implementation of the capping system at the landfill will significantly reduce water infiltration and leachate generation, which in turn will reduce the amount of leachate potentially permeating into the groundwater, reducing any environmental impacts. Therefore, it is recommended that the capping of the landfill is undertaken progressively where possible once final fill levels have been achieved.

7.3 Surface Water

To ensure that the surface water management system is functioning effectively, samples should be taken at the discharge point offsite annually and tested for evidence of leachate or other contaminants. Based on the climate and precipitation patterns, the sampling rounds should be carried out during the winter, or after a significant rain event. Where the results indicate the presence of contaminants, the source of the contamination should be identified, and action taken to remedy any failures in the system. This may require sampling of the individual channels of the surface water management system to assist in the identification of the source. A physical inspection of the surface water management system during sampling rounds or after heavy rainfall events should also be carried out to ensure that it is operating effectively. This sampling should be continued during the first



five years following the rehabilitation of the landfill. After this time, further monitoring may not be required if results indicate that the surface water management system is effective.

7.4 Groundwater

Since putrescible waste is accepted at the Site, it is recommended that the Shire install three new groundwater monitoring bores, one upstream and two downstream of the site's landfill area to monitor potential groundwater impacts from the Site. These bores should be monitored on an annual basis during operation, with the monitoring persisting for 25 years post-closure based on the risk profile of the Site. The proposed locations of the monitoring bores are presented in Drawing C-101.

7.5 Topography

Following rehabilitation, inspections of the integrity of the capping system should be conducted twice annually and following severe weather events. It is critical for the proposed topsoil layer to remain in place until the surface vegetation has been established and it may be necessary to reinstate displaced restoration soils. As vegetation establishes, the chance of erosion decreases, and the frequency of visual inspections can be reduced. If an inspection highlights any damage to the capping system, from erosion or settlement, then works should be undertaken to repair the capping system in line with the designs presented in Appendix A as soon as possible to mitigate further damage.

7.6 Vegetation

Vegetation growth should be visually monitored following the revegetation of landfilled area. Any plants that die off or fail to take should be replaced to maintain the integrity of the capping system. Monitoring for weeds should also be undertaken, with weed control measures implemented biannually. Establishment of vegetation is critical in the years following capping as vegetation assist in reducing erosion and maintain the integrity of the capping system.

7.7 Monitoring Program

The proposed post-closure management and monitoring program at the Site is presented in Table 7-1.

Table 7-1: Post-Closure Management & Monitoring Program

Aspect	Monitoring Method	Frequency	Duration								
Landfill Gas	No post-closure management or monitoring recommended										
Landfill Leachate	No post-closure management or monitoring recommended										
Surface water	Sampling at discharge point	During operation and the following 5 years post-closure									
Groundwater	Borehole sampling	Annually	During operation and the following 25 years post-closure								
		Biannually*	First 2 years following closure								
Topography	Visual Inspection	Every 2 years	Following 13 years								
		Every 5 years	Following 15 years								
Vegetation	Visual Inspection	Biannually	First 2 years following closure								



Every 2 years	Following 13 years
Every 5 years	Following 15 years

^{*} Following extreme weather events, it is recommended to undertake an inspection of the restoration soils and monitor the formation of any rills or gullies



8 Cost Estimates

Talis has prepared indicative cost estimates for the capital works required for the Site's landfill closure based on the proposed capping design. The cost estimates assume material used in the restoration of the Site will be imported from offsite, including purchasing and haulage, due to the lack of available Site-won material. The cost estimates do not include potential maintenance works required during the 30-year aftercare period for a landfill.

Several provisions have been allowed for local loading, professional services, and contingency for landfill rehabilitation works only. No loadings have been applied for the landfill development works as these will be conducted in-house through the Shire's current operational expenditure. Local loading has been set at 25%, having regard to regional indices listed within the Rawlinson's Australian Construction Handbook (Edition 41, 2023). The indices are a broad indication of the cost variation within WA and are considered appropriate for this project.

A Professional Services loading of 8% has been applied to cater for consultancy and specialist services required to assist with approvals, design, project management and contract administration activities, site supervision and Construction Quality Assurance. An additional 10% loading has been included to account for preliminaries, including mobilisation, demobilisation. A contingency of 20% has been incorporated into the capital cost estimate model.

A summary of the closure cost estimates for the Site is presented in Table 8-1.

Table 8-1: Summary of Cost Estimates for the Closure and Rehabilitation

Item	Cost (ex. GST)
Landfill Development Works	\$159,664
Landfill Rehabilitation Works	\$1,303,139
Preliminaries (10%)	\$130,314
Professional Fees and Services (8%)	\$104,251
Local Loading (25%)	\$325,785
Contingency (20%)	\$260,628
Total Rehabilitation Cost	\$2,124,117

Taking into account all loadings, the overall estimated capital cost for the Site's landfill closure, using present day costs, is approximately \$2.1 million. A detailed breakdown of the capital costs is provided in Appendix D.

The landfill development works includes the indicative cut requirements, establishment of additional access roads, and removal of trees and fencing where necessary. The estimated costing of approximately \$159,664 (excl. loadings) is highly dependent on the ongoing landfill operations and are subject to change.

The most expensive element of the works is the placement of capping system at \$1.3 million (excl. loadings). The cost estimate has assumed all soil used in the works have been imported, which adds a significant extra cost to the capping works and makes this element particularly cost sensitive. The Shire should begin to stockpile excess clean fill to minimise the need for imported materials, where possible, and begin investigating potential material sources within the Shire at cost-effective rates.

The capital cost estimate has been prepared for the lifetime of the Site's landfill development and is based on the following assumptions:



- Rates are based on Talis' experience in the field and rates published in Rawlinson's Australian Construction Handbook (Ed. 41, 2023) and could change depending on market conditions;
- Talis assumes that sufficient material is available onsite to undertake all capping works, except where explicitly otherwise stated;
- Professional Fees and Services of 8% has been added to the total cost;
- A 10% allowance has been made for preliminaries;
- Local loading of 25% has been added to the total cost;
- Contingency of 20% has been added to the total cost; and
- GST and inflation are not included in any of the estimates.



APPENDIX A

Drawings

Drawing C-100: Current Site Layout & Existing Topography

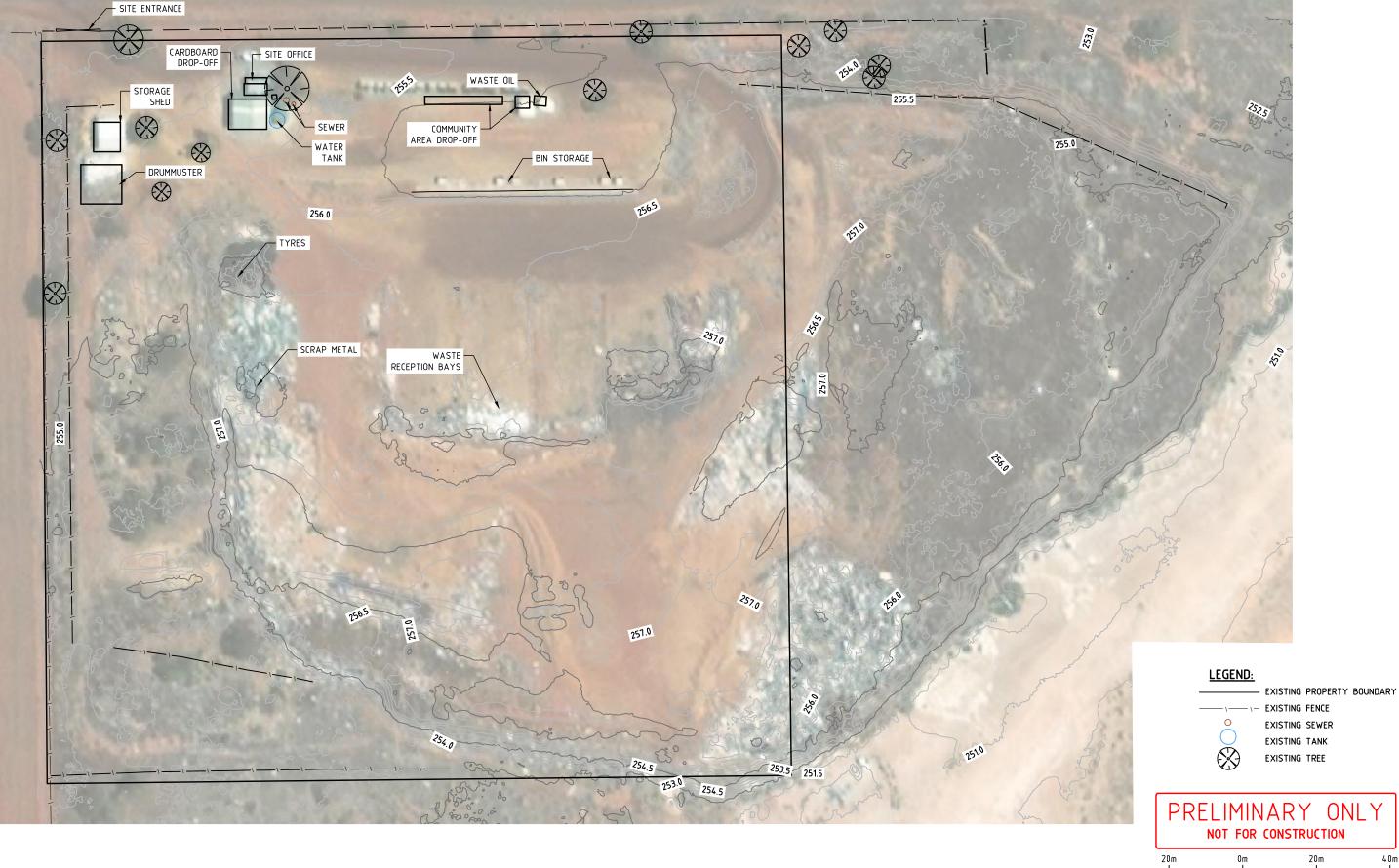
Drawing C-101: Proposed Site Layout
Drawing C-102: Top of Waste Profile

Drawing C-103: Top of Waste Profile Isopachyte

Drawing C-104: Restoration Profile

Drawing C-105: Surface Water Management System Layout

Drawing C-201: Landfill Long Sections



SURVEY REFERENCE: QUANTUM SURVEYS DATE: 31.08.2023 VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM HORIZONTAL DATUM: MGA 2020 ZONE 50



MORAWA

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NOTES

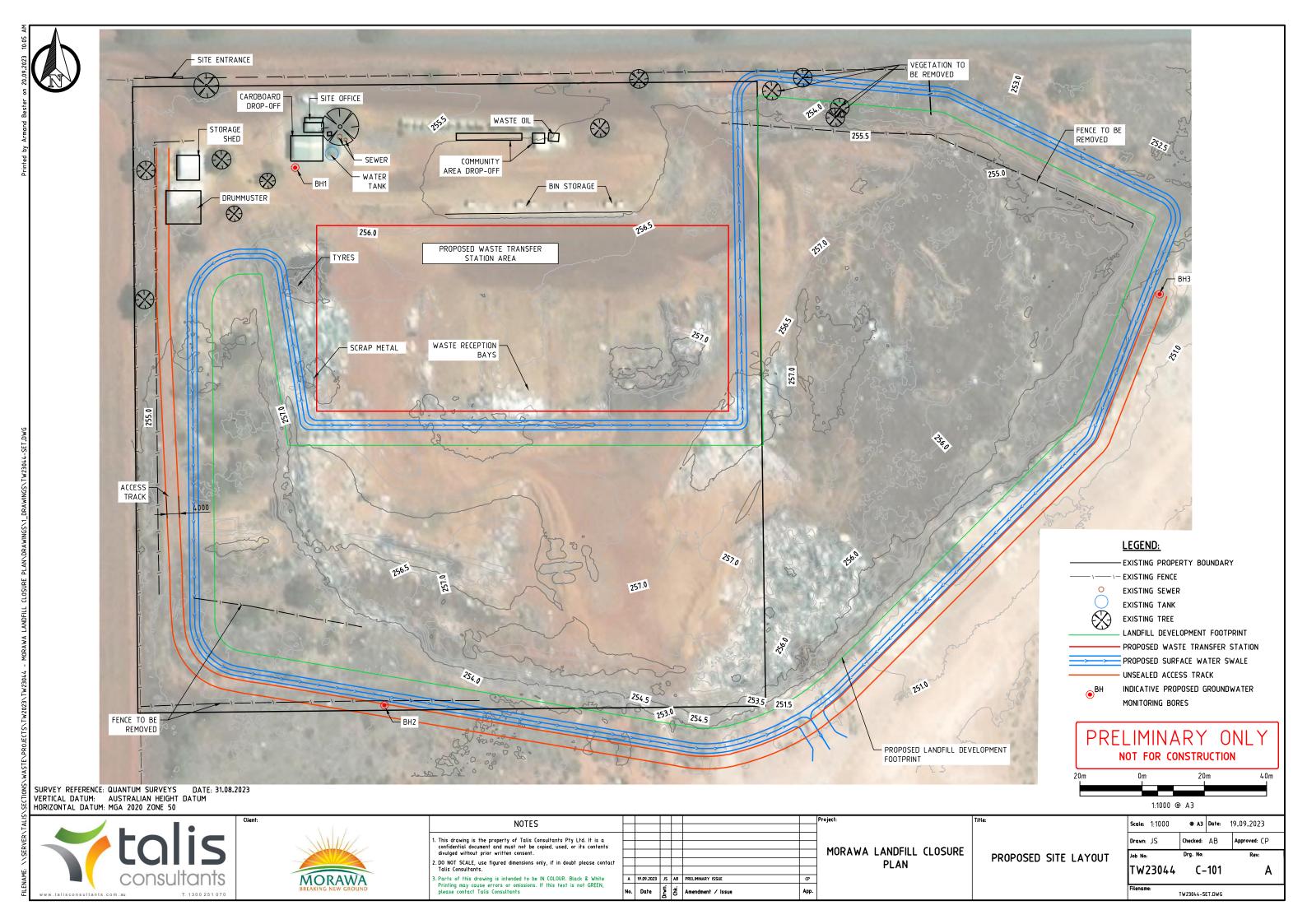
3. Parts of this drawing is intended to be IN COLOUR. Black & White
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nlease contact Talis Consultants

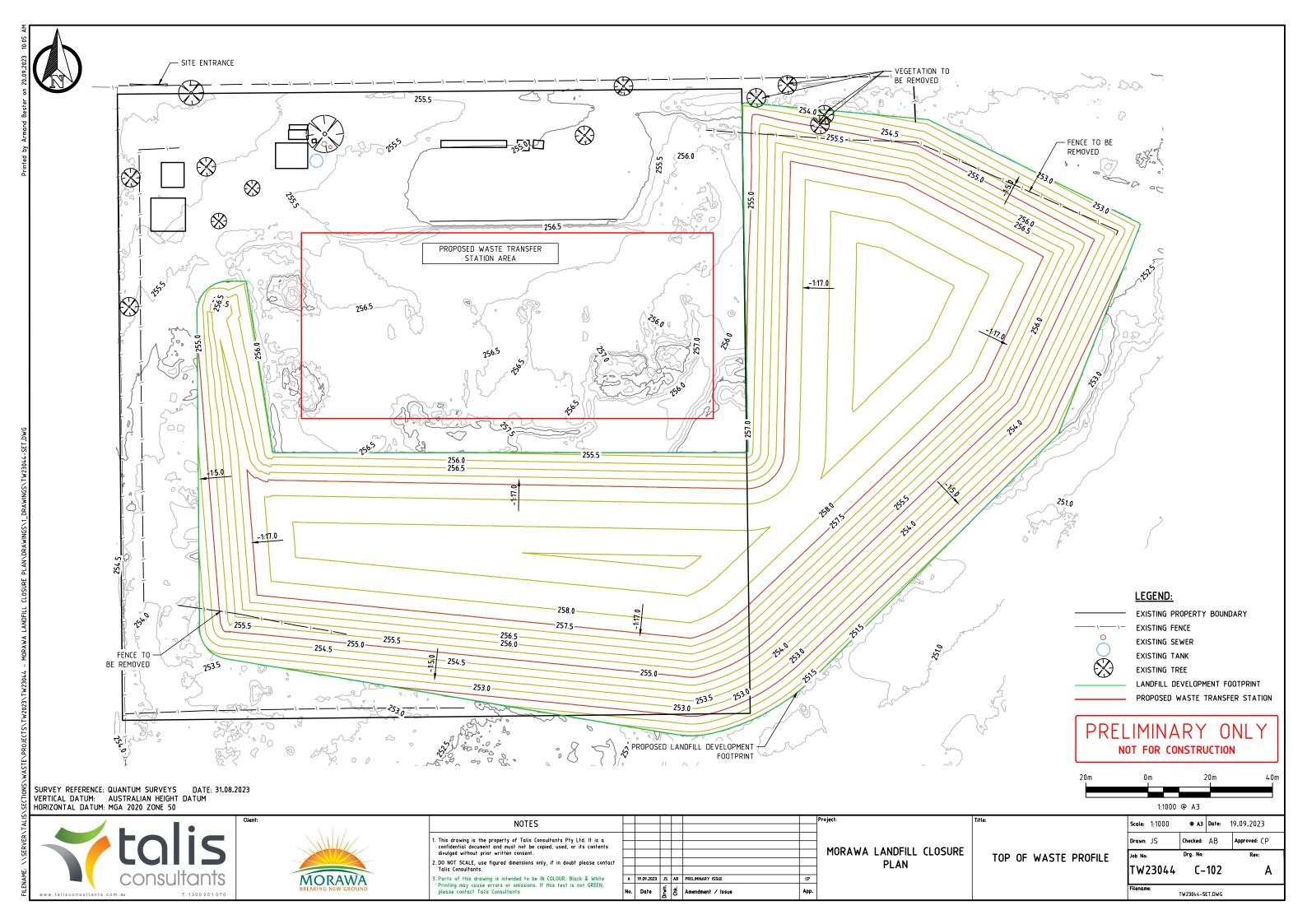
	No.	Date	Drwn.	ŧ	Amendment / Issue	Арр.
	A	19.09.2023	JS	AB	PRELIMINARY ISSUE	
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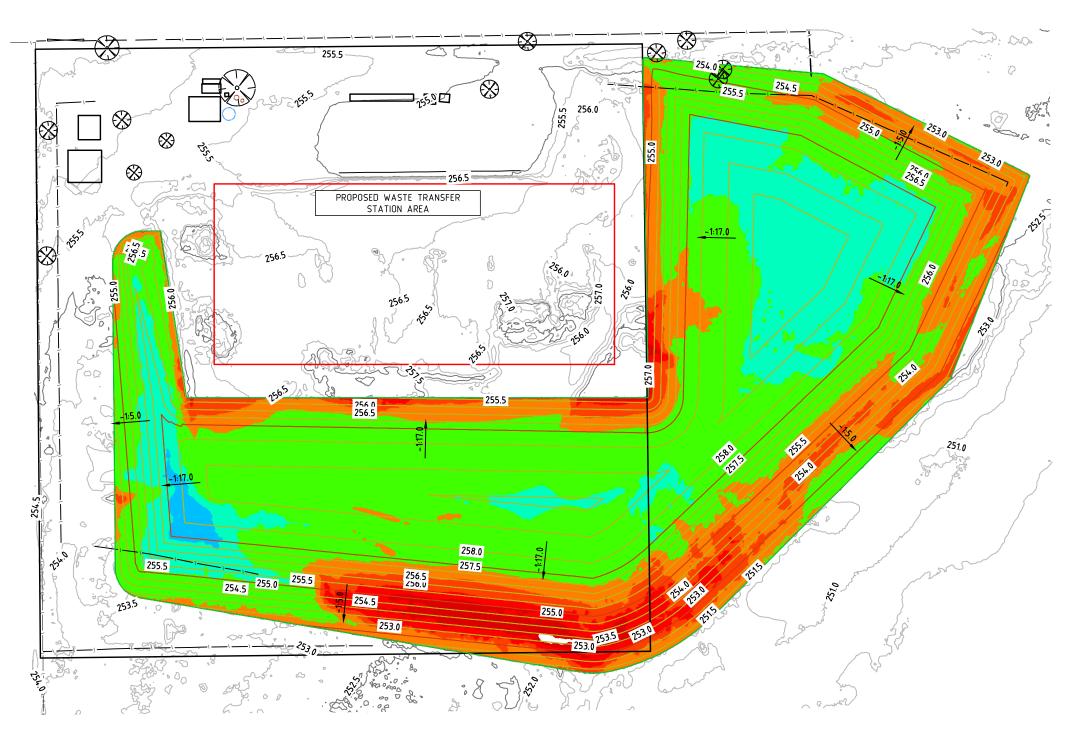
MORAWA LANDFILL CLOSURE PLAN

CURRENT SITE LAYOUT AND EXISTING TOPOGRAPHY

1:1000 @ A3 Scale: 1:1000 @ A3 Date: 19.09.2023 TW23044 C-100







Surface Analysis: Elevation Ranges Minimum Elevation | Maximum Elevation Color (m) -4.000 -3.000 2 -3.000 -2.000 3 -2.000 -1.000 -1.000 0.000 5 0.000 2.000 6 2.000 4.000 4.000 6.000

> INSIDE SITE BOUNDARY CUT: 6,288 m³ FILL: 13,463 m³ NET VOID: 7,174 m³

OUTSIDE SITE BOUNDARY CUT: 4,479 m³ FILL: 15,911 m³ NET VOID: 11,432 m³

LEGEND:

EXISTING PROPERTY BOUNDARY

EXISTING FENCE

EXISTING SEWER EXISTING TANK

EXISTING TREE

LANDFILL DEVELOPMENT FOOTPRINT PROPOSED WASTE TRANSFER STATION

PRELIMINARY ONLY

NOT FOR CONSTRUCTION



Scale: 1:1250 @ A3 Date: 19.09.2023 TW23044 C-103

SURVEY REFERENCE: QUANTUM SURVEYS DATE: 31.08.2023 VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM

HORIZONTAL DATUM: MGA 2020 ZONE 50



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NOTES

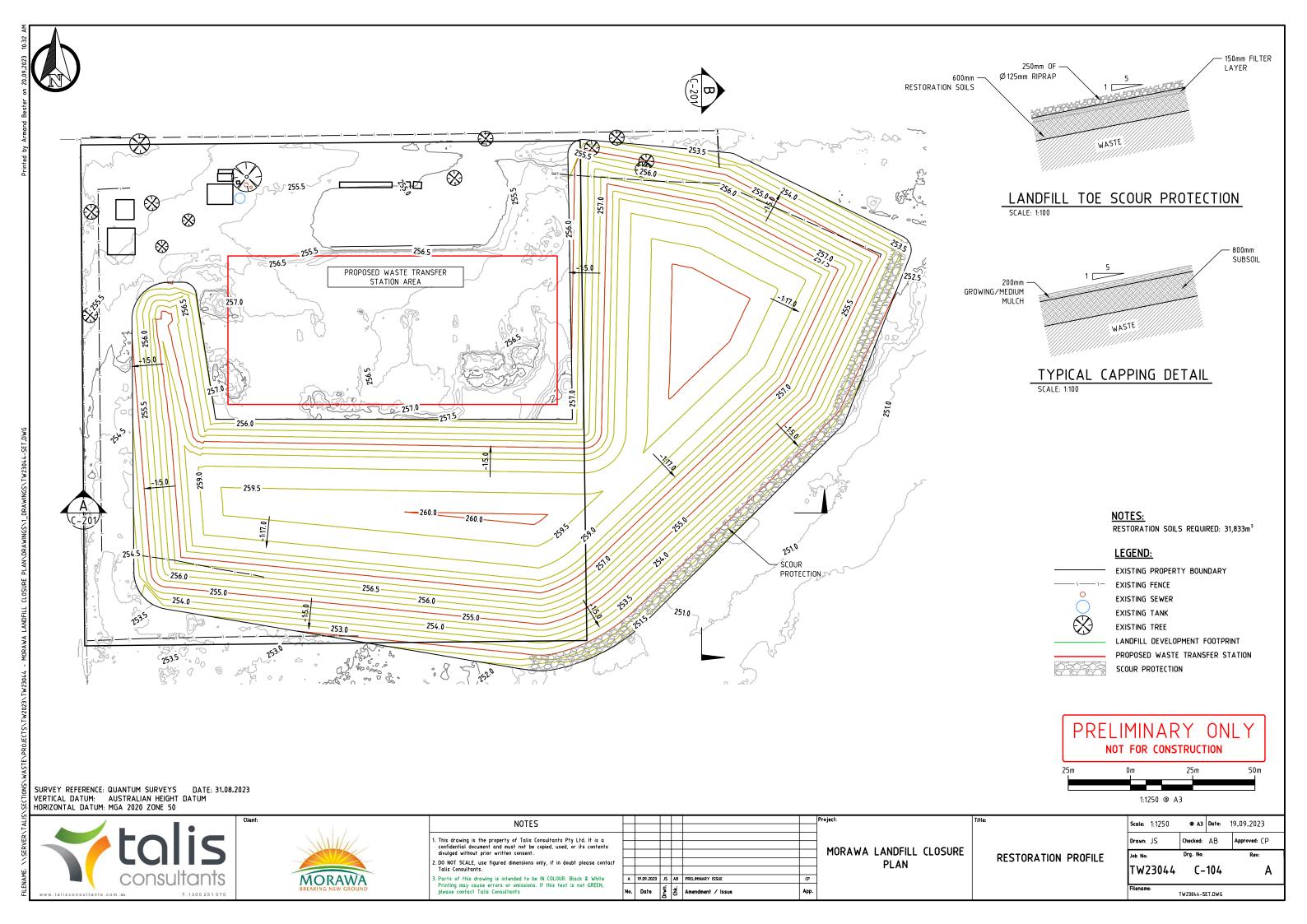
. Parts of this drawing is intended to be IN COLOUR. Black & White

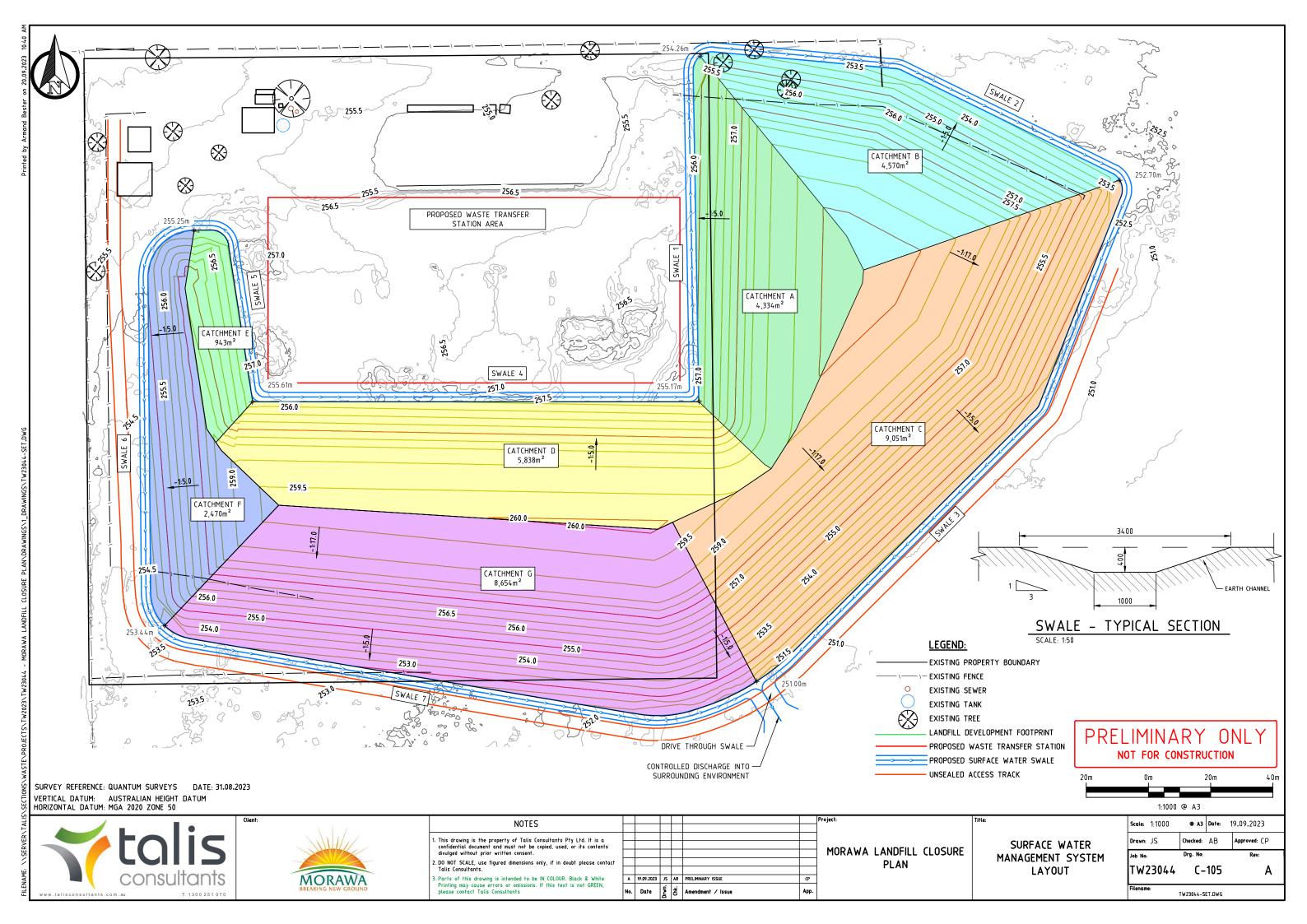
Printing may cause errors or omissions. If this text is not GREEN, please contact Talis Consultants

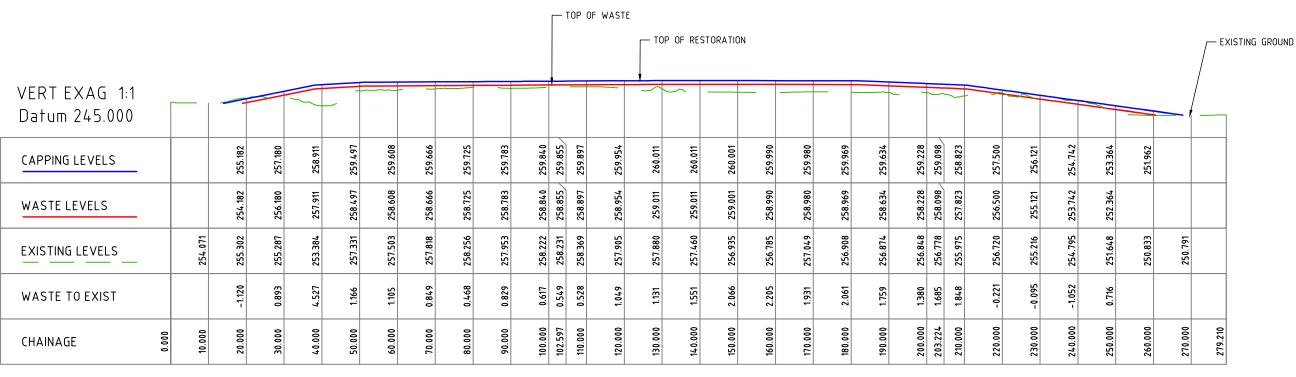
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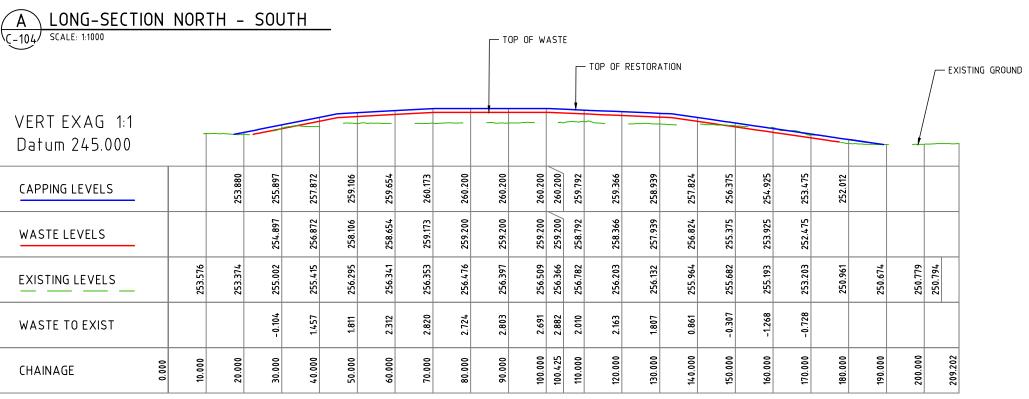
MORAWA LANDFILL CLOSURE PLAN

TOP OF WASTE ISOPACHYTE











SURVEY REFERENCE: QUANTUM SURVEYS DATE: 31.08.2023 VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM HORIZONTAL DATUM: MGA 2020 ZONE 50





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10RAWA LANDFILL CLOSURE PLAN

LONG SECTIONS

Scale: AS SHOWN @ A3 Date: 19.09.2023 TW23044 C-201 Α

50m

PRELIMINARY ONLY

NOT FOR CONSTRUCTION

1:2500 @ A3

٥m



APPENDIX B Waste and Void Space Modelling

Shire of Morawa	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Silile of Wordwa	2010	2017	2010	2013	2020	2021	2022	2023	2024	2023	2020	2027	2020	2023	2030	2031	2032	2033	2034	2033	2030	2037	2030	2033	2040
Population	758	731	698	#N/A	#N/A	660	662	664	667	669	671	673	676	678	680	683	685	687	690	692	694	697	699	701	704
Adopted growth rate (WA Tomorrow)						0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%
Waste Landfilled			794	#N/A	#N/A	751	753	756	758	761	764	766	769	771	774	776	779	782	784	787	790	792	795	798	800
Average per capita (domestic) tonnes per annum			1.14																						



Landfill Area	Landfill Area Available Void Space (m³)		D-: - C C-: - (3)	Net Void Space ex. Daily Cover Soils & Waste	Landfill Capacity (yrs)*	
Lanuilli Alea	Available Void Space (m ³)	Required Reprofiting (m.)	Daily Cover Soils (m³)	Reprofiling (m³)	Lanumi Capacity (yrs)	
Inside boundary	13,463	6,288	2,153	5,023	3.1	
Outside boundary	15,911	4,479	3,430	8,002	5.0	
Total	29,374	10,767	5,582	13,025	8.1	

% Cover Soils	30%
Compaction Rate (t/m³)	0.48





APPENDIX CSurface Water Modelling

Table 1.1: Site Details

Site Location:	Morawa Landfill
Latitutde:	-29.25
Longitude:	116

Notes:

Data from BOM's IFDs (2016): http://www.bom.gov.au/water /designRainfalls/revised-ifd/

Table 1.2 Rainfall AEP

Annual Excee	Rainfall (mm)											
Dı	uration	63.2%	50.0%	20.0%	10.0%	5.0%	2.0%	1.0%	0.5%	0.2%	0.1%	0.05%
Hours	ВоМ	1:1	1:2	1:5	1:10	1:20	1:50	1:100	1:200	1:500	1:1000	1:2000
0.02	1 min	1.19	1.38	2.03	2.51	3.02	3.74	4.33	4.92	5.82	6.56	7.36
0.03	2 min	1.95	2.26	3.33	4.13	4.98	6.23	7.22	8.23	9.78	11.1	12.5
0.05	3 min	2.69	3.12	4.58	5.68	6.84	8.52	9.87	11.2	13.3	15.1	17
0.07	4 min	3.35	3.89	5.7	7.06	8.49	10.6	12.2	13.9	16.5	18.6	20.9
0.08	5 min	3.94	4.57	6.71	8.3	9.97	12.4	14.3	16.3	19.3	21.7	24.4
0.17	10 min	6.12	7.11	10.4	12.9	15.5	19.1	22.2	25.1	29.7	33.4	37.5
0.25	15 min	7.55	8.78	12.9	15.9	19.1	23.6	27.4	31.1	36.8	41.4	46.4
0.33	20 min	8.61	10	14.7	18.2	21.8	27	31.4	35.6	42.1	47.5	53.2
0.42	25 min	9.45	11	16.1	20	24	29.7	34.5	39.2	46.4	52.3	58.7
0.50	30 min	10.1	11.8	17.3	21.5	25.8	32	37.2	42.2	50	56.4	63.3
0.75	45 min	11.7	13.6	20.1	24.9	29.9	37.2	43.2	49.1	58.2	65.6	73.7
1.00	1 hour	12.9	15	22.1	27.4	33	41	47.6	54.2	64.2	72.5	81.4
1.50	1.5 hour	14.8	17.1	25.2	31.2	37.5	46.7	54.3	61.7	73.1	82.5	92.7
2.00	2 hour	16.2	18.8	27.6	34.1	41.1	51.1	59.4	67.5	79.9	90.1	101
3.00	3 hour	18.6	21.4	31.3	38.7	46.6	57.9	67.3	76.3	90.2	102	114
4.50	4.5 hour	21.2	24.5	35.6	43.9	52.8	65.4	76.1	86.1	102	114	128
6.00	6 hour	23.4	26.9	39	48	57.6	71.4	83	93.8	111	124	139
9.00	9 hour	26.6	30.6	44.2	54.3	65	80.5	93.5	106	125	140	156
12.00	12 hour	29.1	33.5	48.1	59.1	70.6	87.3	102	115	135	152	170
18.00	18 hour	32.7	37.6	53.8	65.9	78.6	97.4	113	128	151	170	191
24.00	24 hour	35.2	40.4	57.8	70.7	84.1	104	121	138	163	184	206
30.00	30 hour	37.1	42.5	60.8	74.2	88.2	110	127	149	179	203	230
36.00	36 hour	38.5	44.2	63.1	77	91.4	114	132	156	189	214	244
48.00	48 hour	40.7	46.7	66.5	81	95.9	119	139	164	198	226	258
72.00	72 hour	43.6	49.9	70.8	85.9	101	126	146	169	203	232	264
96.00	96 hour	45.8	52.4	73.9	89.1	105	129	149	171	204	233	264
120.00	120 hour	47.8	54.7	76.5	91.8	107	130	150	173	205	234	265
144.00	144 hour	50	57	79.2	94.3	109	131	151	175	208	236	267
168.00	168 hour	52.3	59.5	81.9	96.9	111	131	151	177	212	240	272



Table 2.1 Catchment Summary

Catchments	Area (m²)	Catchment Surface	Comments	Runoff Coefficient	1:20 Year Runoff
Catchment A	3,963	Graded or No Plant Cover,		0.4	133
Cateminent	3,505	Sandy Soil, Flat, 5 - 10%		0.4	155
Catchment B	4,963	Graded or No Plant Cover,		0.4	167
	1,000	Sandy Soil, Flat, 5 - 10%		• • • • • • • • • • • • • • • • • • • •	
Catchment C	9,000	Graded or No Plant Cover,		0.4	303
	ŕ	Sandy Soil, Flat, 5 - 10%			
Catchment D	5,472	Graded or No Plant Cover,		0.4	184
		Sandy Soil, Flat, 5 - 10% Graded or No Plant Cover,			
Catchment E	768	Sandy Soil, Flat, 5 - 10%		0.4	26
		Graded or No Plant Cover,			
Catchment F	2,600	Sandy Soil, Flat, 5 - 10%		0.4	87
0.11	0.000	Graded or No Plant Cover,		0.4	205
Catchment G	9,093	Sandy Soil, Flat, 5 - 10%		0.4	306
Catchment H				0	0
Catchment I				0	0
Catchment J				0	0
Catchment K				0	0
Catchment L				0	0
Catchment M				0	0
Catchment N				0	0
Catchment O				0	0
Catchment P				0	0

Total Area (m²)	35,859
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Composite Runoff Coefficient	0.400
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Morawa Refuse and Transfer Station Shire of Morawa

Surface Water Management Modelling Swale Design

Table 4.1 Swale Design Characteristics and Modelling Results

Aspect	Swale 1	Swale 2	Swale 3	Swale 4	Swale 5	Swale 6	Swale 7
Swale Flow Timing							
Flow Length (m)	110	150	205	140	65	145	200
ΔRL (mAHD)	3.52	1.39	2.08	0.67	0.93	2.66	2.73
Slope	0.032	0.009	0.010	0.005	0.014	0.018	0.014
Swale Material	Earth channel -						
Swale Material	clean						
Manning's Coefficient	0.022	0.022	0.022	0.022	0.022	0.022	0.022
Time of Conc., Tc-h	2.738	5.602	6.881	6.851	2.489	4.196	6.023
Combined Flows							
Min. Total Concentration Time, Tc (min)	8.65	11.51	12.79	12.13	5.89	7.59	9.42
Intensity for Min. Tc (mm/hr)	20.37	23.94	25.30	24.61	16.01	18.83	21.41
Flow Rate for Min. Tc (m ³ /hr)	32	85	181	54	40	67	154
Peak Flow Rate for Max. Tc (m ³ /hr)	32	85	181	54	40	67	154
Max. Total Concentration Time, Tc (min)	8.65	11.72	13.00	12.13	7.77	9.47	11.57
Intensity for Max. Tc (mm/hr)	20.37	24.17	25.52	24.61	19.10	21.48	24.00
Flow Rate for Max. Tc (m ³ /hr)	32	86	183	54	48	76	172
Peak Flow Rate for Max. Tc (m ³ /hr)	32	86	183	54	48	76	172
Max Peak Flow Rate for Tc (m³/hr)	32	86	183	54	48	76	172
Comments							
Swale Geometry	1	2	3	4	5	6	7
Swale Bottom Width (m)	1	1	1	1	1	1	1
Depth of Flow w/o Freeboard (m)	0.1	0.1	0.1	0.1	0.1	0.1	0.1
LHS Slope (1:V)	3	3	3	3	3	3	3
RHS Slope (1:V)	3	3	3	3	3	3	3
Freeboard (m)	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Freeboard included?	YES						
Top width, T (m)	3.4	3.4	3.4	3.4	3.4	3.4	3.4
Design Depth inc. Freeboard (m)	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Swale Area, As (m ²)	0.880	0.880	0.880	0.880	0.880	0.880	0.880
Wetted Perimeter, Pw (m)	3.53	3.53	3.53	3.53	3.53	3.53	3.53
Hydraulic Radius, Rh (m)	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Hydraulic Depth, Dh (m)	0.26	0.26	0.26	0.26	0.26	0.26	0.26
Flow							
Manning's coefficient, n	0.022	0.022	0.022	0.022	0.022	0.022	0.022
Maximum Velocity, V (m/s)	3.22	1.73	1.81	1.25	2.15	2.44	2.10
Minimum Flow, Q (m ³ /s)	2.83	1.53	1.60	1.10	1.90	2.15	1.85
Minimum Flow, Q (m ³ /h)	10,204	5,491	5,746	3,946	6,823	7,726	6,664
Factor of Safety	315.99	63.63	31.40	73.25	143.14	101.71	38.71
Froude Number, Fr	2.02	1.09	1.14	0.78	1.35	1.53	1.32
Nature of Flow	Supercritical	Supercritical	Supercritical	Subcritical	Supercritical	Supercritical	Supercritical
Reynolds Number, Re (channel)	449,343	241,804	253,021	173,770	300,460	340,220	293,473
Flow Type	Turbulent						

NOTES: Formulae are from:

Table 4.2 Swale Design Event & IFD Coefficients

table the office people event a transcorrection					
Design Period	1:100				
C _o	1.4665186				
C ₁	0.65549356				
C ₂	0.18209539				
C ₃	-0.1090996				
C ₄	0.02128071				
C ₅	-0.00182881				
C ₆	5.79544E-05				





APPENDIX D

Cost Estimates

Table A: Quantities and Costs for Construction

No	ltem	Unit	Rate	Total Amount	Quantities
Land	dfill Development Works				
	Landfill				
	Earthworks				
	Waste reprofiling	m³	\$ 12.81	\$ 137,925	10,767
	Establishment of unsealed access road	m²	\$ 25.92	\$ 12,960	500
	Removal of fencing	m²	\$ 18.38	\$ 4,779	260
	Tree removal	Item	\$ 1,000.00	\$ 4,000	4
	Development Subtotal			\$ 159,664	
Land	fill Rehabitation Works				
	Capping Works				
	Supply and placement of imported 800mm Subsoil Layer	m³	\$ 38.35	\$ 961,143	25,062
	Supply and Placement of Topsoil at 200mm thickness	m³	\$ 25.00	\$ 156,640	6,266
	Revegetation	m²	\$ 5.00	\$ 156,640	31,328
	Establishment of Revegetation (irrigation)	Event	\$ 5,000.00	\$ 5,000	1
	Installation of groundwater monitoring bore	Item	\$ 2,000.00	\$ 6,000	3
	Supply and placement of imported filter layer - 150mm thick	m³	\$ 25.00	\$ 713	29
	Installation of scour protection - 250mm thick	m³	\$ 103.28	\$ 4,906	48
	Stormwater Management				
	Landfill Perimeter Swales				
	Clear and Grub	m²	\$ 0.41	\$ 1,665	4,060
	Cut to Spoil	m³	\$ 10.82	\$ 10,433	964
	Rehabilitation Subtotal			\$ 1,303,139	
	Cost Estimate Subtotal			\$ 1,303,139	
	Preliminaries		10%	\$ 130,314	
	Professional Fees and Services		8%	\$ 104,251	
	Local Loading		25%	\$ 325,785	
	Contingency		20%	\$ 260,628	
	Total Cost			\$ 2,124,117	





Assets | Engineering | Environment | Noise | Spatial | Waste

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